

Dunkirk Public Library Board Meeting Agenda
February 28th, 2023

The mission of our library is to provide unrestricted access to informational resources and services that advance lifelong learning, promote the acquisition of knowledge, encourage cultural enrichment, and provide strength to the Dunkirk community.

Attendance to Determine Quorum

Approval of Previous Month's Minutes - Secretary

- January 2022

Financial Report - Treasurer

Approval of Bill Payments & Budget Transfers

Children's Room Report

Director's Report

Unfinished Business

1. Knox Box - Delivered!

New Business

1. Library Vote - Set the date for the 2023 election/budget vote.
2. Tax Cap - Needs to be calculated by the Treasurer.
3. Annual Report to CCLS & NYS - Due 2/17/23.
4. Thanks and Acknowledgments:
 - None
5. Construction Grants:
 - Review bid from R E Kelley for planned masonry work.
 - Do we apply for another grant in 2023-2024?
 - If yes, select items from priority list to include on the application.
6. ADA Ramp - Possible estimate from NuWood.
7. Finances/Income - Monthly discussion.
8. Call for Executive Session if needed. --YES--
9. Conclude Executive Session and return to normal business.
10. Jan's Monthly Plan
 - Items as listed above: Annual Report, Election Date, Tax Cap

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, NY 14048

Minutes

January 24. 2023

Attendees Present

Mary Beth Muldowney, Sara Marsowicz, Jason Hammond, Susan Nickle, Nancy Tuggle, Matthew Woelfle, Jan Dekoff

Attendees Absent

Pam Czarniak

Mary Beth Muldowney presided. Called to order at 4:23 p.m.

On motions duly made and seconded (names of those making and seconding the motions follow each) the following were adopted:

RESOLVED: Minutes of the December meeting were approved (N. Tuggle; S. Marsowicz)

Children's Room Report

Submitted and reviewed by Jason Hammond in the absence of Pam Czarniak.

Director's Report

Submitted and reviewed by Jason Hammond.

Approval of Bill Payments & Budget Transfers

Approved for 2023 (S. Marsowicz; S. Nickle)

Old Business

1. Finances/Income- Monthly discussion continues to evaluate the need for 2023 budget increase. Jan Dekoff was present to discuss ongoing ideas & a suggestion was made to reach out to the Observer's Editor John D'Agostino to assist in making future intentions known for increasing the yearly tax rate to help maintain the library and the programs provided to the community. Also addressed wage increases that went into effect 01/01/23 and preparing for 2023-24 budget, which is due in June.
2. Request from the Dunkirk/Fredonia Advocates Group member Beverly Slichta Cusik asking that any grants or donations be accepted and recorded by the library on behalf of their group's projects voted and denied by the board due to the potential for increased liability and expenditures in relation to the proposal.

3. Ramp construction- As of this meeting, there have been no bids for the project. It was suggested that we contact NuWood for possible interest. Concerns that the local donors may question the delays, even though Walter Management and the Board members have been actively seeking a contractor for the project for a number of months.

New Business

1. Construction Grants- Bid proposal from Ahlstrom Schafer for summer electrical work, in accordance with the addressed building plan and contingent of approval from NYS was discussed. Approved bid from Ahlstrom Schaffer and also from Casale for the air conditioning. (S. Marsowicz; N. Tuggle)
2. Long Range Plan of Service-Is currently underway and review & updates will be made as needed.
3. Thanks & Acknowledgments- A thank you was given to our latest mail carrier who donated boxes of board games from his personal collection for use at the library. Also, cards of thanks from the staff were given to the board for the Christmas gifts they recently received.
4. Jan's Monthly Plans were discussed and addressed as indicated above.
5. Amended current budget for increase in wages/salaries (M. Muldowney; S. Marsowicz)

Executive Session

Called to order by Mary Beth Muldowney, president at 5:34 p.m. to discuss personnel and legal matters. Session concluded at 5:44 p.m.

Next meeting is scheduled for February 28, 2023.

S. Nickle and M. Muldowney motioned for the meeting to be adjourned at 5:49 p.m.

Respectfully submitted by,
Susan Nickle, Secretary

Dunkirk Public Library

Revenue Report

January 2023

	Receipts this month	Receipts Year-To-Date	Total Budget Internal		
REVENUE REPORT	January 2023	July 22 - June 23	2022-2023	Balance	% Received
401 • Fines	3.19	178.02	275.00	96.98	64.73%
402 • Copier Income	300.18	1,185.44	1,500.00	314.56	79.03%
403 • Fax Sales	15.00	117.00	500.00	383.00	23.40%
404 • Used Book Sales	79.25	831.11	1,000.00	168.89	83.11%
405• Lost & Damaged	44.98	162.14	225.00	62.86	72.06%
410 • Gifts and Donations	640.00	3,776.50	5,000.00	1,223.50	75.53%
419 • School District Funds	0	350,000.00	350,000.00	0.00	100.00%
436 • Misc Income	0	0.00	950.00	950.00	0.00%
440 • CCLS Cash Grant	0	250.00	250.00	0.00	100.00%
441 • LLSA - NYS	421.60	4,216.00	4,000.00	-216.00	105.40%
445 • Construction Grant Income	0				
478 CCLS Book Plan	0	2,853.90	5,100.00	2,246.10	55.96%
Total Income	1,504.20	363,570.11	368,800.00	5,229.89	98.58%

Dunkirk Public Library
Expense Report
January 2023

EXPENSE REPORT	Disbursed This Month Jan-23	Disbursed Year-To-Date July 22 - June 23	Total Budget Internal 2022-2023	Balance	% Spent
160 · FURNITURE	0	0.00	1,000.00	1,000.00	0.00%
450 · Construction Grant	0	34,002.50	14,716.00	-19,286.50	231.06%
451 · Block Grant	157.62	-132.42			
501 · BOOKS	1628.29	10,277.72	16,000.00	5,722.28	64.24%
502 · PERIODICALS	0	376.43	1,000.00	623.57	37.64%
503 · CCLS BOOK PLAN	0	1,041.65	5,100.00	4,058.35	20.42%
504 · Gifts and Donations Expenses	347.08	1,499.17	5,000.00	3,500.83	29.98%
507 · AUDIO BOOKS	0	55.66	1,000.00	944.34	5.57%
509 · DVD'S	137.32	883.34	1,750.00	866.66	50.48%
550· SALARIES & WAGES	16664.64	122,921.95	218,360.00	95,438.05	56.29%
551 · FICA & MEDICARE	1288.01	9,406.58	16,705.00	7,298.42	56.31%
552 · INSURANCE - WORKER'S COMP	0	2,265.00	3,500.00	1,235.00	64.71%
553 · HEALTH INSURANCE	5930.06	13,238.18	20,000.00	6,761.82	66.19%
554 · NYS Retirement	0	16,798.00	28,000.00	11,202.00	59.99%
555 · DISABILITY INSURANCE	452.21	1,370.25	1,500.00	129.75	91.35%
556 · UNEMPLOYMENT TAX	176.74	1,334.37	2,200.00	865.63	60.65%
558 · N.Y.S. Sales Tax Payment	0	0.00	100.00	100.00	0.00%
560 · ELECTRICITY	788.64	6,226.40	8,000.00	1,773.60	77.83%
561 · NATURAL GAS	2679.47	3,271.76	7,000.00	3,728.24	46.74%
562 · WATER	68.66	199.53	200.00	0.47	99.77%
563 · SEWER	35.00	145.00	250.00	105.00	58.00%
564 · TIPPING FEE	48.00	96.00	210.00	114.00	45.71%
565 · TELEPHONE	46.76	310.05	1,000.00	689.95	31.01%
570 · LIBRARY SUPPLIES	228.10	1,651.89	2,500.00	848.11	66.08%
571 · POSTAGE	0	302.52	500.00	197.48	60.50%
580 · ADVERTISING	0	0.00	500.00	500.00	0.00%
581 · COMPUTER MAINTENANCE	0	363.28	1,000.00	636.72	36.33%
582 · INTERNET EXPENSES	0	138.00	400.00	262.00	34.50%
583 · COMPUTER EQUIPMENT	0	2,393.00	3,000.00	607.00	79.77%
584 · BUILDING SUPPLIES	228.76	653.84	2,000.00	1,346.16	32.69%
585 · BUILDING REPAIRS & Maintenance	36.00	-5,131.50	12,000.00	17,131.50	-42.76%
586 · GROUNDS KEEPING	790.00	2,249.98	7,500.00	5,250.02	30.00%
587 · ELEVATOR MAINTENANCE	2666.76	2,876.76	2,650.00	-226.76	108.56%
588 · WORKSHOPS & TRAVEL	0	120.75	1,500.00	1,379.25	8.05%
590 · PROFESSIONAL FEES	0	5,100.00	5,500.00	400.00	92.73%
591 · PAYROLL PROCESSING	89.94	662.76	1,000.00	337.24	66.28%
592 · INSURANCE	0	7,180.74	7,000.00	-180.74	102.58%
594 - Memberships	0	0.00	250.00	250.00	0.00%
595 - Vote Expenses	0	0.00	500.00	500.00	0.00%
596 - Copier and Printer Supplies	21.99	995.87	750.00	-245.87	132.78%
610 - Children Program Supplies	516.98	1,206.10	2,800.00	1,593.90	43.08%
611 - Children Special Guests	75.00	75.00	1,400.00	1,325.00	5.36%
612 - Adult Program Supplies	0	83.89	1,000.00	916.11	8.39%
613 - Adult Special Guests	0	200.00	1,000.00	800.00	20.00%
614 - Teen Programming	0	203.48	1,500.00	1,296.52	13.57%
615 - Building Equipment	589.50	1,265.57	1,000.00	-265.57	126.56%
616 - Outreach	-100.00	749.37	1,500.00	750.63	49.96%
620 - Legal Fees	500.00	1,500.00	2,000.00	500.00	75.00%
630 - Computer Programs	0	0.00	1,000.00	1,000.00	0.00%
688 · Misc Expenses	0	1,131.37	0.00	-1,131.37	#DIV/0!
Total Expense	36091.52	251,559.79	399,641.00	148,081.21	62.95%

Dunkirk Public Library

Balance Sheet

As of January 31, 2023

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
100 · Petty Cash	258.60
101 · 101 · Operating Fund	559,622.91
103 · 0216	144,032.07
Total Checking/Savings	703,913.58
Other Current Assets	
106 · 0012011842	3,625.22
114 · 114 · Endowment NCCF	21,646.36
116 · 0012023907	26,529.41
128 · 0012026411	4,223.50
Total Other Current Assets	56,024.49
Total Current Assets	759,938.07
Fixed Assets	
160.0 · 160 · Fixed Assets	1,243,245.09
170 · 170 · Depreciation	-543,117.20
Total Fixed Assets	700,127.89
Other Assets	
178 · PREPAID RETIREMENT	33.52
299 · Pensions Deferred Inflow	-232,687.00
Total Other Assets	-232,653.48
TOTAL ASSETS	1,227,412.48

Dunkirk Public Library
Balance Sheet
As of January 31, 2023
Jan 31, 23

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · 200 · Accounts Payable -1,955.00

Total Accounts Payable -1,955.00

Other Current Liabilities

199 · Pensions & Post Employment Obli -148,888.00

2000 · NYS Taxes Payable -446.64

2001 · Unemployment Payable -206.45

298 · Pension Liability -63,793.00

Total Other Current Liabilities -213,334.09

Total Current Liabilities -215,289.09

Total Liabilities -215,289.09

Equity

30000 · Opening Balance Equity 207,119.33

301 · FUND BALANCE UNRESTRICTED -4,176.12

311 · UNREST.F/B- FIXED ASSETS 673,156.61

313 · TEMP.REST.F/B- FRIENDS OF 625.22

316 · PERM.REST.F/B- FRIENDS OF 3,000.00

317 · PERM.REST. F/B - NCCF ENDOWMENT 10,774.16

3200 · 3200 · Unrestricted Net Assets -276.15

32000 · Unrestricted Net Assets 438,619.63

Net Income 113,858.89

Total Equity 1,442,701.57

TOTAL LIABILITIES & EQUITY 1,227,412.48

Dunkirk Public Library
Check Detail
January 20 through February 23, 2023

	Type	Date	Name	Account	Original Amount
	Check	01/26/2023	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	-44.97
				591 · Payroll Processing	44.97
TOTAL					44.97
	Bill Pmt -Check	01/26/2023	Baker & Taylor	101 · 101 · Operating Fund	-246.54
	Bill	01/24/2023		501 · Books	17.42
	Bill	01/24/2023		501 · Books	32.72
	Bill	01/24/2023		501 · Books	133.83
	Bill	01/24/2023		501 · Books	45.48
				504 · Gifts and Donations Expenses	17.09
TOTAL					246.54
	Bill Pmt -Check	02/07/2023	CCLS	101 · 101 · Operating Fund	-250.00
	Bill	02/07/2023		503 · CCLS Book Plan - Overdrive	250.00
TOTAL					250.00
	Check	02/07/2023	DFT	101 · 101 · Operating Fund	-17.53
				565 · Telephone	17.53
TOTAL					17.53
	Bill Pmt -Check	01/26/2023	Highmark BCBCWNY	101 · 101 · Operating Fund	-4,080.37
	Bill	01/26/2023		553 · Health Insurance	4,080.37
TOTAL					4,080.37
	Check	01/31/2023	IRS	101 · 101 · Operating Fund	-1,812.21
				550 · Salaries & Wages	1,155.60
				551 · FICA & Medicare	656.61
TOTAL					1,812.21
	Bill Pmt -Check	02/07/2023	Michael Morton	101 · 101 · Operating Fund	-75.00
	Bill	02/07/2023		611 · Children's Special Guests	75.00
TOTAL					75.00

Dunkirk Public Library
Check Detail

January 20 through February 23, 2023				
Type	Date	Name	Account	Original Amount
Check	01/23/2023	National Fuel	101 · 101 · Operating Fund	-1,641.03
			561 · Natural Gas	1,641.03
TOTAL				1,641.03
Check	01/31/2023	NYS Tax	101 · 101 · Operating Fund	-258.64
			550 · Salaries & Wages	258.64
TOTAL				258.64
Check	01/31/2023	NYS Tax	101 · 101 · Operating Fund	-258.64
			2000 · NYS Taxes Payable	258.64
TOTAL				258.64
Check	01/31/2023	payroll	101 · 101 · Operating Fund	-7,075.80
			550 · Salaries & Wages	7,075.80
TOTAL				7,075.80
Bill Pmt -Check	01/26/2023	Shelter Point Life	101 · 101 · Operating Fund	0.00
TOTAL				0.00
Check	02/07/2023	Shelter Point Life	101 · 101 · Operating Fund	-452.21
			555 · Disability Insurance	452.21
TOTAL				452.21
Check	01/23/2023	VSP PAYMENT	101 · 101 · Operating Fund	-22.66
			553 · Health Insurance	22.66
TOTAL				22.66
				16,190.28

Children's Room Activity Report
Pam Czarniak – Coordinator of Children's Services
February 2023

- Statistics – February 2023 – Story Time with Craft Kits Attendance - 32
Craft Kits with Snacks – 122
Sundance-Kids-Farm-Hedgehog Visit – 50
- Crafts



Snow Owl Puppet

Penguin TP Roll



Paper Plate Polar Bear



Groundhog Puppet

- Upcoming spring holidays have Saturday classes planned.
- Three entertainers are booked for the summer program.

Children's Room Statistics	Jan-23		
Date/Story Time/Event	# Story Time / # Kits	Date -Facebook Views	# Reached
1/3/23 - Story Time	2	1/3/23 - Help Wanted Clerk	2700
1/5/23 - Craft Kits + Snacks	31	1/3/23 - Cartoon	171
1/12/23 - Story Time	10	1/5/23 - Hedgehog Visit	1800
1/13/23 - Craft Kits + Snacks	30	1/9/23 - Storytime & Craft Kit	217
1/17/23 - Story Time	5	1/11/23 - Story Time & Craft Kit	193
1/20/23 - Craft Kit + Snack	31	1/11/23 - Help Wanted Treas.	963
1/21/23 - Sundance Farm-Hedghog	50	11/12/23-Photo kids coloring	461
1/24/23 - Story Time	9	1/12/23 - Cartoon	301
1/26/23 - Story Time	3	1/20/23 - Hedgehog Visit Post	66
1/27/23 - Craft Kit + Snack	30	1/20/23 - Story Time & Craft Kit	277
1/31/23 - Story Time	3	1/23/23 - Reading Quote	185
Total	204	1/23/23 - Photos of Hedgehog	418
		1/27/23 - Reading Quote	267
		1/31/23 - Story Time & Craft Kit	288
		Total	8307

**Dunkirk Public Library
Director's Report
February 2023**

1. Book Club - Fifteen participants attended the discussion of *The Personal Librarian*. Next month's meeting will include a baby shower for one of the newer members. Currently eighteen individuals overall are participating in the monthly club.
2. Teens/YA - The Friday events continue to have steady attendance and another member of the group has expressed interest in running an event of his own once the current story concludes. If the D&D movie plays at the Dunkirk theater in March we hope to schedule a visit for our players.
3. Computer Lab - The Banner Program has hit its quota for the first round of registration. DPL has assisted around twenty community members with uploading material. Amber Carangelo has joined Michele as our new SUNY Fredonia intern. She has been teaching classes, fixing excel sheets, assisting patrons, and numerous other tasks.
4. Sharing News - A press release covering winter and spring events was distributed to all of the outlets provided by Sara. A letter of congratulations was sent to the mayor and city council regarding the downtown revitalization funds (only Natalie L responded).
5. Payroll Certification - Approved by Civil Service.
6. Health Insurance Renewals - Go into effect on 3/1/23. We were able to offer dental coverage this year; costs are paid in full by employees.
7. Year End Insurance Survey - Completed and submitted at the end of January.
8. ADA Ramp - David W brought a rep from NuWood Creations by to check out the ramp project on 2/9/23.
9. Annual Report to CCLS/NYS - Awaiting final review by CCLS staff.
10. Meetings and Conferences -
 - 1/28/23: CCLS Annual Report Workshop - Attended virtually due to illness.
 - 2/3/23: Grant Writing Workshop
 - 2/9/23: Technology Forum
 - 2/14/23: Library Construction Webinar
 - 2/17/23: Monthly CCLS Meeting

2023 CIRC STATS

	Jan-23	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	2022 YTD	% Change
Juvenile Fiction	502	513	470	485	654	524	721	1134	1235	674	561	442	385	7798	-100.00%
Juvenile Non-Fiction	59	57	56	61	82	61	72	87	89	63	74	64	63	829	-100.00%
Juvenile DVD's	24	29	26	27	34	13	38	68	44	23	28	20	27	377	-100.00%
Juvenile Audio Books	0	2	0	2	0	0	0	2	0	1	3	0	1	11	-100.00%
Juvenile Magazines	1	0	0	0	5	0	0	3	6	0	0	2	1	17	-100.00%
Adult Fiction	506	549	558	584	526	594	590	603	717	537	560	649	538	7005	-100.00%
Adult Non-Fiction	94	97	102	132	137	114	116	115	108	103	102	112	79	1317	-100.00%
Adult DVD's	160	217	129	149	165	120	158	163	233	145	110	130	173	1892	-100.00%
Adult Audio Books	0	15	7	14	18	9	14	15	6	8	5	10	7	128	-100.00%
Adult Magazines	2	1	3	3	7	4	5	10	0	8	6	16	7	70	-100.00%
E-Books (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0	0	X	X
Downloadable Audio Books (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0	0	X	X
Digital Magazines (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0	0	X	X
Total Circulation	1348	1480	1351	1457	1628	1439	1714	2200	2438	1562	1449	1445	1281	19444	-93.07%
Computer Use	494	213	310	314	280	269	288	299	364	385	408	331	384		
Patrons Visiting Library	2656	1472	1812	1966	1986	1986	2056	2198	2073	2347	2266	2570	2012		
Reference Questions	157	197	200	195	166	157	164	152	134	112	105	129	105		
Cards Issued each month	23	4	9	15	19	8	12	16	18	10	17	8	14		
Total Card Holders as of	7446	7277	7286	7301	7320	7328	7340	7356	7374	7384	7401	7409	7423	7423	

DUNKIRK Jan-2023 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	5	0	0	441	84	0			530
NEW-BOOK	43	0	0	65	10	0			118
PAPERBACK	0	0	0	0	0	0			0
ILL-BOOK	0	0	0	0	0	0			0
J-BOOK	454	59	0	0	0	0			513
EASY-BK	0	0	0	0	0	0			0
AUDIO BOOK	0	0	0	0	0	0			0
CDS	0	0	0	0	0	0			0
MAGAZINE	0	0	1	0	0	2			3
DVDS	0	0	24	0	0	160			184
NEW-ITEMS	0	0	0	0	0	0			0
HOUSEHOLD	0	0	0	0	0	0			0
VIDEOGAME	0	0	0	0	0	0			0
MUSEUM PASS	0	0	0	0	0	0			0
TOTAL	502	59	25	506	94	162	0	0	1348

Public Computer Use	495
Microfilm	3
Curbside Delivery	0
People Counter: Front Entr	600
People Counter: Rear Entr	2056
Total Patron Count	2656
RQ: Computer Assistance w/Patrons	33
RQ: Assistance in Lab	56
Reference Questions: Adult	47
Reference Questions: Children's	9
Reference Questions: Email	12
Total Reference Questions	157

Added Materials			
MAGAZINES			17
NEWSPAPERS			26
MICROFILM			0
CHILDREN'S ROOM BOOKS			0
ADULT BOOKS			8
DVD'S			1
AUDIO BOOKS			0
Total			52

SECTION 004001 - FORM OF PROPOSAL

****SUBMIT IN DUPLICATE****

To: Dunkirk Public Library Dated: February 6, 2023
536 Central Avenue
Dunkirk, NY 14048

From: Raymond E. Kelley Inc.
33 Main Street (Name of Bidder)
Bowmansville, NY 14026 (Address of Bidder)

1.1 GENERAL

- A. Pursuant to, and in compliance with, the Procurement and Contracting Requirements, Conditions of the Contract, relative thereto and all of the Contract Documents, including any Addenda issued by the Architect and mailed or delivered to the undersigned prior to the opening of Bids, whether received by the undersigned or not, we, Raymond E. Kelley Inc. having visited the site and being familiar with all conditions and requirements of the Work, hereby propose to furnish all labor, supplies, materials and equipment incidental for all restoration work as agreed to by the contractor, architect and owner per the attached proposal, and to all to the satisfaction and approval of the Architect and the Owner in accordance with the terms and conditions as agreed to:

A fixed sum of: Seventy-Five Thousand Dollars
(\$ 75,000.00)
Base Bid.

1.2 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount within **10 days** after a written Notice of Award, if offered within **45 days** after receipt of bids.

1.3 TIME OF COMPLETION

- A. It is agreed by the undersigned that after receipt of a Notice of Award and consummation of a Contract Agreement in accord with the terms of the Contract Documents, he will start work within **10** consecutive calendar days of this notice to by April 30th, 2023 and fully complete the work no later than **October 30, 2023**.

1.4 CHANGE ORDERS

- A. We propose and agree that the above lump sum shall be adjusted for changes in the Contract Work not included in unit prices by addition of the following costs:
1. Profit and overhead as permitted as follows:
 - a. The allowance for the combined overhead and profit shall include supervision, taxes, bonds, insurance, field office and all other general expenses and shall be included in the total cost to the Owner based on the following schedule:
 1. For work performed by Prime Contractor's or Subcontractors' own forces, the Prime Contractor or Subcontractor may add 15% for overhead and profit.

2. For work performed by Subcontractor, the Prime Contractor may add 5% for overhead and profit to the total value of the Subcontractor's price

1.5 NON-COLLUSIVE BIDDING CERTIFICATION

- A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
 1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

1.6 ACCEPTANCE

- A. When this Proposal is accepted, the undersigned agrees to enter into a Contract with the Owner as provided in the Form of Agreement.

1.7 AFFIRMS

- A. The undersigned affirms and agrees that this Proposal is a firm one which remains in effect and will be irrevocable for a period of forty-five (45) days after opening of Bids.

1.8 TYPE OF BUSINESS

- A. The undersigned hereby represents that it is a ☐ Corporation, ☐ Partnership, ☐ Individual. If a Corporation, then the undersigned further represents that it is duly qualified as a Corporation under the laws of New York State and it is authorized to do business in this State.

1.9 PLACE OF BUSINESS

- A. The following is the name and address of the person to whom all notices required in connection with this Proposal may be telephoned, mailed, or delivered.

Name of Contact Person: Donald J. Warda, V.P.

Name of Business or Firm: Raymond E. Kelley Inc.

Address: 33 Main St. Bowmansville, NY 14026

Telephone: 716-684-3550 Fax: 716-684-3554

Email Address: Dwarda@rekelley.com

FEIN: Federal Employer Identification No.: 16-0504600

1.10 EXECUTION OF CONTRACT

- A. When written Notice of Acceptance of the Proposal is mailed or delivered to the undersigned within forty-five (45) days after the opening of Bids, or anytime thereafter should the Proposal not be withdrawn, the undersigned, within ten (10) days, will execute the Form of Agreement with the Owner.

1.11 ADDENDA

- A. Any addenda issued by the Architect and mailed or delivered to the undersigned prior to the Bid opening date shall become part of the Contract Documents. The Bidder shall enter on this list any addenda issued after this Form of Proposal has been received and shall fill in the addenda number and date.

Addendum # N / A Dated: _____

Addendum # _____ Dated: _____

1.12 ASBESTOS

- A. The bidder certifies that no asbestos or asbestos-containing materials will be incorporated into the Work of this Contract.

1.13 AUTHORIZED SIGNATURES FOR PROPOSALS

Signature: Donald J. Warda V.P.

Name: Donald J. Warda
(Typed or Printed)

Title: Vice President

Firm: Raymond E. Kelley Inc.
(Legal Name of Person, Single Proprietorship, Partnership, or Corporation)

Date: February 6, 2023



(if Corporation, provide seal above)

DATED: 2/6/2023

SWORN to before me this

6th day of February 2023

Notary Public: Holly L. Flanagan

HOLLY L. FLANAGAN
NOTARY PUBLIC-STATE OF NEW YORK
No. 01FL6205518
Qualified in Erie County
My Commission Expires 05-11-2025

END OF SECTION 004001

PROPOSAL**RAYMOND E. KELLEY, INC.**

33 Main Street
Bowmansville, NY 14026
Telephone 716-684-3550
Fax 716-684-3554

PROPOSAL SUBMITTED TO Dunkirk Public Library	PHONE 366-3511	FAX 366-2525	DATE July 7, 2022
STREET 536 Central Ave.	JOB NAME Exterior Masonry Façade Restoration - Phase 1		
CITY, STATE & ZIP CODE Dunkirk, NY 14048	JOB LOCATION 536 Central Ave.		JOB PHONE
ATTN Jason Hammond	Dunkirk, NY		DATE OF PLANS

We hereby submit specifications and estimates for:

We propose to provide the necessary labor, materials, tools, equipment and insurances needed for the completion of the following scope:

Exterior Façade - All 4 Elevations :

Phase 1:

1. Review current conditions effecting the stability of the exterior façade components and effects of current deterioration and moisture entry into the exterior wall components. Priority locations will be established by:
 - Life safety concerns (falling brick and / or fragmenting stone)
 - Interior moisture entry locations, leading to interior finish damage and / or the possibility of mold.
 - Visible deterioration of existing brick mortar joints, stone joints and sealant at exterior installations.
 2. Access to the exterior elevations will be with the use of aerial manlifts.
 3. Clean 100% of the masonry exterior elevations using cleaning methods in accordance with SHPPO guidelines.
 4. Deteriorated brick mortar joints will be cut out to a minimum depth of 1" and repointed using a Type N mortar. New mortar will be a lime rich blend, color matched to existing.
 5. Displaced brick and / or fractured brick will be removed and replaced with closely matched units.
 6. Deteriorated stone mortar joints will be cut out to a minimum depth of 1" and repointed using Type N mortar.
 7. Deteriorate and failed sealant will be removed and new sealant installed at masonry control joints, ledge joints and frame perimeters.
 8. After all masonry restoration is completed, apply an approve sealant to 100% of the exterior masonry.
 9. All generated debris will be removed from the site. The site will be maintained neat and orderly throughtout.
- A tax exempt certificate would be required for the project.

Seventy five thousand & 00/100

DOLLARS

Phase 1 budget \$ 75,000

Payment to be made as follows:

NET 30

Tax Status ☒ Exempt ☐ Capital Improvement ☐ Repair

ADDENDUMS NOTED:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized
Signature


DONALD J. WARDA, V.P.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Signature

Date of Acceptance

















