

Dunkirk Public Library Board Meeting Agenda

July 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

- May 28th, 2024

Financial Report - Treasurer

Approval of Bill Payments & Budget Transfers

Children's Room and/or Computer Lab Report - Michele Q.

Director's Report

Unfinished Business

1. Outdoor Sign - Q&A with Rusty Knight to address any Board concerns. Rusty will also attend the City Zoning Board meeting.
2. Resolution to amend Bylaws - **Awaiting Lawyer's revisions.**
3. CCLS Program Options - Waiting for fishing pole delivery; LJ's contact at the Health Department has stopped responding regarding the Narcan box and test strips.

New Business

1. Trustee Oaths & Conflict of Interest Forms - complete and turn in to Director to be filed.
2. DPL Annual Meeting - Elect Trustee officer positions and appoint Treasurer.
3. Library Policy Periodic Review/Update:
 - None for today.
4. Thanks and Acknowledgments:
 - Heart of the Game - Donation to Teen program.
 - Anonymous donation of \$500.00 for the Library's "immediate needs or project."
5. Finances/Income - Monthly discussion & budget planning.
6. Call for Executive Session if needed. —NO—
7. Monthly Tasks:
 - June
 - Prep and mail absentee ballots.
 - Hold election on June 18, 2024.

Dunkirk Public Library Board Meeting Agenda
July 23rd, 2024

July

- New Trustees complete Oath of Office; file w/ Mayville.
- All trustees update Conflict of Interest forms.
- Send audit info to JMA - process begun.
- Email School Business Office to confirm tax levy

August

- Annual fiscal report due; to be filed by Auditor.

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, NY 14048

Minutes

May 28, 2024

Attendees Present

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

President Mary Beth Muldowney 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 March 2024 meeting & May 8, 2024 Special Meeting were approved (S. Marsowicz; T. Sutherland)

Approval of Bill Payments & Budget Transfers

Children's Room Report/Computer Lab Report

Children's Room report submitted and reviewed by Pam Czarniak.

Director's Report

Submitted and reviewed by Jason Hammond.

Unfinished Business

1. Resolution to amend by-laws - awaiting the lawyer's revisions.

New Business

1. Election Inspectors -passed resolution for approval - OK'd approved by all.
2. Library Subcommittees - Two groups were formed; Construction Grant Projects and Employee Engagement. Each committee will consist of two (2) members and will meet outside of regular board meetings as needed. Other committees may be formed in the future on an as needed basis.
3. CCLS Program Options - Three (3) options were presented. The program for the loanable fishing poles was agreed on by all members, but the programs for a Narcan Box and for Fentanyl Test Strips available at the library were put on hold for further information/discussion.
4. Outdoor Sign - discussion to proceed with which option would be aesthetic to the historical preservation of our building.
5. Staff Opinion Survey - Jason, Terri and Matthew met prior to the board meeting to discuss the results of the recent survey responses. The majority topics brought to

attention from the survey were discussed and possible solutions were brought to the table.

6. Finance/Income - monthly discussion & budget planning - motion was made (M. Woelfle; S. Nickle) to approve the budget proposed for June 2023 vote at the July 2024 meeting. All in favor to accept the budget for the upcoming year if the budget was approved or not approved.
7. Monthly Tasks: **April** - Get trustee candidate petitions from R. Schofield was completed and the petitions must be returned to the library director by 5:00 p.m. on May 28, 2024. **May** - Prep election materials with Board of Education (date, candidates, budget, election, inspectors, voting lists, ballots) & also pass resolution to approve Election Inspectors. **June** - Prep/Mail absentee ballots and hold election on June 18, 2024.

Next meeting is scheduled for July 23, 2024.

S. Marsowicz & S. Nickle motioned for the meeting to be adjourned at 5:21 p.m.

Respectfully submitted by,
Susan Nickle, Secretary

Dunkirk Public Library

Revenue Report

May 2024

	Receipts this month	Receipts Year-To-Date	Total Budget Internal		
Revenue Report	May	July 2023 - June 2024	2023-2024	Difference	% Received
401 - Fines	16.97	217.13	300.00	-82.87	72.38%
402 - Copier Income	186.75	2,263.11	1,500.00	763.11	150.87%
403 - Fax Sales	21.00	464.00	500.00	-36.00	92.80%
404 - Used Book Sales	20.25	1,006.30	1,200.00	-193.70	83.86%
405- Lost & Damaged	0.00	248.31	250.00	-1.69	99.32%
407.3 Interest Income	756.46	6,504.80	500.00	6,004.80	1300.96%
410 - Gifts and Donations	474.00	7,527.37	5,000.00	2,527.37	150.55%
411 - Donation - specific allocations	0.00	1,000.00	0.00	1,000.00	#DIV/0!
419 - School District Funds	0.00	450,000.00	450,000.00	0.00	100.00%
436 - Misc Income	4,200.00	4,200.00	0.00	4,200.00	#DIV/0!
440 - CCLS Cash Grant	0.00	250.00	250.00	0.00	100.00%
441 - LLSA - NYS	0.00	4,226.00	4,000.00	226.00	105.65%
445 - Construction Grant Income	0.00	111,010.00	12,964.00	98,046.00	856.29%
452 - Block Grant Received	0.00	2,207.11	2,200.00	7.11	100.32%
478 CCLS Book Plan	1,473.25	5,868.50	5,000.00	868.50	117.37%
492 - CD interest Income	0.00	2,038.17	5,000.00	-2,961.83	40.76%
Total Revenue	7,148.68	599,030.80	488,664.00	-110,366.80	122.59%

Dunkirk Public Library

Revenue Report

June 2024

	Receipts this month	Receipts Year-To-Date	Total Budget Internal		
Revenue Report	June	July 2023 - June 2024	2023-2024	Difference	% Received
401 - Fines	73.15	290.28	300.00	-9.72	96.76%
402 - Copier Income	217.90	2,481.01	1,500.00	981.01	165.40%
403 - Fax Sales	55.00	519.00	500.00	19.00	103.80%
404 - Used Book Sales	64.50	1,070.80	1,200.00	-129.20	89.23%
405- Lost & Damaged	8.95	257.26	250.00	7.26	102.90%
407.3 Interest Income	684.35	7,189.15	500.00	6,689.15	1437.83%
410 - Gifts and Donations	1,017.95	8,545.32	5,000.00	3,545.32	170.91%
411 - Donation - specific allocations	0.00	1,000.00	0.00	1,000.00	#DIV/0!
419 - School District Funds	0.00	450,000.00	450,000.00	0.00	100.00%
436 - Misc Income	0.00	4,200.00	0.00	4,200.00	#DIV/0!
440 - CCLS Cash Grant	300.00	550.00	250.00	300.00	220.00%
441 - LLSA - NYS	0.00	4,226.00	4,000.00	226.00	105.65%
445 - Construction Grant Income	0.00	111,010.00	12,964.00	98,046.00	856.29%
452 - Block Grant Received	932.72	3,139.83	2,200.00	939.83	142.72%
478 CCLS Book Plan	0.00	5,868.50	5,000.00	868.50	117.37%
492 - CD interest Income	0.00	2,038.17	5,000.00	-2,961.83	40.76%
Total Revenue	3,354.52	602,385.32	488,664.00	-113,721.32	123.27%

Dunkirk Public Library
Expense Report
May 2024

EXPENSE REPORT	Disbursed This Month May	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 Expenses	44.20	1,460.81	2,600.00	-1,139.19	56.19%
501 • BOOKS	1,598.19	16,621.88	17,000.00	-378.12	97.78%
502 • PERIODICALS	10.99	412.59	800.00	-387.41	51.57%
503 • CCLS BOOK PLAN	425.00	3,200.00	5,500.00	-2,300.00	58.18%
504 • Gifts and Donations Expenses	344.03	3,420.14	5,000.00	-1,579.86	68.40%
507 • AUDIO BOOKS	0.00	129.12	500.00	-370.88	25.82%
509 • DVD'S	132.59	1,338.18	1,750.00	-411.82	76.47%
550• SALARIES & WAGES	20,355.76	214,808.35	239,126.00	-24,317.65	89.83%
551 • FICA & MEDICARE	1,518.77	15,383.45	18,000.00	-2,616.55	85.46%
552 • INSURANCE - WORKER'S COMP	0.00	2,375.00	3,400.00	-1,025.00	69.85%
553 • HEALTH INSURANCE	1,728.84	15,368.06	18,500.00	-3,131.94	83.07%
554 • NYS Retirement	0.00	19,814.00	24,000.00	-4,186.00	82.56%
555 • DISABILITY INSURANCE	411.56	1,755.47	2,800.00	-1,044.53	62.70%
556 • UNEMPLOYMENT TAX	251.64	2,586.25	3,000.00	-413.75	86.21%
558 • N.Y.S. Sales Tax Payment	0.00	99.03	100.00	-0.97	99.03%
560 • ELECTRICITY	318.02	9,127.24	10,400.00	-1,272.76	87.76%
561 • NATURAL GAS	0.00	9,440.60	7,500.00	1,940.60	125.87%
562 • WATER	0.00	205.98	350.00	-144.02	58.85%
563 • SEWER	0.00	105.00	250.00	-145.00	42.00%
564 • TIPPING FEE	0.00	144.00	200.00	-56.00	72.00%
565 • TELEPHONE	58.23	698.00	700.00	-2.00	99.71%
570 • LIBRARY SUPPLIES	70.53	2,175.57	4,000.00	-1,824.43	54.39%
571 • POSTAGE	340.00	668.00	500.00	168.00	133.60%
580 • ADVERTISING	0.00	125.00	500.00	-375.00	25.00%
581 • COMPUTER MAINTENANCE	0.00	0.00	2,000.00	-2,000.00	0.00%
582 • INTERNET EXPENSES	0.00	207.00	1,500.00	-1,293.00	13.80%
583 • COMPUTER EQUIPMENT	0.00	3,729.00	4,600.00	-871.00	81.07%
584 • BUILDING SUPPLIES	162.69	1,416.14	2,500.00	-1,083.86	56.65%
585 • BUILDING REPAIRS & Maintenance	0.00	33,537.64	14,500.00	19,037.64	231.29%
586 • GROUNDS KEEPING	0.00	3,750.00	5,000.00	-1,250.00	75.00%
587 • ELEVATOR MAINTENANCE	0.00	3,178.08	3,500.00	-321.92	90.80%
588 • WORKSHOPS & TRAVEL	0.00	71.92	1,000.00	-928.08	7.19%
589 • Operations & Maintenance Bldg	203.21	921.15			
590 • PROFESSIONAL FEES	0.00	12,900.00	6,000.00	6,900.00	215.00%
591 • PAYROLL PROCESSING	94.68	1,138.06	1,300.00	-161.94	87.54%
592 • INSURANCE	0.00	794.89	0.00	794.89	#DIV/0!
593 - Building Insurance	0.00	6,367.78	7,700.00	-1,332.22	82.70%
594 - Memberships	545.00	722.00	500.00	222.00	144.40%
595 - Vote Expenses	597.70	597.70	500.00	97.70	119.54%
596 - Copier and Printer Supplies	39.29	559.45	2,000.00	-1,440.55	27.97%
610 - Children Program Supplies	0.00	2,131.78	2,500.00	-368.22	85.27%
611 - Children Special Guests	0.00	1,425.00	2,000.00	-575.00	71.25%
612 - Adult Program Supplies	70.89	305.43	1,000.00	-694.57	30.54%
613 - Adult Special Guests	0.00	0.00	1,000.00	-1,000.00	0.00%
614 - Teen Programming	0.00	787.20	1,500.00	-712.80	52.48%
615 - Building Equipment	4,497.00	5,421.44	2,500.00	2,921.44	216.86%
616 - Outreach	0.00	1,029.18	1,500.00	-470.82	68.61%
617 - Software and Licensing	1,093.58	1,404.40	0.00	1,404.40	#DIV/0!
620 - Legal Fees	500.00	2,000.00	2,300.00	-300.00	86.96%
630 - Computer Programs	0.00	99.00	500.00	-401.00	19.80%
688 • Misc Expenses	45.06	1,846.31	1,500.00	346.31	123.09%
Total Expense	35,457.45	432,902.27	483,664.00	50,761.73	89.50%

Dunkirk Public Library
Expense Report
May 2024

EXPENSE REPORT	Disbursed This Month June	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 Expenses	0.00	1,460.81	2,600.00	-1,139.19	56.19%
501 • BOOKS	889.63	17,511.51	17,000.00	511.51	103.01%
502 • PERIODICALS	0.00	412.59	800.00	-387.41	51.57%
503 • CCLS BOOK PLAN	850.00	4,050.00	5,500.00	-1,450.00	73.64%
504 • Gifts and Donations Expenses	258.85	3,678.99	5,000.00	-1,321.01	73.58%
507 • AUDIO BOOKS	0.00	129.12	500.00	-370.88	25.82%
509 • DVD'S	0.00	1,338.18	1,750.00	-411.82	76.47%
550• SALARIES & WAGES	19,701.46	233,135.03	239,126.00	-5,990.97	97.49%
551 • FICA & MEDICARE	1,363.53	16,746.98	18,000.00	-1,253.02	93.04%
552 • INSURANCE - WORKER'S COMP	0.00	2,375.00	3,400.00	-1,025.00	69.85%
553 • HEALTH INSURANCE	1,728.84	17,096.90	18,500.00	-1,403.10	92.42%
554 • NYS Retirement	0.00	19,814.00	24,000.00	-4,186.00	82.56%
555 • DISABILITY INSURANCE	0.00	1,755.47	2,800.00	-1,044.53	62.70%
556 • UNEMPLOYMENT TAX	331.90	2,918.15	3,000.00	-81.85	97.27%
558 • N.Y.S. Sales Tax Payment	0.00	99.03	100.00	-0.97	99.03%
560 • ELECTRICITY	399.39	9,526.63	10,400.00	-873.37	91.60%
561 • NATURAL GAS	-103.53	9,337.07	7,500.00	1,837.07	124.49%
562 • WATER	64.33	270.31	350.00	-79.69	77.23%
563 • SEWER	30.00	135.00	250.00	-115.00	54.00%
564 • TIPPING FEE	48.00	192.00	200.00	-8.00	96.00%
565 • TELEPHONE	97.85	795.85	700.00	95.85	113.69%
570 • LIBRARY SUPPLIES	0.00	2,175.57	4,000.00	-1,824.43	54.39%
571 • POSTAGE	0.00	668.00	500.00	168.00	133.60%
580 • ADVERTISING	0.00	125.00	500.00	-375.00	25.00%
581 • COMPUTER MAINTENANCE	0.00	0.00	2,000.00	-2,000.00	0.00%
582 • INTERNET EXPENSES	225.00	432.00	1,500.00	-1,068.00	28.80%
583 • COMPUTER EQUIPMENT	0.00	3,729.00	4,600.00	-871.00	81.07%
584 • BUILDING SUPPLIES	0.00	1,416.14	2,500.00	-1,083.86	56.65%
585 • BUILDING REPAIRS & Maintenance	0.00	33,537.64	14,500.00	19,037.64	231.29%
586 • GROUNDS KEEPING	150.00	3,900.00	5,000.00	-1,100.00	78.00%
587 • ELEVATOR MAINTENANCE	75.00	3,253.08	3,500.00	-246.92	92.95%
588 • WORKSHOPS & TRAVEL	337.21	409.13	1,000.00	-590.87	40.91%
589 - Operations & Maintenance Bldg	97.98	1,019.13			
590 • PROFESSIONAL FEES	0.00	12,900.00	6,000.00	6,900.00	215.00%
591 • PAYROLL PROCESSING	93.10	1,231.16	1,300.00	-68.84	94.70%
592 • INSURANCE	0.00	794.89	0.00	794.89	#DIV/0!
593 - Building Insurance	0.00	6,367.78	7,700.00	-1,332.22	82.70%
594 - Memberships	0.00	722.00	500.00	222.00	144.40%
595 - Vote Expenses	11.47	609.17	500.00	109.17	121.83%
596 - Copier and Printer Supplies	133.88	693.33	2,000.00	-1,306.67	34.67%
610 - Children Program Supplies	0.00	2,131.78	2,500.00	-368.22	85.27%
611 - Children Special Guests	0.00	1,425.00	2,000.00	-575.00	71.25%
612 - Adult Program Supplies	0.00	305.43	1,000.00	-694.57	30.54%
613 - Adult Special Guests	0.00	0.00	1,000.00	-1,000.00	0.00%
614 - Teen Programming	0.00	787.20	1,500.00	-712.80	52.48%
615 - Building Equipment	0.00	5,421.44	2,500.00	2,921.44	216.86%
616 - Outreach	0.00	1,029.18	1,500.00	-470.82	68.61%
617 - Software and Licensing	0.00	1,404.40	0.00	1,404.40	#DIV/0!
620 - Legal Fees	0.00	2,000.00	2,300.00	-300.00	86.96%
630 - Computer Programs	0.00	99.00	500.00	-401.00	19.80%
688 • Misc Expenses	0.00	1,846.31	1,500.00	346.31	123.09%
Total Expense	26,783.89	458,311.38	483,664.00	25,352.62	94.76%

Dunkirk Public Library

Balance Sheet

As of May 31, 2024

May 31, 24

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 58.38

101 - 101 - Operating Fund 257,847.14

103 - 0216 451,465.84

Total Checking/Savings 709,371.36

Other Current Assets

106 - 0012011842 10,000.00

114 - 114 - Endowment NCCF 21,646.36

116 - 0012023907 27,961.01

128 - 0012026411 4,223.50

Total Other Current Assets 63,830.87

Total Current Assets 773,202.23

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 1,241,460.63

Dunkirk Public Library

Balance Sheet

As of May 31, 2024

May 31, 24

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · 200 · Accounts Payable -1,985.17

Total Accounts Payable -1,985.17

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 -215,292.66

Total Liabilities -215,292.66

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 166,128.53

Total Equity 1,456,753.29

TOTAL LIABILITIES & EQUITY 1,241,460.63

Dunkirk Public Library

Balance Sheet

As of June 30, 2024

Jun 30, 24

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 58.38

101 - 101 - Operating Fund 235,267.29

103 - 0216 452,150.19

Total Checking/Savings 687,475.86

Other Current Assets

106 - 0012011842 10,000.00

114 - 114 - Endowment NCCF 21,646.36

116 - 0012023907 27,961.01

128 - 0012026411 4,223.50

Total Other Current Assets 63,830.87

Total Current Assets 751,306.73

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 1,219,565.13

Dunkirk Public Library

Balance Sheet

As of June 30, 2024

Jun 30, 24

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · 200 · Accounts Payable -1,826.08

Total Accounts Payable -1,826.08

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 -215,133.57

Total Liabilities -215,133.57

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 144,073.94

Total Equity 1,434,698.70

TOTAL LIABILITIES & EQUITY 1,219,565.13

Dunkirk Public Library
Check Detail

Type	Num	Date	May 2024 Name	Account	Paid Amount
Check		05/15/2024	Bahgat & Laurito-Bahgat, CPAs, PC	101 · 101 · Operating Fund	
				591 · Payroll Processing	-48.13
					-48.13
Check		05/31/2024	Bahgat & Laurito-Bahgat, CPAs, PC	101 · 101 · Operating Fund	
				591 · Payroll Processing	-46.55
					-46.55
Bill Pmt -Check	11780	05/04/2024	Baker & Taylor	101 · 101 · Operating Fund	
Bill	2038249462	05/04/2024		501 · Books	-117.39
				504 · Gifts and Donations Expenses	-40.76
Bill	2038249463	05/04/2024		501 · Books	-20.67
				504 · Gifts and Donations Expenses	-31.84
Bill	2038249464	05/04/2024		501 · Books	-74.37
					-285.03
Bill Pmt -Check	11782	05/11/2024	Baker & Taylor	101 · 101 · Operating Fund	
Bill	2038262194	05/11/2024		501 · Books	-19.34
Bill	2038262195	05/11/2024		501 · Books	-182.34
Bill	2038262196	05/11/2024		501 · Books	-372.85
				504 · Gifts and Donations Expenses	-90.58
Bill	2038262720	05/11/2024		501 · Books	-42.27
Bill	2038262721	05/11/2024		501 · Books	-17.42
Bill	2038262722	05/11/2024		501 · Books	-48.52
					-773.32
Bill Pmt -Check	11786	05/18/2024	Baker & Taylor	101 · 101 · Operating Fund	
Bill	2038285553	05/18/2024		501 · Books	-14.73
Bill	2038285554	05/18/2024		504 · Gifts and Donations Expenses	-12.43
Bill	2038285555	05/18/2024		501 · Books	-216.23
Bill	2038285556	05/18/2024		501 · Books	-18.53
					-261.92
Bill Pmt -Check	11783	05/11/2024	CCLS	101 · 101 · Operating Fund	
Bill	18432	05/11/2024		503 · CCLS Book Plan - Overdrive	-425.00
				565 · Telephone	-30.77
				565 · Telephone	-9.93

Dunkirk Public Library
Check Detail
May 2024

				617 · Software & licensing	-463.96
				617 · Software & licensing	-106.22
					<hr/>
					-1,035.88
Bill Pmt -Check	11787	05/25/2024	Chautauqua Fence	101 · 101 · Operating Fund	
Bill	4-29-24	05/25/2024		615 · Building Equipment	-4,200.00
					<hr/>
					-4,200.00
Bill Pmt -Check	11791	05/30/2024	Cindy Budniewski	101 · 101 · Operating Fund	
Bill	5/16 Author Visit	05/30/2024		612 · Adult Program Supplies	-50.23
					<hr/>
					-50.23
Bill Pmt -Check	11781	05/04/2024	Column Software PBC	101 · 101 · Operating Fund	
Bill	2F772B8E-003	05/04/2024		595 · Vote Expenses	-597.70
					<hr/>
					-597.70
Check		05/30/2024	Delta Dental of NY Inc	101 · 101 · Operating Fund	
				553 · Health Insurance	-79.62
					<hr/>
					-79.62
Check	0000100031	05/11/2024	DFT	101 · 101 · Operating Fund	
				565 · Telephone	-17.53
					<hr/>
					-17.53
Bill Pmt -Check	11784	05/11/2024	EATON OFFICE SUPPLY	101 · 101 · Operating Fund	
Bill	PINV1189838	05/11/2024		589 · Operations & Maintenance Bldg	-203.21
					<hr/>
					-203.21
Bill Pmt -Check	11788	05/25/2024	First National Bank Omaha	101 · 101 · Operating Fund	
Bill	P Czarniak - 4928	05/25/2024		504 · Gifts and Donations Expenses	-96.87
Bill	M Quatroche - 9922	05/25/2024		501 · Books	-376.72
				509 · DVD's	-132.59
				504 · Gifts and Donations Expenses	-71.55
Bill	J Hammond - 2666	05/25/2024		612 · Adult Program Supplies	-20.66
				584 · Building Supplies	-25.71
				584 · Building Supplies	-136.98
				688 · Misc. Expenses	-45.06
				594 · Memberships	-195.00
				594 · Memberships	-350.00

Dunkirk Public Library
Check Detail
May 2024

				615 · Building Equipment	-119.00
				615 · Building Equipment	-178.00
				571 · Postage	-340.00
				502 · Periodicals	-10.99
				501 · Books	-76.81
				451 · Block Grant Expenses	-44.20
				570 · Library Supplies	-70.53
					<u>-2,290.67</u>
Check	05/30/2024	Highmark BCBCWNY	101 · 101 · Operating Fund		
				553 · Health Insurance	-743.81
					<u>-743.81</u>
Check	05/18/2024	Independent Health	101 · 101 · Operating Fund		
				553 · Health Insurance	-1,374.78
					<u>-1,374.78</u>
Check	05/15/2024	IRS	101 · 101 · Operating Fund		
				550 · Salaries & Wages	-1,398.27
				551 · FICA & Medicare	-759.73
					<u>-2,158.00</u>
Check	05/31/2024	IRS	101 · 101 · Operating Fund		
				550 · Salaries & Wages	-1,385.63
				551 · FICA & Medicare	-759.04
					<u>-2,144.67</u>
Bill Pmt -Check	11785	05/11/2024	Librarica LLC	101 · 101 · Operating Fund	
Bill		05/11/2024		617 · Software & licensing	-523.40
					<u>-523.40</u>
Check	05/25/2024	National Grid	101 · 101 · Operating Fund		
				560 · Electricity	-318.02
					<u>-318.02</u>
Check	05/15/2024	NYS Employer Unemployment Tax	101 · 101 · Operating Fund		
				2001 · Unemployment Payable	-144.02
					<u>-144.02</u>

Dunkirk Public Library
Check Detail

May 2024

Check	10167	05/31/2024	NYS Retirement	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-174.14
					-174.14
Check		05/15/2024	NYS Tax	101 · 101 · Operating Fund	
				2000 · NYS Taxes Payable	-312.70
					-312.70
Check		05/31/2024	NYS Tax	101 · 101 · Operating Fund	
				2000 · NYS Taxes Payable	-315.79
					-315.79
Check		05/31/2024	NYS Unemployment Insurance	101 · 101 · Operating Fund	
				2001 · Unemployment Payable	-107.62
					-107.62
Check	10168	05/15/2024	NYSDCP Receipts	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-200.00
					-200.00
Check	10168	05/31/2024	NYSDCP Receipts	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-200.00
					-200.00
Check		05/15/2024	payroll	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-7,925.64
					-7,925.64
Check		05/31/2024	payroll	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-7,940.23
					-7,940.23
Bill Pmt -Check	11789	05/25/2024	Usherwood Office Technology	101 · 101 · Operating Fund	
Bill	1301936	05/25/2024		596 · Copier & Printer Supplies	-39.29
					-39.29

Dunkirk Public Library
Check Detail

Check		05/30/2024	VSP PAYMENT May 2024	101 · 101 · Operating Fund	
				553 · Health Insurance	-33.99
					-33.99
Bill Pmt -Check	11790	05/25/2024	Whiteman, Osterman and Hanna, LLP	101 · 101 · Operating Fund	
Bill	Qtr 4 April - June	05/25/2024		620 · Legal Fees	-500.00
					-500.00

Dunkirk Public Library Check Detail

June 2024

Num	Date	Name	Account	Paid Amount
11792	06/06/2024	ACE Elevator Inspection Corp	101 - 101 - Operating Fund	
16914	06/06/2024		587 - Elevator Maintenance	-75.00
				-75.00
	06/15/2024	Bahgat & Laurito-Bahgat, CPAs, PC	101 - 101 - Operating Fund	
			591 - Payroll Processing	-46.55
				-46.55
	06/30/2024	Bahgat & Laurito-Bahgat, CPAs, PC	101 - 101 - Operating Fund	
			591 - Payroll Processing	-46.55
				-46.55
11793	06/06/2024	Baker & Taylor	101 - 101 - Operating Fund	
2038314996	06/06/2024		501 - Books	-11.15
2038314997	06/06/2024		504 - Gifts and Donations Expenses	-14.18
2038314998	06/06/2024		501 - Books	-20.13
			504 - Gifts and Donations Expenses	-18.11
2038314999	06/06/2024		501 - Books	-42.85
2038315000	06/06/2024		501 - Books	-106.49
			504 - Gifts and Donations Expenses	-35.66
				-248.57
11797	06/20/2024	Baker & Taylor	101 - 101 - Operating Fund	
2038353363	06/20/2024		501 - Books	-461.94
			504 - Gifts and Donations Expenses	-129.28
				-591.22
11801	06/30/2024	Baker & Taylor	101 - 101 - Operating Fund	
2038377858	06/28/2024		501 - Books	-19.25
2038377859	06/28/2024		501 - Books	-35.51
2038377860	06/28/2024		501 - Books	-143.12
			504 - Gifts and Donations Expenses	-61.62
2038377861	06/28/2024		501 - Books	-49.19
				-308.69
11794	06/06/2024	CCLS	101 - 101 - Operating Fund	

Dunkirk Public Library Check Detail

June 2024

18473	06/06/2024		503 · CCLS Book Plan - Overdrive	-425.00
			565 · Telephone	-30.35
			565 · Telephone	-9.80
				<hr/>
				-465.15
11802	06/30/2024	CCLS	101 · 101 · Operating Fund	
18512	06/28/2024		503 · CCLS Book Plan - Overdrive	-425.00
			565 · Telephone	-30.47
			565 · Telephone	-9.70
			582 · Internet Expenses	-225.00
			595 · Vote Expenses	-11.47
				<hr/>
				-701.64
11798	06/20/2024	Chadwick Bay Property Management	101 · 101 · Operating Fund	
06/14/2024	06/20/2024		586 · Grounds Keeping	-150.00
				<hr/>
				-150.00
11804	06/30/2024	City of Dunkirk Water Department	101 · 101 · Operating Fund	
0000051	06/28/2024		562 · Water	-64.33
			563 · Sewer	-30.00
			564 · Tipping Fee	-48.00
				<hr/>
				-142.33
	06/20/2024	Delta Dental of NY Inc	101 · 101 · Operating Fund	
			553 · Health Insurance	-79.62
				<hr/>
				-79.62
	06/06/2024	DFT	101 · 101 · Operating Fund	
			565 · Telephone	-17.53
				<hr/>
				-17.53
11795	06/06/2024	EATON OFFICE SUPPLY	101 · 101 · Operating Fund	
PINV1190393	06/06/2024		589 · Operations & Maintenance Bldg	-97.98
				<hr/>
				-97.98
11796	06/13/2024	Hagan Business Machines	101 · 101 · Operating Fund	
A141634	06/13/2024		596 · Copier & Printer Supplies	-95.01
				<hr/>
				-95.01

Dunkirk Public Library
Check Detail
June 2024

	06/30/2024	Highmark BCBCWNY	101 - 101 - Operating Fund		
				553 - Health Insurance	-743.81
					<hr/> -743.81
	06/13/2024	Independent Health	101 - 101 - Operating Fund		
				553 - Health Insurance	-1,374.78
					<hr/> -1,374.78
	06/15/2024	IRS	101 - 101 - Operating Fund		
				550 - Salaries & Wages	-1,297.47
				551 - FICA & Medicare	-703.10
					<hr/> -2,000.57
	06/30/2024	IRS	101 - 101 - Operating Fund		
				550 - Salaries & Wages	-1,224.79
				551 - FICA & Medicare	-660.43
					<hr/> -1,885.22
11799	06/28/2024	Jason Hammond	101 - 101 - Operating Fund		
10/01/23 - 06/30/2	06/28/2024			588 - Workshops & Travel	-337.21
					<hr/> -337.21
	06/28/2024	National Grid	101 - 101 - Operating Fund		
				560 - Electricity	-399.39
					<hr/> -399.39
	06/30/2024	NYS & Local Retirement System	101 - 101 - Operating Fund		
				550 - Salaries & Wages	-148.05
					<hr/> -148.05
	06/15/2024	NYS Employer Unemployment Tax	101 - 101 - Operating Fund		
				2001 - Unemployment Payable	-92.26
					<hr/> -92.26
	06/15/2024	NYS Tax	101 - 101 - Operating Fund		

Dunkirk Public Library
Check Detail
June 2024

			2000 · NYS Taxes Payable	-290.54
				-290.54
06/30/2024	NYS Tax	101 · 101 · Operating Fund	2000 · NYS Taxes Payable	-275.88
				-275.88
06/30/2024	NYS Unemployment Insurance	101 · 101 · Operating Fund	2001 · Unemployment Payable	-80.55
				-80.55
06/15/2024	NYSDCP Receipts	101 · 101 · Operating Fund	550 · Salaries & Wages	-200.00
				-200.00
10171	06/30/2024	NYSDCP Receipts	550 · Salaries & Wages	-200.00
				-200.00
06/15/2024	payroll	101 · 101 · Operating Fund	550 · Salaries & Wages	-7,325.55
				-7,325.55
06/30/2024	payroll	101 · 101 · Operating Fund	550 · Salaries & Wages	-6,861.04
				-6,861.04
11800	06/28/2024	Usherwood Office Technology	101 · 101 · Operating Fund	
1310630	06/28/2024		596 · Copier & Printer Supplies	-38.87
				-38.87
06/20/2024	VSP PAYMENT	101 · 101 · Operating Fund	553 · Health Insurance	-33.99
				-33.99

**Dunkirk Public Library
Director's Report
June-July 2024**

1. Book Club 1 June - *Before We Were Yours*; fifteen attendees.

Book Club 1 July - *First Ladies*; seventeen nineteen attendees.

- Author visits:
 - 6/20/24 - Mindy Nichols Wendell, *Light & Air*; ten Attendees

2. Book Club 2 June - five attendees.

Book Club 2 July - six attendees.

- Planning on seven members for the next gathering.

3. Teens/YA - We hosted a Free RPG Day event at the Heart of the Game store in Fredonia. The shop owner also donated some extra Magic the Gathering cards to our club and plans to give some board games, as well.
4. Children's Room Paint - Proposal accepted from Wise Guy Quality Painting for \$3,950.00, but they are booked until the Fall.
5. Grants in Aid - Andy Goodell and Joe Giglio's offices passed special funding directly to CCLS for distribution. We applied for the cost of the paint proposal mentioned above.
6. Central Ave Entrance - Sara arranged for an estimate to have the lettering put back above the doors. Waiting on style samples; cost will be \$250.00.
7. Give Big CHQ - We received about \$400.00 in donations.
8. Snack Grant - Q3 report submitted and second reimbursement check deposited. We can wrap up the final reimbursement request soon. Nicole requested numbers early so that the City could balance some of their required paperwork.
9. Library Vote - Sara & Susan were both reappointed; the budget proposal of \$459,964.00 was approved.
10. Data Wiring - Done. Extra lines were run in preparation for additional Children's Room Cameras.
11. 2020-2021 Construction Grant - After a multi-year delay, windows are finally being installed. Unfortunately, a number of those downstairs are the wrong kind of window...
12. 2024-2025 Construction Grant - Application submitted to CCLS for outdoor signage, but is dependent on a zoning variance from the City.
13. Meetings and Conferences:
 - 5/30/24 - CCLS Program Marketing Mtg.
 - 6/4/24 - Mtg. w/ Isaiah R.
 - 6/5/24 - Meals on Wheels luncheon
 - 6/6/24 - Walkthrough w/ Wise Guy Quality Painting

- 6/12/24 - Architect & D&S Glass Planning Mtg.
- 6/13/24 - CCLS Mtg. on using features in Teams
- 6/22/24 - Hosted Teen Free RPG Day Activity at Heart of the Game in Fredonia
- 6/24/24 - NCCF Meeting at LoGuidice
- 6/26/24 - Visit by LJ from CCLS on Carnival Day
- 7/12/24 - Meet w/ Shawn from FSC re: Children's Room cameras
- 7/17/24 - Schindler Elevator check-in
- 7/17/24 - Annual Building Review by Fire Department
- 7/23/24 - Sign Project Update w/ Rusty from Toth's Sports
- 7/23/24 - City Zoning Board Mtg.

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	2024 YTD	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Juvenile Fiction	330	641	622	595	465	539	3192	502	483	632	515	595	819
Juvenile Non-Fiction	23	46	46	91	29	21	256	59	57	30	50	41	39
Juvenile DVD's	1	6	15	11	21	11	65	24	24	10	15	23	39
Juvenile Audio Books	0	0	0	1	1	1	3	0	0	0	0	0	4
Juvenile Magazines	0	2	0	0	1	0	3	1	0	1	1	0	2
Adult Fiction	525	586	578	662	668	625	3644	506	499	530	566	601	633
Adult Non-Fiction	157	150	178	178	137	131	931	94	123	123	96	119	131
Adult DVD's	217	163	243	142	169	102	1036	160	167	148	199	247	282
Adult Audio Books	4	10	3	9	13	10	49	0	4	15	10	6	8
Adult Magazines	2	3	2	10	3	0	20	2	1	8	12	13	11
E-Books (Overdrive)	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
Digital Magazines (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Circulation	1259	1607	1687	1699	1507	1440	9199	1348	1358	1497	1464	1645	1968
Computer Use	420	444	446	517	519	448		494	510	579	594	565	470
Patrons Visiting Library	2917	2854	2975	3192	3030	2697		2656	2566	3157	2845	2913	3052
Reference Questions	332	409	607	378	306	284	2316	157	263	238	213	170	177
Cards Issued each month	19	45	34	22	25	27		23	26	22	26	20	37
Total Card Holders as of	270	315	349	371	396	423	423		26	48	74	94	131

Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023 YTD	% Change
853	808	542	526	568		6843	-53.35%
61	79	52	56	38		562	-54.45%
35	44	39	24	15		292	-77.74%
0	1	1	1	0		7	-57.14%
1	1	0	3	0		10	-70.00%
680	717	592	651	621		6596	-44.75%
122	99	105	118	149		1279	-27.21%
315	207	180	207	192		2304	-55.03%
10	0	2	2	18		75	-34.67%
6	21	2	14	12		102	-80.39%
0	0	0	0	0		X	X
0	0	0	0	0		X	X
0	0	0	0	0		X	X
2083	1977	1515	1602	1613	0	18070	-49.09%
408	506	428	436	387			
3497	3216	2548	2676	2267			
188	210	152	211	204			

27	23	22	28	20			
158	181	203	231	251	251	251	

DUNKIRK May-2024 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	414	28		569	117				1128
NEW-BOOK	51	1		99	20				171
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK			1			13			14
CDS									0
MAGAZINE			1			3			4
DVDS			21			169			190
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME						1			1
MUSEUM PASS									0
TOTAL	465	29	23	668	137	186	0	0	1508

Public Computer Use	519
Microfilm	3
Curbside Delivery	0
People Counter: Front Entr	816
People Counter: Rear Entr	2214
Total Patron Count	3030
RQ: Computer Assistance w/Patrons	10
RQ: Assistance in Lab	40
Reference Questions: Adult	175
Reference Questions: Children's	32
Reference Questions: Email	49
Total Reference Questions	306

<i>Added Materials</i>			
MAGAZINES			12
NEWSPAPERS			26
MICROFILM			0
CHILDREN'S ROOM BOOKS			0
ADULT BOOKS			11
DVD'S			0
AUDIO BOOKS			3
Total			52

DUNKIRK Jun-2024 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	527	21		512	111				1171
NEW-BOOK	12			113	20				145
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK			1			10			11
CDS									0
MAGAZINE						102			102
DVDS			11						11
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME						1			1
MUSEUM PASS						2			2
TOTAL	539	21	12	625	131	115	0	0	1443

Public Computer Use	448
Microfilm	10
Curbside Delivery	0
People Counter: Front Entr	681
People Counter: Rear Entr	2016
Total Patron Count	2697
RQ: Computer Assistance w/Patrons	7
RQ: Assistance in Lab	31
Reference Questions: Adult	193
Reference Questions: Children's	45
Reference Questions: Email	46
Total Reference Questions	284

<i>Added Materials</i>			
MAGAZINES			10
NEWSPAPERS			24
MICROFILM			0
CHILDREN'S ROOM BOOKS			0
ADULT BOOKS			0
DVD'S			0
AUDIO BOOKS			0
Total			34

DUNKIRK PUBLIC LIBRARY
BOARD OF TRUSTEES

OATH OF OFFICE

STATE OF NEW YORK

SS:

COUNTY OF CHAUTAUQUA

I, **Sara Marsowicz**, do solemnly swear that I will support the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Trustee of the Dunkirk Public Library, according to the best of my ability. My term of office expires June 30, 2027.

Sara Marsowicz

Sworn to before me this ____ day
of July, 2024 at Dunkirk, New York

NOTARY PUBLIC

DUNKIRK PUBLIC LIBRARY
BOARD OF TRUSTEES

OATH OF OFFICE

STATE OF NEW YORK

SS:

COUNTY OF CHAUTAUQUA

I, **Susan Nickle**, do solemnly swear that I will support the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Trustee of the Dunkirk Public Library, according to the best of my ability. My term of office expires June 30, 2027.

Susan Nickle

Sworn to before me this ____ day
of July, 2024 at Dunkirk, New York

NOTARY PUBLIC

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