

Dunkirk Public Library Board Meeting Agenda

January 23rd, 2024

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

- November 2023

Financial Report - Treasurer

Approval of Bill Payments & Budget Transfers

Children's Room Report

Director's Report

Unfinished Business

1. New Trustee Handbook Distribution - provided by CCLS. Copy for Terri.
1. Building Insurance - KLV Appraisal Group, Inc - on hold for now. We tried updating the depreciation list from JMA, but so many of their descriptions (or lack of) are so vague the document isn't very helpful.

New Business

2. Carpet:
 - Possible visit by Todd Schaefer from Pucci's Carpet.
 - Select colors and style from Home Base and Pucci's samples.
3. Interior Paint - Other suggestions?
 - <https://ideal-coatingsinc.com/>
 - <https://swan-painting.com/>
 - <https://www.jjpaintinginc.com/>
4. Library Policy Periodic Review/Update:
 - A Collection Development policy is in the works; modeled from a template provided at January's CCLS workshop.
5. Thanks and Acknowledgments:
 - Cattaraugus County Bank - donation of \$2500.
 - Labor Council book donation - Sandra Lewis and other reps from local unionized occupations.
6. Finances/Income - Monthly discussion & budget planning.
 - January is budget planning time.
7. Call for Executive Session if needed. --NO--

Dunkirk Public Library Board Meeting Agenda
January 23rd, 2024

8. Monthly Tasks:

December

- Renew Treasurer Bond - Paid, but Danielle at Putnam asked them to recalculate a better rate.

January

- It's Budget planning time.

February

- Annual Report to NYS is due.
- Board sets election & budget vote date.
- Treasurer calculates the tax cap.

Minutes
November 28, 2023

Attendees Present

Susan Nickle, Mary Beth Muldowney, Matthew Woelfle, Jason Hammond, Sara Marsowicz and Michele Quatroche

Attendees Absent

Terri Sutherland & Bev Sutton

President Mary Beth Muldowney presided. Called to order at 4:15 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 September meeting were approved (S. Marsowicz; M. Woelfle)

Approval of Bill Payments & Budget Transfers

Computer Center Report

Submitted and reviewed by Michele Quatroche.

Director's Report

Submitted and reviewed by Jason Hammond.

Old Business

1. Interior Design Services - Proposal originally presented by Sara in July was compared with presentation given today by Deborah Ferrer. Decisions to proceed with her design suggestions were tabled.
2. Building Insurance - Info from Sara; K LW Appraisal Group, Inc. is approximately a 3-4-week appraisal process with a fee not to exceed \$1,600.00. Blue prints were returned by David Walter in case they are needed for the appraisal. It was requested by the Board to have Jason request a current fixed asset/depreciation schedule because this will also have to be taken into consideration in updating the building insurance.
3. Proposals from Beverly Slichta-Cusick regarding the request to have the Neptune fountain displayed in the library building and a Friends Group toolkit to be established.

New Business

1. Interior Design Services - Deborah Ferrer addressed the Board regarding ideas, colors etc. for the library. Future discussions will be held.
2. Benches - Exterior seating was discussed. It was unanimously approved to order four (4) green benches with the funds given to the library with Fall 2023 NCCF funds.

3. New Trustee Handbooks - provided by CCLS were distributed to the Board.
4. Audit - Review of 7/22-6/23 documents were completed and filed by JMA.
5. Library Policy Periodic Review/Update - ALA Freedom to Read & ALA Freedom to View was reviewed. Board voted: 3 members OK'd, 1 Nay, 1 member absent. (S. Marsowicz; S. Nickle) DPL Circulation Policy & DPL Memorial Policy was voted on by the board. All members present approved (M. Woelfle; S. Marsowicz)
6. Thanks and Acknowledgements - card sent to Natalie Luczkowiak & Dunkirk Historical Society for \$1,000 donation for thanks to library staff's assistance with veteran's banner program, to Beverly Slichta-Cusick for the donation of the Veteran Day tee shirts & historical postcard project and to NCCF for the \$2,000 grant for the new exterior benches.
7. Finance/Income - discussed that \$1,500.00 was approved from the last budget discussion for Christmas gifts for the library staff. It was suggested to purchase Chautauqua County gift cards and poinsettias.
8. Monthly Tasks - CCLS Annual meeting was attended by Jason & Michele; tax levy funds from the school district were received/deposited, preparation of the annual report to the community will be done and renew treasurer bond invoice that will be adjusted due to the increase of the tax levy.

Next meeting is scheduled for January 23, 2024.

S. Marsowicz and M. Woelfle motioned for the meeting to be adjourned at 5:43 p.m.

Respectfully submitted by,
Susan Nickle, Secretary

**Dunkirk Public Library
Revenue Report
December 2023**

December 2023

Revenue Report	Receipts this month	Receipts Year-To-Date	Total Budget Internal	Difference	% Received
	December	July 2023 - June 2024	2023-2024		
401 - Fines	28.75	147.96	300.00	-152.04	49.32%
402 - Copier Income	172.25	1,383.31	1,500.00	-116.69	92.22%
403 - Fax Sales	85.00	281.00	500.00	-219.00	56.20%
404 - Used Book Sales	41.00	722.05	1,200.00	-477.95	60.17%
405- Lost & Damaged	0.00	101.40	250.00	-148.60	40.56%
407.3 Interest Income	703.75	3,365.79	500.00	2,865.79	673.16%
410 - Gifts and Donations	44.00	4,245.37	5,000.00	-754.63	84.91%
419 - School District Funds	0.00	450,000.00	450,000.00	0.00	100.00%
436 - Misc Income	-74.16	-74.16	0.00	-74.16	#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	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	3,247.00	5,000.00	-1,753.00	64.94%
Total Revenue	1,000.59	578,483.12	483,664.00	-94,819.12	119.60%

Dunkirk Public Library

Expense Report

December 2023

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Difference	% Spent
	This Month	Year-To-Date	Internal		
	December	July 23 - June 24	2023-2024		
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	0.00	-918.73	2,600.00	-3,518.73	-35.34%
501 · BOOKS	1,383.00	8,698.35	17,000.00	-8,301.65	51.17%
502 · PERIODICALS	0.00	317.61	800.00	-482.39	39.70%
503 · CCLS BOOK PLAN	250.00	1,250.00	5,500.00	-4,250.00	22.73%
504 · Gifts and Donations Expenses	307.35	1,201.36	5,000.00	-3,798.64	24.03%
507 · AUDIO BOOKS	0.00	129.12	500.00	-370.88	25.82%
509 · DVD'S	217.92	935.64	1,750.00	-814.36	53.47%
550 · SALARIES & WAGES	18,765.31	115,007.15	239,126.00	-124,118.85	48.09%
551 · FICA & MEDICARE	1,307.27	7,934.67	18,000.00	-10,065.33	44.08%
552 · INSURANCE - WORKER'S COMP	2,252.00	2,252.00	3,400.00	-1,148.00	66.24%
553 · HEALTH INSURANCE	1,538.76	8,087.60	18,500.00	-10,412.40	43.72%
554 · NYS Retirement	0.00	19,814.00	24,000.00	-4,186.00	82.56%
555 · DISABILITY INSURANCE	0.00	892.71	2,800.00	-1,907.29	31.88%
556 · UNEMPLOYMENT TAX	44.85	763.09	3,000.00	-2,236.91	25.44%
558 · N.Y.S. Sales Tax Payment	0.00	0.00	100.00	-100.00	0.00%
560 · ELECTRICITY	877.16	5,760.60	10,400.00	-4,639.40	55.39%
561 · NATURAL GAS	2,209.23	2,823.85	7,500.00	-4,676.15	37.65%
562 · WATER	0.00	64.33	350.00	-285.67	18.38%
563 · SEWER	0.00	30.00	250.00	-220.00	12.00%
564 · TIPPING FEE	0.00	48.00	200.00	-152.00	24.00%
565 · TELEPHONE	89.12	437.93	700.00	-262.07	62.56%
570 · LIBRARY SUPPLIES	73.82	928.55	4,000.00	-3,071.45	23.21%
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	138.00	1,500.00	-1,362.00	9.20%
583 · COMPUTER EQUIPMENT	0.00	870.00	4,600.00	-3,730.00	18.91%
584 · BUILDING SUPPLIES	0.00	1,044.33	2,500.00	-1,455.67	41.77%
585 · BUILDING REPAIRS & Maintenance	6,409.98	10,047.72	14,500.00	-4,452.28	69.29%
586 · GROUNDS KEEPING	0.00	500.00	5,000.00	-4,500.00	10.00%
587 · ELEVATOR MAINTENANCE	0.00	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	0.00	12,900.00	6,000.00	6,900.00	215.00%
591 · PAYROLL PROCESSING	94.68	571.24	1,300.00	-728.76	43.94%
592 · INSURANCE	1,691.33	11,195.49	7,700.00	3,495.49	145.40%
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	90.99	471.56	2,000.00	-1,528.44	23.58%
610 - Children Program Supplies	215.43	1,231.02	2,500.00	-1,268.98	49.24%
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	0.00	661.95	1,500.00	-838.05	44.13%
615 - Building Equipment	2,354.49	419.05	2,500.00	-2,080.95	16.76%
616 - Outreach	0.00	635.07	1,500.00	-864.93	42.34%
617 - Software and Licensing	0.00	310.82	0.00	310.82	#DIV/0!
620 - Legal Fees	500.00	1,500.00	2,300.00	-800.00	65.22%
630 - Computer Programs	0.00	99.00	500.00	-401.00	19.80%
688 · Misc Expenses	850.00	1,014.47	1,500.00	-485.53	67.63%
Total Expense	41,591.69	246,237.45	483,664.00	237,426.55	50.91%

Dunkirk Public Library

Balance Sheet

As of December 31, 2023

Dec 31, 23

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 254.18

101 - 101 - Operating Fund 433,123.00

103 - 0216 447,720.26

Total Checking/Savings 881,097.44

Other Current Assets

106 - 0012011842 10,000.00

114 - 114 - Endowment NCCF 21,646.36

116 - 0012023907 26,529.41

128 - 0012026411 4,223.50

Total Other Current Assets 62,399.27

Total Current Assets 943,496.71

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 1,411,755.11

Dunkirk Public Library

Balance Sheet

As of December 31, 2023

Dec 31, 23

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · 200 · Accounts Payable 316.16

Total Accounts Payable 316.16

Other Current Liabilities

199 · Pensions & Post Employment Obli -148,888.00

2000 · NYS Taxes Payable -188.00

2001 · Unemployment Payable -438.49

298 · Pension Liability -63,793.00

Total Other Current Liabilities -213,307.49

Total Current Liabilities -212,991.33

Total Liabilities -212,991.33

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 334,121.68

Total Equity 1,624,746.44

TOTAL LIABILITIES & EQUITY 1,411,755.11

Dunkirk Public Library Check Detail

December 2023

Num	Date	Name	Account	Paid Amount
	12/07/2023	DFT	101 · 101 · Operating Fund	
			565 · Telephone	-17.53
				-17.53
	12/15/2023	payroll	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-7,600.17
				-7,600.17
	12/15/2023	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	
			591 · Payroll Processing	-48.13
				-48.13
	12/15/2023	IRS	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-1,254.31
			551 · FICA & Medicare	-705.59
				-1,959.90
	12/15/2023	NYS Tax	101 · 101 · Operating Fund	
			2000 · NYS Taxes Payable	-281.67
				-281.67
	12/15/2023	NYS Employer Unemployment Tax	101 · 101 · Operating Fund	
			2001 · Unemployment Payable	-28.65
				-28.65
	12/21/2023	National Fuel	101 · 101 · Operating Fund	
			561 · Natural Gas	-2,209.23
				-2,209.23
	12/21/2023	Delta Dental of NY Inc	101 · 101 · Operating Fund	
			553 · Health Insurance	-79.62
				-79.62
	12/21/2023	Independent Health	101 · 101 · Operating Fund	

Dunkirk Public Library Check Detail

December 2023

			553 · Health Insurance	-1,224.58
				<u>-1,224.58</u>
				-1,224.58
	12/21/2023	VSP PAYMENT	101 · 101 · Operating Fund	
			553 · Health Insurance	-40.78
				<u>-40.78</u>
				-40.78
	12/21/2023	National Grid	101 · 101 · Operating Fund	
			560 · Electricity	-877.16
				<u>-877.16</u>
				-877.16
	12/31/2023	payroll	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-6,458.36
				<u>-6,458.36</u>
				-6,458.36
	12/31/2023	Bahgat & Laurito-Bahgat	101 · 101 · Operating Fund	
			591 · Payroll Processing	-46.55
				<u>-46.55</u>
				-46.55
	12/31/2023	IRS	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-1,088.87
			551 · FICA & Medicare	-601.68
				<u>-1,690.55</u>
				-1,690.55
	12/31/2023	NYS Tax	101 · 101 · Operating Fund	
			2000 · NYS Taxes Payable	-243.43
				<u>-243.43</u>
				-243.43
	12/31/2023	NYS Employer Unemployment Tax	101 · 101 · Operating Fund	
			2001 · Unemployment Payable	-16.20
				<u>-16.20</u>
				-16.20
10154	12/31/2023	NYS & Local Retirement System	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-161.50
				<u>-161.50</u>
				-161.50
11721	12/04/2023	CNA Surety	101 · 101 · Operating Fund	

Dunkirk Public Library
Check Detail
December 2023

629027	12/04/2023		592 · Insurance	-1,575.00
			592 · Insurance	-116.33
				<u>-1,691.33</u>
11722	12/07/2023	Baker & Taylor	101 · 101 · Operating Fund	
2037927863	12/07/2023		501 · Books	-18.25
2037927864	12/07/2023		501 · Books	-104.88
			504 · Gifts and Donations Expenses	-70.85
				<u>-193.98</u>
11723	12/07/2023	CCLS	101 · 101 · Operating Fund	
18195	12/07/2023		503 · CCLS Book Plan - Overdrive	-250.00
			565 · Telephone	-31.03
			565 · Telephone	-10.01
				<u>-291.04</u>
11724	12/07/2023	NuWood Creations Inc.	101 · 101 · Operating Fund	
2023-6483	12/07/2023		585 · Building Repairs & Maintenance	-6,409.98
				<u>-6,409.98</u>
11725	12/07/2023	TreeTop Products LLC	101 · 101 · Operating Fund	
BF2000398	12/07/2023		615 · Building Equipment	-2,354.49
				<u>-2,354.49</u>
11726	12/14/2023	Hagan Business Machines	101 · 101 · Operating Fund	
A128339	12/14/2023		596 · Copier & Printer Supplies	-90.99
				<u>-90.99</u>
11727	12/14/2023	Whiteman, Osterman and Hanna, LLP	101 · 101 · Operating Fund	
669507	12/14/2023		620 · Legal Fees	-500.00
				<u>-500.00</u>
11728	12/21/2023	Baker & Taylor	101 · 101 · Operating Fund	
2037973732	12/21/2023		501 · Books	-20.77
			504 · Gifts and Donations Expenses	-33.96
2037973733	12/21/2023		501 · Books	-88.47
				<u>-143.20</u>

Dunkirk Public Library Check Detail

December 2023

11729	12/21/2023	CCLS	101 · 101 · Operating Fund	
18235	12/21/2023		582 · Internet Expenses	-69.00
			565 · Telephone	-30.55
				-99.55
11730	12/21/2023	First National Bank Omaha	101 · 101 · Operating Fund	
4928 - P. C;	12/21/2023		501 · Books	-242.83
			610 · Children's Program Supplies	-142.46
2666 J Ham	12/21/2023		504 · Gifts and Donations Expenses	-13.87
			570 · Library Supplies	-73.82
			436 · Misc Income	-74.16
			610 · Children's Program Supplies	-33.97
9922 - M Qu	12/21/2023		509 · DVD's	-217.92
			504 · Gifts and Donations Expenses	-42.94
				-841.97
11731	12/21/2023	Utica National Insurance Group	101 · 101 · Operating Fund	
100268228	12/21/2023		552 · Worker's Comp Insurance	-2,252.00
				-2,252.00
11734	12/31/2023	Highmark BCBCWNY	101 · 101 · Operating Fund	
231220274	12/31/2023		553 · Health Insurance	-1,870.78
				-1,870.78

Children's Room Activity Report
Pam Czarniak – Coordinator of Children's Services
December 2023/January 2024

- Statistics – December 2023 – Story Time with Craft Kits Attendance - 27
Craft Kits with Snacks – 136
Facebook Views – 2145
- Crafts



- 12/7/23 - Online Summer Symposium – 11:00 – 4:30
- Passive Event – Kids wrote their names on leaves the added to tree on bulletin board – 51 participated
- Ramp Construction – Started 12/11/23 – on and off until 1/2/23.

Childrens Room Statistics		Nov. 2023				
Date	Story Time/Event	# Patrons	Date	Crafts+Snacks	Facebook	# Views
11/14/2023	Story Time	2	11/2/2023	48	11/2/2023	81
11/18/2023	Thanksgiving Craft	15	11/16/2023	24	11/2/2023	726
		0	11/24/2023	30	11/8/2023	330
11/28/2023	Story Time	4	11/30/2023	34	11/13/2023	377
11/30/2023	Story Time	6		0	11/14/2023	61
Total		27		136	11/15/2023	184
					11/16/2023	291
					11/16/2023	146
					11/18/2023	344
Date	Story Time/Event	# Patrons	Date	Crafts+Snacks	11/18/2023	375
12/1/2023	Kids-Leaves Tree	51	12/7/2023	40	11/18/2023	315
12/16/2023	Xmas Craft Day	36	12/16/2023	36	11/28/2023	84
12/28/2023	Story Time	7			11/30/2023	33
Total		94		76	11/30/2023	378
					Nov. Total	3725
					12/4/2023	212
					12/7/2023	340
					12/8/2023	188
					12/15/2023	244
					12/20/2023	342
					12/21/2023	252
					12/28/2023	567
					Dec. Total	2145

Dunkirk Public Library
Director's Report
December 2023- January 2024

1. Book Club 1 December - Almost all members were able to attend the holiday party and enjoy plenty of treats, good discussion, and a book swap. Book Club 2 was invited, but did not attend.

Book Club 1 January - No meeting until February.
2. Book Club 2 December & January - The smaller group continues to meet regularly as we enter the new year.
3. Author Visit - Local author and newspaper columnist Marcie O'Brien shared excerpts from her work on 12/11/23. She had a nice crowd and stated that she was much more impressed with our hospitality and promotion of her visit than what she received in Jamestown.
4. Book Donation - Various union representatives from the Dunkirk Area Labor Council made a donation on the evening of 12/19/23. The new additions to our catalog focus on labor issues, employment law, unions, and related topics. They also included a selection of general interest children's titles.
5. Teens/YA - Plenty of sessions have occurred in between the recent holidays. Attendance has been a little lower due to weather and school activities. We had a couple of fun sessions with a guest Game Master who is interested in hosting more activities for the teens. November Games Month drew plenty of regular participation from the teens and children, but the weekly afternoon events had poor attendance this year.
6. Snack Grant - Our Quarter 1 progress report showed 490 individuals have received snacks so far.
7. Adult Nutrition Sessions - Paused until Spring.
8. ADA Ramp - It took forever, but it's finally done. Due to the delay in September, NuWood reduced our cost by \$500. Grant wrap-up documents have been submitted to NCCF and the Carnahan-Jackson Foundation. Letters will also be sent to the social clubs that contributed funds. Mr. Scott dropped in during construction and seemed pleased with how it all looked.
9. 2023-2024 Construction Application - The request for plaster repair is being rejected by NYS, even though they've funded the exact same types of projects in the past. Apparently, they've decided to change the rules, but since CCLS already approved us for a portion of funding, Jan and I have been looking at other things from the Building Master Plan that we could substitute instead. A project review was submitted to the Historic Preservation Office to see if they'd approve the ramp (they did!), so construction funds might be able to pay a portion of the project. We're hoping since the ramp required tearing up carpet that it might be included, also. Other potential items include the staff room doors leading to the boiler room and exterior.

10. Meetings and Conferences:

- 12/7 - Summer Reading program prep webinar
- 1/4 - NYS Required Minimum Library Standards webinar
- 1/5 - Emergency meeting with Jan regarding how to revise and resubmit the construction grant
- 1/11 - Library policy writing workshop at Prendergast

2023 CIRC STATS

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023 YTD	Jan-22
Juvenile Fiction	502	483	632	515	595	819	853	808	542	526	568	120	6963	513
Juvenile Non-Fiction	59	57	30	50	41	39	61	79	52	56	38	14	576	57
Juvenile DVD's	24	24	10	15	23	39	35	44	39	24	15	11	303	29
Juvenile Audio Books	0	0	0	0	0	4	0	1	1	1	0	0	7	2
Juvenile Magazines	1	0	1	1	0	2	1	1	0	3	0	0	10	0
Adult Fiction	506	499	530	566	601	633	680	717	592	651	621	511	7107	549
Adult Non-Fiction	94	123	123	96	119	131	122	99	105	118	149	108	1387	97
Adult DVD's	160	167	148	199	247	282	315	207	180	207	192	177	2481	217
Adult Audio Books	0	4	15	10	6	8	10	0	2	2	18	11	86	15
Adult Magazines	2	1	8	12	13	11	6	21	2	14	12	10	112	1
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	1613	962	19033	1480
Computer Use	494	510	579	594	565	470	408	506	428	436	387	393	3307	213
Patrons Visiting Library	2656	2566	3157	2845	2913	3052	3497	3216	2548	2676	2267	2923	2813	1472
Reference Questions	157	263	238	213	170	177	188	210	152	211	204	198	2381	197
Cards Issued each month	23	26	22	26	20	37	27	23	22	28	20	11	285	4
Total Card Holders as of	7446	7472	7494	7520	7540	7577	7604	7627	7649	7677	7697	7708	7708	7277

2023 CIRC STATS

Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	2022 YTD	% Change
470	485	654	524	721	1134	1235	674	561	442	385	7798	-10.71%
56	61	82	61	72	87	89	63	74	64	63	829	-30.52%
26	27	34	13	38	68	44	23	28	20	27	377	-19.63%
0	2	0	0	0	2	0	1	3	0	1	11	-36.36%
0	0	5	0	0	3	6	0	0	2	1	17	-41.18%
558	584	526	594	590	603	717	537	560	649	538	7005	1.46%
102	132	137	114	116	115	108	103	102	112	79	1317	5.32%
129	149	165	120	158	163	233	145	110	130	173	1892	31.13%
7	14	18	9	14	15	6	8	5	10	7	128	-32.81%
3	3	7	4	5	10	0	8	6	16	7	70	60.00%
0	0	0	0	0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	0	0	0	0	X	X
1351	1457	1628	1439	1714	2200	2438	1562	1449	1445	1281	19444	-2.11%
310	314	280	269	288	299	364	385	408	331	384		
1812	1966	1986	1986	2056	2198	2073	2347	2266	2570	2012		
200	195	166	157	164	152	134	112	105	129	105		
9	15	19	8	12	16	18	10	17	8	14		
7286	7301	7320	7328	7340	7356	7374	7384	7401	7409	7423	7423	

DUNKIRK Nov-2023 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	507	38		512	133				1190
NEW-BOOK	61	0		109	16				186
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK						18			18
CDS									0
MAGAZINE						12			12
DVDS			15			162			177
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
TOTAL	568	38	15	621	149	192	0	0	1583

Public Computer Use	387
Microfilm	5
Curbside Delivery	0
People Counter: Front Entr	560
People Counter: Rear Entr	1707
Total Patron Count	2267
RQ: Computer Assistance w/Patrons	10
RQ: Assistance in Lab	31
Reference Questions: Adult	156
Reference Questions: Children's	26
Reference Questions: Email	22
Total Reference Questions	204

<i>Added Materials</i>		
MAGAZINES		16
NEWSPAPERS		24
MICROFILM		0
CHILDREN'S ROOM BOOKS		0
ADULT BOOKS		0
DVD'S		0
AUDIO BOOKS		0
Total		40

DUNKIRK Dec-2023 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	117	13		430	96				656
NEW-BOOK	3	1		81	12				97
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK						11			11
CDS									0
MAGAZINE						10			10
DVDS			11			177			188
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
TOTAL	120	14	11	511	108	198	0	0	962

Public Computer Use	393
Microfilm	0
Curbside Delivery	0
People Counter: Front Entr	796
People Counter: Rear Entr	2127
Total Patron Count	2923
RQ: Computer Assistance w/Patrons	7
RQ: Assistance in Lab	33
Reference Questions: Adult	161
Reference Questions: Children's	12
Reference Questions: Email	25
Total Reference Questions	198

<i>Added Materials</i>		
MAGAZINES		14
NEWSPAPERS		25
MICROFILM		0
CHILDREN'S ROOM BOOKS		0
ADULT BOOKS		0
DVD'S		0
AUDIO BOOKS		0
Total		39