

Dunkirk Public Library Board Meeting Agenda
May 23rd, 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

- April 2023

Financial Report - Treasurer

Approval of Bill Payments & Budget Transfers

Children's Room Report

Director's Report

Unfinished Business

1. Flooring Estimates: provided by Ben Siracuse from Pucci's.

New Business

1. Civil Service Appointment: Draw for seniority between Alison and Tamara per Rule XXV2.(f) of the Chautauqua County Rules for the Classified Civil Services.
2. Open Hours Review: Mon-Thu: 10 am to 7 pm; Fri: 10 am to 3 pm (clerks) or 5 pm (J, M, & P); Sat: 10 am to 2 pm (closed between Memorial Day & Labor Day); Sun: closed.
3. Budget Open House: Do we want to set a day for a public Q&A session prior to the election?
4. Thanks and Acknowledgments:
 - Jolene Hawkins - Village of Springville and Town of Concord Historian, donated copy of *Secrets Buried: The Mysterious death of Christina Jureller*. Card already mailed.
 - Natalie Luczkowiak - Dropped off Tim Hortons cards for the staff as a "thank you" for everyone's assistance with the Hero Banner Program. Acknowledgment already emailed to her.
5. Finances/Income - Monthly discussion & budget planning.
6. Call for Executive Session if needed. --NO--
7. Jan's Monthly Plan
 - Send budget, candidate, and election details to Board of Elections.
 - Request absentee voter list.
 - Prep ballots.

Minutes
April 25, 2023

Attendees Present

Mary Beth Muldowney, Sara Marsowicz, Jason Hammond (via telephone), Susan Nickle, Matthew Woelfle, Nancy Tuggle, Pam Czarniak and Bev Sutton

Attendees Absent

None

Mary Beth Muldowney presided. Called to order at 4:16 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 March meeting were approved (S. Marsowicz; M. Woelfle)

Children's Room Report

Submitted and reviewed by Pam Czarniak.

Director's Report

Submitted and reviewed by Jason Hammond.

Old Business

1. Finances/Income- Monthly discussion continued. Legal Notice will begin in the Observer May 7th. Pam will create a flier highlighting information about the library's services/activities etc. to be distributed to library patrons and possibly at local senior center. Also discussed submitting an article to the Observer and potential discussion on WDOE View Point to spread word on upcoming budget vote.
2. Trustee Education Requirements- proof of completion for required 2 hours must be submitted to Mary Beth Muldowney.

New Business

1. Flooring estimates-to be presented by representative from Pucci's was canceled & will be rescheduled.
2. Parking lot resealing/restriping was discussed. Decided it was still in good condition & will be addressed annually.
3. Book sale-the sale of ice cream at the annual book sale will be discontinued.
4. Block Grant Resolutions-Authorization for 2023-2024 Snack Grant funds discussed.
5. Annual Report to NYS- officially approved from the information submitted to the State. The follow-up meeting with the CCLS was on 04-21-23 and the report passed.

6. Outdoor Wi-Fi Access Points-library will no longer discuss possibility of additional access as the city will be providing this at various points including Washington Park.
7. Thanks to Matthew Woelfle for installing the Knox Box at the back entrance.
8. Jan's Monthly Plan-discussion of the upcoming election on June 21st and budget preparations.

Next meeting is scheduled for May 23, 2023.

S. Nickle and N. Tuggle motioned for the meeting to be adjourned at 5:23 pm.

Respectfully submitted by,
Susan Nickle, Secretary

Dunkirk Public Library

Revenue Report

March 2023

April 2023

	Receipts this month	Receipts Year-To-Date	Total Budget Internal		
Revenue Report	Apr-23	July 22 - June 23	2022-2023	Difference	% Received
401 • Fines	6.00	203.07	275.00	71.93	73.84%
402 • Copier Income	113.00	1,670.84	1,500.00	-170.84	111.39%
403 • Fax Sales	23.00	202.00	500.00	298.00	40.40%
404 • Used Book Sales	58.50	1,050.11	1,000.00	-50.11	105.01%
405• Lost & Damaged	41.00	247.14	225.00	-22.14	109.84%
410 • Gifts and Donations	255.00	5,602.50	5,000.00	-602.50	112.05%
419 • School District Funds	0.00	350,000.00	350,000.00	0.00	100.00%
436 • Misc Income	0.00	0.00	950.00	950.00	0.00%
440 • CCLS Cash Grant	0.00	250.00	250.00	0.00	100.00%
441 • LLSA - NYS	0.00	4,216.00	4,000.00	-216.00	105.40%
445 • Construction Grant Income	0.00	1,817.00			
478 CCLS Book Plan	-250.00	3,542.40	5,100.00	1,557.60	69.46%
Total Revenue	246.50	368,801.06	368,800.00	-1.06	100.00%
Other Income					
407.3 Interest Income	0	250.91	(\$234.92 posted in May for April)		
Total Other Income	0	250.91	y-t-d \$485.83		
Total Revenue	246.50	369,051.97			

Dunkirk Public Library

Expense Report

January 2023

EXPENSE REPORT	Disbursed This Month Apr-23	Disbursed Year-To-Date July 22 - June 21	Total Budget Internal 2022-2023	Balance	% Spent
160 • FURNITURE	0.00	0.00	1,000.00	1,000.00	0.00%
450 • Construction Grant	0.00	34,002.50	14,716.00	-19,286.50	231.06%
451 • Block Grant	314.97	-222.22			
501 • BOOKS	1,305.21	14,283.32	16,000.00	1,716.68	89.27%
502 • PERIODICALS	0.00	449.43	1,000.00	550.57	44.94%
503 • CCLS BOOK PLAN	0.00	1,291.65	5,100.00	3,808.35	25.33%
504 • Gifts and Donations Expenses	365.96	2,696.20	5,000.00	2,303.80	53.92%
507 • AUDIO BOOKS	0.00	145.22	1,000.00	854.78	14.52%
509 • DVD'S	222.44	1,292.17	1,750.00	457.83	73.84%
550 • SALARIES & WAGES	24,509.95	184,744.14	218,360.00	33,615.86	84.61%
551 • FICA & MEDICARE	1,307.14	13,474.94	16,705.00	3,230.06	80.66%
552 • INSURANCE - WORKER'S COMP	0.00	2,489.00	3,500.00	1,011.00	71.11%
553 • HEALTH INSURANCE	-4,287.06	14,573.97	20,000.00	5,426.03	72.87%
554 • NYS Retirement	0.00	16,798.00	28,000.00	11,202.00	59.99%
555 • DISABILITY INSURANCE	455.14	2,277.60	1,500.00	-777.60	151.84%
556 • UNEMPLOYMENT TAX	305.92	2,458.66	2,200.00	-258.66	111.76%
558 • N.Y.S. Sales Tax Payment	0.00	75.09	100.00	24.91	75.09%
560 • ELECTRICITY	1,643.14	8,632.14	8,000.00	-632.14	107.90%
561 • NATURAL GAS	0.00	6,227.84	7,000.00	772.16	88.97%
562 • WATER	68.66	268.19	200.00	-68.19	134.10%
563 • SEWER	35.00	180.00	250.00	70.00	72.00%
564 • TIPPING FEE	48.00	144.00	210.00	66.00	68.57%
565 • TELEPHONE	62.88	449.40	1,000.00	550.60	44.94%
570 • LIBRARY SUPPLIES	243.23	2,012.34	2,500.00	487.66	80.49%
571 • POSTAGE	0.00	302.52	500.00	197.48	60.50%
580 • ADVERTISING	150.00	150.00	500.00	350.00	30.00%
581 • COMPUTER MAINTENANCE	0.00	363.28	1,000.00	636.72	36.33%
582 • INTERNET EXPENSES	69.00	207.00	400.00	193.00	51.75%
583 • COMPUTER EQUIPMENT	0.00	2,425.20	3,000.00	574.80	80.84%
584 • BUILDING SUPPLIES	127.45	984.71	2,000.00	1,015.29	49.24%
585 • BUILDING REPAIRS & Maintenance	0.00	-4,076.50	12,000.00	16,076.50	-33.97%
586 • GROUNDS KEEPING	1,580.00	3,829.98	7,500.00	3,670.02	51.07%
587 • ELEVATOR MAINTENANCE	0.00	2,876.76	2,650.00	-226.76	108.56%
588 • WORKSHOPS & TRAVEL	0.00	120.75	1,500.00	1,379.25	8.05%
590 • PROFESSIONAL FEES	7,000.00	16,100.00	5,500.00	-10,600.00	292.73%
591 • PAYROLL PROCESSING	96.25	1,031.25	1,000.00	-31.25	103.13%
592 • INSURANCE	-767.10	6,413.64	7,000.00	586.36	91.62%
594 • Memberships	165.00	165.00	250.00	85.00	66.00%
595 • Vote Expenses	384.91	384.91	500.00	115.09	76.98%
596 • Copier and Printer Supplies	158.99	1,232.37	750.00	-482.37	164.32%
610 • Children Program Supplies	103.68	1,547.28	2,800.00	1,252.72	55.26%
611 • Children Special Guests	0.00	1,300.00	1,400.00	100.00	92.86%
612 • Adult Program Supplies	0.00	479.31	1,000.00	520.69	47.93%
613 • Adult Special Guests	0.00	200.00	1,000.00	800.00	20.00%
614 • Teen Programming	103.42	357.88	1,500.00	1,142.12	23.86%
615 • Building Equipment	69.47	2,230.04	1,000.00	-1,230.04	223.00%
616 • Outreach	24.99	774.36	1,500.00	725.64	51.62%
620 • Legal Fees	0.00	1,500.00	2,000.00	500.00	75.00%
630 • Computer Programs	0.00	0.00	1,000.00	1,000.00	0.00%
617 • Software and Licensing	0.00	292.29			
688 • Misc Expenses	14.86	187.11	0.00	-187.11	#DIV/0!
Total Expense	35,881.50	350,122.72	399,641.00	49,518.28	87.61%

Dunkirk Public Library
Balance Sheet
As of April 30, 2023
Apr 30, 23

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 258.60

101 - 101 - Operating Fund 463,870.08

103 - 0216 144,246.87

Total Checking/Savings 608,375.55

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 664,400.04

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 1,131,874.45

Dunkirk Public Library
Balance Sheet
As of April 30, 2023
Apr 30, 23

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 - 200 - Accounts Payable -1,755.00

Total Accounts Payable -1,755.00

Other Current Liabilities

199 - Pensions & Post Employment Obli -148,888.00

2000 - NYS Taxes Payable -188.00

2001 - Unemployment Payable -206.45

298 - Pension Liability -63,793.00

Total Other Current Liabilities -213,075.45

Total Current Liabilities -214,830.45

Total Liabilities -214,830.45

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 17,862.22

Total Equity 1,346,704.90

TOTAL LIABILITIES & EQUITY 1,131,874.45

Dunkirk Public Library

Check Detail

April 21 through May 18, 2023

Type	Num	Date	Name	Account	Paid Amount
Check		04/27/2023	Shelter Point Life	101 · 101 · Operating Fund	
				555 · Disability Insurance	-455.14
					-455.14
Check		04/27/2023	NYS & Local Retirement System	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-140.10
					-140.10
Check		04/27/2023	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-7,046.99
					-7,046.99
Check		04/27/2023	IRS	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-1,178.36
				551 · FICA & Medicare	-654.59
					-1,832.95
Check		04/27/2023	NY Employer UI	101 · 101 · Operating Fund	
				2001 · Unemployment Payable	-153.24
					-153.24
Check		04/27/2023	NYS Tax	101 · 101 · Operating Fund	
				2000 · NYS Taxes Payable	-261.08
					-261.08
Check		05/02/2023	DFT	101 · 101 · Operating Fund	
				565 · Telephone	-17.53
					-17.53
Check		05/02/2023	National Fuel	101 · 101 · Operating Fund	
				561 · Natural Gas	-721.00
					-721.00
Bill Pmt -Check	11598	04/27/2023	Highmark BCBCWNY	101 · 101 · Operating Fund	
Bill	230420367881	04/27/2023		553 · Health Insurance	-1,870.78

Dunkirk Public Library
Check Detail
April 21 through May 18, 2023

-1,870.78

Bill Pmt -Check	11599	05/05/2023	Baker & Taylor	101 · 101 · Operating Fund	
Bill	2037461929	05/05/2023		501 · Books	-212.45
				504 · Gifts and Donations Expenses	-95.40
					<hr/> -307.85
Bill Pmt -Check	11600	05/05/2023	BECC Electric	101 · 101 · Operating Fund	
Bill	232261	05/05/2023		585 · Building Repairs & Maintenance	-210.00
					<hr/> -210.00
Bill Pmt -Check	11601	05/05/2023	CCLS	101 · 101 · Operating Fund	
Bill	17919	05/05/2023		503 · CCLS Book Plan - Overdrive	-250.00
				565 · Telephone	-30.93
				565 · Telephone	-6.68
				401 · Fines	-8.00
					<hr/> -295.61
Bill Pmt -Check	11602	05/05/2023	Creative Product Source, Inc.	101 · 101 · Operating Fund	
					0.00
Bill Pmt -Check	11603	05/05/2023	Delta Dental	101 · 101 · Operating Fund	
Bill	BE005471273	05/05/2023		553 · Health Insurance	-79.62
					<hr/> -79.62
Bill Pmt -Check	11604	05/05/2023	Librarica LLC	101 · 101 · Operating Fund	
Bill	204225-109R	05/05/2023		581 · Computer Maintenance	-523.40
					<hr/> -523.40
Bill Pmt -Check	11605	05/05/2023	W. B. MASON	101 · 101 · Operating Fund	
Bill	238101562	05/05/2023		596 · Copier & Printer Supplies	-679.97
					<hr/> -679.97
Bill Pmt -Check	11606	05/05/2023	Creative Product Source, Inc.	101 · 101 · Operating Fund	
Bill	CPI099281	05/05/2023		616 · Outreach	-202.80
Bill	CPI099246	05/05/2023		616 · Outreach	-398.22
					<hr/> -601.02

Dunkirk Public Library

Check Detail

April 21 through May 18, 2023

Bill Pmt -Check	11607	05/18/2023	ACE Elevator Inspection Corp	101 · 101 · Operating Fund	
Bill	15.37	05/18/2023		587 · Elevator Maintenance	-70.00
					-70.00
Bill Pmt -Check	11608	05/18/2023	Baker & Taylor	101 · 101 · Operating Fund	
Bill	2037496667	05/18/2023		501 · Books	-35.97
				504 · Gifts and Donations Expenses	-14.91
Bill	2037496668	05/18/2023		501 · Books	-478.02
				504 · Gifts and Donations Expenses	-47.21
Bill	2037487479	05/18/2023		501 · Books	-52.83
Bill	2037487480	05/18/2023		501 · Books	-15.37
				504 · Gifts and Donations Expenses	-104.71
Bill	2037487481	05/18/2023		501 · Books	-108.70
				504 · Gifts and Donations Expenses	-59.63
Bill	2037500513	05/18/2023		504 · Gifts and Donations Expenses	-33.92
Bill	2037500514	05/18/2023		501 · Books	-18.52
Bill	2037500515	05/18/2023		501 · Books	-10.97
				504 · Gifts and Donations Expenses	-51.22
					-1,031.98
Bill Pmt -Check	11609	05/18/2023	EATON OFFICE SUPPLY	101 · 101 · Operating Fund	
Bill	PINV11100062	05/18/2023		570 · Library Supplies	-244.95
					-244.95
Bill Pmt -Check	11610	05/18/2023	First National Bank Omaha	101 · 101 · Operating Fund	
Bill	4928 Pam	05/18/2023		501 · Books	-151.92
				610 · Children's Program Supplies	-179.33
Bill	9922 Michele	05/18/2023		509 · DVD's	-183.20
				504 · Gifts and Donations Expenses	-57.67
Bill	2666 Jason	05/18/2023		584 · Building Supplies	-9.09
				584 · Building Supplies	-12.73
				615 · Building Equipment	-54.65
				570 · Library Supplies	-49.31
				594 · Memberships	-136.63
				451 · Block Grant	-194.93
					-1,029.46
Check	14162	04/27/2023	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	
				591 · Payroll Processing	-48.13
					-48.13

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

- Statistics – April 2023 – 281 events, story times and craft kits
4562 facebook views (up from 1487 in April 2022)
- Crafts:



- On April 3, 2023 Sundance Farms brought a lamb, goat, chicks, and bunnies for the kids to hold and pet. 72 patrons attended. Saturday May 20th Sundance Farms will be bringing tortoises for the kids to see.
- A large group from Boys and Girls Club dropped in to play the Search for Yoda Scavenger Hunt on May the 4th. The teacher said she saw the event on facebook. Only three kids ended up searching while the others looked at books, made the craft, and played with legos. A girl from this group, Donna, won the Star Wars book, and was very happy. I gave the teacher library card applications to hand out.
- Friday, May 19th we had a visit from a pre-school NCCS class. 14 three years old kids came and I read them a story, showed them around the room, and then they colored and played with legos. I gave the teacher library card applications, a copy of the summer events, along with a new Mickey and Minnie book to keep.

Children's Room Statistics	Apr-23		
Date/Story Time/Event	# EventPatrons/# Kits+Snacks	Date/Facebook	#Views
4/3/23 - Sundance Farm Bunnies, etc.	72	4/4/23 - Pics Sundance Visit	776
4/4/23 - Story Time	11	4/4/23- Story Time-Bunny Craft	699
4/6/23 - Story Time	17	4/4/23 - Easter Craft Post	384
4/6/23 - Craft Kits+Snacks	35	4/11/23 - Easter Craft Kids Pic	335
4/8/23 - Easter Craft	15	4/11/2023- Story T. - Bird Nest	474
4/13/23 - Story Time	17	4/18/23-Story Time-Fish Bowl	193
4/13/23 - Craft Kits+Snacks	35	4/18/23-Mom's Day Craft	300
4/20/23 - Story Time	7	4/20/23-National Library Week	233
4/20/23 - Crafts+Snacks	31	4/24/23-St. T -- Elephant Craft	178
4/25/23 - Story Time	5	4/24/23- Right to Read	44
4/27/23 - Story Time	6	4/24/23 - Dolly Parton Reading	122
4/27/23 - Kits+Snacks	30	4/25/23-Computer Classes	699
Total	281	4/28/23-Story T.-Baby Yoda Cr.	125
		Total	4562

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

1. Book Club - Cancelled - The planned virtual meeting with author William Kent Krueger had to be postponed due to illness on his end. The group plans to reschedule the conversation in the future.
2. Teens/YA - April was a bit tricky for scheduling, but we've been back on track in May. The club picked up an extra participant from Gowanda who was excited to join on 5/5/23. There are often so many kids that some are concerned that it's slowing down the game.
3. Computer Lab -
 - I submitted a letter of interest to the Gladys Brooks Foundation (info provided by Jody F) to see if we can get funds for lab/network upgrades.
 - Amber's internship has concluded; her send-off included a card and plenty of cupcakes.
 - Tech-Talk is now available for all of CCLS. Since we already subscribed, Olean and Jamestown received a prorated cost to cover all the other libraries. Megan D at CCLS hopes to have the two central libraries (hopefully) cover all of the cost next year.
4. ADA Ramp - Aiming for summer installation. We're currently working to coordinate a date with Tod to visit their shop and share the clerks' input on the new desk.
5. Construction Grant -
 - NYS finally came back with "no more questions."
 - Adam from Ahlstrom Schaeffer stopped by recently. They are ready to work as soon as we have notice that the construction funds are available.
 - D&S Glass has been difficult to reach. David W has Mike Sr looking into it, as Mike Jr has been unresponsive lately.
6. Snack Grant - Nicole C at city hall asked that we sign on to a letter to congress in support of CDBG funding.
7. CCLS Adult Lit Grant - Final report submitted for our project with LVCC.
8. Collapsing ceiling tiles and plaster - David W brought Josh Conroy of Mader Construction by to review our plaster problems. He can provide an estimate for the visible issues, but what lurks above the drop ceilings needs an in-depth look. He confirmed that the planned exterior masonry work should help alleviate the interior plaster issues, as currently too much moisture is being drawn inside the building.
9. Gardens - Lenore F and helpers have weeded and cleaned up the gardens. Despite being such a big supporter of the library, Roberta stated that she seemed disgruntled when the need for a budget increase was mentioned.
10. Elevator - ACE Elevator inspection determined that a previous issue had been corrected.

11. Meals on Wheels - Working with MoW to revise our interest survey and brochure in an effort to enroll more participants.

12. Meetings and Conferences -

5/3/23: Meeting with David W to discuss construction projects & building issues.

5/17/23: Plaster repair evaluation with Mader construction.

2023 CIRC STATS

	Jan-23	Feb-23	Mar-23	Apr-23	2023 YTD	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22
Juvenile Fiction	502	483	632	515		513	470	485	654	524	721	1134	1235	674	561
Juvenile Non-Fiction	59	57	30	50		57	56	61	82	61	72	87	89	63	74
Juvenile DVD's	24	24	10	15		29	26	27	34	13	38	68	44	23	28
Juvenile Audio Books	0	0	0	0		2	0	2	0	0	0	2	0	1	3
Juvenile Magazines	1	0	1	1		0	0	0	5	0	0	3	6	0	0
Adult Fiction	506	499	530	566		549	558	584	526	594	590	603	717	537	560
Adult Non-Fiction	94	123	123	96		97	102	132	137	114	116	115	108	103	102
Adult DVD's	160	167	148	199		217	129	149	165	120	158	163	233	145	110
Adult Audio Books	0	4	15	10		15	7	14	18	9	14	15	6	8	5
Adult Magazines	2	1	8	12		1	3	3	7	4	5	10	0	8	6
E-Books (Overdrive)	0	0	0	0		0	0	0	0	0	0	0	0	0	0
Downloadable Audio Books (Overdrive)	0	0	0	0		0	0	0	0	0	0	0	0	0	0
Digital Magazines (Overdrive)	0	0	0	0		0	0	0	0	0	0	0	0	0	0
Total Circulation	1348	1358	1497	1464	5667	1480	1351	1457	1628	1439	1714	2200	2438	1562	1449
Computer Use	494	510	579	594		213	310	314	280	269	288	299	364	385	408
Patrons Visiting Library	2656	2566	3157	2845		1472	1812	1966	1986	1986	2056	2198	2073	2347	2266
Reference Questions	157	263	238	213		197	200	195	166	157	164	152	134	112	105
Cards Issued each month	23	26	22	26		4	9	15	19	8	12	16	18	10	17
Total Card Holders as of	7446	7472	7494	7520	7520	7277	7286	7301	7320	7328	7340	7356	7374	7384	7401

2023 CIRC STATS

Nov-22	Dec-22	2022 YTD	% Change
442	385	7798	-100.00%
64	63	829	-100.00%
20	27	377	-100.00%
0	1	11	-100.00%
2	1	17	-100.00%
649	538	7005	-100.00%
112	79	1317	-100.00%
130	173	1892	-100.00%
10	7	128	-100.00%
16	7	70	-100.00%
0	0	X	X
0	0	X	X
0	0	X	X
1445	1281	19444	-70.85%
331	384		
2570	2012		
129	105		

8	14		
7409	7423	7423	

DUNKIRK Apr-2023 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	6	2	0	427	92	0			527
NEW-BOOK	26	0	0	116	4	0			146
PAPERBACK	0	0	0	23	0	0			23
ILL-BOOK	0	0	0	0	0	0			0
J-BOOK	483	48	0	0	0	0			531
EASY-BK	0	0	0	0	0	0			0
AUDIO BOOK	0	0	0	0	0	10			10
CDS	0	0	0	0	0	0			0
MAGAZINE	0	0	1	0	0	12			13
DVDS	0	0	15	0	0	199			214
NEW-ITEMS	0	0	0	0	0	17			17
HOUSEHOLD	0	0	0	0	0	0			0
VIDEOGAME	0	0	0	0	0	0			0
MUSEUM PASS	0	0	0	0	0	2			2
TOTAL	515	50	16	566	96	240	0	0	1483

Public Computer Use	576
Microfilm	14
Curbside Delivery	0
People Counter: Front Entr	603
People Counter: Rear Entr	2242
Total Patron Count	2845
RQ: Computer Assistance w/Patrons	11
RQ: Assistance in Lab	72
Reference Questions: Adult	94
Reference Questions: Children's	15
Reference Questions: Email	21
Total Reference Questions	213

Added Materials			
MAGAZINES			0
NEWSPAPERS			0
MICROFILM			0
CHILDREN'S ROOM BOOKS			5
ADULT BOOKS			2
DVD'S			3
AUDIO BOOKS			0
Total			10

Civil Service Determination – Retention Rights

May 23, 2023 at 4:15 pm a meeting was held with members of the Dunkirk Public Library Board of Trustees, Alison Polisoto, Tamara Wisniewski Benjamin, and Jason Hammond to determine retention rights for the individuals hired on the same day from Civil Service list #1374.

Rule XXV2.(f), of the Chautauqua County Rules for the Classified Civil Services states when employees are originally appointed on a permanent basis on the same day, their retention rights shall be determined by lot.

Witnesses in attendance for the lot draw and meeting please sign below:

Print Your Name	Signature	Title

The following determination is made that _____
will have greater retention standing than _____.

Meeting is adjourned at _____ on 5/23/2023.

RULE XXV
LAYOFF OF COMPETITIVE CLASS EMPLOYEES

1. For the purpose of this Rule the following terms shall mean:
 - (a) Direct line of promotion shall be construed in that in order to be considered as direct line all titles must have the same generic root.
 - (b) Next lower occupied title shall mean the title in direct line of promotion immediately below the title from which the incumbent is suspended or demoted, unless no one is serving in that title in that layoff unit, in which case it shall be the closest lower title in direct line of promotion in that layoff unit in which one or more persons do serve.
 - (c) Layoff unit shall mean each department of a county, city, town, village, each school district and each special district. Authorities and community colleges shall be deemed to be separate civil divisions.
 - (d) Satisfactory service shall mean service by an employee during which he did not receive an "Unsatisfactory" performance rating and was not guilty of misconduct or incompetency pursuant to Section 75 of the Civil Service Law which resulted in the imposition of any of the following penalties upon such employee:
 - (i) dismissal from the service, or
 - (ii) suspension without pay for a period exceeding one month, or
 - (iii) demotion in grade and title.
 - (e)
 - (i) Permanent service shall start on that date of the incumbent's original appointment on a permanent basis in the classified service. However, in the case of disabled veterans, the date of original permanent appointment is considered to be 60 months earlier than the actual date; while non-disabled veterans are considered to have been appointed 30 months earlier than their actual date of appointment. (For the purposes of this Rule the definition of what constitutes a veteran or disabled veteran is contained in Section 85 of the Civil Service Law.)
 - (ii) A resignation followed by a reinstatement or reappointment more than one year subsequent to the resignation constitutes a break in service.

The original appointment date is to be determined from the date of reemployment; the prior service would not count.

- (iii) Temporary or provisional service preceding the original permanent appointment does not count. However, temporary or provisional employment immediately preceded and followed by permanent classified service employment does not interrupt continuous service.
- (iv) The permanent service of any employee who was transferred from another civil division shall start on the date of his original permanent appointment in the classified service in the other civil division.
- (v) If an employee was covered-in to a classified position upon acquisition by a civil division of an agency in which he was employed, his seniority begins on the effective date of the cover-in. As between that employee and others covered-in on the same day, they shall have the seniority held by them as among themselves in the agency before the cover-in.

2. Suspension

- (a) When an occupied position in the competitive class is abolished, suspension is to be made from among those employees holding the same title in the same layoff unit as the abolished position.
- (b) Among permanent employees, the order of suspension is the inverse of the order of their original permanent appointments in the classified service. (See above definition of permanent service for veterans and disabled veterans.) An exception to this rule is that the blind have absolute retention rights but only in their job status.
- (c) A blind person may not back-date his permanent service if he also happens to be either a veteran or disabled veteran.
- (d) A person is considered blind if he is so certified by the Commission for the Visually Handicapped of the New York State Social Services Department.
- (e) When two or more permanent incumbents of positions in a specific title are suspended, demoted or displaced at the same time, the order in which they shall be entitled to displace shall be determined by their respective retention standing, with those having the greater retention standing entitled to displace first.
- (f) When several employees were originally appointed on a permanent basis on the same day, their retention rights shall be determined by lot.

- (g) All temporary, provisional and contingent permanent employees occupying these positions must be let go before any permanent employee is suspended from such positions.
- (h) Probationary employees occupying such positions in the same title, must also be suspended before any permanent employee in the layoff unit in that title who has completed his probationary period. Probationary employees do, however, have superior retention rights to those of contingent permanent, temporary and provisional employees.
- (i) The order of suspension among probationary employees shall follow the same principles as that among permanent employees.

3. Vertical bumping.

- (a) Vertical bumping occurs when an employee in a specific title to which there is a direct line of promotion, who is himself suspended or displaced, displaces an employee in the next lower occupied title in direct line of promotion in the same layoff unit having the least seniority if the employee who seeks to displace has greater retention standing.
- (b) Where the layoff involves more than one position in a title, the order of displacement will be the inverse of suspension. That is, the senior of the suspended employees will be the first to displace. This shall apply to both vertical bumping and retreat.
- (c) If an employee refuses to displace a junior incumbent he must be laid off. This, however, does not protect the junior incumbent from being compared in retention standing with other incumbents if other positions at the higher level are being abolished.
- (d) When a next lower title has been occupied by means of displacement regardless of when the displacement into the title has occurred, it is considered to be occupied for further displacement purposes; however a next lower title which has all of its positions abolished at the same time as positions are abolished at the higher level cannot be considered as occupied. A title which is occupied by an incumbent (temporary, provisional, contingent permanent, probationary or permanent) is considered occupied for the purposes of this section.

4. Retreat

- (a) Retreat occurs when and only when there is no lower occupied position in direct line of promotion at any level.

- (b) An employee may retreat by displacing the incumbent with the least retention right who is serving in a position in the title in which the displacing incumbent last served on a permanent basis prior to service in the title from which he is currently suspended or displaced. Retreat may only occur where the position in the title formerly held by the displacing incumbent is occupied in the competitive class, in the same layoff unit, and at a lower salary grade; the service of the displacing incumbent while in the former title must have been satisfactory, and the junior incumbent must have less retention standing than the displacing incumbent.
 - (c) The service of the displacing incumbent in the title to which he is retreating need not have been in the same layoff unit as the one from which he is displaced.
 - (d) An employee may also displace by retreat to a position in a title in which he last served on a permanent basis although he had intervening service in other than a permanent basis. He may also displace by retreat to a position which does not count in the computation of his continuous service.
 - (e) Where a title change has been effected to better describe the duties of a position but the duties have not substantially changed since the suspended employee last served in that title the new title will for retreat purposes be deemed to be the former title.
5. An employee who refuses to accept an appointment afforded by displacement for whatever reason waives all rights regarding the displacement. However, this employee's name will be entered on an appropriate preferred list.
6. Preferred list standing for competitive class employees on and after October 1, 1972 shall be as follows:
- (a) On and after October 1, 1972 those employees whose positions were abolished prior to that date and who therefore had their standing on the preferred list determined by the date of their original appointment on a permanent basis in the competitive class shall retain among themselves such preferred list standing including the preference to which they were entitled as blind, disabled veterans, and non-disabled veterans.
 - (b) Blind employees whose positions are abolished on or after October 1, 1972 shall have their preferred list standing determined by the date of their original appointment on a permanent basis in the classified service, whether or not they are also disabled veterans or non-disabled veterans; provided however, that the blind shall be granted absolute preference on the preferred list over all other employees except those disabled veterans and blind employees whose positions were abolished prior to October 1, 1972 with whose names theirs shall be interfiled.

- (c) Disabled veterans whose positions are abolished on or after October 1, 1972 shall have their preferred list standing determined by the date of their original appointment on a permanent basis in the classified service; provided however, that the date of such original appointment shall be deemed to be 60 months earlier than the actual date, determined in accordance with Section 30 of the General Construction Law.
 - (d) Non-disabled veterans whose positions are abolished on or after October 1, 1972 shall have their preferred list standing determined by the date of their original appointment on a permanent basis in the classified service; provided however, that the date of such original appointment shall be deemed to be 30 months earlier than the actual date, determined in accordance with Section 30 of the General Construction Law.
 - (e) Non-veterans whose positions are abolished on or after October 1, 1972 shall have their preferred list standing determined by the date of their original appointment on a permanent basis in the classified service.
 - (f) The names of all persons encompassed by paragraphs (c), (d), and (e) above whose positions are abolished on or after October 1, 1972 shall be interfiled on the preferred list with the names of all non-veterans whose positions were abolished prior to October 1, 1972.
7. An appointing authority may take such steps as it may deem necessary in order to secure binding written commitments in advance of suspension, demotion or displacement from employees potentially affected by such suspension, demotion or displacement as to their willingness to accept reassignment or displacement.
