

Dunkirk Public Library Board Meeting Agenda

November 28th, 2023

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

Attendance to Determine Quorum

Approval of Prior Meeting Minutes - Secretary

- September 2023

Financial Report - Treasurer

Approval of Bill Payments & Budget Transfers

Children's Room Report

Director's Report

Unfinished Business

1. Interior Design Services - Proposal from Sara E, originally presented in July. Compare to today's discussion with Deborah Ferrer.
2. Building Insurance - Info from Sara - KIW Appraisal Group, Inc; 3 to 4-week appraisal process; fee not to exceed \$1600.00. Blueprints returned by David Walter in case needed for appraisal. Continue with this process?

New Business

1. Interior Design Services - Deborah Ferrer.
2. Proposals from Beverly Slichta-Cusick:
 - Neptune
 - Friends Group toolkit
3. Benches - Select exterior seating to be ordered with Fall 2023 NCCF funds.
4. New Trustee Handbook Distribution - provided by CCLS.
5. Audit - Review of 7/22-6/23 documents completed and filed by JMA.
6. Library Policy Periodic Review/Update:
 - ALA Freedom to Read - Review & Renew.
 - ALA Freedom to View - Review & Renew.
 - DPL Circulation Policy - Suggest additional edits.
 - DPL Memorial Policy - Suggest additional edits.
7. Thanks and Acknowledgments:
 - Natalie Luczkowiak and DK Historical Museum - \$1,000 donation for the Library's assistance with the Hero Banner program. Card sent.
 - Beverly Slichta-Cusick - Donation of Veteran's Day shirts; Historical Post Card project.
 - Northern Chautauqua Community Foundation - \$2,000 grant for exterior benches.

Dunkirk Public Library Board Meeting Agenda

November 28th, 2023

8. Finances/Income - Monthly discussion & budget planning.

9. Call for Executive Session if needed. --NO--

10. Monthly Tasks:

October

- CCLS Annual Meeting - attended by Jason and Michele.
- Request tax levy funds from school district - received and deposited.

November

- Prep annual report to the community.

December

- Renew Treasurer Bond - waiting on adjusted invoice due to increase of tax levy.

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, NY 14048
Minutes
September 26, 2023

Attendees Present

Susan Nickle, Matthew Woelfle, Pam Czarniak, Terri Sutherland, Jason Hammond, and Sara Marsowicz

Attendees Absent

Mary Beth Muldowney & Bev Sutton

Matthew Woelfle, Vice President presided. Called to order at 4:11 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 August meeting were approved (S. Marsowicz; T. Sutherland)

Approval of Bill Payments & Budget Transfers

Continue to manage recurring bill payments as is (S. Marsowicz; S. Nickle)

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 - The latest meeting was held on 09-14-23. Jason attended & answered any questions posed by the public as they submitted their input surveys.
2. Interior Design Services-Proposal from Sara E.; originally presented in July.
3. Staff ID/Lanyards - Expected delivery on 09-26-23 and will be implemented by staff upon arrival.
4. Policy Updates:
 - a. Conflict of Interest-Changed **Outside Interests** to **Conflicting Interests** so new employees who don't read the definition on page 1 don't list their hobbies. (S. Marsowicz; M. Woelfle)
 - b. Child Safety Policy-Eliminate fuzzy areas regarding overlapping age/grade designations to determine whether the person belongs upstairs or downstairs. Eliminated mention of grade and based solely on age since age is the determining factor for a library card in Koha (juvenile, YA or adult) (T. Sutherland; S. Marsowicz)
 - c. Computer, Internet & Wireless Policy-Sections on adults, teens, tweens & children were aligned with the Child Safety Policy, eliminated grade designation, & made sure ages matched the language in that policy as well. Updated sections where language or rules are no longer accurate. (M. Woelfle; S. Marsowicz)

- d. Board Bylaws-Section 6:Quorum - Establish fraction or percentage of trustees present if membership should increase. (3/5 or 60%) Article VII-2a: Treasurer - adjustments were made regarding appointment/term. (S. Nickle; T. Sutherland)
5. Building Insurance - Sara presented information from an inquiry of K LW Appraisal Group, Inc. which indicates a 3 to 4-week appraisal process with a fee not to exceed \$1,600. Discussion will continue at our next meeting.

New Business

1. NYS Construction Grant - the mason doesn't expect to work on the project until spring because NYS took too long to issue funding and wasted the majority of the work season because of it. We are still hoping the electrical work will take place soon.
2. Book Sale - our annual end of summer book sale totaled proceeds in the amount of \$482.25.
3. CCLS Annual Meeting - to be held on 10-11-23 in Ellicottville. Trustees are invited to attend as an opportunity to complete the required annual education requirements.
4. Thanks/Acknowledgements - sent a thank you to Susan Larivey and family for the new outdoor bench installed by the city DPW.
5. Finances/Income - continued with our monthly discussion and budget planning.
6. Future Meeting Dates - with the decision to schedule a minimum of six sessions per year, the following are the scheduled meeting dates: November 28, 2023; January 23, 2024; March 26, 2024; May 28, 2024; July 23, 2024 and September 24, 2024. (M. Woelfle; S. Marsowicz)
7. Jan's Monthly Plan: on 09-18-23 contacted fire extinguisher inspection with Allen Fire Equip, and also phoned a winter boiler tune-up with Casale. Lastly, the building insurance was renewed with Putnam Record Agency.

Executive Session

Called to order by Matthew Woelfle , vice president at 5:10 p.m. to discuss personnel scheduling matters which all members were in favor of and approved. Session concluded at 5:19 p.m.

Next meeting is scheduled for November 28, 2023.

S. Nickle and M. Woelfle motioned for the meeting to be adjourned at 5:20 p.m.

Respectfully submitted by,
Susan Nickle, Secretary

Dunkirk Public Library

Revenue Report

September 2023

September 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	66.30	110.27	300.00	-189.73	36.76%
402 - Copier Income	377.70	698.76	1,500.00	-801.24	46.58%
403 - Fax Sales	33.00	88.00	500.00	-412.00	17.60%
404 - Used Book Sales	413.50	447.05	1,200.00	-752.95	37.25%
405- Lost & Damaged	0.00	82.20	250.00	-167.80	32.88%
407.3 Interest Income	228.98	717.31	500.00	217.31	143.46%
410 - Gifts and Donations	296.50	1,825.31	5,000.00	-3,174.69	36.51%
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	0.00	250.00	250.00	0.00	100.00%
441 - LLSA - NYS	0.00	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	0.00	2,058.50	5,000.00	-2,941.50	41.17%
Total Revenue	1,415.98	10,080.80	483,664.00	473,583.20	2.08%

Dunkirk Public Library

Revenue Report

September 2023

October 2023

	Receipts this month	Receipts Year-To-Date	Total Budget Internal		
Revenue Report	Oct-23	July 2023 - June 2024	2023-2024	Difference	% Received
401 - Fines	6.55	116.82	300.00	-183.18	38.94%
402 - Copier Income	222.50	921.26	1,500.00	-578.74	61.42%
403 - Fax Sales	61.00	149.00	500.00	-351.00	29.80%
404 - Used Book Sales	169.00	616.05	1,200.00	-583.95	51.34%
405- Lost & Damaged	2.00	84.20	250.00	-165.80	33.68%
407.3 Interest Income	611.31	1,328.62	500.00	828.62	265.72%
410 - Gifts and Donations	590.00	2,415.31	5,000.00	-2,584.69	48.31%
419 - School District Funds	450,000.00	450,000.00	450,000.00	0.00	100.00%
436 - Misc Income	0.00	0.00	0.00	0.00	#DIV/0!
440 - CCLS Cash Grant	0.00	250.00	250.00	0.00	100.00%
441 - LLSA - NYS	0.00	3,803.40	4,000.00	-196.60	95.09%
445 - Construction Grant Income	111,010.00	111,010.00	12,964.00	98,046.00	856.29%
451 - Block Grant	0.00	0.00	2,200.00	-2,200.00	0.00%
478 CCLS Book Plan	0.00	2,058.50	5,000.00	-2,941.50	41.17%
492 - CD Interest Income	606.57	606.57	0.00	606.57	#DIV/0!
Total Revenue	562,672.36	573,359.73	483,664.00	-89,695.73	118.55%

Dunkirk Public Library

Expense Report

October 2023

EXPENSE REPORT	Disbursed This Month Oct-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	25,100.00	43,288.00	-18,188.00	57.98%
451 • Block Grant	205.92	-1,117.30	2,600.00	-3,717.30	-42.97%
501 • BOOKS	1,871.44	6,539.90	17,000.00	-10,460.10	38.47%
502 • PERIODICALS	1.00	317.61	800.00	-482.39	39.70%
503 • CCLS BOOK PLAN	250.00	750.00	5,500.00	-4,750.00	13.64%
504 • Gifts and Donations Expenses	165.98	794.61	5,000.00	-4,205.39	15.89%
507 • AUDIO BOOKS	129.12	129.12	500.00	-370.88	25.82%
509 • DVD'S	175.51	625.09	1,750.00	-1,124.91	35.72%
550 • SALARIES & WAGES	19,434.54	75,572.27	239,126.00	-163,553.73	31.60%
551 • FICA & MEDICARE	1,358.42	5,307.35	18,000.00	-12,692.65	29.49%
552 • INSURANCE - WORKER'S COMP	0.00	0.00	3,400.00	-3,400.00	0.00%
553 • HEALTH INSURANCE	1,618.38	6,234.66	18,500.00	-12,265.34	33.70%
554 • NYS Retirement	0.00	0.00	24,000.00	-24,000.00	0.00%
555 • DISABILITY INSURANCE	446.01	892.71	2,800.00	-1,907.29	31.88%
556 • UNEMPLOYMENT TAX	116.75	1,166.51	3,000.00	-1,833.49	38.88%
558 • N.Y.S. Sales Tax Payment	0.00	0.00	100.00	-100.00	0.00%
560 • ELECTRICITY	843.91	4,048.42	10,400.00	-6,351.58	38.93%
561 • NATURAL GAS	12.02	12.02	7,500.00	-7,487.98	0.16%
562 • WATER	64.33	64.33	350.00	-285.67	18.38%
563 • SEWER	30.00	30.00	250.00	-220.00	12.00%
564 • TIPPING FEE	48.00	48.00	200.00	-152.00	24.00%
565 • TELEPHONE	57.47	290.85	700.00	-409.15	41.55%
570 • LIBRARY SUPPLIES	599.17	854.73	4,000.00	-3,145.27	21.37%
571 • POSTAGE	0.00	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	69.00	69.00	1,500.00	-1,431.00	4.60%
583 • COMPUTER EQUIPMENT	0.00	870.00	4,600.00	-3,730.00	18.91%
584 • BUILDING SUPPLIES	439.03	1,008.37	2,500.00	-1,491.63	40.33%
585 • BUILDING REPAIRS & Maintenance	0.00	3,637.74	14,500.00	-10,862.26	25.09%
586 • GROUNDS KEEPING	350.00	500.00	5,000.00	-4,500.00	10.00%
587 • ELEVATOR MAINTENANCE	210.00	210.00	3,500.00	-3,290.00	6.00%
588 • WORKSHOPS & TRAVEL	0.00	71.92	1,000.00	-928.08	7.19%
590 • PROFESSIONAL FEES	250.00	7,800.00	6,000.00	1,800.00	130.00%
591 • PAYROLL PROCESSING	96.26	381.88	1,300.00	-918.12	29.38%
592 • INSURANCE	0.00	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	380.57	2,000.00	-1,619.43	19.03%
610 • Children Program Supplies	255.29	963.64	2,500.00	-1,536.36	38.55%
611 • Children Special Guests	0.00	375.00	2,000.00	-1,625.00	18.75%
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	17.47	511.73	1,500.00	-988.27	34.12%
615 • Building Equipment	0.00	64.56	2,500.00	-2,435.44	2.58%
616 • Outreach	0.00	635.07	1,500.00	-864.93	42.34%
617 • Software and Licensing	119.40	310.82	0.00	310.82	#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	18.67	127.07	1,500.00	-1,372.93	8.47%
Total Expense	29,253.09	153,293.06	483,664.00	330,370.94	31.69%

Dunkirk Public Library
Balance Sheet
As of September 30, 2023

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100 - Petty Cash	293.18
101 - 101 - Operating Fund	291,422.02
103 - 0216	145,678.35
Total Checking/Savings	<u>437,393.55</u>
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	<u>56,024.49</u>
Total Current Assets	<u>493,418.04</u>
Fixed Assets	
160.0 - 160 - Fixed Assets	1,244,029.08
170 - 170 - Depreciation	-543,117.20
Total Fixed Assets	<u>700,911.88</u>
Other Assets	
178 - PREPAID RETIREMENT	33.52
299 - Pensions Deferred Inflow	-232,687.00
Total Other Assets	<u>-232,653.48</u>
TOTAL ASSETS	<u><u>961,676.44</u></u>

Dunkirk Public Library

Balance Sheet

As of September 30, 2023

Sep 30, 23

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · 200 · Accounts Payable -1,502.17

Total Accounts Payable -1,502.17

Other Current Liabilities

199 · Pensions & Post Employment Obli -148,888.00

2000 · NYS Taxes Payable 79.16

2001 · Unemployment Payable -705.64

298 · Pension Liability -63,793.00

Total Other Current Liabilities -213,307.48

Total Current Liabilities -214,809.65

Total Liabilities -214,809.65

Equity

30000 · Opening Balance Equity 207,119.33

301 · FUND BALANCE UNRESTRICTED -4,176.12

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

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 -113,959.17

Total Equity 1,176,486.09

TOTAL LIABILITIES & EQUITY 961,676.44

Dunkirk Public Library
Balance Sheet
As of October 31, 2023

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 293.18

101 - 101 - Operating Fund 291,422.02

103 - 0216 145,678.35

Total Checking/Savings 437,393.55

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 493,418.04

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 961,676.44

Dunkirk Public Library
Balance Sheet
As of October 31, 2023

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

-1,681.67

Total Accounts Payable

-1,681.67

Other Current Liabilities

200 - 200 - Accounts Payable

-148,888.00

-188.00

-438.48

199 - Pensions & Post Employment Obli

-63,793.00

Total 2000 - NYS Taxes Payable

-213,307.48

Total Cu 2001 - Unemployment Payable

-214,989.15

Total Liabiliti 298 - Pension Liability

-214,989.15

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

400,401.71

Net Income

-113,959.17

Total Equity

1,176,665.59

TOTAL LIABILITIES & EQUITY

961,676.44

Dunkirk Public Library Check Detail

September 23 through October 21, 2023

Type	Num	Date	Name	Account	Paid Amount
Check		09/30/2023	payroll	101 - 101 - Operating Fund	
				550 - Salaries & Wages	-7,091.87
					-7,091.87
Check		09/30/2023	Bahgat & Laurito-Bahgat	101 - 101 - Operating Fund	
				591 - Payroll Processing	-48.13
					-48.13
Check		09/30/2023	IRS	101 - 101 - Operating Fund	
				550 - Salaries & Wages	-1,180.78
				551 - FICA & Medicare	-659.33
					-1,840.11
Check		09/30/2023	NYS & Local Retirement System	101 - 101 - Operating Fund	
				550 - Salaries & Wages	-161.08
					-161.08
Check		09/30/2023	NYS Tax	101 - 101 - Operating Fund	
				2001 - Unemployment Payable	-267.16
					-267.16
Check		09/30/2023	NYS Unemployment Insurance	101 - 101 - Operating Fund	
				2001 - Unemployment Payable	-66.66
					-66.66
Check		10/07/2023	DFT	101 - 101 - Operating Fund	
				565 - Telephone	-17.53
					-17.53
Check		10/21/2023	National Fuel	101 - 101 - Operating Fund	
				561 - Natural Gas	-12.02
					-12.02
Check		10/21/2023	VSP PAYMENT	101 - 101 - Operating Fund	
				553 - Health Insurance	-40.78

Dunkirk Public Library
Check Detail
September 23 through October 21, 2023

-40.78

Check		10/21/2023	Shelter Point Life	101 - 101 - Operating Fund	
				555 - Disability Insurance	-446.01
					<u>-446.01</u>
Bill Pmt -Check	11689	09/30/2023	Highmark BCBCWNY	101 - 101 - Operating Fund	
Bill	230920364476	09/30/2023		553 - Health Insurance	-1,870.78
					<u>-1,870.78</u>
Bill Pmt -Check	11690	10/07/2023	Baker & Taylor	101 - 101 - Operating Fund	
Bill	2037805020	10/07/2023		501 - Books	-24.68
				504 - Gifts and Donations Expenses	-13.73
Bill	2037805021	10/07/2023		501 - Books	-43.72
Bill	2037805022	10/07/2023		501 - Books	-73.62
				504 - Gifts and Donations Expenses	-13.18
Bill	2037805023	10/07/2023		501 - Books	-367.68
					<u>-536.61</u>
Bill Pmt -Check	11691	10/07/2023	CCLS	101 - 101 - Operating Fund	
Bill	18117	10/07/2023		570 - Library Supplies	-156.60
				503 - CCLS Book Plan - Overdrive	-250.00
				582 - Internet Expenses	-69.00
				565 - Telephone	-30.24
				565 - Telephone	-9.70
					<u>-515.54</u>
Bill Pmt -Check	11692	10/07/2023	City of Dunkirk Water Department	101 - 101 - Operating Fund	
Bill		10/07/2023		562 - Water	-64.33
				563 - Sewer	-30.00
				564 - Tipping Fee	-48.00
					<u>-142.33</u>
Bill Pmt -Check	11693	10/07/2023	Delta Dental of NY Inc	101 - 101 - Operating Fund	
Bill	BE00005712349	10/07/2023		553 - Health Insurance	-79.62
					<u>-79.62</u>
Bill Pmt -Check	11694	10/07/2023	Salamanca Library	101 - 101 - Operating Fund	
Bill	Lost Book	10/07/2023		405 - Lost & Damaged	-16.95
					<u>-16.95</u>

Dunkirk Public Library

Check Detail

September 23 through October 21, 2023

-16.95

Bill Pmt -Check 11695 10/14/2023 EATON OFFICE SUPPLY 101 - 101 - Operating Fund

Bill	PINV1141928	10/14/2023		584 - Building Supplies	-160.84
				570 - Library Supplies	-48.99
					-209.83

Bill Pmt -Check 11696 10/21/2023 ACE Elevator Inspection Corp 101 - 101 - Operating Fund

Bill	15764	10/21/2023		587 - Elevator Maintenance	-210.00
					-210.00

Bill Pmt -Check 11697 10/21/2023 Baker & Taylor 101 - 101 - Operating Fund

Bill	2037876240	10/21/2023		501 - Books	-226.44
Bill	2037831218	10/21/2023		501 - Books	-17.21
Bill	2037831219	10/21/2023		501 - Books	-168.48
Bill	20378/62517	10/21/2023		501 - Books	-16.96
Bill	2037862518	10/21/2023		504 - Gifts and Donations Expenses	-18.50
Bill	2037862519	10/21/2023		501 - Books	-90.68
Bill	2037862516	10/21/2023		501 - Books	-17.42
					-555.69

Bill Pmt -Check 11698 10/21/2023 Independent Health 101 - 101 - Operating Fund

Bill	3558913	10/21/2023		553 - Health Insurance	-1,224.58
					-1,224.58

Bill Pmt -Check 11699 10/21/2023 Renovation Inspiration 101 - 101 - Operating Fund

Bill	IN - 400084	10/21/2023		590 - Professional Fees	-250.00
					-250.00

Dunkirk Public Library Check Detail

October 1 through November 24, 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	11696	10/21/2023	ACE Elevator Inspection Corp	101 · 101 · Operating Fund	
Bill	15764	10/21/2023		587 · Elevator Maintenance	-210.00
					-210.00
Check		10/15/2023	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	
				591 · Payroll Processing	-48.13
					-48.13
Check		10/31/2023	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	
				591 · Payroll Processing	-48.13
					-48.13
Bill Pmt -Check	11690	10/07/2023	Baker & Taylor	101 · 101 · Operating Fund	
Bill	2037805020	10/07/2023		501 · Books	-24.68
				504 · Gifts and Donations Expenses	-13.73
Bill	2037805021	10/07/2023		501 · Books	-43.72
Bill	2037805022	10/07/2023		501 · Books	-73.62
				504 · Gifts and Donations Expenses	-13.18
Bill	2037805023	10/07/2023		501 · Books	-367.68
					-536.61
Bill Pmt -Check	11697	10/21/2023	Baker & Taylor	101 · 101 · Operating Fund	
Bill	2037876240	10/21/2023		501 · Books	-226.44
Bill	2037831218	10/21/2023		501 · Books	-17.21
Bill	2037831219	10/21/2023		501 · Books	-168.48
Bill	20378/62517	10/21/2023		501 · Books	-16.96
Bill	2037862518	10/21/2023		504 · Gifts and Donations Expenses	-18.50
Bill	2037862519	10/21/2023		501 · Books	-90.68
Bill	2037862516	10/21/2023		501 · Books	-17.42
					-555.69
Bill Pmt -Check	11700	11/04/2023	Baker & Taylor	101 · 101 · Operating Fund	
Bill	2037872438	10/28/2023		501 · Books	-562.51
				504 · Gifts and Donations Expenses	-120.57
					-683.08
Bill Pmt -Check	11706	11/09/2023	Baker & Taylor	101 · 101 · Operating Fund	

Dunkirk Public Library Check Detail

October 1 through November 24, 2023

Bill	2037899390	11/09/2023		504 · Gifts and Donations Expenses	-21.31
Bill	2037899391	11/09/2023		501 · Books	-70.83
Bill	2037899392	11/09/2023		501 · Books	-180.17
				504 · Gifts and Donations Expenses	-14.91
					<hr/>
					-287.22
Bill Pmt -Check	11691	10/07/2023	CCLS	101 · 101 · Operating Fund	
Bill	18117	10/07/2023		570 · Library Supplies	-156.60
				503 · CCLS Book Plan - Overdrive	-250.00
				582 · Internet Expenses	-69.00
				565 · Telephone	-30.24
				565 · Telephone	-9.70
					<hr/>
					-515.54
Bill Pmt -Check	11707	11/09/2023	CCLS	101 · 101 · Operating Fund	
Bill	18156	11/09/2023		503 · CCLS Book Plan - Overdrive	-250.00
				565 · Telephone	-40.43
					<hr/>
					-290.43
Bill Pmt -Check	11701	11/04/2023	Chadwick Bay Property Management	101 · 101 · Operating Fund	
Bill	Aug & Sept	10/28/2023		586 · Grounds Keeping	-350.00
					<hr/>
					-350.00
Bill Pmt -Check	11692	10/07/2023	City of Dunkirk Water Department	101 · 101 · Operating Fund	
Bill		10/07/2023		562 · Water	-64.33
				563 · Sewer	-30.00
				564 · Tipping Fee	-48.00
					<hr/>
					-142.33
Bill Pmt -Check	11693	10/07/2023	Delta Dental of NY Inc	101 · 101 · Operating Fund	
Bill	BE00005712345	10/07/2023		553 · Health Insurance	-79.62
					<hr/>
					-79.62
Bill Pmt -Check	11702	11/04/2023	Delta Dental of NY Inc	101 · 101 · Operating Fund	
Bill	BE005751691	11/04/2023		553 · Health Insurance	-79.62
					<hr/>
					-79.62
Bill Pmt -Check	11703	11/04/2023	Demco	101 · 101 · Operating Fund	

Dunkirk Public Library

Check Detail

October 1 through November 24, 2023

Bill	7386775	10/28/2023		570 · Library Supplies	-378.61
					<hr/> -378.61
Check		10/07/2023	DFT	101 · 101 · Operating Fund	
				565 · Telephone	-17.53
					<hr/> -17.53
Check		11/04/2023	DFT	101 · 101 · Operating Fund	
				565 · Telephone	-17.53
					<hr/> -17.53
Bill Pmt -Check	11695	10/14/2023	EATON OFFICE SUPPLY	101 · 101 · Operating Fund	
Bill	PINV1141928	10/14/2023		584 · Building Supplies	-160.84
				570 · Library Supplies	-48.99
					<hr/> -209.83
Check	10153	10/28/2023	First National Bank Omaha	101 · 101 · Operating Fund	
				570 · Library Supplies	-14.97
				688 · Misc. Expenses	-18.67
				614 · Teen Programming	-17.47
				451 · Block Grant	-205.92
				584 · Building Supplies	-278.19
				502 · Periodicals	-1.00
				509 · DVD's	-39.75
					<hr/> -575.97
Check		10/28/2023	First National Bank Omaha	101 · 101 · Operating Fund	
				610 · Children's Program Supplies	-37.83
				610 · Children's Program Supplies	-90.29
				617 · Software & licensing	-119.40
				610 · Children's Program Supplies	-127.17
				501 · Books	-83.54
					<hr/> -458.23
Check		10/28/2023	First National Bank Omaha	101 · 101 · Operating Fund	
				507 · Audio Books	-129.12
				509 · DVD's	-135.76
					<hr/> -264.88

Dunkirk Public Library

Check Detail

October 1 through November 24, 2023

Bill Pmt -Check	11712	11/15/2023	First National Bank Omaha	101 - 101 - Operating Fund	
Bill	9922 M Quattro	11/15/2023		509 - DVD's	-92.63
				504 - Gifts and Donations Expenses	-51.21
Bill	4928 - P czarnie	11/15/2023		501 - Books	-112.50
				610 - Children's Program Supplies	-51.95
Bill	2666 J Hammor	11/15/2023		451 - Block Grant	-198.57
				614 - Teen Programming	-150.22
				688 - Misc. Expenses	-37.40
				584 - Building Supplies	-35.96
					<u>-730.44</u>
Bill Pmt -Check	11704	11/04/2023	Grey House Publishing	101 - 101 - Operating Fund	
Bill	982156	10/28/2023		501 - Books	-178.50
					<u>-178.50</u>
Bill Pmt -Check	11708	11/09/2023	Grey House Publishing	101 - 101 - Operating Fund	
Bill	982156	11/09/2023		501 - Books	-178.50
					<u>-178.50</u>
Bill Pmt -Check	11705	11/04/2023	Highmark BCBCWNY	101 - 101 - Operating Fund	
Bill	2301020175781	11/04/2023		553 - Health Insurance	-1,870.78
					<u>-1,870.78</u>
Bill Pmt -Check	11698	10/21/2023	Independent Health	101 - 101 - Operating Fund	
Bill	3558913	10/21/2023		553 - Health Insurance	-1,224.58
					<u>-1,224.58</u>
Check		10/15/2023	IRS	101 - 101 - Operating Fund	
				550 - Salaries & Wages	-1,147.03
				551 - FICA & Medicare	-646.71
					<u>-1,793.74</u>
Check		10/31/2023	IRS	101 - 101 - Operating Fund	
				550 - Salaries & Wages	-1,264.47
				551 - FICA & Medicare	-711.71
					<u>-1,976.18</u>
Bill Pmt -Check	11709	11/09/2023	Johnson, Mackowiak & Associates, LLP	101 - 101 - Operating Fund	

Dunkirk Public Library

Check Detail

October 1 through November 24, 2023

Bill	42440	11/09/2023		590 · Professional Fees	-5,100.00
					-5,100.00
Bill Pmt -Check		11/15/2023	Misc Audit Balance	101 · 101 · Operating Fund	
General Journal	JMA-01	06/30/2021	Misc Audit Balance	200 · 200 · Accounts Payable	-149.36
					-149.36
Check		10/21/2023	National Fuel	101 · 101 · Operating Fund	
				561 · Natural Gas	-12.02
					-12.02
Check		11/04/2023	National Grid	101 · 101 · Operating Fund	
				560 · Electricity	-987.16
					-987.16
Bill Pmt -Check	11710	11/09/2023	NYS & Local Retirement System	101 · 101 · Operating Fund	
Bill	2023 Annual Inv	11/09/2023		554 · NYS Retirement	-19,814.00
					-19,814.00
Check		10/15/2023	NYS Employer Unemployment Tax	101 · 101 · Operating Fund	
				2001 · Unemployment Payable	-62.69
					-62.69
Check		10/31/2023	NYS Employer Unemployment Tax	101 · 101 · Operating Fund	
				2001 · Unemployment Payable	-54.07
					-54.07
Check		10/31/2023	NYS Retirement	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-173.54
					-173.54
Check		10/15/2023	NYS Tax	101 · 101 · Operating Fund	
				2000 · NYS Taxes Payable	-254.98
					-254.98

Dunkirk Public Library Check Detail

October 1 through November 24, 2023

Check		10/31/2023	NYS Tax	101 · 101 · Operating Fund	
				2000 · NYS Taxes Payable	-283.27
					<u>-283.27</u>
Bill Pmt -Check		11/04/2023	Patti Boleratz	101 · 101 · Operating Fund	
Bill		09/01/2023		611 · Children's Special Guests	-125.00
					<u>-125.00</u>
Check		10/15/2023	payroll	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-6,968.19
					<u>-6,968.19</u>
Check		10/31/2023	payroll	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-7,666.06
					<u>-7,666.06</u>
Bill Pmt -Check	11699	10/21/2023	Renovation Inspiration	101 · 101 · Operating Fund	
Bill	IN - 400084	10/21/2023		590 · Professional Fees	-250.00
					<u>-250.00</u>
Bill Pmt -Check	11694	10/07/2023	Salamanca Library	101 · 101 · Operating Fund	
Bill	Lost Book	10/07/2023		405 · Lost & Damaged	-16.95
					<u>-16.95</u>
Check		10/21/2023	Shelter Point Life	101 · 101 · Operating Fund	
				555 · Disability Insurance	-446.01
					<u>-446.01</u>
Check		10/21/2023	VSP PAYMENT	101 · 101 · Operating Fund	
				553 · Health Insurance	-40.78
					<u>-40.78</u>
Bill Pmt -Check	11711	11/09/2023	Whiteman, Osterman and Hanna, LLP	101 · 101 · Operating Fund	
Bill	663133	11/09/2023		620 · Legal Fees	-1,000.00
					<u>-1,000.00</u>

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

- Statistics – September 2023 – Story Time Attendance - 12
Craft Kits with Snacks – 131
Facebook Views – 3177
- Crafts:



- From 1/3/23 to 10/24/23 – The Children's Room has had 677 patrons attend story times and events, and we've given out 1266 craft bags with snacks.
- "Guess How Many Candy Corn are in the Jar" - Kids can guess how many candy corn pieces are in a jar. The child that comes closest to the correct amount will get the jar of candy.

Children's Room Statistics	Sept. 2023				
Date/Story Time or Event	# of Patrons	Date/Craft Kits	# of Craft Kits	Date/Facebk	#Views
9/7/23/ Story Time	2	9/7/23/no snack	40	9/2/23- Book Sale	141
9/12/23/ Story Time	2	9/14/23/no snack	29	9/2/23 - StoryTime/Craft	365
9//19/23/ Story Time	3	9/21/2023/no sn	34	9/5/23 - Library Card	130
9/28/23/ Story Time	5	9/28/2023/no sn	28	9/6/23 - Reading Cartoon	118
Totals	12		131	9/8/23- StoryTime/Craft	625
				9/9/23 - Read to Kids Quote	174
				9/15/23 - StoryTime/Craft	635
				9/20/23- StoryTime/Craft	138
				9/21/23-Spot Fake News	326
				9/25/23 - StoryTime/Craft	192
				9/28/23 - StoryTime/Craft	333
				Total	3177

**Dunkirk Public Library
Director's Report
October-November 2023**

1. Book Club 1 October - *The Lost Girls of Willowbrook* - 11 members present; a challenging read for many.
Book Club 1 November - *The Snow Child* - 16 members present.
2. Book Club 2 October - Three members kicked off the new club.
Book Club 2 November - Increased to four participants.
3. Teens/YA - We've picked up another new member who's been attending pretty regularly since the end of summer. In addition to a special Halloween session and our regular activities, the kids continue to hold their own events. Pictures were submitted to the paper, but I never saw if they were printed. November is ALA Games Month, but attendance at sessions other than Friday has been low. December will see a special guest gamemaster host an activity.
4. High School Partnership - Should get underway Thanksgiving week with a press release sent out by Jennifer Westerholt. The guidance office will help complete library card applications for students old enough to apply without a parent/guardian "guarantor" on the account.
5. Adult Nutrition Sessions - Continue monthly; topics have included sugar, sodium, and whole grains. December will focus on holiday meal planning.
6. Internet Upgrades - Successful the second time around; it took Spectrum two tries to get things working, so we had two Wednesdays during which we had to close an hour early. With no internet material circulation gets messy and prone to mistakes.
7. ADA Ramp - Waiting on a response from NuWood regarding start date and revised cost.
8. Elevator - Inspected 9/25/23. We need a new backup battery. I emailed our Schindler rep on 10/19/23; no answer so far.
9. NCCF Grant - Success! We received the funds for the replacement benches.
10. Meetings and Conferences:
 - 10/2-10/3 - 7th grade class visits to encourage library use.
 - 10/5 - Library Advocacy mtg. at UB Special Collections.
 - 10/5 - Michele and Pam attended the annual Chamber of Commerce dinner (free tickets).
 - 10/10 - David Walter visit to discuss permitting for ramp project and lack of responsiveness from D&S Glass.
 - 10/11- Jason and Michele attended the CCLS annual meeting and trainings.
 - 10/24 - Second to last DRI mtg. The Library likely gets the boot from the small projects fund as according to numerous committee members "the library can get funding from anywhere" and should be replaced with a restaurant.
 - 10/26 - Dunkirk and Fredonia Local Advocacy mtg. to discuss the Postcard project.
 - 10/27 - CCLS monthly mtg.
 - 11/1 - Postcard binders were delivered and are being catalogued for long-term loans to various agencies.
 - 11/2 - Phone conference with Jennifer W from the High School regarding library cards for teens partnership.

- 11/6 - Chamber of Commerce Eclipse planning workshop.
- 11/9 - Library Staff Mtg. and Deferred Comp Plan presentation.
- 11/15 - Employee Disability Disclosure Webinar.
- 11/15 - Literacy Volunteers recognition dinner.
- 11/17 - NCCF grant award presentation.
- 11/17 - CCLS monthly mtg.
- 11/17 - Grape belt book reveal at Fredonia Historical Museum (attended by Michele and Matthew).
- 11/17 - Deborah Ferrer Ribbon Cutting
- 11/21 - Mtg. with Casey Huber to plan teen activities.

2023 CIRC STATS

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	2023 YTD	Jan-22	Feb-22	Mar-22
Juvenile Fiction	502	483	632	515	595	819	853	808	542	526	6275	513	470	485
Juvenile Non-Fiction	59	57	30	50	41	39	61	79	52	56	524	57	56	61
Juvenile DVD's	24	24	10	15	23	39	35	44	39	24	277	29	26	27
Juvenile Audio Books	0	0	0	0	0	4	0	1	1	1	7	2	0	2
Juvenile Magazines	1	0	1	1	0	2	1	1	0	3	10	0	0	0
Adult Fiction	506	499	530	566	601	633	680	717	592	651	5975	549	558	584
Adult Non-Fiction	94	123	123	96	119	131	122	99	105	118	1130	97	102	132
Adult DVD's	160	167	148	199	247	282	315	207	180	207	2112	217	129	149
Adult Audio Books	0	4	15	10	6	8	10	0	2	2	57	15	7	14
Adult Magazines	2	1	8	12	13	11	6	21	2	14	90	1	3	3
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	1515	1602	16458	1480	1351	1457
Computer Use	494	510	579	594	565	470	408	506	428	436		213	310	314
Patrons Visiting Library	2656	2566	3157	2845	2913	3052	3497	3216	2548	2676		1472	1812	1966
Reference Questions	157	263	238	213	170	177	188	210	152	211	1979	197	200	195
Cards Issued each month	23	26	22	26	20	37	27	23	22	28		4	9	15
Total Card Holders as of	7446	7472	7494	7520	7540	7577	7604	7627	7649	7677	7677	7277	7286	7301

2023 CIRC STATS

Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	2022 YTD	% Change
654	524	721	1134	1235	674	561	442	385	7798	-19.53%
82	61	72	87	89	63	74	64	63	829	-36.79%
34	13	38	68	44	23	28	20	27	377	-26.53%
0	0	0	2	0	1	3	0	1	11	-36.36%
5	0	0	3	6	0	0	2	1	17	-41.18%
526	594	590	603	717	537	560	649	538	7005	-14.70%
137	114	116	115	108	103	102	112	79	1317	-14.20%
165	120	158	163	233	145	110	130	173	1892	11.63%
18	9	14	15	6	8	5	10	7	128	-55.47%
7	4	5	10	0	8	6	16	7	70	28.57%
0	0	0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	0	0	X	X
1628	1439	1714	2200	2438	1562	1449	1445	1281	19444	-15.36%
280	269	288	299	364	385	408	331	384		
1986	1986	2056	2198	2073	2347	2266	2570	2012		
166	157	164	152	134	112	105	129	105		

19	8	12	16	18	10	17	8	14		
7320	7328	7340	7356	7374	7384	7401	7409	7423	7423	

DUNKIRK Sep-2023 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	423	45		490	100				1058
NEW-BOOK	119	7		102	5				233
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK			1			2			3
CDS									0
MAGAZINE						2			2
DVDS			39			108			147
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
TOTAL	542	52	40	592	105	112	0	0	1443

Public Computer Use	428
Microfilm	2
Curbside Delivery	0
People Counter: Front Entr	700
People Counter: Rear Entr	1848
Total Patron Count	2548
RQ: Computer Assistance w/Patrons	10
RQ: Assistance in Lab	49
Reference Questions: Adult	120
Reference Questions: Children's	16
Reference Questions: Email	16
Total Reference Questions	152

Added Materials			
MAGAZINES			18
NEWSPAPERS			26
MICROFILM			0
CHILDREN'S ROOM BOOKS			3
ADULT BOOKS			5
DVD'S			2
AUDIO BOOKS			0
Total			54

DUNKIRK Oct-2023 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	470	55		587	106				1218
NEW-BOOK	56	1		64	12				133
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK			1			2			3
CDS									0
MAGAZINE			3			14			17
DVDS			24			207			231
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
TOTAL	526	56	28	651	118	223	0	0	1602

Public Computer Use	436
Microfilm	0
Curbside Delivery	0
People Counter: Front Entr	620
People Counter: Rear Entr	2056
Total Patron Count	2676
RQ: Computer Assistance w/Patrons	18
RQ: Assistance in Lab	29
Reference Questions: Adult	163
Reference Questions: Children's	21
Reference Questions: Email	27
Total Reference Questions	211

Added Materials			
MAGAZINES			19
NEWSPAPERS			25
MICROFILM			0
CHILDREN'S ROOM BOOKS			0
ADULT BOOKS			7
DVD'S			1
AUDIO BOOKS			2
Total			54

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Circulation Policy

1. Rationale and Scope

In order to ensure fair and equitable access to the materials and information in the library's collection, Dunkirk Public Library sets policies for length of loan periods, renewals, reserves, fines, and fees. The library determines which materials may be borrowed and who is eligible to borrow them.

2. Eligibility and Registration

ADULTS: The circulation desk upstairs issues **free** library cards to adults who present one form of identification with current address, such as a driver's license, utility bill, or a non-driver ID.

YOUNG ADULTS/TEENS/TWEENS (~~GRADE-6~~ AGE 11 AND UP): The circulation desk upstairs issues **free** library cards to students who present one form of identification such as a school ID card or recent report card with a current address.

CHILDREN (~~GRADE-5~~ AGE 10 AND BELOW): Parents/guardians of children **age 10 and under** ~~from toddler through 5th grade~~ may sign up their children for their own library card if the parents/guardians are cardholders in good standing with the library. **The parent/guardian serves as a "guarantor" and is responsible for all items borrowed on a child's card.**

REPLACEMENT CARDS: **A patron's first library card is free.** Lost or damaged cards may be replaced for a fee of \$1.00.

3. Loan Types, Quantities, and Duration

Patrons in good standing with a valid, unrestricted CCLS library card may borrow up to a maximum of 25 items as specified in the following parameters:

Patrons may borrow:

- Adult Fiction, Non-Fiction, Audio Books, and Magazines in any combination that does not exceed the card limit of 25 total items. *Up to 10 of these may be classified as "new"*. All materials in this category are due two weeks from the date of checkout.
- Children's Fiction, Non-Fiction, Audio Books, and Magazines in any combination that does not exceed the card limit of 25 total items. *Up to 7 of these may be classified as "new"*. All materials in this category are due two weeks from the date of checkout.
- Blu-Ray/DVDs in any combination up to a maximum of 6 while also not exceeding the card limit of 25 total items. *Up to 3 of these may be classified as "new"*. All materials in this category are due one week from the date of checkout. Multidisc collections, "Binge Boxes" and bundled series shall count as a single item for purposes of this rule.
- Materials from other libraries. Interlibrary loans are due on the date indicated by the lending library. Some interlibrary loans may not be renewable.

The Director may establish a different loan period for special collections, materials which are temporarily in great demand, such as for student projects or book clubs, or materials added to the collections which are new in format.

4. **CCLS Reserves or System Holds**

~~Library users~~ Patrons with a valid CCLS library card may place a reserve or hold on circulating items within the Chautauqua-Cattaraugus Library System. Patrons may reserve these materials at any automated CCLS library, by telephone, or via the library's online catalog. There are no applicable charges on items loaned from a system member library that are transferred to and ~~picked up at the~~ borrowed from the Dunkirk Public Library. Upon arrival of the item, patrons will receive notification that it is available for pick up. Materials will be held for one week, after which time they will either be returned to their home location or delivered to the next patron in the holds queue.

5. **Non-CCLS Interlibrary Loan Requests**

Library users may request that the library attempt to locate and borrow for their use a specific non-fiction book. There is a ~~\$2.00~~ \$4.00 non-refundable charge for requesting a book from outside of the Chautauqua-Cattaraugus Library System. CCLS does not guarantee that they will be able to procure the requested materials. The circulation policies of the lending library will prevail.

6. **Renewals**

If borrowed items have NOT been reserved by someone else, items may be renewed once by phone, online, or in person. We cannot guarantee renewals on items classified as "new" or on video discs.

7. **Returns**

When the library is open, patrons should return items ~~at~~ to either the upstairs circulation desk in the main library or the desk in the Children's Room. For after-hours returns, please use the book drop located on the 6th Street side of the library near the building's covered entrance. The book drop has internal sections for both print and digital materials.

8. **Overdue Notices and Charges**

The Dunkirk Public Library is a "fine-free" facility. As long as overdue items are returned in usable condition, any accrued late fees are forgiven. Until such time, however, library cards that accumulate charges of \$10.00 or more may be temporarily suspended.

In order to remind users of overdue materials the library maintains the following procedure:

1. A telephone call is placed to the user when items are 7 days overdue.
2. A second telephone call is placed to the user when items are 14 days overdue.
3. A replacement notice is mailed to the user when items are 21 days overdue informing the user of the cost due to replace the materials. The materials may be returned and the replacement cost will be waived.

9. Damaged Materials

If materials are returned in a condition so damaged as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. If the cost is \$10 or more, the patron's card may be suspended until recompense has been made.

10. Lost Materials

Patrons are responsible for the replacement cost of lost items checked out on their library cards. Cost is determined by the price listed in the library circulation system. If the cost is \$10 or more, the patron's card may be suspended until recompense has been made. If a "lost" item is subsequently found and returned, any charges paid by the patron will be refunded.

11. Claims Returned

If a library user feels that he/she has returned an item **that is still registered to the patron's account** and if that item **is-not cannot be located** on the shelf, **then** the user may claim the item returned with no penalty. There is a **lifetime** limit of **three** (3) claims returned per user, and each instance may cover only a single item.

12. Equipment

The Library does not accept any responsibility for damage caused to a patron's equipment as a result of using borrowed media or connecting to library devices or networks.

Memorial Policy

1. The minimum donation to receive a ~~plaque~~ bookplate of recognition ~~in a book~~ is \$~~20.00~~ 25.00. Donations of less than \$~~20~~ 25 will go into a fund to purchase books and other library materials.

- ~~2. The memorial form will be a donation envelope. This will allow patrons to mail or hand in donations in with ease.~~

A variety of donation methods are available to library patrons. Physical envelopes are available at the circulation desk and may be filled out on-site or mailed back at the donor's convenience. The library website also provides a printable donation form, as well as the option to make a memorial request via PayPal.

3. While the library strives to fulfill each donor's request to the best of its ability, ~~specific~~ titles ~~requested by donors~~ will only be ~~added~~ procured if they align with our established Collection Development policy. ~~if the library would normally do so.~~

- ~~4. Please keep requests for books as general as possible. The library will make every attempt to honor donor requests.~~

5. Materials will be put out for circulation once they have been processed. Donors and those ~~designated in the memorial request will be~~ notified of the ~~item's availability.~~ ~~memorial~~ These individuals may call or visit the library to request the materials be put on hold for their use.

6. All physical documentation received in relation to a memorial request will be kept for a period of three years. An electronic document will be created with all necessary information that will be kept for seven years. When possible, the original documents will be digitally scanned and stored as part of this electronic file.

7. The Library accepts new books and materials purchased by the donor for memorials, if the items:

- Have a current copyright date.
- Are not a duplicate of a book that already resides in the library's collection.
- Relate to an appropriate subject matter of interest to the general public.
- ~~Fit the criteria established in the Collection Development policy.~~
- Are approved by the Library Director.