

Dunkirk Public Library Board Meeting Agenda

September 26th, 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

- August 2023

Financial Report - Treasurer

Approval of Bill Payments & Budget Transfers

Children's Room Report

Director's Report

Unfinished Business

1. DRI Project - The latest meeting was 9/14/23. Jason attended and answered any questions posed by the public as they filled out the input surveys.
2. Policy Updates:
 - Conflict of Interest - Vote on revised form. Changed "Outside Interests" to "Conflicting Interests" so new employees who don't read the definitions on the first page quit listing all of their hobbies...
 - Child Safety Policy - Eliminate fuzzy areas regarding overlapping age/grade designations and whether the person belongs upstairs or downstairs. Can we eliminate mention of grade and base policy solely on age? Verifying grade is often difficult/unreliable. Age is also the determining factor for library card type in Koha (Juvenile, YA, Adult).
 - Computer, Internet, & Wireless Policy - Sections on adults, teens, tweens, and children need to align with the Child Safety Policy; eliminate grade designations to make things more clear, and make sure ages match the language in the Child Safety policy (7yo vs 8yo). Update sections where language or rules are no longer accurate.
 - Board Bylaws - Section 6: Quorum - Establish fraction or percentage of trustees present if membership increases (3/5, 60%?). Article VII-2a: Treasurer - adjustments needed to language regarding appointment/term.
3. Interior Design Services - Proposal from Sara E, originally presented in July.
4. Staff ID/Lanyards - Expected delivery on 9/26/23.

New Business

1. NYS Construction Grant - The mason doesn't expect to be able to work until spring (NYS took too long to issue funding and wasted the majority of the work season). Hopefully the electrical work takes place soon.
2. Building Insurance - Info from Sara - KWL Appraisal Group, Inc; 3 to 4-week appraisal process; fee not to exceed \$1600.00.
3. End of Summer Book Sale - Sales and donations totaled \$482.25.

Dunkirk Public Library Board Meeting Agenda

September 26th, 2023

4. CCLS Annual Meeting - 10/11/23 in Ellicottville. Trustees are invited as it is an opportunity to complete the required annual education requirement.
5. Thanks and Acknowledgments:
 - Susan Larivey and family - for the new outdoor bench installed by the City DPW.
5. Finances/Income - Monthly discussion & budget planning.
6. Future Meeting Dates: Plan the schedule for a minimum of six sessions per year.
7. Call for Executive Session if needed. --YES--
8. Jan's Monthly Plan
 - Schedule fire extinguisher inspection w/ Allen Fire Equip. - called 9/18/23.
 - Schedule winter boiler tune-up w/ Casale - called 9/18/23.
 - Renew building insurance w/ Putnam Record Agency - done.

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, NY 14048
Minutes
August 29, 2023
Moved from August 22nd

Attendees Present

Mary Beth Muldowney, Susan Nickle, Matthew Woelfle, Pam Czarniak, Terri Sutherland, Jason Hammond, Sara Marsowicz

Attendees Absent

Bev Sutton

Mary Beth Muldowney presided. Called to order at 4:14 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 July 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. DRI Interest Project Form-Continue to develop the project profile with WSP, the organization designated by the city to work alongside the DRI planning committee. The three-minute pitch was presented at the 08/22/23 meeting with support from Mayor Rosas with hope the remaining committee members would do the same.
2. Interior Design Services-Proposal from Sara E. was given in July, but a suggestion was made to possibly contact someone locally to give a proposal as well and to form a committee to discuss.
3. Staff ID/Lanyards: Jason will continue to review catalogs to find an appropriate option.
4. Policy Updates-The Conflict of Interest and Board Bylaws were discussed and revisions are in progress. Once completed, the board will vote to approve.

New Business

1. NYS Construction Grant- The approval for the HVAC, Electrical, & Masonry grant was posted in the weekend of 08/12/23 newspaper. Casale's staff completed the HVAC work on 08/25/23. The electrical and masonry contractors hope to get us on the schedule in September or October.
2. Snack Grant-approval was given for \$2,000 to continue the after school snack & craft program. Board authorization was signed and forwarded to Nicole Clift @ Dunkirk City Hall.
3. Building Insurance-Danielle Marx delivered a new policy. She also suggested that we get an updated building appraisal as our coverage does not match the likelihood for costs to replace the building and its contents in case of an emergency. K LW Appraisal Group, Inc. was suggested & approved to do appraisal.
4. Front Bench-the replacement of the bench in front of the building was discussed. Finding a model to match the other bench would be over \$1,000 and shipping would be costly. Other bench options will be explored.
5. Thanks/Acknowledgements-A card of thanks was sent to Heart of the Game for their donation of 55 free RPG day items for our teen program. Also, acknowledgement was given to Michele Quatroche for her quick response to quell the fire that started during recent construction.
6. Finance/Income- Monthly discussion & budget planning.
7. Jan's Monthly Plan-Audit due at the end of the month and Brook Haggart is working on all of our documentation.

Next meeting is scheduled for September 26, 2023.

S. Marsowicz and T. Sutherland motioned for the meeting to be adjourned at 5:06 p.m.

Respectfully submitted by,
Susan Nickle, Secretary

Dunkirk Public Library

Revenue Report

August 2023

August 2023

	Receipts this month	Receipts Year-To-Date	Total Budget Internal		
Revenue Report	Aug-23	July 2023 - June 2024	2023-2024	Difference	% Received
401 - Fines	20.27	43.97	300.00	-256.03	14.66%
402 - Copier Income	76.81	321.06	1,500.00	-1,178.94	21.40%
403 - Fax Sales	17.00	55.00	500.00	-445.00	11.00%
404 - Used Book Sales	24.75	33.55	1,200.00	-1,166.45	2.80%
405- Lost & Damaged	14.20	82.20	250.00	-167.80	32.88%
407.3 Interest Income	244.37	488.33	500.00	-11.67	97.67%
410 - Gifts and Donations	375.06	1,528.81	5,000.00	-3,471.19	30.58%
419 - School District Funds	0.00	0.00	450,000.00	-450,000.00	0.00%
436 - Misc Income	0.00	0.00	0.00	0.00	#DIV/0!
440 - CCLS Cash Grant	250.00	250.00	250.00	0.00	100.00%
441 - LLSA - NYS	3,803.40	3,803.40	4,000.00	-196.60	95.09%
445 - Construction Grant Income	0.00	0.00	12,964.00	-12,964.00	0.00%
451 - Block Grant	0.00	0.00	2,200.00	-2,200.00	0.00%
478 CCLS Book Plan	2,058.50	2,058.50	5,000.00	-2,941.50	41.17%
Total Revenue	6,884.36	8,664.82	483,664.00	474,999.18	1.79%

Dunkirk Public Library

Expense Report

August 2023

EXPENSE REPORT	Disbursed This Month Aug-23	Disbursed Year-To-Date July 23 - June 24	Total Budget Internal 2023-2024	Difference	% Spent
160 • FURNITURE / Fixed Assets	0.00	0.00	5,000.00	-5,000.00	0.00%
450 • Construction Grant	0.00	0.00	43,288.00	-43,288.00	0.00%
451 • Block Grant	41.61	87.03	2,600.00	-2,512.97	3.35%
501 • BOOKS	2,276.26	3,406.76	17,000.00	-13,593.24	20.04%
502 • PERIODICALS	0.00	0.00	800.00	-800.00	0.00%
503 • CCLS BOOK PLAN	250.00	250.00	5,500.00	-5,250.00	4.55%
504 • Gifts and Donations Expenses	399.11	521.71	5,000.00	-4,478.29	10.43%
507 • AUDIO BOOKS	0.00	0.00	500.00	-500.00	0.00%
509 • DVD'S	128.83	315.78	1,750.00	-1,434.22	18.04%
550 • SALARIES & WAGES	18,579.50	36,765.84	239,126.00	-202,360.16	15.38%
551 • FICA & MEDICARE	1,331.24	2,594.23	18,000.00	-15,405.77	14.41%
552 • INSURANCE - WORKER'S COMP	0.00	0.00	3,400.00	-3,400.00	0.00%
553 • HEALTH INSURANCE	1,538.76	3,077.52	18,500.00	-15,422.48	16.64%
554 • NYS Retirement	153.74	153.74	24,000.00	-23,846.26	0.64%
555 • DISABILITY INSURANCE	0.00	446.70	2,800.00	-2,353.30	15.95%
556 • UNEMPLOYMENT TAX	537.27	711.26	3,000.00	-2,288.74	23.71%
558 • N.Y.S. Sales Tax Payment	0.00	0.00	100.00	-100.00	0.00%
560 • ELECTRICITY	1,075.03	2,055.89	10,400.00	-8,344.11	19.77%
561 • NATURAL GAS	0.00	0.00	7,500.00	-7,500.00	0.00%
562 • WATER	0.00	0.00	350.00	-350.00	0.00%
563 • SEWER	0.00	0.00	250.00	-250.00	0.00%
564 • TIPPING FEE	0.00	0.00	200.00	-200.00	0.00%
565 • TELEPHONE	157.94	175.47	700.00	-524.53	25.07%
570 • LIBRARY SUPPLIES	239.16	239.16	4,000.00	-3,760.84	5.98%
571 • POSTAGE	328.00	328.00	500.00	-172.00	65.60%
580 • ADVERTISING	0.00	0.00	500.00	-500.00	0.00%
581 • COMPUTER MAINTENANCE	0.00	0.00	2,000.00	-2,000.00	0.00%
582 • INTERNET EXPENSES	0.00	0.00	1,500.00	-1,500.00	0.00%
583 • COMPUTER EQUIPMENT	0.00	0.00	4,600.00	-4,600.00	0.00%
584 • BUILDING SUPPLIES	109.69	569.34	2,500.00	-1,930.66	22.77%
585 • BUILDING REPAIRS & Maintenance	0.00	476.00	14,500.00	-14,024.00	3.28%
586 • GROUNDS KEEPING	90.00	150.00	5,000.00	-4,850.00	3.00%
587 • ELEVATOR MAINTENANCE	0.00	0.00	3,500.00	-3,500.00	0.00%
588 • WORKSHOPS & TRAVEL	0.00	0.00	1,000.00	-1,000.00	0.00%
590 • PROFESSIONAL FEES	0.00	7,550.00	6,000.00	1,550.00	125.83%
591 • PAYROLL PROCESSING	93.10	186.20	1,300.00	-1,113.80	14.32%
592 • INSURANCE	7,202.83	7,202.83	7,700.00	-497.17	93.54%
594 • Memberships	0.00	0.00	500.00	-500.00	0.00%
595 • Vote Expenses	0.00	0.00	500.00	-500.00	0.00%
596 • Copier and Printer Supplies	0.00	248.99	2,000.00	-1,751.01	12.45%
610 • Children Program Supplies	80.16	414.31	2,500.00	-2,085.69	16.57%
611 • Children Special Guests	0.00	125.00	2,000.00	-1,875.00	6.25%
612 • Adult Program Supplies	0.00	84.98	1,000.00	-915.02	8.50%
613 • Adult Special Guests	0.00	0.00	1,000.00	-1,000.00	0.00%
614 • Teen Programming	268.84	268.84	1,500.00	-1,231.16	17.92%
615 • Building Equipment	0.00	0.00	2,500.00	-2,500.00	0.00%
616 • Outreach	2.99	21.45	1,500.00	-1,478.55	1.43%
617 • Software and Licensing	95.54	95.54	0.00	95.54	#DIV/0!
620 • Legal Fees	0.00	0.00	2,300.00	-2,300.00	0.00%
630 • Computer Programs	0.00	99.00	500.00	-401.00	19.80%
688 • Misc Expenses	42.07	42.07	1,500.00	-1,457.93	2.80%
Total Expense	35,021.67	68,663.64	483,664.00	415,000.36	14.20%

Dunkirk Public Library
Balance Sheet
As of August 31, 2023
Aug 31, 23

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 293.18

101 - 101 - Operating Fund 348,472.94

103 - 0216 145,449.37

Total Checking/Savings 494,215.49

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 550,239.98

Fixed Assets

160.0 - 160 - Fixed Assets 1,244,029.08

170 - 170 - Depreciation -543,117.20

Total Fixed Assets 700,911.88

Other Assets

178 - PREPAID RETIREMENT 33.52

299 - Pensions Deferred Inflow -232,687.00

Total Other Assets -232,653.48

TOTAL ASSETS **1,018,498.38**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 - 200 - Accounts Payable -1,627.17

Total Accounts Payable -1,627.17

Other Current Liabilities

199 - Pensions & Post Employment Obli -148,888.00

2000 - NYS Taxes Payable -188.00

2001 - Unemployment Payable -438.48

298 - Pension Liability -63,793.00

Total Other Current Liabilities -213,307.48

Total Current Liabilities -214,934.65

Total Liabilities -214,934.65

Equity

30000 - Opening Balance Equity 207,119.33

301 - FUND BALANCE UNRESTRICTED -4,176.12

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

Dunkirk Public Library

Balance Sheet

As of August 31, 2023

	Aug 31, 23
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	400,222.21
Net Income	-57,012.23
Total Equity	1,233,433.03
TOTAL LIABILITIES & EQUITY	1,018,498.38

Dunkirk Public Library Check Detail

August 18 through September 23, 2023

Num	Date	Name	Account	Paid Amount
	08/31/2023	National Grid	101 - 101 - Operating Fund	
			560 - Electricity	-1,075.03
				-1,075.03
	08/31/2023	VSP PAYMENT	101 - 101 - Operating Fund	
			553 - Health Insurance	-40.78
				-40.78
	08/31/2023	payroll	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-7,203.29
				-7,203.29
	08/31/2023	Bahgat & Laurito-Bahgat	101 - 101 - Operating Fund	
			591 - Payroll Processing	-46.55
				-46.55
	08/31/2023	IRS	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-1,250.99
			551 - FICA & Medicare	-674.52
				-1,925.51
	08/31/2023	NYS Unemployment Insurance	101 - 101 - Operating Fund	
			2001 - Unemployment Payable	-281.33
				-281.33
	08/31/2023	NYS Tax	101 - 101 - Operating Fund	
			2000 - NYS Taxes Payable	-98.78
				-98.78
	08/31/2023	NYS & Local Retirement System	101 - 101 - Operating Fund	
			554 - NYS Retirement	-153.74
				-153.74
	09/01/2023	Patti Boleratz	101 - 101 - Operating Fund	
				0.00

Dunkirk Public Library
Check Detail
August 18 through September 23, 2023

	09/06/2023	DFT	101 · 101 · Operating Fund	
			565 · Telephone	-17.53
				<hr/> -17.53
11662	08/25/2023	Baker & Taylor	101 · 101 · Operating Fund	
2037700216	08/25/2023		501 · Books	-17.42
2037700217	08/25/2023		504 · Gifts and Donations Expenses	-13.94
2037700218	08/25/2023		501 · Books	-68.87
2037700219	08/25/2023		501 · Books	-15.99
			504 · Gifts and Donations Expenses	-14.39
2037720954	08/25/2023		501 · Books	-8.37
2037720955	08/25/2023		501 · Books	-21.70
2037720956	08/25/2023		501 · Books	-128.05
2037720957	08/25/2023		501 · Books	-215.31
				<hr/> -504.04
11663	08/25/2023	Chadwick Bay Property Management	101 · 101 · Operating Fund	
Lawn care	08/25/2023		586 · Grounds Keeping	-90.00
				<hr/> -90.00
11664	08/25/2023	First National Bank Omaha	101 · 101 · Operating Fund	
9922 - M Quatroche	08/25/2023		504 · Gifts and Donations Expenses	-14.58
			509 · DVD's	-128.83
			501 · Books	-29.95
2666 - J Hammond	08/25/2023		616 · Outreach	-2.99
			584 · Building Supplies	-64.72
			584 · Building Supplies	-44.97
			617 · Software & licensing	-49.00
			571 · Postage	-330.00
			614 · Teen Programming	-268.84
4928 - P Czarniak	08/25/2023		688 · Misc. Expenses	-42.07
			501 · Books	-69.70
			610 · Children's Program Supplies	-121.77
			617 · Software & licensing	-46.54
				<hr/> -1,213.96
11665	08/25/2023	Independent Health	101 · 101 · Operating Fund	
3499201	08/25/2023		553 · Health Insurance	-1,224.58
				<hr/> -1,224.58

Dunkirk Public Library Check Detail

August 18 through September 23, 2023

11667	09/01/2023	Creative Product Source, Inc.	101 · 101 · Operating Fund	
CPI 100456	09/01/2023		616 · Outreach	-135.51
				<hr/> -135.51
11668	09/01/2023	Delta Dental of NY Inc	101 · 101 · Operating Fund	
BE005666832	09/01/2023		553 · Health Insurance	-79.62
				<hr/> -79.62
11669	09/01/2023	Highmark BCBCWNY	101 · 101 · Operating Fund	
230818069141	08/31/2023		553 · Health Insurance	-1,870.78
				<hr/> -1,870.78
11670	09/01/2023	Literacy Volunteers of Chautauqua County	101 · 101 · Operating Fund	
32172735	09/01/2023		583 · Computer Equipment	-870.00
			616 · Outreach	-29.00
				<hr/> -899.00
11671	09/01/2023	Patti Boleratz	101 · 101 · Operating Fund	
	09/01/2023		611 · Children's Special Guests	-125.00
				<hr/> -125.00
11672	09/09/2023	Baker & Taylor	101 · 101 · Operating Fund	
2037744562	09/09/2023		504 · Gifts and Donations Expenses	-13.58
2037744563	09/09/2023		501 · Books	-194.29
2037744564	09/09/2023		501 · Books	-114.44
2037750877	09/09/2023		504 · Gifts and Donations Expenses	-16.93
2037750878	09/09/2023		501 · Books	-12.92
2037750879	09/09/2023		501 · Books	-342.89
			504 · Gifts and Donations Expenses	-48.58
				<hr/> -743.63
11673	09/09/2023	Casale Plumbing & Heating	101 · 101 · Operating Fund	
74770,74771,74772	09/09/2023		585 · Building Repairs & Maintenance	-1,733.75
				<hr/> -1,733.75
11674	09/09/2023	CCLS	101 · 101 · Operating Fund	
18078	09/09/2023		503 · CCLS Book Plan - Overdrive	-250.00
			565 · Telephone	-30.40

Dunkirk Public Library

Check Detail

August 18 through September 23, 2023

			565 · Telephone	-9.98
				-290.38
11675	09/09/2023	Creative Product Source, Inc.	101 · 101 · Operating Fund	
CPI100561	09/09/2023		616 · Outreach	-449.11
				-449.11
11676	09/09/2023	Casale Plumbing & Heating	101 · 101 · Operating Fund	
74780	09/09/2023		450 · Construction Grants	-25,100.00
				-25,100.00
11677	09/16/2023	Baker & Taylor	101 · 101 · Operating Fund	
2037775575	09/16/2023		501 · Books	-119.60
2037775576	09/16/2023		501 · Books	-201.23
			504 · Gifts and Donations Expenses	-27.83
				-348.66
11678	09/16/2023	Hagan Business Machines	101 · 101 · Operating Fund	
A121539	09/16/2023		596 · Copier & Printer Supplies	-131.58
				-131.58
11679	09/16/2023	Jason Hammond	101 · 101 · Operating Fund	
Leap Cmtee Mtg	09/16/2023		588 · Workshops & Travel	-71.92
				-71.92
11680	09/16/2023	WT Cox Information Services	101 · 101 · Operating Fund	
3127369	09/16/2023		502 · Periodicals	-316.61
				-316.61
11685	09/20/2023	A. W. Farrell & Son, Inc.	101 · 101 · Operating Fund	
479672	09/20/2023		585 · Building Repairs & Maintenance	-1,427.99
				-1,427.99
11686	09/20/2023	Baker & Taylor	101 · 101 · Operating Fund	
20377787320	09/20/2023		501 · Books	-17.19
20377787321	09/20/2023		501 · Books	-10.99
2037787322	09/20/2023		501 · Books	-46.92
2037787323	09/20/2023		501 · Books	-105.01

Dunkirk Public Library
Check Detail
August 18 through September 23, 2023

-180.11

11687	09/20/2023	First National Bank Omaha	101 - 101 - Operating Fund	
2666 - J. Hammond	09/20/2023		614 - Teen Programming	-55.98
			614 - Teen Programming	-40.33
			614 - Teen Programming	-129.11
			615 - Building Equipment	-32.98
			615 - Building Equipment	-31.58
			688 - Misc. Expenses	-20.00
			570 - Library Supplies	-16.40
9922 M. Quatroche	09/20/2023		509 - DVD's	-133.80
			688 - Misc. Expenses	-46.33
			501 - Books	-29.00
4928 - P. Czarniak	09/20/2023		610 - Children's Program Supplies	-18.87
			610 - Children's Program Supplies	-20.00
			610 - Children's Program Supplies	-255.17
			501 - Books	-67.22
			617 - Software & licensing	-95.88
				<hr/>
				-992.65
11688	09/20/2023	Independent Health	101 - 101 - Operating Fund	
3532895	09/20/2023		553 - Health Insurance	-1,224.58
				<hr/>
				-1,224.58

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

- Statistics – August 2023 – Story Time with Craft Kits – 8/1 – 8/10 - Attendance - 73
Craft Kits with Snacks – 8/1 – 8/10 – 80
Facebook Views – 1475
- Crafts –



Ladybug Spoon Craft



Paper Peacock Craft



Oct. 28th Craft



Nov. 18th Craft

- Pam was on vacation 8/14 - 8/16, 8/21 – 8/23, & 8/30 – 9/1
- Upcoming Children's Events:

Saturday October 28th - 11:00 – 12:00

Trick or Treat for Books – Kids can pick out a new free book to keep, and get a Halloween craft with candy.

Saturday November 18th – 11:00 – 12:00

Thanksgiving craft – Thanksgiving frame with Thanksgiving stickers and magnet.

Saturday December 16th – 11:00 – 1:00

Christmas Craft Day – Eight different Christmas crafts to make, including ornaments, a jingle bell necklace, and decorations. We will also have refreshments.

- We will also have more scavenger hunts, games, and reading challenges.

Children's Room Statistics	Aug-23				
Date/Story Time or Event	# of Patrons	Date/Craft Kits	# of Craft Kits	Date/Facebook	#Views
8/1/23 Story Time	2	8/3/2023	40	8/7/2023-Ladybug Craft	564
8/2/23 Stem Class	9	8/10/2023	40	8/11/23 - Summer Prog.End	321
8/3/23 Story Time	13	Total	80	8/17/23 - Jaylah wins basket	397
8/7/23 Origami	6			8/24/23 - Dunkirk Survey 10M	153
8/8/23 Story Time	26			8/24/23 - Sept. Library Sign-up	40
Summer Reading Awards Party	17			Total	1475
Total	73				

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

1. Book Club 1 - Fourteen members attended the discussion of Jodi Picoult's *Plain Truth*.
2. Book Club 2 - Moved the first session to 10/5/23.
3. Teens/YA - On 9/8/23 we held our end of summer party, brainstormed some ideas for the future, and crafted our own game monsters with Model Magic clay. The following week we held a session during which we tried out a different rules system. A new participant joined us that day. The shared library Discord server is holding a series of "Haunting" themed activities throughout September and October.
4. Computer Lab - Senior Center session have resumed.
5. High School Partnership - We received a call from Chester Sobotka in the HS Guidance Office. We are working on a proposal to possibly have student library card apps completed in his office (they can easily verify ID, home address, etc.) and then delivered to us. Library staff would complete the processing, and cards would be made available for the school to pick back up and distribute.
6. Adult Nutrition Session - Presented by staff from the Cornell Cooperative Extension; focused on the awareness of how much sugar is in common food and beverages. The plan is to continue monthly; October's date is already set. We are also working on setting up a teen program.
7. Internet Upgrades - Equipment installed by Mike from CCLS and a staff member from Spectrum that will increase overall available speeds. We also had a damaged switch in the hardware room that was replaced by Jeff from CCLS.
8. Building Inspections:
 - Building Review for Utica National on 9/19/23.
 - Fire Alarm Inspection by FSC on 9/20/23.
9. Construction Grant - Application for plaster restoration submitted to CCLS; no issues so far. Jan mentioned that eleven libraries applied this year and used up all available funding.
10. Backyard Bench - Finally in place, along with the cement slab for the bike rack.
11. ADA Ramp - Project start date has been moved from 9/14 → 9/27 → sometime in December.
12. Snack Grant - Approved, but funding is on hold from NYS; same issue as last year. We've been instructed not to make purchases until we hear from Nicole at City Hall.
13. NCCF Grant - We requested funds to replace the two damaged/destroyed front benches, but will likely be denied due to the delays in closing out the ADA ramp project.
14. Staff Changes - Steven moved to Tonawanda. David Salley has been hired to fill in his spot. We're short on subs who are available during the week, but Claire helped out on Book Sale Saturday.

15. Meetings and Conferences:

- 8/30/23: DRI consultant mtg.
- 9/14/23: DRI evening public presentation
- 9/22/23: CCLS monthly mtg.

2023 CIRC STATS

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	2023 YTD	Jan-22	Feb-22	Mar-22	Apr-22	May-22
Juvenile Fiction	502	483	632	515	595	819	853	808	5207	513	470	485	654	524
Juvenile Non-Fiction	59	57	30	50	41	39	61	79	416	57	56	61	82	61
Juvenile DVD's	24	24	10	15	23	39	35	44	214	29	26	27	34	13
Juvenile Audio Books	0	0	0	0	0	4	0	1	5	2	0	2	0	0
Juvenile Magazines	1	0	1	1	0	2	1	1	7	0	0	0	5	0
Adult Fiction	506	499	530	566	601	633	680	717	4732	549	558	584	526	594
Adult Non-Fiction	94	123	123	96	119	131	122	99	907	97	102	132	137	114
Adult DVD's	160	167	148	199	247	282	315	207	1725	217	129	149	165	120
Adult Audio Books	0	4	15	10	6	8	10	0	53	15	7	14	18	9
Adult Magazines	2	1	8	12	13	11	6	21	74	1	3	3	7	4
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	1646	1968	2083	1977	13341	1480	1351	1457	1628	1439
Computer Use	494	510	579	594	565	470	408	506		213	310	314	280	269
Patrons Visiting Library	2656	2566	3157	2845	2913	3052	3497	3216		1472	1812	1966	1986	1986
Reference Questions	157	263	238	213	170	177	188	210	1616	197	200	195	166	157
Cards Issued each month	23	26	22	26	20	37	27	23		4	9	15	19	8
Total Card Holders as of	7446	7472	7494	7520	7540	7577	7604	7627	7627	7277	7286	7301	7320	7328

2023 CIRC STATS

Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	2022 YTD	% Change
721	1134	1235	674	561	442	385	7798	-33.23%
72	87	89	63	74	64	63	829	-49.82%
38	68	44	23	28	20	27	377	-43.24%
0	2	0	1	3	0	1	11	-54.55%
0	3	6	0	0	2	1	17	-58.82%
590	603	717	537	560	649	538	7005	-32.45%
116	115	108	103	102	112	79	1317	-31.13%
158	163	233	145	110	130	173	1892	-8.83%
14	15	6	8	5	10	7	128	-58.59%
5	10	0	8	6	16	7	70	5.71%
0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	X	X
1714	2200	2438	1562	1449	1445	1281	19444	-31.39%
288	299	364	385	408	331	384		
2056	2198	2073	2347	2266	2570	2012		
164	152	134	112	105	129	105		

12	16	18	10	17	8	14		
7340	7356	7374	7384	7401	7409	7423	7423	

DUNKIRK Aug-2023 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	715	72		577	93				1457
NEW-BOOK	93	7		140	6				246
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK			1						1
CDS									0
MAGAZINE			1			21			22
DVDS			44			207			251
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS						4			4
TOTAL	808	79	46	717	99	232	0	0	1981

Public Computer Use	506
Microfilm	11
Curbside Delivery	0
People Counter: Front Entr	638
People Counter: Rear Entr	2578
Total Patron Count	692
RQ: Computer Assistance w/Patrons	30
RQ: Assistance in Lab	50
Reference Questions: Adult	166
Reference Questions: Children's	27
Reference Questions: Email	17
Total Reference Questions	210

Added Materials			
MAGAZINES			16
NEWSPAPERS			27
MICROFILM			0
CHILDREN'S ROOM BOOKS			0
ADULT BOOKS			2
DVD'S			1
AUDIO BOOKS			0
Total			46

NUMBER: 0909202302

CUSTOMER NAME DUNKIRK PUBLIC LIBRARY		LABOR – REG 2.00 HRS	LABOR – OT HRS
ADDRESS 536 CENTRAL AVE		TRAVEL – REG 0.25 HRS	TRAVEL – OT HRS
CITY DUNKIRK	STATE NY ZIP 14048	*NOTE: There is a two (2) hour minimum charge applied to all invoices to cover base cost of technician time.	
ARRIVAL DATE 9/20/2023	<input type="checkbox"/> BILLABLE <input type="checkbox"/> INSTALLATION <input type="checkbox"/> WARRANTY <input type="checkbox"/> NO CHARGE <input checked="" type="checkbox"/> CONTRACT		CUSTOMER PURCHASE ORDER

INVOICE COMMENTS:

PRODUCT I.D	SERIAL #	DESCRIPTION	QUANTITY	PRICE EACH	TOTAL PRICE

JOBSITE INFORMATION:

INSTALLER: CONTACT: JASON HAMMOND PHONE NUMBER:
 WARRANTY START DATE: SERVICE COMPLETE: YES ☒ NO ☐ INVOICE EMAIL: director@dunkirklibrary.org

PURPOSE OF VISIT / POINTS DISCUSSED:

PERFORM FIRE ALARM INSPECTION. 100% DEVICE TEST.

FSC SYSTEMS ACTION ITEMS:

**** SEE INSPECTION REPORT FOR A LIST OF TESTED DEVICES AND INTERFACED COMPONENTS ****

- THE ELEVATOR SHAFT SMOKE DETECTOR WAS NOT TESTED DUE TO THE LACK OF ACCESS TO THE TOP OF THE ELEVATOR CAR. TO TEST THIS DEVICE IT WOULD TAKE THE ELEVATOR COMPANY ONSITE TO GAIN ACCESS TO THE TOP OF THE ELEVATOR SHAFT. WITHOUT TESTING THE SMOKE DETECTOR IN THE ELEVATOR SHAFT I WAS UNABLE TO TEST ELEVATOR SHAFT RECALL. THIS ALSO WOULD NEED THE ELEVATOR COMPANYS ASSISTANCE

CUSTOMER/INSTALLER ACTION ITEMS:

--

PRINT CUSTOMER NAME

JASON HAMMOND

PRINT FSC SYSTEMS LLC REPRESENTATIVE NAME

MICHAEL E. BLAKE

Michael Blake

CUSTOMER SIGNATURE

FSC SYSTEMS LLC REPRESENTATIVE SIGNATURE

DUNKIRK PUBLIC LIBRARY
536 Central Ave
Dunkirk, NY 14048

EQUIPMENT LIST

Part Number	Total Parts Quantity	Manufacturer	Description
NFW-50	1	NOTIFIER	FACP
ANNUNCIATOR	1	NOTIFIER	FAAP
HWF2V-COM	1	HONEYWELL	COMMUNICATOR
AV	5	SYSTEM SENSOR	WP AV UNITS
VO	1	SYSTEM SENSOR	VO UNIT
RELAY	4	NOTIFIER BY HONEYWELL	RELAY
HD	1	NOTIFIER BY HONEYWELL	HEAT DETECTOR
NP-100	9	NOTIFIER BY HONEYWELL	SMOKE DETECTOR
PS	5	NOTIFIER BY HONEYWELL	PULL STATION

DUNKIRK PUBLIC LIBRARY
536 Central Ave
Dunkirk, NY 14048

DUNKIRK PUBLIC LIBRARY - EQUIPMENT DATABASE

ID #	QTY	Part Number	Manufacturer	Description	Location	Date Tested	Alarm Test Pass / Fail
A	1	NFW-50	NOTIFIFER	FACP	1ST FLOOR BOILER ROOM	20-Sep-23	PASS
B	1	ANNUNCIATOR	NOTIFIFER	FAAP	1ST FLOOR REAR ENTRANCE	20-Sep-23	PASS
C	1	HWF2V-COM	HONEYWELL	COMMUNICATOR	1ST FLOOR BOILER ROOM	20-Sep-23	PASS
D	9	AV	SYSTEM SENSOR	WP AV UNITS	THROUGHOUT BUILDING	20-Sep-23	PASS
E	1	VO	SYSTEM SENSOR	VO UNIT	2ND FLOOR RESTROOM	20-Sep-23	PASS
1	1	PS	NOTIFIER BY HONEYWELL	PULL STATION	1ST FLOOR BY ELEVATOR	20-Sep-23	PASS
2	1	PS	NOTIFIER BY HONEYWELL	PULL STATION	1ST FLOOR LIBRARY	20-Sep-23	PASS
3	1	PS	NOTIFIER BY HONEYWELL	PULL STATION	2ND FLOOR REAR LOBBY EXIT	20-Sep-23	PASS
4	1	PS	NOTIFIER BY HONEYWELL	PULL STATION	1ST FLOOR REAR STAIWELL	20-Sep-23	PASS
5	1	PS	NOTIFIER BY HONEYWELL	PULL STATION	2ND FLOOR LIBRARY	20-Sep-23	PASS
6	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	1ST FLOOR ELEVATOR LOBBY	20-Sep-23	PASS
7	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	1ST FLOOR ELEVATOR MACHINE ROOM	20-Sep-23	PASS
8	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	1ST FLOOR REAR ENTRANCE	20-Sep-23	PASS
9	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	0th FLOOR REAR STAIRWEL EXIT	20-Sep-23	PASS
10	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	1ST FLOOR REAR STAIRWEL BOTTOM BY EXIT	20-Sep-23	PASS
11	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	2ND FLOOR BY ELEVATOR	20-Sep-23	PASS
12	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	2ND FLOOR ELEVATOR LOBBY	20-Sep-23	PASS
13	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	2ND FLOOR ELEVATOR SHAFT	20-Sep-23	PASS
14	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	2ND FLOOR REAR STAIRWELL	20-Sep-23	PASS
15	1	HD	NOTIFIER BY HONEYWELL	HEAT DETECTOR	2ND FLOOR RESTROOM	20-Sep-23	PASS
17	1	RELAY	NOTIFIER BY HONEYWELL	RELAY	1ST FLOOR RECALL	20-Sep-23	PASS
18	1	RELAY	NOTIFIER BY HONEYWELL	RELAY	2ND FLOOR RECALL	20-Sep-23	PASS
19	1	RELAY	NOTIFIER BY HONEYWELL	RELAY	ELEVATOR SHAFT RECALL	20-Sep-23	SEE SA
20	1	RELAY	NOTIFIER BY HONEYWELL	RELAY	ELEVATOR MACHINE ROOM RECALL	20-Sep-23	PASS

FIRE ALARM CONTROL PANEL EQUIPMENT INSPECTION & TEST REPORT***FIRE ALARM CONTROL PANEL INSPECTION***

Testing in Compliance with IFC & NFPA 72

Customer: DUNKIRK PUBLIC LIBRARY

Building: LIBRARY

Manufacturer: NOTIFIER

Model #: NWF-50

Location of Panel: 1ST FLOOR BOILER ROOM

Branch Circuit Disconnecting Means: LPC #9

TESTING RESULTS

	Normal	Abnormal	N/A	See Below
Alarm Initiating Circuits:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification Appliance Circuits:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Power Supply:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lamps/ LED's / LCD's:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signals Received at Central Station:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Central Station	Account Number: 07-01-9283			

	Yes	No	Not Supervised	NA	See Below
Open Alarm Initiating Circuit Wiring Trouble Condition Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open Notification Appliance Circuit Wiring Trouble Condition Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low Battery Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AC Fail Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground Fault Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BATTERIES

Manufacturer:

AH Rating: 7.00

Date Installed: 8-20

Battery #1 Load Test:

Voltage: 12.66

AH Reading: 7.40

Battery #2 Load Test:

Voltage: 12.66

AH Reading: 7.20

☒ Passed ☐ Failed

Notes: NONE

Date: 09-20-23

Inspected & Tested By: MICHAEL E. BLAKE

SUPPLEMENTARY FIRE ALARM PANEL INSPECTION & TEST REPORT***SUPPLEMENTARY FIRE ALARM PANEL INSPECTION***

Testing in Compliance with IFC & NFPA 72

Customer: DUNKIRK PUBLIC LIBRARY

Building: LIBRARY

Manufacturer: HONEYWELL

Model #: HWF2V-COM

Location of Panel: ABOVE FACP

Branch Circuit Disconnecting Means: LP-C #9

TESTING RESULTS

	Normal	Abnormal	N/A	See Below
Primary Power Supply:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lamps/ LED's / LCD's:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Not Supervised	NA	See Below
Low Battery Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AC Fail Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BATTERIES

Manufacturer:

AH Rating: 7.00

Date Installed: 3-15-22

Battery #1 Load Test:

Voltage: 12.78

AH Reading: 4.60

Battery #2 Load Test:

Voltage:

AH Reading:

☒ Passed ☐ Failed

Notes: NONE

Date: 09-20-23

Inspected & Tested By: MICHAEL E. BLAKE

FIRE ALARM INTERFACE COMPONENT INSPECTION & TEST REPORT

FIRE ALARM INTERFACE COMPONENT INSPECTION

Testing in Compliance with IFC & NFPA 72

Customer: DUNKIRK PUBLIC LIBRARY

Building: LIBRARY

Interface Component Type:

	Normal	Abnormal	See Below
Description: 1 ST FLOOR RECALL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description: 2 ND FLOOR RECALL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description: ELEVATOR MACHINE ROOM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description: ELEVATOR SHAFT RECALL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes: ELEVATOR RECALL = PASSED

ELEVATOR SHAFT RECALL = WAS NOT TESTED WITHOUT THE ELEVATOR COMPANY ASSISTANCE
TO ACCESS THE TOP OF THE ELEVATOR CAR.

Date: 09-20-23

Inspected & Tested By: MICHAEL E. BLAKE

Conflict of Interest Policy

Trustees and employees of the Dunkirk Public Library shall adhere to the highest standards of honesty, good faith and fair dealing in all activities relating to the organization.

No trustee, employee or any member of their respective families or households shall accept gifts, gratuities, or favors of any kind from any person, firm or corporation doing business or seeking to do business with Dunkirk Public Library and which could reasonably be expected to influence, or created the appearance of influencing, his or her actions affecting the Dunkirk Public Library.

Without full and complete disclosure to and approval by the Board of Trustees or its Executive Committee, no trustee or employee shall have any position of influence with, or a material financial interest in, any other entity, the existence of which does or could reasonably be expected to conflict with the proper performance of his or her duties or responsibilities to Dunkirk Public Library, or which could reasonably be expected to affect his or her independent judgment and action with respect to transactions between the Dunkirk Public Library and such other entity. If such a position exists, it must be disclosed to the Library Director and to the President of the Board.

Each trustee and the library director shall provide the Board of Trustees with a written notification of any transaction or situation that may imply any reasonable doubt concerning the possible existence of a conflict of interest by the director or staff person.

In the event that the Library may wish to contract or enter into an arrangement for goods or services under circumstances that may present a conflict of interest affecting one or more of its trustees or employees, the following shall apply. The affected person(s) of the Dunkirk Public Library agree(s) to provide full information to the Board of Trustees to allow the Board of Trustees to approve or disapprove by resolution, with the advantage of full disclosure, such contract or arrangement. The affected person shall recuse himself from the vote.

Annually, and upon start of duties, Dunkirk Public Library trustees and employees shall complete and return to the President of the Board a Disclosure of Interests Form.

The President of the Board shall administer this policy. Any disputed action of the Library Director or other library employee with respect to this policy shall be resolved by the Board of Trustees.

Disclosure of Interest Guidelines

The conflict of interest policy, which sets forth standards of expected conduct, includes a provision which requires trustees and non-union employees to disclose all interests which could result in a conflict.

Please complete and return the enclosed Disclosure of Interests Form. Please be assured that the disclosure requirements are intended to provide the Board with a systematic and ongoing method of disclosing and ethically resolving potential conflicts of interest. Although it is impossible to list every circumstance giving rise to a possible conflict of interest, the following will serve as a guide to the types of activities that might cause conflicts and that should be fully reported:

1. Conflicting Interests

- A. To hold, directly or indirectly, a position or a material financial interest in any other entity from which the individual has reason to believe the Dunkirk Public Library goods or services (including the services of buying or selling stocks, bonds, or other securities), or that provides services competitive with the system.
- B. To compete, directly or indirectly with the Dunkirk Public Library in the purchase or sale of property or property rights, interests or services.

2. Conflicting Activities

To render directive, managerial, or consultative services to any outside concern that does business with, or competes with the services of the Dunkirk Public Library, or to render other services in competition with the Dunkirk Public Library.

3. Inside Information

To disclose or use information relating to the Dunkirk Public Library business for the personal profit or advantage of the individual or his/her respective families or households.

4. Gifts, Gratuities, and Entertainment

To accept gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do, business with, or is a competitor of, the Dunkirk Public Library - under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of his/her duties.

This prohibition is not intended to preclude business meals or other nominal benefits in the reasonable and ordinary course of business.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. It should be particularly noted that disclosure relates not only to yourself, but also to your respective families or households.

Disclosure of Interest Form

TO: President, Dunkirk Public Library Board of Trustees

RE: Conflict of Interest Disclosure

A copy of the Dunkirk Public Library's Conflict of Interest Policy has been furnished to me. I hereby state that I, or members of my respective families or households, have the following affiliations or interest and have taken part in the following transactions that, when considered in conjunction with the position with or relation to the Dunkirk Public Library, might possibly constitute a conflict of interest. (Check "None" where applicable)

1. Conflicting Interests ☐ None

2. Conflicting Activities ☐ None

3. Inside Information ☐ None

4. Gifts, Gratuities, and Entertainment ☐ None

5. Other ☐ None

I hereby agree to report to the Board Chairperson any further situation that may develop before completion of my next questionnaire.

Date

Name (Printed or typed)

Signature

Child Safety Policy

The Dunkirk Public Library welcomes and encourages children to use its facilities and services. However, the Library cannot provide long or short-term care for children of any age. Parents/guardians/caregivers should remember that the Library is a public building, open to all and must use the same precautions for ensuring your child's safety as you would in any other public location. While our staff is concerned about the well-being of our patrons, the Library is not responsible for keeping your child safe from harm.

- Parents, guardians or caregivers are responsible for the care, safety and behavior of children of any age while the child is using the library.
- Children 7 years old or under ~~and not yet in second grade~~ must be directly supervised by a parent, guardian or caregiver while in the library.
- A caregiver must:
 - Be at least 12 years of age;
 - Provide direct supervision of the child in their care;
 - Not be using the Children's Room computers during the time they are supervising the child.
- Parents, guardians or caregivers who do not attend a Children's Room program with their child must remain in the Library if the child is 7 years old or under ~~and not yet in second grade,~~ in case the child needs to leave the program.
- Children ~~7~~ 8 years old or older ~~and in second grade or higher~~ may use the Library unattended for an amount of time appropriate to their age and maturity.
- All children should have the telephone number of someone who can assist them in an emergency.
- The Library is not responsible if children leave Library property unattended.

Inappropriate behavior:

- Inappropriate behavior by children will be noted by the staff. Inappropriate behavior includes not treating other patrons and library staff with courtesy and dignity; rough play and excessive running; inappropriate use of library property; and other behaviors as per the Library's User Behavior Policy. The child and parent, guardian or caregiver, if present, will be informed that his/her behavior is inappropriate and will be asked to stop the activity.
- If inappropriate behavior continues, the child and/or parent, guardian or caregiver will be asked to leave the Library. If the child and/or parent, guardian or caregiver refuses to leave after being told to do so, the police will be called to escort them from the building.

At Library Closing Time:

- Children must be picked up before the closing time of the library.
- Unattended children will be asked to contact their parent, guardian or caregiver 30 minutes before closing time. If a parent, guardian or caregiver cannot be reached or does not arrive by closing time, the child will be placed in the care of the Dunkirk Police Department.

After closing time, Library staff will leave a note on the Library door stating *"Unattended child is in the custody of the Dunkirk Police, 342 Central Avenue, Dunkirk, NY 14048; Phone no. 366-2266"* once the child is in the care of the police. The child's name will not be listed on the sign.

Computer, Internet, and Wireless Network Use Policy

The Dunkirk Public Library is proud to offer patrons access to our free technology resources. Desktop PCs are located in the Public Computing Center, Reading Room, and Children's Room, while our open Wi-Fi network reaches throughout the building and onto the exterior of the library's property.

By accessing the digital services provided by the library, our guests understand and agree to the following rules, guidelines, and expectations.

The Library Computers and Internet Service

Computer and Internet Courtesy

- This is a shared space; please respect the privacy and comfort of other users.
- No cell phone calls are permitted in computer areas.
- No food or drink is permitted in computer areas.
- Patrons must provide their own headphones if they wish to use the sound on the computer.

Computer and Internet Usage Rules

- Patrons may not make any changes to hardware, software, or settings on library computers.
- It is unacceptable to use the library's electronic resources for illegal or criminal activity. Users must respect the legal protection provided by copyright laws and any licenses to programs and data.
- Use of computers to display or disseminate obscene or pornographic material in the library is prohibited. Accessing this material will result in a loss of library privileges for one week following the first offense. Repeated occurrences will entail escalating consequences.
- Do not turn off library computers; simply log out when finished.

Computer and Internet Access - General

- Patrons must have a library card in good standing (fines charges under \$10 and/or no suspensions for conduct) in order to access the computers.
- Guest passes are available from the front desk. Patrons that live in Chautauqua or Cattaraugus County may use a guest pass ONCE and will need to obtain a library card for future computer use.
 - Visitors from outside Chautauqua or Cattaraugus County may obtain a guest pass by presenting valid identification.
- Access to the computers is provided on a first-come, first-served basis.
- Only one person may use a computer at a time.

Computer and Internet Access - Adults, Teens, and Tweens

- Adults and students **Grade 6 and up** (or age 11 and up) may use computers in the main computer lab and the Reading Room.
 - Adult, Teen, and Tween patrons are allowed **3 2** hours of computer time each day. ~~Extensions may be made based on availability.~~
- Parents who wish to use the computers in the lab or Reading Room must find care for their young children. Children below the age of **7 8** may not be left unattended in the Children's Room (see the *DPL Child Safety Policy*).

Computer and Internet Access - Children

- Children in **Grade 5 and below** (or age 10 and under) may use computers in the Children's Room. Caregivers are permitted to assist children who are using the computers.
 - Children are allowed **30 2 hours** of computer use each day. ~~Extensions may be made at the discretion of the children's room staff based on availability.~~
- Parents/legal guardians are responsible for their children's use of computers.
- Children under the age of **7 8** may not be left unattended (see the *DPL Child Safety Policy*).
- As with all other library materials, parents or legal guardians, not the library staff, are responsible for the Internet information selected and/or accessed by their children.
 - Parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their own children. Parents or legal guardians should guide their children in the use of the Internet and inform them about materials they should not use. There may be material on the Internet which parents or legal guardians would consider inappropriate for their children to view.
 - The library cannot assume the parent's or legal guardian's responsibility to monitor the child's Internet use to see if it conforms to the parent's standards. Only parents may restrict their children from access to Internet resources available at the Library.
- Parents or legal guardians are advised to supervise their children's computer sessions and to encourage them not to give out personal information, such as names, addresses and phone numbers.

Computer and Internet Related Services

- The cost to print **from a personal or library device** is 10¢ per black & white page and 50¢ per color page.
 - Patrons are responsible for all pages printed. Use of the print preview function is recommended.
 - Our current software configuration requires patrons to prepay for each print job.
- Patrons requesting to take a proctored examination may submit requests to either the Public Computing Center Director or Library Director.

The Library Wireless Network (Wi-Fi)

Wireless Network Rules

- While utilizing the library Wi-Fi to access the Internet all relevant library rules, regulations and policies apply, including but not limited to, the Dunkirk Public Library *Internet Safety Policy* as well as this *Computer, Internet, and Wireless Network Use Policy*.
 - By accessing library hardware and/or network services, patrons agree to abide by the applicable usage policies.
- Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents may wish to supervise their children's Internet sessions or purchase filtering software for their personal devices.
- All users are expected to use the library's wireless access in a legal and responsible manner consistent with the educational and informational purposes for which it is provided. As stated in the library's acceptable use policy, users may not violate federal, state or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

Wireless Network - General

- Some wireless devices may be able to remotely access one of our printers. The cost to print [from a personal device](#) is 10¢ per black & white page and 50¢ per color page.
 - Patrons are responsible for all pages printed. Use of the print preview function is recommended.
- Library staff cannot provide technical assistance on using the Library's wireless network.
- Library staff are not able to perform updates or make changes to patron computers or devices.
- The Library assumes no responsibility for any alterations or interference with a computing device's configurations, operation, or data files that result from connection to the Wi-Fi network.
- The Library reserves the right to terminate a wireless Internet session at any time.

Wireless Network - Getting Connected

- Patrons who wish to access the wireless network must provide their own ~~laptop or other~~ mobile device.
 - Patron equipment must have either built-in Wi-Fi capability or an installed network card. The library does not provide wireless cards and does not install them.

- Most Wi-Fi enabled equipment will be compatible with the library's network, however, the library can make no guarantee that every device will be able to connect.
- Patrons are responsible for setting up their own equipment. For those who are not familiar with mobile hardware or networking, we recommend bringing someone with you who can help you configure your device.
- Our wireless network is called "~~Dunkirk Public~~ Library." Most devices should be able to connect anywhere in the library by communicating with one of our wireless access points.
- When a patron's device senses a signal, a message appears on the screen indicating a wireless network is available. Patrons may open a web browser and it should automatically connect to the Internet.

Wireless Network - Staying Online

- Bring a fully charged battery (or two!); electrical outlets for plugging in mobile devices are limited.
- There is no time limit on using the Wi-Fi network; patrons may stay connected as long as they like, however:
 - Though the network is designed to cover the entire library, no guarantee is made for signal strength or availability.
 - There is no guarantee that a wireless connection can be made or maintained.

Wireless Network - Safety

- The Dunkirk Public Library *Internet Safety* policy is still in effect when using the library's Wi-Fi. ***Remember, other patrons can still see your screen***
- The library's wireless network is not secure. Keep this in mind while browsing the Internet.
 - Users should not transmit credit card information, passwords or any other sensitive personal or business information over the library's wireless network.
 - Anti-virus and security protection are the responsibility of the patron.
- The library does not filter the content of wireless Internet access. The library is not responsible for the content, accuracy, or availability of any external sites.
- The Library is not responsible for any loss of data, or for theft or damage to personal equipment or software.

DUNKIRK PUBLIC LIBRARY BY-LAWS

PREAMBLE

The Board of the Trustees of the Dunkirk Public Library, a school district public library, hereafter designated as “The Board,” a corporation created by a charter granted by the University of the State of New York, on November 17, 2016, hereby enact the following By-Laws:

ARTICLE I NAME

The name of the corporation is the Dunkirk Public Library (the “Library”). The Library is a domestic education corporation duly chartered by the Regents of the University of the State of New York, pursuant to New York Education Law Sections 216 and 255, and has its principal place of business in Dunkirk, New York.

ARTICLE II MISSION & PURPOSES

1. *Purpose.* The purpose of the Library is to promote and maintain library facilities, resources and services in and for the people of the Dunkirk City School District, Chautauqua County, State of New York.

2. *Mission.* 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.

ARTICLE III MEMBERSHIP

The corporation shall have no members.

ARTICLE IV BOARD OF TRUSTEES

1. *Powers.* All powers of the Library shall be vested in the Board of Trustees (“Board”). The Board shall be authorized to take any and all actions in furtherance of the Library’s purposes, and make all rules, regulations, and policies for the transaction of the business of the Library, not inconsistent with law, its charter and these Bylaws.

2. *Composition.* The Board shall consist of no fewer than five (5) and no more than fifteen (15) Trustees, elected or appointed in accordance with law and these By-laws.

3. *Election and Qualification.* A candidate for election or appointment as Trustee

must be a legal resident of the Dunkirk City School District of Chautauqua County, New York (the "District"), must be a qualified voter of the District, and must otherwise meet the requirements for election as a Trustee set forth in applicable provisions of the Education Law. Trustees shall be elected by the voters of the District in accordance with those provisions.

4. Term of Office.

a. Except as otherwise provided by these By-laws, a Trustee's term of office shall be three (3) years. The terms of office of the Trustees have staggered end dates so that not more than two (2) Trustee's term shall expire in any year.

b. Trustees elected to fill a vacancy caused by the resignation, death, or removal of a Trustee shall serve the balance of the term of the Trustee who they have been elected to replace.

c. Elected Trustees shall assume their duties on July 1st next following their election and qualification, or as soon thereafter as they may be able to take the oath of office, and shall serve until June 30th of the last year of their term; provided, however, that a vacancy occurring by reason of the resignation, removal or death of a serving Trustee shall be filled by the Board until the next regularly scheduled election, in accordance with the provisions of Section 5 of this Article, and any such person elected to fill a vacancy on the Board shall take office following their election and qualification, or as soon thereafter as they may be able to take the oath of office.

d. At any election where more than one Trustee vacancy is being filled, and where one or more persons are to be elected for a full term or terms and one or more persons are to be elected for the unexpired portion of a term or terms, the candidate receiving the highest number of votes shall be entitled to the longest term and the candidates receiving the next highest number of votes shall be entitled, in decreasing order of the respective numbers of votes, to the several vacancies, in decreasing order of the length of such terms or unexpired portions of terms.

5. *Vacancies.* A vacancy occurring among the elected members of the Board shall be temporarily filled by the affirmative vote of the majority of the remaining Trustees. A person so appointed shall assume his or her duties at the meeting at which he or she is appointed by the Board, and shall serve until a successor is duly elected and qualified.

6. *Attendance.* Any Trustee who is absent from ~~three (3)~~ two (2) consecutive Board meetings and/or ~~four (4)~~ three (3) meetings of the total number of meetings held by the Board in any given year, shall be deemed to have resigned as a Trustee if such absences are determined by majority vote of the Trustees then in office to have been without reasonable cause.

7. *Resignation.* Any Trustee may resign at any time by submitting his or her resignation in writing to the President or Secretary of the Board. Such resignation shall

be effective upon receipt unless another date is specified therein.

8. *Compensation of Trustees and Officers.* No Trustee or officer shall receive, directly or indirectly, any compensation or other payment from the Library unless authorized by the concurring vote of two-thirds of all Trustees then in office and in no event shall any compensation or payment be paid or made except reasonable compensation for services actually rendered or reimbursement for disbursements actually incurred. A Trustee or officer with an interest, direct or indirect, in any contract relating to the operation of the Library or in any contract for furnishing supplies thereto shall disclose such interest at or prior to the meeting at which approval of such contract is to be considered. The Library shall not enter into such contract unless doing so is authorized by a majority of the Trustees then in office, excluding the interested Trustee.

ARTICLE V OFFICERS AND THEIR DUTIES

1. *Officers and Election.* The officers of the Library shall be the President, Vice President, Vice President for Finance, and Secretary, each of whom shall be elected annually, for a one-year term by majority vote of the Trustees at the Annual Meeting, upon nominations from the floor, and will continue to serve until such time as a replacement is elected at the next Annual Meeting, or they are removed. Only Trustees of the Library may serve as officers.

2. *Vacancies.* Any vacancy in a Library office, with the exception of the presidency, shall be filled by majority vote of the remaining Trustees then in office, upon a nomination from the floor. Any officer so elected shall serve for the balance of the unexpired term of his or her predecessor.

3. *Duties.*

a. President. The President shall preside at all meetings of the Trustees, and shall assure appropriate Board representation at presentations of information to individuals who, or organizations that, provide funds to the Library. He or she shall have such powers and exercise such duties as are required by these By-Laws or as are commonly incident to the office of President of a New York educational corporation. The President is the official spokesperson for the Board of Trustees.

b. Vice President. In the absence of the President, the Vice President shall serve in his or her stead. Upon the President's resignation, removal, death, or inability to serve, the Vice President shall become the President until the next Annual Meeting.

c. Vice President for Finance. The Vice President for Finance, with the assistance of the Treasurer as necessary, shall present a report of the Library's financial activities and condition to the Board as often as the Board may require; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the

Library's annual budget for the approval of the Board; and shall, in coordination with independent auditors selected by the Board, ensure that an annual audited financial statement is prepared and filed.

d. *Secretary.* The Secretary shall keep written minutes of the meetings of the Board and perform such other duties as may be required by the Board or the President. The Secretary may arrange to have meeting minutes recorded by another person at his/her discretion. In the absence of the Secretary from any meeting of the Board, the President may appoint a Secretary, pro tempore, for that meeting.

e. In the absence of the President and Vice President from a meeting of the Board, those Trustees present shall elect a President, pro tempore, to preside at that meeting.

4. *Removal.* Any officer elected as provided in the By-Laws may be removed by a two-thirds vote of the Trustees then in office when, in their judgment, the best interest of the Library will be served by such removal.

5. *Resignation.* Any officer may resign his or her office at any time, by submitting a resignation in writing or to the President, Vice-President, or Secretary of the Board of Trustees. Such resignation shall be effective upon receipt unless another date is specified therein. The resignation by a Trustee from an office on the Board shall not be construed as a resignation of the Trustee as Trustee, unless such resignation is also tendered in accordance with Article IV, section 7 of these By-laws.

ARTICLE VI MEETINGS

1. *Annual Meeting.* The Annual Meeting of the Board shall be the next regular meeting after July 1st in each calendar year. It shall be held at such time and place as the Trustees shall determine.

2. *Regular Meetings.* Regular meetings of the Board shall be held a minimum of six times per year, at such times and places as the Trustees shall determine; provided, however, that the Annual Meeting of the Board shall, for purposes of this section, be deemed to be the regular meeting of the Board in and for the month in which such Annual Meeting is held.

3. *Special Meetings.* Special meetings of the Board shall be held at the call of the President, on his or her own initiative or upon the written request of two (2) or more members of the Board. Such meeting shall be held as soon as practicable after notice is given to all Board members in accordance with Section 4 of this Article. The agenda of a special meeting shall be limited to the specific items set forth in the notice for the meeting.

4. *Notice of Meetings.* Public Notice of all Board meetings shall be given in

accordance with the open meetings provisions of the Public Officers Law.

5. *Waiver.* Attendance of a Trustee, as applicable, at any meeting shall constitute a waiver of notice of such meeting except when a Trustee member, as applicable, attends for the express purpose of objecting to the transaction of any business on the basis that the meeting is not lawfully called or convened. A Trustee may also waive notice of any meeting in a writing delivered to the Secretary at or before such meeting.

6. *Quorum.* ~~Three (3)~~ Sixty percent (60%) or more Trustees, present and voting, shall constitute a quorum for the purpose of transacting business at all meetings of the Board. A majority of the duly appointed members of any Committee, present in the same manner, shall constitute a quorum for the purpose of transacting the business of the Committee. In the absence of a quorum, the chair of the meeting shall adjourn the meeting to another time. Notice of such adjournment shall be given to all Trustees or Committee members, as applicable, not in attendance at the adjourned meeting.

7. *Parliamentary Authority.* The Library shall utilize the current edition of Roberts Rules of Order, Newly Revised as its parliamentary authority and agrees, to the extent possible, to follow its guidelines in the conduct of its business.

8. *Open Meetings.* In accordance with the New York State Open Meetings Law, all meetings of the Board are open to the public. Executive sessions may be called and held when necessary as appropriate. Every Executive Session must first be approved in an open meeting by a majority vote and the purpose of the session recorded in the minutes of the open meeting.

9. *Action of the Board.* Except as otherwise required by law or these By-laws, no action of the Board shall become effective unless ~~three (3)~~ sixty percent (60%) or more Trustees shall affirmatively vote in favor of it. Voting by proxy shall not be permitted.

ARTICLE VII APPOINTED EXECUTIVES

1. *Library Director*

a. *Appointment.* The Board shall appoint a Library Director, who shall be the executive and administrative officer of the library, acting on behalf of the Board and under its review and direction. The Board shall evaluate and fix the compensation of the Library Director annually, by ~~June 30th~~ December 31st.

b. *Responsibilities.* In accordance with the official Civil Service title specification for the position, the Library Director shall be responsible: for the proper specification of duties of, the direction of, and the supervision of Staff and he or she shall possess the power and authority to appoint and remove all subordinate employees; for the care and maintenance of Library property; for adequate and proper selection of Library materials in keeping with stated policies established by the Board; for the

effectiveness of Library service to the public; for operation within the Library budget; and for such other matters consistent herewith as may be identified by the Board from time to time. The Library Director or his/her designee is the official spokesperson for the Library.

c. Board Meetings. The Library Director shall attend all meetings of the Board of Trustees and respond to questions from Trustees. The Library Director shall give a written report to the Board at all regular meetings. The Library Director may participate in the discussions at meetings of the Board and Committees and offer professional advice, but shall not have a vote.

2. Treasurer

a. Appointment. The Board shall appoint a Treasurer at the Annual Meeting, who shall be the fiscal officer of the library, acting on behalf of the Board and under its review and direction. The Treasurer shall not be a current Trustee of the Library. The Treasurer shall serve at the pleasure of the Board for a one-year term. The Treasurer may succeed himself or herself in office.

b. Responsibilities. The Treasurer shall have custody of the monies of the Library. He or she shall be responsible for collecting the debts owed to the Library; paying the obligations of the Library upon the approval of the Board; administering the budget of the Library in coordination with the Library Director; filing the Library's tax returns; and maintaining books and records in which are recorded the financial transactions and affairs of the Library.

c. Board Meetings. The Treasurer may be required, from time to time, to attend meetings of the Board of Trustees and/or the Executive Committee and respond to questions from Trustees.

ARTICLE VIII COMMITTEES

1. *Standing Committees.* The Board may, from time to time, create standing committees of the Library. The President shall appoint members of the Board to standing committees and, except as otherwise provided by these By-laws, shall designate the Chair of each no later than the first regular meeting after the annual meeting.

2. *Other Committees.* The Board may create Committees other than those hereinabove described, for any other library purpose. The members of any such Committee shall be appointed by the President and may include Trustees and one or more persons other than Trustees. The President shall also designate the chair of any such Committee.

3. *Committee Records and Reports.* Each Committee established in accordance

with these By-Laws will keep written records of its meetings and activities, provide a copy of such records to the Secretary for inclusion in the permanent records of the Library, and report to the Board as often, and in such form, as the Board may require.

ARTICLE IX FISCAL YEAR

The fiscal year of the Library shall commence on July 1st and end on the following June 30th.

ARTICLE X INDEMNIFICATION

1. The Library shall indemnify, to the fullest extent permissible under Public Officers Law §18, any person, and the heirs and personal representatives of such person, against any and all judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by or imposed upon such person, or in connection with, or resulting from any claim, action, suit or proceeding, whether civil or criminal, in which such person is a party or is threatened to be made a party by reason of such person being or having been a Trustee, officer, employee or agent of the Library, or of another library, joint agent of the Library, or of another library, joint venture, trust or other organization in which such person serves as a director, officer, employee or agent at the request of the Library, or by reason of such person being or having been an administrator or a member of any board or committee of the Library or of any such other organization, including, but not limited to, any administrator, board or committee related to any employee benefit plan. To the fullest extent permissible under law, the Library may advance expenses incurred in defending a civil or criminal action, suit or proceeding to any such Trustee, officer, employee or agent upon receipt of any undertaking by or on behalf of the Trustee, officer, employee or agent to repay such amount, if it shall ultimately be determined that such person is not entitled to indemnification by the Library. The foregoing right of indemnification and advancement of expenses shall in no way be exclusive of any other rights of indemnification to which any such person may be entitled, under any bylaw, agreement, vote of Trustees or otherwise, and shall inure to the benefit of the heirs and personal representatives of such person. Any repeal or amendment of this Section 1 of Article X shall be prospective only and shall not adversely affect any right of protection of a person with respect to any act or omission occurring prior to the time of such repeal or modification.

2. The Library may purchase and maintain insurance on behalf of any person who is or was a Trustee, officer, employee or agent of the Library, or is or was serving at the request of the Library as a Trustee, officer, employee or agent of another Library, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any such capacity, or arising out of the person's status as such, whether or not the Library would have the power to indemnify such person against such liability under Public Officers Law §18.

ARTICLE XI DISSOLUTION

Upon the dissolution of the Library, the Board shall, after paying or making provision for the payment of all of the liabilities of the Library, distribute the remaining assets in accordance with the provisions of the Education Law of the State of New York.

ARTICLE XII AMENDMENTS

These By-Laws may be amended, or be repealed, by a majority vote of the Trustees then in office at any meeting of the Board, provided that written notice of the proposed change or repeal has been provided in writing to members of the Board at least ten (10) days before, or presented at the regular meeting prior to, the meeting at which the proposed change(s) will be considered by the Board. The notice shall include the language of the proposed change(s) and a brief statement of the purpose(s) thereof. These By-Laws shall also be subject to a mandatory review by the Board every five (5) years.

Adopted: August 18, 2015