

## Dunkirk Public Library Board Meeting Agenda

January 28<sup>th</sup>, 2025

*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 26<sup>th</sup>, 2024

### Financial Report - Treasurer

### Approval of Bill Payments & Budget Transfers

- Preapprove repeat expenses such as phone, utilities, etc.

### Children's Room and/or Computer Lab Report - Pam C.

### Director's Report

### Unfinished Business

1. Discussion - Ideas for 120<sup>th</sup> Anniversary Open House
  - On hold until Spring and/or various building projects are completed.

### New Business

1. 2022-2025 Long Range Plan: Review progress & priorities; plan any revisions to be implemented in 2026-2029
2. Committee Reports:
  - Building Construction & Maintenance
  - Employee Engagement
3. Capital Project: ID goals for 2025 NYS Construction Application; see 2025 Revised Library Scope of Work for priority areas.
4. Architect - Capital Project fee proposal from David Walter
  - If approved we'd want the billing date adjusted to align with the next construction app window.
5. Library Election - Either set date or plan special meeting in February.
6. Library Policy Periodic Review/Update:
  - Local Wineries at Library Events - Awaiting revisions to the Patron Conduct and Personnel policies from Mr. Schofield.
7. Thanks and Acknowledgments:
  - Daniel D. Reiff - Two reference volumes on historic preservation of WNY architecture.
  - Dom Polski Polish Literary & Assembly Rooms - \$50.00 donation.
  - Thursday Knitting Group - donation of warm hats to be distributed to those in need.
8. Finances/Income - Monthly discussion & budget planning.
  - Begin planning July 2025 - June 2026 fiscal year budget.

Dunkirk Public Library Board Meeting Agenda  
January 28<sup>th</sup>, 2025

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

10. Monthly Tasks:

December

- Finish and post Annual Report to Community (trying new format, still in progress).
- Renew Treasurer bond (bill arrived in November; paid).

January

- Start work on next fiscal year's budget.
- Preapprove repeat bills.
- Review Long Term Plan.

February

- NYS Annual Report due to CCLS (by Feb. 14).
- Set date for election/budget vote.
- Treasurer calculates Tax Cap.

# **DUNKIRK PUBLIC LIBRARY**

**536 Central Avenue**

**Dunkirk, NY 14048**

**Minutes**

**November 26, 2024**

## **Attendees Present**

Susan Nickle, Matthew Woelfle, Mary Beth Muldowney, Jason Hammond, Sara Marsowicz, Terri Sutherland, Laurie Dolce, Stacy Korzenieski, Pam Czarniak, Bev Sutton, & Michele Quatroche

President Matthew Woelfle 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 October 29, 2024 meeting was approved. ( S. Marsowicz; T. Sutherland)

## **Financial Report**

Submitted and reviewed by Bev Sutton, Treasurer.

## **Children's Room Report/Computer Lab Report**

Submitted and reviewed accordingly by Pam Czarniak and Michele Quatroche.

## **Director's Report**

Submitted and reviewed by Jason Hammond.

## **Unfinished Business**

1. CCLS Program Option-The DEC has gotten in contact with us for the lending of the fishing equipment program. A member from the Conservation Club will be addressed to possibly provide maintenance to the equipment set for lending. An update to the lending policy may have to be addressed by the board for this project.
2. 120th Anniversary-Ideas for the celebration of the library's anniversary was discussed. It was suggested to have the celebration in Spring of 2025 in correspondence with the completion of the recent renovation projects.
3. Bench Installation-Braidich Landscaping recently poured the new cement pads for the remaining bench placement.
4. Harassment Training-must be completed and proof turned in to Jason by year end.

## New Business

1. Committee Reports- Updates were given by Mary Beth Muldowney & Sara Marsowicz from the Building and Construction Maintenance committee. Also, the Employee Engagement committee set the employee holiday party for after hours on 12/19/24.
2. Appointment of New Trustees-Affirmation from new trustees, Laurie Dolce and Stacy Korzenieski were signed and notarized. Jason will forward for filing. Also, a note of possible future interest from Andrea Gestwicki was presented.
3. 2025 Meetings-the dates for upcoming meetings were set as follows: January 28, 2025; March 25, 2025; May 27, 2025; July 22, 2025 (annual meeting); September 23, 2025 and November 25, 2025. Additional meetings could be scheduled on a need basis as well.
4. CCLS Annual Meeting-remarks from our representatives Michele Quatroche and Sara Marsowicz were presented indicating the meeting was informative and interesting.
5. Thanks and Acknowledgements-an acknowledgement was posted to social media, as requested by donors, for the *Sly Flourish* after school tabletop gaming grant in the amount of \$200.00 as well as the \$3,000.00 grant from NCCF for the funding of the security camera upgrade. Also, a discussion was had for the continuation of yearly letters to be sent to the local organizations to solicit renewed donations.
6. Monthly Tasks-**October:** CCLS Annual Meeting was attended by Michele Q. & Sara M. Also, a tax levy from the school district was delivered in September. **November:** Begin developing the Annual Report to Community. **December:** finish and post the Annual Report to Community and renew Treasurer Bond which arrived in November.

Next meeting is scheduled for January 28, 2025.

M. Muldowney and S. Marsowicz motioned for the meeting to be adjourned at 5:33 p.m.

Respectfully submitted by,  
Susan Nickle, Secretary

# Dunkirk Public Library Revenue Report

## November 2024

	Receipts this month	Receipts Year-To-Date	Total Budget Internal		
	November	July 2024 - June 2025	2024 - 2025	Difference	% Received
Revenue Report					
401 - Fines	6.00	97.40	300.00	-202.60	32.47%
402 - Copier Income	211.15	839.15	2,200.00	-1,360.85	38.14%
403 - Fax Sales	29.00	159.50	600.00	-440.50	26.58%
404 - Used Book Sales	37.85	569.24	1,000.00	-430.76	56.92%
405- Lost & Damaged	0.00	91.80	350.00	-258.20	26.23%
407.3 Interest Income	557.04	3,207.44	6,400.00	-3,192.56	50.12%
410 - Gifts and Donations	662.00	3,281.86	5,000.00	-1,718.14	65.64%
411 - Donation - specific allocations	25.00	25.00	1,000.00	-975.00	2.50%
419 - School District Funds	0.00	450,000.00	460,000.00	-10,000.00	97.83%
436 - Misc Income	0.00	0.00	0.00	0.00	#DIV/0!
440 - CCLS Cash Grant	0.00	850.00	250.00	600.00	340.00%
441 - LLSA - NYS	0.00	3,952.80	4,300.00	-347.20	91.93%
445 - Construction Grant Income	0.00	0.00	0.00	0.00	#DIV/0!
452 - Block Grant Received	0.00	270.42	2,200.00	-1,929.58	12.29%
476 - Grant - Non Govt	3,000.00	3,000.00	0.00	3,000.00	#DIV/0!
478 CCLS Book Plan	1,148.25	2,296.45	5,100.00	-2,803.55	45.03%
492 - CD interest Income	0.00	0.00	2,500.00	-2,500.00	0.00%
<b>Total Revenue</b>	<b>5,676.29</b>	<b>468,641.06</b>	<b>491,200.00</b>	<b>22,558.94</b>	<b>95.41%</b>

# Dunkirk Public Library Revenue Report

## December 2024

	Receipts this month	Receipts Year-To-Date	Total Budget Internal		
	December	July 2024 - June 2025	2024 - 2025	Difference	% Received
Revenue Report					
401 - Fines	20.00	117.40	300.00	-182.60	39.13%
402 - Copier Income	83.85	923.00	2,200.00	-1,277.00	41.95%
403 - Fax Sales	38.00	197.50	600.00	-402.50	32.92%
404 - Used Book Sales	35.00	604.24	1,000.00	-395.76	60.42%
405- Lost & Damaged	0.00	91.80	350.00	-258.20	26.23%
407.3 Interest Income	615.68	4,399.90	6,400.00	-2,000.10	68.75%
410 - Gifts and Donations	81.15	3,363.01	5,000.00	-1,636.99	67.26%
411 - Donation - specific allocations	6,000.00	6,025.00	1,000.00	5,025.00	602.50%
419 - School District Funds	0.00	450,000.00	460,000.00	-10,000.00	97.83%
436 - Misc Income	0.00	0.00	0.00	0.00	#DIV/0!
440 - CCLS Cash Grant	0.00	850.00	250.00	600.00	340.00%
441 - LLSA - NYS	0.00	3,952.80	4,300.00	-347.20	91.93%
445 - Construction Grant Income	20,222.00	20,222.00	0.00	20,222.00	#DIV/0!
452 - Block Grant Received	0.00	270.42	2,200.00	-1,929.58	12.29%
476 - Grant - Non Govt	0.00	3,000.00	0.00	3,000.00	#DIV/0!
478 CCLS Book Plan	0.00	2,296.45	5,100.00	-2,803.55	45.03%
492 - CD interest Income	0.00	0.00	2,500.00	-2,500.00	0.00%
<b>Total Revenue</b>	<b>27,095.68</b>	<b>496,313.52</b>	<b>491,200.00</b>	<b>-5,113.52</b>	<b>101.04%</b>

**Dunkirk Public Library  
Expense Report  
October 2024**

EXPENSE REPORT	Disbursed This Month November	Disbursed Year-To-Date July 24 - June 25	Total Budget Internal 2024-2025	Difference	% Spent
160 · FURNITURE / Fixed Assets	0.00	0.00	30,000.00	-30,000.00	0.00%
450 · Construction Grant	0.00	129,726.74	0.00	129,726.74	#DIV/0!
451 · Block Grant Expenses	0.00	522.75	2,200.00	-1,677.25	23.76%
501 · BOOKS	256.25	6,460.18	12,500.00	-6,039.82	51.68%
502 · PERIODICALS	0.00	208.50	700.00	-491.50	29.79%
503 · CCLS BOOK PLAN	425.00	1,700.00	5,100.00	-3,400.00	33.33%
504 · Gifts and Donations Expenses	88.92	809.55	5,000.00	-4,190.45	16.19%
507 · AUDIO BOOKS	0.00	0.00	300.00	-300.00	0.00%
509 · DVD'S	107.01	472.05	1,500.00	-1,027.95	31.47%
550 · SALARIES & WAGES	19,080.91	98,604.76	265,734.00	-167,129.24	37.11%
551 · FICA & MEDICARE	1,421.12	7,366.03	19,800.00	-12,433.97	37.20%
552 · INSURANCE - WORKER'S COMP	0.00	-98.00	3,800.00	-3,898.00	-2.58%
553 · HEALTH INSURANCE	1,694.85	8,610.21	16,500.00	-7,889.79	52.18%
554 · NYS Retirement	24,550.00	24,550.00	26,000.00	-1,450.00	94.42%
555 · DISABILITY INSURANCE	407.13	821.81	2,000.00	-1,178.19	41.09%
556 · UNEMPLOYMENT TAX	48.30	614.48	2,700.00	-2,085.52	22.76%
558 · N.Y.S. Sales Tax Payment	0.00	0.00	100.00	-100.00	0.00%
560 · ELECTRICITY	397.20	2,414.99	11,500.00	-9,085.01	21.00%
561 · NATURAL GAS	0.00	0.00	12,700.00	-12,700.00	0.00%
562 · WATER	0.00	85.98	200.00	-114.02	42.99%
563 · SEWER	0.00	55.00	200.00	-145.00	27.50%
564 · TIPPING FEE	0.00	48.00	200.00	-152.00	24.00%
565 · TELEPHONE	58.20	249.68	1,000.00	-750.32	24.97%
570 · LIBRARY SUPPLIES	232.13	878.80	3,500.00	-2,621.20	25.11%
571 · POSTAGE	0.00	0.00	600.00	-600.00	0.00%
580 · ADVERTISING	0.00	191.25	650.00	-458.75	29.42%
581 · COMPUTER MAINTENANCE	0.00	0.00	2,000.00	-2,000.00	0.00%
582 · INTERNET EXPENSES	0.00	225.00	1,200.00	-975.00	18.75%
583 · COMPUTER EQUIPMENT	0.00	894.70	1,500.00	-605.30	59.65%
584 · BUILDING SUPPLIES	10.98	289.54	2,100.00	-1,810.46	13.79%
585 · BUILDING REPAIRS & Maintenance	25,517.50	39,879.43	35,000.00	4,879.43	113.94%
586 · GROUNDS KEEPING	0.00	105.80	3,000.00	-2,894.20	3.53%
587 · ELEVATOR MAINTENANCE	0.00	0.00	3,300.00	-3,300.00	0.00%
588 · WORKSHOPS & TRAVEL	22.50	58.43	500.00	-441.57	11.69%
589 · Operations & Maintenance Bldg	0.00	501.90	2,900.00	-2,398.10	17.31%
590 · PROFESSIONAL FEES	5,355.00	5,355.00	15,000.00	-9,645.00	35.70%
591 · PAYROLL PROCESSING	94.68	467.08	1,500.00	-1,032.92	31.14%
592 · INSURANCE	775.00	775.00	800.00	-25.00	96.88%
593 - Building Insurance	0.00	7,637.91	7,200.00	437.91	106.08%
594 - Memberships	0.00	0.00	500.00	-500.00	0.00%
595 - Vote Expenses	0.00	9.36	500.00	-490.64	1.87%
596 - Copier and Printer Supplies	134.53	427.22	1,500.00	-1,072.78	28.48%
610 - Children Program Supplies	94.65	967.36	2,500.00	-1,532.64	38.69%
611 - Children Special Guests	0.00	375.00	1,150.00	-775.00	32.61%
612 - Adult Program Supplies	0.00	67.01	500.00	-432.99	13.40%
613 - Adult Special Guests	0.00	0.00	500.00	-500.00	0.00%
614 - Teen Programming	-194.02	795.46	1,200.00	-404.54	66.29%
615 - Building Equipment	7,404.50	9,959.18	1,500.00	8,459.18	663.95%
616 - Outreach	0.00	1,587.68	1,000.00	587.68	158.77%
617 - Software and Licensing	119.40	963.28	500.00	463.28	192.66%
620 - Legal Fees	0.00	1,000.00	2,500.00	-1,500.00	40.00%
630 - Computer Programs	0.00	0.00	500.00	-500.00	0.00%
688 · Misc Expenses	14.99	428.04	1,800.00	-1,371.96	23.78%
<b>Total Expense</b>	<b>88,116.73</b>	<b>357,062.14</b>	<b>516,634.00</b>	<b>159,571.86</b>	<b>69.11%</b>

**Dunkirk Public Library  
Expense Report  
December 2024**

EXPENSE REPORT	Disbursed This Month December	Disbursed Year-To-Date July 24 - June 25	Total Budget Internal 2024-2025	Difference	% Spent
160 - FURNITURE / Fixed Assets	0.00	0.00	30,000.00	-30,000.00	0.00%
450 - Construction Grant	39,050.00	168,776.74	0.00	168,776.74	#DIV/0!
451 - Block Grant Expenses	0.00	522.75	2,200.00	-1,677.25	23.76%
501 - BOOKS	2,579.68	9,039.86	12,500.00	-3,460.14	72.32%
502 - PERIODICALS	0.00	208.50	700.00	-491.50	29.79%
503 - CCLS BOOK PLAN	425.00	2,125.00	5,100.00	-2,975.00	41.67%
504 - Gifts and Donations Expenses	786.76	1,596.31	5,000.00	-3,403.69	31.93%
507 - AUDIO BOOKS	0.00	0.00	300.00	-300.00	0.00%
509 - DVD'S	159.16	631.21	1,500.00	-868.79	42.08%
550 - SALARIES & WAGES	18,876.50	117,681.26	265,734.00	-148,052.74	44.29%
551 - FICA & MEDICARE	1,405.53	8,771.56	19,800.00	-11,028.44	44.30%
552 - INSURANCE - WORKER'S COMP	1,901.00	1,803.00	3,800.00	-1,997.00	47.45%
553 - HEALTH INSURANCE	1,728.84	10,373.04	16,500.00	-6,126.96	62.87%
554 - NYS Retirement	0.00	24,550.00	26,000.00	-1,450.00	94.42%
555 - DISABILITY INSURANCE	0.00	821.81	2,000.00	-1,178.19	41.09%
556 - UNEMPLOYMENT TAX	47.07	661.55	2,700.00	-2,038.45	24.50%
558 - N.Y.S. Sales Tax Payment	0.00	0.00	100.00	-100.00	0.00%
560 - ELECTRICITY	391.10	2,806.09	11,500.00	-8,693.91	24.40%
561 - NATURAL GAS	0.00	0.00	12,700.00	-12,700.00	0.00%
562 - WATER	0.00	85.98	200.00	-114.02	42.99%
563 - SEWER	0.00	55.00	200.00	-145.00	27.50%
564 - TIPPING FEE	0.00	48.00	200.00	-152.00	24.00%
565 - TELEPHONE	57.89	307.57	1,000.00	-692.43	30.76%
570 - LIBRARY SUPPLIES	0.00	878.80	3,500.00	-2,621.20	25.11%
571 - POSTAGE	0.00	0.00	600.00	-600.00	0.00%
580 - ADVERTISING	0.00	191.25	650.00	-458.75	29.42%
581 - COMPUTER MAINTENANCE	0.00	0.00	2,000.00	-2,000.00	0.00%
582 - INTERNET EXPENSES	254.68	479.68	1,200.00	-720.32	39.97%
583 - COMPUTER EQUIPMENT	78.40	973.10	1,500.00	-526.90	64.87%
584 - BUILDING SUPPLIES	479.72	769.26	2,100.00	-1,330.74	36.63%
585 - BUILDING REPAIRS & Maintenance	2,420.00	42,299.43	35,000.00	7,299.43	120.86%
586 - GROUNDS KEEPING	0.00	105.80	3,000.00	-2,894.20	3.53%
587 - ELEVATOR MAINTENANCE	300.00	300.00	3,300.00	-3,000.00	9.09%
588 - WORKSHOPS & TRAVEL	84.42	142.85	500.00	-357.15	28.57%
589 - Operations & Maintenance Bldg	0.00	501.90	2,900.00	-2,398.10	17.31%
590 - PROFESSIONAL FEES	0.00	5,355.00	15,000.00	-9,645.00	35.70%
591 - PAYROLL PROCESSING	94.68	561.76	1,500.00	-938.24	37.45%
592 - INSURANCE	0.00	775.00	800.00	-25.00	96.88%
593 - Building Insurance	0.00	7,637.91	7,200.00	437.91	106.08%
594 - Memberships	0.00	0.00	500.00	-500.00	0.00%
595 - Vote Expenses	0.00	9.36	500.00	-490.64	1.87%
596 - Copier and Printer Supplies	298.18	725.40	1,500.00	-774.60	48.36%
610 - Children Program Supplies	430.66	1,398.02	2,500.00	-1,101.98	55.92%
611 - Children Special Guests	0.00	375.00	1,150.00	-775.00	32.61%
612 - Adult Program Supplies	41.72	108.73	500.00	-391.27	21.75%
613 - Adult Special Guests	0.00	0.00	500.00	-500.00	0.00%
614 - Teen Programming	158.95	954.41	1,200.00	-245.59	79.53%
615 - Building Equipment	0.00	9,959.18	1,500.00	8,459.18	663.95%
616 - Outreach	4.77	1,592.45	1,000.00	592.45	159.25%
617 - Software and Licensing	0.00	963.28	500.00	463.28	192.66%
620 - Legal Fees	0.00	1,000.00	2,500.00	-1,500.00	40.00%
630 - Computer Programs	0.00	0.00	500.00	-500.00	0.00%
688 - Misc Expenses	64.00	492.04	1,800.00	-1,307.96	27.34%
<b>Total Expense</b>	<b>72,118.71</b>	<b>429,414.84</b>	<b>516,634.00</b>	<b>87,219.16</b>	<b>83.12%</b>

# Dunkirk Public Library

## Balance Sheet

As of November 30, 2024

Nov 30, 24

### ASSETS

#### Current Assets

##### Checking/Savings

100 - Petty Cash 60.18

101 - 101 - Operating Fund 443,265.75

103 - 0216 355,357.63

**Total Checking/Savings 798,683.56**

##### Other Current Assets

106 - 0012011842 3,664.57

114 - 114 - Endowment NCCF 21,646.36

116 - 0012023907 28,451.18

128 - 0012026411 10,537.43

**Total Other Current Assets 64,299.54**

**Total Current Assets 862,983.10**

#### Fixed Assets

160.0 - 160 - Fixed Assets 1,244,837.02

170 - 170 - Depreciation -543,117.20

**Total Fixed Assets 701,719.82**

#### Other Assets

178 - PREPAID RETIREMENT 33.52

299 - Pensions Deferred Inflow -232,687.00

**Total Other Assets -232,653.48**

**TOTAL ASSETS 1,332,049.44**

# Dunkirk Public Library

## Balance Sheet

As of November 30, 2024

Nov 30, 24

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

200 · 200 · Accounts Payable -1,389.42

Total Accounts Payable -1,389.42

##### Other Current Liabilities

199 · Pensions & Post Employment Obli -148,888.00

2000 · NYS Taxes Payable -188.00

2001 · Unemployment Payable -438.48

298 · Pension Liability -63,793.00

Total Other Current Liabilities -213,307.48

Total Current Liabilities -214,696.90

Total Liabilities -214,696.90

#### 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 544,367.54

Net Income 112,155.75

Total Equity 1,546,746.34

**TOTAL LIABILITIES & EQUITY 1,332,049.44**

# Dunkirk Public Library Balance Sheet

As of December 31, 2024

December 2024

## ASSETS

### Current Assets

#### Checking/Savings

100 - Petty Cash 60.18

101 - 101 - Operating Fund 526,871.16

103 - 0216 354,800.59

Total Checking/Savings 881,731.93

#### Other Current Assets

106 - 0012011842 3,664.57

114 - 114 - Endowment NCCF 21,646.36

116 - 0012023907 28,451.18

128 - 0012026411 10,537.43

Total Other Current Assets 64,299.54

Total Current Assets 946,031.47

### 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 1,414,289.87**

# Dunkirk Public Library

## Balance Sheet

As of December 31, 2024

December 2024

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

200 · 200 · Accounts Payable -1,389.42

**Total Accounts Payable -1,389.42**

##### 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 -214,696.91**

**Total Liabilities -214,696.91**

#### 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 544,367.54

Net Income 194,396.19

**Total Equity 1,628,986.78**

**TOTAL LIABILITIES & EQUITY 1,414,289.87**

1:07 PM

01/04/25

## Dunkirk Public Library Check Detail November 2024

Type	Num	Date	Name	Item	Account	Paid Amount
Check		11/01/2024	DFT		101 · 101 · Operatin...	
					565 · Telephone	-17.53
TOTAL						-17.53
Check		11/02/2024	First National Bank...		101 · 101 · Operatin...	
					509 · DVD's	-107.01
TOTAL						-107.01
Check		11/02/2024	First National Bank...		101 · 101 · Operatin...	
					588 · Workshops & ...	-22.50
					615 · Building Equip...	-33.70
					570 · Library Supplies	-92.66
					501 · Books	-30.64
					501 · Books	-14.39
					584 · Building Suppli...	-10.98
					688 · Misc. Expenses	-14.99
TOTAL						-219.86
Check		11/02/2024	First National Bank...		101 · 101 · Operatin...	
					501 · Books	-48.75
					617 · Software & lice...	-119.40
					610 · Children's Pro...	-94.65
TOTAL						-262.80
Check		11/02/2024	Shelter Point Life		101 · 101 · Operatin...	
					555 · Disability Insur...	-407.13
TOTAL						-407.13
Check		11/15/2024	payroll		101 · 101 · Operatin...	
					550 · Salaries & Wa...	-7,584.87
TOTAL						-7,584.87
Check		11/15/2024	Bahgat & Laurito-B...		101 · 101 · Operatin...	
					591 · Payroll Proces...	-48.13
TOTAL						-48.13
Check		11/15/2024	IRS		101 · 101 · Operatin...	
					550 · Salaries & Wa...	-1,318.04
					551 · FICA & Medic...	-725.09
TOTAL						-2,043.13
Check		11/15/2024	NYSDCP Receipts		101 · 101 · Operatin...	
					550 · Salaries & Wa...	-200.00

1:07 PM

01/04/25

## Dunkirk Public Library Check Detail November 2024

Type	Num	Date	Name	Item	Account	Paid Amount
TOTAL						-200.00
Check		11/15/2024	NYS Tax		101 · 101 · Operatin...	
					2000 · NYS Taxes P...	-293.79
TOTAL						-293.79
Check		11/15/2024	NYS Unemployem...		101 · 101 · Operatin...	
					2001 · Unemployme...	-26.89
TOTAL						-26.89
Check		11/23/2024	Independent Health		101 · 101 · Operatin...	
					553 · Health Insuran...	-1,374.78
TOTAL						-1,374.78
Check		11/23/2024	National Grid		101 · 101 · Operatin...	
					560 · Electricity	-397.20
TOTAL						-397.20
Check		11/30/2024	Delta Dental of NY I...		101 · 101 · Operatin...	
					553 · Health Insuran...	-79.62
TOTAL						-79.62
Check		11/30/2024	payroll		101 · 101 · Operatin...	
					550 · Salaries & Wa...	-7,275.06
TOTAL						-7,275.06
Check		11/30/2024	Bahgat & Laurito-B...		101 · 101 · Operatin...	
					591 · Payroll Proces...	-46.55
TOTAL						-46.55
Check		11/30/2024	IRS		101 · 101 · Operatin...	
					550 · Salaries & Wa...	-1,259.54
					551 · FICA & Medic...	-696.03
TOTAL						-1,955.57
Check		11/30/2024	NYSDCP Receipts		101 · 101 · Operatin...	
					550 · Salaries & Wa...	-200.00
TOTAL						-200.00
Check		11/30/2024	NYS Tax		101 · 101 · Operatin...	
					2000 · NYS Taxes P...	-282.23

1:07 PM

01/04/25

## Dunkirk Public Library Check Detail November 2024

Type	Num	Date	Name	Item	Account	Paid Amount
TOTAL						-282.23
<b>Check</b>		<b>11/30/2024</b>	<b>NYS Unemployem...</b>		<b>101 · 101 · Operatin...</b>	
					2001 · Unemploye...	-21.40
TOTAL						-21.40
<b>Check</b>		<b>11/30/2024</b>	<b>NYS &amp; Local Retire...</b>		<b>101 · 101 · Operatin...</b>	
					550 · Salaries & Wa...	-164.02
TOTAL						-164.02
<b>Check</b>	<b>10181</b>	<b>11/30/2024</b>	<b>Highmark BCBCW...</b>		<b>101 · 101 · Operatin...</b>	
					553 · Health Insuran...	-743.81
TOTAL						-743.81
<b>Bill Pmt -Check</b>	<b>11853</b>	<b>11/02/2024</b>	<b>Baker &amp; Taylor</b>		<b>101 · 101 · Operatin...</b>	
Bill	20386...	11/02/2024			501 · Books	-35.96
Bill	20386...	11/02/2024			501 · Books	-35.08
Bill	20386...	11/02/2024			501 · Books	-91.43
Bill	20386...	11/02/2024			504 · Gifts and Dona...	-88.92
TOTAL						-251.39
<b>Bill Pmt -Check</b>	<b>11854</b>	<b>11/02/2024</b>	<b>The HON Company...</b>		<b>101 · 101 · Operatin...</b>	
Bill	2398877	11/02/2024			160.0 · 160 · Fixed ...	-807.94
TOTAL						-807.94
<b>Bill Pmt -Check</b>	<b>11855</b>	<b>11/02/2024</b>	<b>Usherwood Office ...</b>		<b>101 · 101 · Operatin...</b>	
Bill	1345715	11/02/2024			596 · Copier & Print...	-56.16
TOTAL						-56.16
<b>Bill Pmt -Check</b>	<b>11856</b>	<b>11/09/2024</b>	<b>CCLS</b>		<b>101 · 101 · Operatin...</b>	
Bill	18672	11/09/2024			503 · CCLS Book Pl...	-425.00
					565 · Telephone	-30.44
					565 · Telephone	-10.23
TOTAL						-465.67
<b>Bill Pmt -Check</b>	<b>11857</b>	<b>11/09/2024</b>	<b>Johnson, Mackowi...</b>		<b>101 · 101 · Operatin...</b>	
Bill	44992	11/09/2024			590 · Professional F...	-5,355.00
TOTAL						-5,355.00
<b>Bill Pmt -Check</b>	<b>11858</b>	<b>11/09/2024</b>	<b>NYS &amp; Local Retire...</b>		<b>101 · 101 · Operatin...</b>	
Bill	2025 I...	11/09/2024			550 · Salaries & Wa...	-24,550.00
TOTAL						-24,550.00

1:07 PM

01/04/25

# Dunkirk Public Library Check Detail November 2024

Type	Num	Date	Name	Item	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>11859</b>	<b>11/16/2024</b>	<b>EATON OFFICE SU...</b>		<b>101 · 101 · Operatin...</b>	
Bill	PINV1...	11/16/2024			570 · Library Supplies	-139.47
TOTAL						-139.47
<b>Bill Pmt -Check</b>	<b>11860</b>	<b>11/16/2024</b>	<b>FSC Systems LLC</b>		<b>101 · 101 · Operatin...</b>	
Bill	21439	11/16/2024			615 · Building Equip...	-7,370.80
TOTAL						-7,370.80
<b>Bill Pmt -Check</b>	<b>11861</b>	<b>11/16/2024</b>	<b>R. E. Kelley, Inc.</b>		<b>101 · 101 · Operatin...</b>	
Bill	24083-A	11/16/2024			585 · Building Repai...	-25,000.00
TOTAL						-25,000.00
<b>Bill Pmt -Check</b>	<b>11862</b>	<b>11/23/2024</b>	<b>Casale Plumbing &amp;...</b>		<b>101 · 101 · Operatin...</b>	
Bill	77761	11/23/2024			585 · Building Repai...	-517.50
TOTAL						-517.50
<b>Bill Pmt -Check</b>	<b>11863</b>	<b>11/23/2024</b>	<b>CNA Surety</b>		<b>101 · 101 · Operatin...</b>	
Bill	62962...	11/23/2024			592 · Insurance	-775.00
TOTAL						-775.00
<b>Bill Pmt -Check</b>	<b>11864</b>	<b>11/23/2024</b>	<b>Usherwood Office ...</b>		<b>101 · 101 · Operatin...</b>	
Bill	1355376	11/23/2024			596 · Copier & Print...	-78.37
TOTAL						-78.37

1:07 PM

01/04/25

Dunkirk Public Library  
Check Detail  
November 2024

---

Original Amount

**-17.53**

17.53

---

17.53

**-107.01**

107.01

---

107.01

**-219.86**

22.50

33.70

92.66

30.64

14.39

10.98

14.99

---

219.86

**-262.80**

48.75

119.40

94.65

---

262.80

**-407.13**

407.13

---

407.13

**-7,584.87**

7,584.87

---

7,584.87

**-48.13**

48.13

---

48.13

**-2,043.13**

1,318.04

725.09

---

2,043.13

**-200.00**

200.00

1:07 PM

01/04/25

Dunkirk Public Library  
Check Detail  
November 2024

---

Original Amount

200.00

**-293.79**

293.79

293.79

**-26.89**

26.89

26.89

**-1,374.78**

1,374.78

1,374.78

**-397.20**

397.20

397.20

**-79.62**

79.62

79.62

**-7,275.06**

7,275.06

7,275.06

**-46.55**

46.55

46.55

**-1,955.57**

1,259.54

696.03

1,955.57

**-200.00**

200.00

200.00

**-282.23**

282.23

Dunkirk Public Library  
Check Detail  
November 2024

---

Original Amount

282.23

**-21.40**

21.40

21.40

**-164.02**

164.02

164.02

**-743.81**

743.81

743.81

**-251.39**

35.96

35.08

91.43

88.92

251.39

**-807.94**

807.94

807.94

**-56.16**

56.16

56.16

**-465.67**

425.00

30.44

10.23

465.67

**-5,355.00**

5,355.00

5,355.00

**-24,550.00**

24,550.00

24,550.00

1:07 PM

01/04/25

Dunkirk Public Library  
Check Detail  
November 2024

---

Original Amount

-139.47

139.47

139.47

-7,370.80

7,370.80

7,370.80

-25,000.00

25,000.00

25,000.00

-517.50

517.50

517.50

-775.00

775.00

775.00

-78.37

78.37

78.37

## Dunkirk Public Library Check Detail

October 2024

Type	Date	Name	Account	Paid Amount
Deposit	10/11/2024		101 - 101 - Operating Fund	0.00
Check	10/15/2024	Bahgat & Laurito-Bahgat, CPAs, PC	101 - 101 - Operating Fund	
			591 - Payroll Processing	-46.55
				<u>-46.55</u>
Check	10/31/2024	Bahgat & Laurito-Bahgat, CPAs, PC	101 - 101 - Operating Fund	
			591 - Payroll Processing	-48.13
				<u>-48.13</u>
Bill Pmt -Check	10/03/2024	Baker & Taylor	101 - 101 - Operating Fund	
Bill	10/03/2024		501 - Books	-17.17
Bill	10/03/2024		504 - Gifts and Donations Expenses	-48.33
				<u>-65.50</u>
Bill Pmt -Check	10/19/2024	Baker & Taylor	101 - 101 - Operating Fund	
Bill	10/19/2024		501 - Books	-4.74
Bill	10/19/2024		501 - Books	-468.03
Bill	10/19/2024		501 - Books	-421.30
			504 - Gifts and Donations Expenses	-114.19
Bill	10/19/2024		501 - Books	-18.53
Bill	10/19/2024		501 - Books	-72.64
Bill	10/19/2024		501 - Books	-17.98
Bill	10/19/2024		504 - Gifts and Donations Expenses	-21.98
Bill	10/19/2024		501 - Books	-26.90
Bill	10/19/2024		501 - Books	-18.00
Bill	10/19/2024		501 - Books	-584.24
Bill	10/19/2024		501 - Books	-16.42
			504 - Gifts and Donations Expenses	-31.81
Bill	10/19/2024		501 - Books	-10.95
				<u>-1,827.71</u>
Bill Pmt -Check	10/19/2024	C & R Woodworking	101 - 101 - Operating Fund	
Bill	10/19/2024		688 - Misc. Expenses	-200.00
				<u>-200.00</u>

## Dunkirk Public Library Check Detail October 2024

<b>Bill Pmt -Check</b>	<b>10/12/2024</b>	<b>CCLS</b>	<b>101 - 101 - Operating Fund</b>	
Bill	10/12/2024		503 - CCLS Book Plan - Overdrive	-425.00
			565 - Telephone	-31.04
			565 - Telephone	-9.70
			582 - Internet Expenses	-225.00
				<u>-690.74</u>
<b>Bill Pmt -Check</b>	<b>10/19/2024</b>	<b>CCLS</b>	<b>101 - 101 - Operating Fund</b>	
Bill	10/19/2024		583 - Office and Computer Equipment	-721.04
				<u>-721.04</u>
<b>Bill Pmt -Check</b>	<b>10/03/2024</b>	<b>City of Dunkirk Water Department</b>	<b>101 - 101 - Operating Fund</b>	
Bill	10/03/2024		562 - Water	-85.98
			563 - Sewer	-55.00
			564 - Tipping Fee	-48.00
				<u>-188.98</u>
<b>Check</b>	<b>10/26/2024</b>	<b>Delta Dental of NY Inc</b>	<b>101 - 101 - Operating Fund</b>	
			553 - Health Insurance	-79.62
				<u>-79.62</u>
<b>Check</b>	<b>10/12/2024</b>	<b>DFT</b>	<b>101 - 101 - Operating Fund</b>	
			565 - Telephone	-17.53
				<u>-17.53</u>
<b>Check</b>	<b>10/26/2024</b>	<b>Highmark BCBCWNY</b>	<b>101 - 101 - Operating Fund</b>	
			553 - Health Insurance	-743.81
				<u>-743.81</u>
<b>Check</b>	<b>10/26/2024</b>	<b>Independent Health</b>	<b>101 - 101 - Operating Fund</b>	
			553 - Health Insurance	-1,374.78
				<u>-1,374.78</u>
<b>Check</b>	<b>10/15/2024</b>	<b>IRS</b>	<b>101 - 101 - Operating Fund</b>	
			550 - Salaries & Wages	-1,441.35
			551 - FICA & Medicare	-795.99
				<u>-2,237.34</u>

## Dunkirk Public Library Check Detail

October 2024

Check	10/31/2024	IRS	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-1,414.71
			551 - FICA & Medicare	-781.41
				-2,196.12
Bill Pmt -Check	10/19/2024	Kimberly Wise	101 - 101 - Operating Fund	
Bill	10/19/2024		585 - Building Repairs & Maintenance	-1,975.00
				-1,975.00
Check	10/29/2024	National Grid	101 - 101 - Operating Fund	
			560 - Electricity	-440.20
				-440.20
Check	10/31/2024	NYS & Local Retirement System	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-164.24
				-164.24
Check	10/15/2024	NYS Employer Unemployment Tax	101 - 101 - Operating Fund	
			2001 - Unemployment Payable	-43.01
				-43.01
Check	10/31/2024	NYS Employer Unemployment Tax	101 - 101 - Operating Fund	
			2001 - Unemployment Payable	-42.20
				-42.20
Check	10/15/2024	NYS Tax	101 - 101 - Operating Fund	
			2000 - NYS Taxes Payable	-345.80
				-345.80
Check	10/31/2024	NYS Tax	101 - 101 - Operating Fund	
			2000 - NYS Taxes Payable	-322.37
				-322.37
Check	10/15/2024	NYSDCP Receipts	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-200.00
				-200.00

**Dunkirk Public Library**  
**Check Detail**  
October 2024

-200.00

Check	10/30/2024	NYSDCP Receipts	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-200.00
				<u>-200.00</u>
Check	10/15/2024	payroll	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-8,347.32
				<u>-8,347.32</u>
Check	10/31/2024	payroll	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-7,888.95
				<u>-7,888.95</u>
Check	10/31/2024	Payroll - new employee	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-294.85
				<u>-294.85</u>
Bill Pmt -Check	10/03/2024	Usherwood Office Technology	101 - 101 - Operating Fund	
Bill	10/03/2024		596 - Copier & Printer Supplies	-54.14
				<u>-54.14</u>
Check	10/26/2024	VSP PAYMENT	101 - 101 - Operating Fund	
			553 - Health Insurance	-33.99
				<u>-33.99</u>

Children's Room Activity Report  
Pam Czarniak – Coordinator of Children's Services  
January 2025

- Statistics – November 2024 – 35 attended Story Time  
117 Craft Kits  
December 2024 – 20 attended Story Times & Crafts  
40 Craft Kits
- Facebook – November and December 2024 – 13,581 views

Crafts:



Future Classes

- February – Valentine Craft Day
- March – St. Patrick's Day Craft
- April – Easter Craft

We are 90% finished re-shelving all the books in the Children's Room.



<b>Children's Room Statistics</b>	Nov/Dec2024				
<b>Date/Story Time or Event</b>	<b># of Patrons</b>	<b>Date/Craft Kits</b>	<b># of Craft Kits</b>	<b>Date/Facebk</b>	<b>#Views</b>
11/5/24 Story Time	13	11/14/24 Leaf Wreath	36	11/1/2024 Comp.Calendar	438
11/7/24 Story Time	2	11/21/24 Turkey	36	1/1/24 Story Time	124
11/12/24 Story Time	8	11/26/24 Turkey Hats	45	11/1/24 Turn Clock Bk.	260
11/14/24 Story Time	2	<b>Total</b>	<b>117</b>	11/4/24 Free Kids Books	1321
11/19/24 Story Time	4			11/4/24 Free Adult Books	1412
11/26/24 Story Time	6			11/4/24 Role Play Games	644
<b>Total</b>	35			11/7/24 Story Time	118
				11/9/24 Thank you grant	504
12/3/24 Story Time	2	12/5/2024 Christ Craft	<b>20</b>	11/14/24 Story Time	242
12/4/24 Wood Ornaments	2	12/12/24 Reindeer Orn	20	11/21/24 Story Time	250
12/10/24 Story Time	6	<b>Total</b>	<b>40</b>	11/25/24 Christmas Crafts	1404
12/14/24 Christmas Party+Craft	10			11/30/24 Library Closed Snow	683
<b>Total</b>	<b>20</b>			12/1/24 Library Closed Snow	870
				12/5/24 SUNY LaCrosse Vol.	842
				12/5/24 Story Time	285
				12/6/24 Computer Calendar	425
				12/6/24 Pic of Books Breakrm	817
				12/6/24 Comp. Class Suggests	537
				12/9/24 Kids Rm Closed	648
				12/10/24 Quote Read to kids	328
				12/12/24 Library Closed Snow	903
				12/20/24 Craft Cancelled	526
				<b>Total</b>	<b>13581</b>

# Computer Center Report

## December 2024

- All computers in the children's room are moved to their new location as the painters and electricians completed their work. We now have 5 computers downstairs and the patrons that are 10 and younger are returning back downstairs. Our regular patrons that came up during the renovations did very well and some of them will be back upstairs quite soon.
- Alex Granata, our SUNY intern completed his time with us on 12/13/24. He did an outstanding job and earned three credits toward his degree. We will apply for another intern after the new year starts to have one in place for the upcoming semester(s).
- Classes were not very well attended this past month, but that is normal as the holidays were approaching. For next month, class times will be in the late morning instead of the early afternoon to see if that helps with attendance.
- Individual one-on-one sessions continue to be popular and are available by appointment. Assistance for walk-ins continue to be a primary need and are available if staff are able to accommodate them. There was **1** individual appointment for this month and **49** assists with computer needs.
- The library and staff have continued to work with the City of Dunkirk Heroes Banner Program again this year. Staff is available to access the website and assist patrons to add family members to the project. The Banner Program also gave the library a donation of \$1,000.00 and gift cards to all staff to a local restaurant.
- The ceiling projector and dimmer lights are completely installed in the computer lab and working really well.
- The new mousepads from our recent donation were purchased and have been placed by all computers that are currently up and running.

Submitted by:

Michele L. Quatroche  
PCC Director  
1/24/2025

**Dunkirk Public Library**  
**Director's Report**  
**December 2024 - January 2025**

1. Book Club 1 December - Christmas party cancelled due to weather.

Book Club 1 January - No meeting until February.

2. Book Club 2 December - Six members participated.

Book Club 2 January - Five members participated.

3. Teens/YA - Adam has taken over during January in order to run the classic Tomb of Horrors adventure for the group. Casey (our guest GM) has moved out near Rochester but donated a couple of gaming items before he left. His article on the club was posted online, but he didn't get a response from the Observer. Parents have been generously donating a ton of snacks to feed the kids. I've been in contact with the Guilderland Public Library regarding their D&D starter kit program: <https://guilderland.librarycalendar.com/event/dungeon-masters-dd-kit-29573> I spoke to LJ at CCLS and it might be something we can try with one of her mini grants.

4. Project Progress & Completions -

- The downstairs paint & carpet are done, my boys and I relocated all of the Children's Room shelving on Christmas Eve, and the clerks have just about finished putting all of the books back in place. The computers in the kid's area are operational in their new location. Pam has a furniture purchase using our grant funds in progress.
- The front doors have been restored.
- Preliminary measurements were made on some of the windows but Deborah wants to send someone else over.
- About the only electrical items left to install are the front sconces.

5. Elevator - The elevator died over Christmas Vacation; it was repaired shortly after, but we learned that the sump pump at the bottom of the elevator shaft for some reason drains into a barrel located in the machinery room. We're waiting to hear back from the plumbers regarding a better solution.

6. End of Year Mailing - Social Club letters were mailed 12/4/24; we had one response from the Dom Polski organization.

7. Meetings and Conferences:

- 1/8/25 - Audit Review Mtg.
- 1/14/25 - Meals on Wheels Mtg.
- 1/15/25 - Construction Committee Mtg.
- 1/16/25 - Youth Services Mtg.
- 1/17/25 - CCLS Monthly Mtg.
- 1/22/25 - Annual Report Workshop

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	2024 YTD
Juvenile Fiction	330	641	622	595	465	539	1076	107	505	630	521	6287
Juvenile Non-Fiction	23	46	46	91	29	21	56	65	12	25	34	469
Juvenile DVD's	1	6	15	11	21	11	29	0	0	30	26	168
Juvenile Audio Books	0	0	0	1	1	1	0	0	0	1	0	4
Juvenile Magazines	0	2	0	0	1	0	0	0	0	0	0	3
Adult Fiction	525	586	578	662	668	625	870	715	658	633	473	7519
Adult Non-Fiction	157	150	178	178	137	131	113	114	107	118	97	1575
Adult DVD's	217	163	243	142	169	102	192	152	79	117	108	1774
Adult Audio Books	4	10	3	9	13	10	8	4	2	2	6	74
Adult Magazines	2	3	2	10	3	0	5	11	11	2	4	54
E-Books (Overdrive)	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
Digital Magazines (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Circulation</b>	<b>1259</b>	<b>1607</b>	<b>1687</b>	<b>1699</b>	<b>1507</b>	<b>1440</b>	<b>2349</b>	<b>1168</b>	<b>1374</b>	<b>1558</b>	<b>1269</b>	<b>17927</b>
Computer Use	420	444	446	517	519	448	517	558	523	520	369	
Patrons Visiting Library	2917	2854	2975	3192	3030	2697	3840	3088	2575	2828	2087	
Reference Questions	332	409	607	378	306	284	395	321	335	457	312	4371
<b>Cards Issued each month</b>	<b>19</b>	<b>45</b>	<b>34</b>	<b>22</b>	<b>25</b>	<b>27</b>	<b>24</b>	<b>14</b>	<b>11</b>	<b>26</b>	<b>10</b>	
<b>Total Card Holders as of</b>	<b>270</b>	<b>315</b>	<b>349</b>	<b>371</b>	<b>396</b>	<b>423</b>	<b>447</b>	<b>461</b>	<b>472</b>	<b>498</b>	<b>508</b>	518

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	% Change
502	483	632	515	595	819	853	808	542	526	568		6843	-8.13%
59	57	30	50	41	39	61	79	52	56	38		562	-16.55%
24	24	10	15	23	39	35	44	39	24	15		292	-42.47%
0	0	0	0	0	4	0	1	1	1	0		7	-42.86%
1	0	1	1	0	2	1	1	0	3	0		10	-70.00%
506	499	530	566	601	633	680	717	592	651	621		6596	13.99%
94	123	123	96	119	131	122	99	105	118	149		1279	23.14%
160	167	148	199	247	282	315	207	180	207	192		2304	-23.00%
0	4	15	10	6	8	10	0	2	2	18		75	-1.33%
2	1	8	12	13	11	6	21	2	14	12		102	-47.06%
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
<b>1348</b>	<b>1358</b>	<b>1497</b>	<b>1464</b>	<b>1645</b>	<b>1968</b>	<b>2083</b>	<b>1977</b>	<b>1515</b>	<b>1602</b>	<b>1613</b>	<b>0</b>	<b>18070</b>	<b>-0.79%</b>
494	510	579	594	565	470	408	506	428	436	387			
2656	2566	3157	2845	2913	3052	3497	3216	2548	2676	2267			
157	263	238	213	170	177	188	210	152	211	204			

<b>23</b>	<b>26</b>	<b>22</b>	<b>26</b>	20	37	27	23	22	28	20			
	<b>26</b>	<b>48</b>	<b>74</b>	<b>94</b>	<b>131</b>	<b>158</b>	<b>181</b>	<b>203</b>	<b>231</b>	<b>251</b>	<b>251</b>	251	

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Juvenile Fiction	330	641	622	595	465	539	1076	107	505	630	521	256
Juvenile Non-Fiction	23	46	46	91	29	21	56	65	12	25	34	21
Juvenile DVD's	1	6	15	11	21	11	29	0	0	30	26	18
Juvenile Audio Books	0	0	0	1	1	1	0	0	0	1	0	0
Juvenile Magazines	0	2	0	0	1	0	0	0	0	0	0	0
Adult Fiction	525	586	578	662	668	625	870	715	658	633	473	526
Adult Non-Fiction	157	150	178	178	137	131	113	114	107	118	97	95
Adult DVD's	217	163	243	142	169	102	192	152	79	117	108	90
Adult Audio Books	4	10	3	9	13	10	8	4	2	2	6	3
Adult Magazines	2	3	2	10	3	0	5	11	11	2	4	1
E-Books (Overdrive)	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
Digital Magazines (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Circulation</b>	<b>1259</b>	<b>1607</b>	<b>1687</b>	<b>1699</b>	<b>1507</b>	<b>1440</b>	<b>2349</b>	<b>1168</b>	<b>1374</b>	<b>1558</b>	<b>1269</b>	<b>1010</b>
Computer Use	420	444	446	517	519	448	517	558	523	520	369	294
Patrons Visiting Library	2917	2854	2975	3192	3030	2697	3840	3088	2575	2828	2087	2417
Reference Questions	332	409	607	378	306	284	395	321	335	457	312	235
<b>Cards Issued each month</b>	<b>19</b>	<b>45</b>	<b>34</b>	<b>22</b>	<b>25</b>	<b>27</b>	<b>24</b>	<b>14</b>	<b>11</b>	<b>26</b>	<b>10</b>	<b>10</b>
<b>Total Card Holders as of</b>	<b>270</b>	<b>315</b>	<b>349</b>	<b>371</b>	<b>396</b>	<b>423</b>	<b>447</b>	<b>461</b>	<b>472</b>	<b>498</b>	<b>508</b>	<b>518</b>

2024 YTD	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	% Change
6287	502	483	632	515	595	819	853	808	542	526	568		6843	-8.13%
469	59	57	30	50	41	39	61	79	52	56	38		562	-16.55%
168	24	24	10	15	23	39	35	44	39	24	15		292	-42.47%
4	0	0	0	0	0	4	0	1	1	1	0		7	-42.86%
3	1	0	1	1	0	2	1	1	0	3	0		10	-70.00%
7519	506	499	530	566	601	633	680	717	592	651	621		6596	13.99%
1575	94	123	123	96	119	131	122	99	105	118	149		1279	23.14%
1774	160	167	148	199	247	282	315	207	180	207	192		2304	-23.00%
74	0	4	15	10	6	8	10	0	2	2	18		75	-1.33%
54	2	1	8	12	13	11	6	21	2	14	12		102	-47.06%
0	0	0	0	0	0	0	0	0	0	0	0		X	X
0	0	0	0	0	0	0	0	0	0	0	0		X	X
0	0	0	0	0	0	0	0	0	0	0	0		X	X
<b>17927</b>	<b>1348</b>	<b>1358</b>	<b>1497</b>	<b>1464</b>	<b>1645</b>	<b>1968</b>	<b>2083</b>	<b>1977</b>	<b>1515</b>	<b>1602</b>	<b>1613</b>	<b>0</b>	<b>18070</b>	<b>-0.79%</b>
	494	510	579	594	565	470	408	506	428	436	387			
	2656	2566	3157	2845	2913	3052	3497	3216	2548	2676	2267			
4371	157	263	238	213	170	177	188	210	152	211	204			

	<b>23</b>	<b>26</b>	<b>22</b>	<b>26</b>	20	37	27	23	22	28	20			
518		<b>26</b>	<b>48</b>	<b>74</b>	<b>94</b>	<b>131</b>	<b>158</b>	<b>181</b>	<b>203</b>	<b>231</b>	<b>251</b>	<b>251</b>	251	

DUNKIRK Nov-2024 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	477	31		391	86				985
NEW-BOOK	44	3		82	11				140
PAPERBACK									0
ILL-BOOK							1		1
J-BOOK									0
EASY-BK									0
AUDIO BOOK						6			6
CDS									0
MAGAZINE						4			4
DVDS			26			108			134
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS						1			1
<b>TOTAL</b>	<b>521</b>	<b>34</b>	<b>26</b>	<b>473</b>	<b>97</b>	<b>119</b>	<b>1</b>	<b>0</b>	<b>1271</b>

Public Computer Use	369
Microfilm	2
Curbside Delivery	0
People Counter: Front Entr	0
People Counter: Rear Entr	2087
Total Patron Count	2087
RQ: Computer Assistance w/Patrons	5
RQ: Assistance in Lab	61
Reference Questions: Adult	191
Reference Questions: Children's	97
Reference Questions: Email	24
Total Reference Questions	378

<i>Added Materials</i>	
MAGAZINES	10
NEWSPAPERS	24
MICROFILM	0
CHILDREN'S ROOM BOOKS	0
ADULT BOOKS	4
DVD'S	0
AUDIO BOOKS	1
BOARD GAMES	0
<b>TOTAL</b>	<b>39</b>

DUNKIRK Dec-2024 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	228	20		471	80		2		801
NEW-BOOK	28	1		55	15				99
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK						3			3
CDS									0
MAGAZINE						1			1
DVDS			18			90			108
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
<b>TOTAL</b>	<b>256</b>	<b>21</b>	<b>18</b>	<b>526</b>	<b>95</b>	<b>94</b>	<b>2</b>	<b>0</b>	<b>1012</b>

Public Computer Use	294
Microfilm	2
Curbside Delivery	0
People Counter: Front Entr	492
People Counter: Rear Entr	1925
Total Patron Count	2417
RQ: Computer Assistance w/Patrons	8
RQ: Assistance in Lab	41
Reference Questions: Adult	159
Reference Questions: Children's	6
Reference Questions: Email	21
Total Reference Questions	235

<i>Added Materials</i>			
MAGAZINES			8
NEWSPAPERS			25
MICROFILM			0
CHILDREN'S ROOM BOOKS			0
ADULT BOOKS			1
DVD'S			0
AUDIO BOOKS			0
BOARD GAMES			0
TOTAL			34

Dunkirk Public Library  
Long Term Plan  
2022 - 2025

### Mission

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

### Vision

The Dunkirk Public Library will be a recognized source of knowledge and information, a location in which to gather and discuss a diverse array of topics, and a steadfast encourager of lifelong reading and learning. The library will offer a full spectrum of services, materials, and programming designed to support the changing needs of our community. These expectations will be delivered by a knowledgeable, well-trained staff who operate in facilities that are accessible, functional, and welcoming.

### Values

- Provide patrons with ready, equal, and equitable access to library materials, resources, and opportunities.
- Function as a warm and welcoming place in which community members may gather.
- Engage in the life of our local community and continue to evolve in order to meet its changing needs.
- Establish policies and practices that maintain the responsible stewardship of the Library's financial and material assets.

Dunkirk Public Library  
Long Term Plan  
2022 - 2025

## Goal 1: Community Outreach, Programs, & Partnership

### Objective 1a:

- We will continue to develop and implement new programs for a range of ages and interests so as to maintain the library as a hub for culture, social interaction, and education in the community.

**Action:** The Library will host engaging and well-attended programs that meet a wide variety of patron needs and desires.

**Timeframe:** Monthly

**Action:** Solicit patron input and feedback for program wants/needs.

**Timeframe:** Monthly

**Action:** Seek grant opportunities and other funding sources to support programming and partnerships.

**Example(s):**

- CCLS Outreach grants

**Timeframe:** Ongoing

**Focus Area:** Adult Programs

- Offer programming that addresses the needs of adults in the community, such as author events, art programs, lectures, etc.
- Develop further adult programming especially in the area of computer and internet usage.

**Example(s):**

- Continue the monthly Adult Book Club.
- Seasonal take-home crafts.
- Tech outreach at the Senior Center.

**Timeframe:** Ongoing

**Focus Area:** Teen Programs

- Continue to seek out, develop, fund, and implement activities designed to foster positive interactions with teen/YA patrons and the library.

**Example(s):**

- Computer gaming competitions.
- Discord server events (Camp Half-Blood, D&D bonus sessions, Free Book Friday).

Dunkirk Public Library  
Long Term Plan  
2022 - 2025

- Board game nights (partner with Critical Gaming, Boys & Girls Club).
- Crafts and maker projects.
- D&D sessions.
- Teen Book Club.
- Summer Reading events.

**Timeframe:** Ongoing

**Focus Area:** Children's Programs

- Offer programs and materials that pique curiosity, encourage exploration and engage all learners.

**Example(s):**

- Crafts and "Take and Makes."
- Reading challenges.
- Book giveaways and contests.
- Story time.
- Special guests and presenters.
- Summer Reading events.

**Timeframe:** Ongoing

**Objective 1b:**

- The library will inform the community of our services, programs, and events, both ongoing and newly established.

**Action:** Maintain a current and informative digital presence via the library website and social platforms.

**Action:** Utilize local news outlets to share information.

**Action:** Provide in-house information and documentation available that details our services.

**Timeframe:** Ongoing

**Objective 1c:**

- Partner with school, civic, and social service organizations to create and promote events and programs both at the Library and within the community whenever such joint endeavors are both feasible and beneficial to residents of our service area.

**Action:** Work with local grade school and high school contacts to coordinate programs for these age groups.

Dunkirk Public Library  
Long Term Plan  
2022 - 2025

**Example(s):**

- Coordinate activities and share information with the high school librarian.

**Timeframe:** September - June, plus Summer Reading events

**Action:** Actively work with community members and local organizations.

**Example(s):**

- Collaborate with 4-H, Boys & Girls Club, Cornell Cooperative Extension, and/or Scouts, etc.
- Continue to host programs in conjunction with the CREATE Project.

**Timeframe:** Ongoing

**Action:** Bring literature and other resources to those who are unable, or less able, to come to the physical building of the library.

**Example(s):**

- Meals on Wheels partnership
- Curbside (parking lot) delivery.

**Timeframe:** Monthly

Dunkirk Public Library  
Long Term Plan  
2022 - 2025

**Goal 2: Collection & Resource Evaluation**

**Objective 2a:**

- We will continue to build and curate a robust collection of resources that meet the educational, leisure, personal, professional, and social needs of our patrons.

**Action:** Acquire materials and make purchasing decisions in accordance with a board approved collection development policy.

**Timeframe:** Ongoing

**Action:** Participate in the CCLS non-fiction collection development initiative.

**Timeframe:** Six purchases annually for two years.

**Action:** Consider both the results of the CCLS collection diversity survey and the needs of our community when making acquisitions.

**Timeframe:** Monthly

**Action:** Periodically review library holdings and weed aged materials.

**Timeframe:** Ongoing

**Action:** Provide patrons with access to current scholarship via digital resources.

**Example(s):**

- NOVELny database collection
- Library subscriptions such as Tech-Talk and Ancestry.

**Timeframe:** Ongoing

Dunkirk Public Library  
Long Term Plan  
2022 - 2025

**Goal 3: Staff Education & Training**

**Objective 3a:**

- Library trustees and staff members will be provided opportunities to grow professionally and increase their knowledge, skills, and expertise throughout the course of each year.

**Action:** Trustees and staff will complete any required trainings in a timely fashion.

**Example(s):**

- NYS Workplace Harassment Training.
- Annual Report “Trustee Education” requirement.

**Timeframe:** Annually

**Action:** Trustees and staff will be informed of relevant educational opportunities as they become available.

**Example(s):**

- CCLS informational sessions.
- Trustee Handbook webinars.

**Timeframe:** Ongoing and/or during staff meetings.

Dunkirk Public Library  
Long Term Plan  
2022 - 2025

**Goal 4: Building & Grounds Maintenance & Development**

**Objective 4a:**

- Present a well-maintained facility that is comfortable, aesthetically pleasing, and accessible to all members of the community.

**Action:** Conduct a building-wide “Engineering Review” to proactively identify features of the facility in need of upgrade or maintenance in order to forestall greater future expense.

**Timeframe:** Complete during 2022 - 2023.

**Action:** Install an ADA compliant accessibility ramp in the Children’s Room so as to facilitate Meeting Room event access.

**Timeframe:** Complete during 2022 - 2023.

**Objective 4b:**

- Our library space will be kept safe, clean, and in working order. Elements of the building that should need repair will be restored quickly and with minimal interruption to our regular operations. Regular and preventative maintenance will be undertaken to larger issues.

**Action:** Regularly clean and maintain library spaces.

**Timeframe:** Daily/Weekly

**Action:** Perform routine checks on our utilities, structures, and spaces such as HVAC, parking lot, etc. and maintain or replace as needed.

**Timeframe:** Ongoing/Annually

**Objective 4c:**

- The library will provide computing equipment and Internet access sufficient to meet patron needs.

**Action:** Continually review and update our hardware, software, Internet, and Wi-Fi services to stay current with the increasing needs of the community and advancements in technology.

**Timeframe:** Ongoing

Dunkirk Public Library  
Long Term Plan  
2022 - 2025

**Goal 5: Financial Security & Responsibility**

**Objective 5a:**

- We are funded by the community and, being so, realize what an important responsibility it is to make sure that funding is put to good use. We aim to direct funding in a way that meets the needs and interests of the community and to do so in a financially efficient way.

**Action:** Discover our community's interests and focus funding in those areas.

**Timeframe:** Ongoing

**Action:** Apply for and obtain grant funding to address both Library and community needs.

**Timeframe:** According to individual grant cycles.

**Action:** Establish a forward-looking budget and secure the necessary funding sufficient to ensure future growth and stability.

**Timeframe:** Annually

**Action:** Expend funds in a manner consistent with the Library mission in order to facilitate both short and long-term goals.

**Timeframe:** Ongoing



14 January 2025

Mr. Jason Hammond, Director  
Dunkirk Public Library  
536 Central Ave  
Dunkirk, NY 14048

Re: Fee Proposal  
2025 Capital Project  
Dunkirk Public Library  
Dunkirk, NY

Dear Jason:

I am pleased to submit the following retainer proposal for your review. The retainer proposal is for planning the proposed 2025 -26 capital project.

As in prior proposals, if the hours I spend on the project is different than anticipated, I will adjust the fee accordingly.

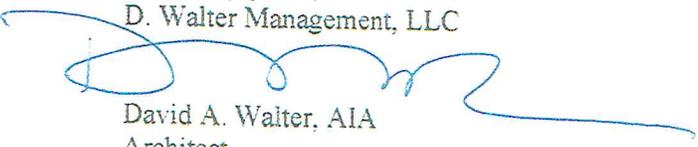
The total retainer fee is \$3,500, based on 35 hours at \$100.00/hour. Once the final scope is determined, I will issue a new proposal.

Thank you for the opportunity to submit this fee proposal. Please give me a call should you have any questions. If this proposal is acceptable to you, please sign and date below and return a copy to my office.

\_\_\_\_\_  
Accepted

\_\_\_\_\_  
Date

Very truly yours,  
D. Walter Management, LLC

  
David A. Walter, AIA  
Architect

jmw  
xc File



# Invoice

**D. Walter Management, LLC**  
1854 Manchester Rd  
Jamestown, New York 14701

**Date:** January 14, 2025  
**Invoice #:** No. 25-001  
**Customer ID:** 18-005

**To:** Mr. Jason Hammond  
Dunkirk Public Library  
536 Central Ave  
Dunkirk, New York 14048

**Re:** Invoice: 2025 Capital Project retainer

Qty	Description	Unit Price	Line Total
1.00	Invoice	\$3,500.00	\$ 3,500.00

Note: Total Fee: \$21,550

**Total \$ 3,500.00**

Make all checks payable to: D. Walter Management, LLC

**Thank you for your business!**

1854 Manchester Rd, Jamestown, New York 14701 (716) 664 1081

**FIVE -YEAR CAPITAL FACILITIES AND MASTER PLAN: RENOVATION SCOPE OF WORK AND BUDGET-UPDATED BY PRIORITY**

<b>DUNKIRK PUBLIC LIBRARY</b>		INDEX	Scope of work revised at meeting dated 15 January, 2025	<b>Note: Items highlighted in "Yellow" have been completed.</b>
536 Central ave		S-1: SITE ITEM		
Dunkirk, New York 14787		UPL-1: UPPER LEVEL ITEM		
DATE: January 16, 2025		LL-1: LOWER LEVEL ITEM		
		EXT-1: EXTERIOR		

Capital Project Item number	Construction Categories	Description	Cost / Unit	Construction Cost	Total W/ Incidentals/Contingency	Priority	Comments
-----------------------------	-------------------------	-------------	-------------	-------------------	----------------------------------	----------	----------

**SCOPE OF WORK**

**2022- 2023 GRANT**

EXT-1	GC	Masonry Restoration Phase 1	Done			1	2022-23 Grant
UPL-12	EC	Retrofit LED light fixtures at Upper Level	Done			1	2022-23 Grant
UPL-14	EC	Install additional power receptacles through out Upper Level	Done			1	2022-23 Grant
UPL-16	HVAC	Install new PTAC A/C units in Lab room and Reading room	Done			1	2022-23 Grant
LL-15	EC	Retrofit lighting throughout Lower Level	Done			1	2022-23 Grant

<b>TOTAL 2022-23 GRANT:</b>				\$ -	\$ -		
-----------------------------	--	--	--	------	------	--	--

**PRIORITY 1**

UPL-2	GC	Repair all plaster walls & Moldings		\$ 14,500	\$ 19,575	1	Fund through budget
UPL-6	GC	Repair floor in Director's office		\$ 1,000	\$ 1,350	1	Fund through budget
UPL-10	GC	Repair mosaic tile floor at entrance lobby		\$ 1,500	\$ 2,025	1	Fund through budget
LL-2	GC	Repair all plaster walls and prepare for new paint at all Lower Level rooms		\$ 16,000	\$ 21,600	1	Fund through budget
LL-16	GC	Install 2 new Man doors w/ hardware		\$ 2,500	\$ 3,375	1	Fund through budget

<b>TOTAL PRIORITY 1:</b>				\$ 41,500	\$ 56,025		
--------------------------	--	--	--	-----------	-----------	--	--

**PRIORITY 2**

UPL-1	GC	Install all new carpeting on upper level		\$ 28,500	\$ 38,475	2	Need funds for this
UPL-7	GC	Install all new 2' x 2' acoustical tile on entire upper level		\$ 52,000	\$ 70,200	2	Need funds for this
UPL-8	GC	Install new window blinds at windows		???	???	2	Interior designer
UPL-11	GC	Install new furniture at front reading room		\$ 25,000	\$ 33,750	2	Need funds for this
LL-4	GC	Install new carpet at all existing carpeted rooms	Done			2	
LL-5	GC	Install new children themed carpet at children's room	Done			2	
LL-6	GC	Install new circulation desk at children's room	Done			2	
LL-10	GC	Upgrade elevator controls for code compliance	Done			2	

<b>TOTAL PRIORITY 2:</b>				\$ 105,500	\$ 142,425		
--------------------------	--	--	--	------------	------------	--	--

Capital Project Item number		Construction Categories	Description	Cost / Unit	Construction Cost	Total W/ Incidentals/Contingency	Priority	Comments
<b>DUNKIRK PUBLIC LIBRARY</b>				<b>INDEX</b>		<b>Note: Items highlighted in "Yellow" have been completed.</b>		
536 Central ave				S-1: SITE ITEM				
Dunkirk, New York 14787				UPL-1: UPPER LEVEL ITEM				
DATE: January 16, 2025				LL-1: LOWER LEVEL ITEM				
				EXT-1: EXTERIOR		Scope of work revised at meeting dated 15 January, 2025		
<b>PRIORITY 3</b>								
S-1	GC		Patch and seal parking lot				3	Fund through budget
S-2	GC		Replace all damaged concrete sidewalks		\$ 18,000	\$ 24,300	3	Long Term issue
EXT-2	GC		Masonry Restoration		\$ 50,000	\$ 67,500	3	Phase 2
EXT-3	GC		Roof and Parapet repairs	Done			3	
UPL-3	GC		Prep and paint all wall surfaces and moldings		\$ 16,000	\$ 21,600	3	Fund through budget
UPL-4	GC		Prep and refinish all wood stack end panels		\$ 4,500	\$ 6,075	3	Fund through budget
UPL-5	GC		Prep and refinish Main Circulation Desk, modify for ADA access, install new top.		\$ 8,000	\$ 10,800	3	Grant?
UPL-9	GC		Install new signage and wayfinding on Upper Level		\$ 15,000	\$ 20,250	3	Grant?
UPL-13	EC		Install all new Pendant LED light fixtures at Reading room and Circ. Desk area	Done			3	
UPL-15	EC		Install 2 new large monitors on outside wall of Computer Lab		\$ 15,000	\$ 20,250	3	Fund through budget
LL-1	GC		Install new 2' x 2' acoustical tile at all areas with lay-in ceilings		\$ 42,500	\$ 57,375	3	Grant?
LL-3	GC		Prep and paint all wall surfaces and moldings	Done			3	Note: Staff room not done
LL-7	GC		Install new window blinds		???	???	3	Interior designer
LL-8	GC		New furniture & equipment at Childrens room		\$ 45,000	\$ 60,750	3	Fund through budget
LL-9	GC		New furniture and equipment at Meeting room		\$ 20,000	\$ 27,000	3	Fund through budget
LL-11	GC, PC, EC,		Renovate Staff toilet room, include ADA issues		\$ 22,000	\$ 29,700	3	Grant?
LL-12	GC, PC, EC,		Renovate public toilet room, include ADA issues		\$ 30,000	\$ 40,500	3	Grant?
LL-13	GC, PC, EC,		Install new kitchenette at breakroom		\$ 12,000	\$ 16,200	3	Grant?
LL-14	GC		Create new toddler area in Children's room	Done			3	
<b>TOTAL PRIORITY 3:</b>					\$ 298,000	\$ 402,300		
<b>GRAND TOTAL ALL PRIORITIES:</b>					\$ 445,000	\$ 600,750		

## Patron Conduct Policy

### **PURPOSE:**

The Dunkirk Public Library and its facilities are to be used for library purposes only. Conduct that interferes with that use or is inconsistent with that use is not permitted. This policy has been adopted for the comfort and protection of all who use library materials and services. Library staffs will courteously, but firmly, enforce this policy.

### **POLICY:**

Conduct will not be permitted if it is disruptive, disturbing, or potentially harmful to others, if it otherwise interferes with the enjoyment and use of the Library by other customers, or if it is inconsistent with the Library's mission. This includes, but is not limited to: disorderly conduct, noise, or activity that interferes with the rights of others, whether intentional or inadvertent; physical abuse or threatening behavior or language; disobeying the directions of library staff members; or, the misuse of library materials, equipment or furnishings. Expulsion from the library and/or loss of library privileges, on a temporary or permanent basis, may result from violations of this policy.

- Patron identification, such as name, address and phone number may be requested.
- Large bags, backpacks, suitcases or other containers are not permitted in the library unless the patron voluntarily agrees that these items may be searched.
- Each patron is responsible for any fines, fees or other charges due in accordance with the library's standard schedules. Failure to pay these fines may result in the suspension of library privileges.
- The Library assumes no responsibility for lost or stolen property. After 30 days all items are donated to charity.

### **Examples of Unacceptable Activities**

The following are examples of behaviors which are not permitted because they interfere with the enjoyment and use of the Library by other customers, present a health or safety hazard, or are inconsistent with the Library's mission. This list is not exhaustive, but is provided to illustrate the types of behaviors prohibited under this policy.

- Engaging in loud, aggressive, or threatening conduct; fighting or challenging another to a fight; using profane language or obscene behavior or engaging in harassing behavior of any kind.
- Engaging in loud conversations, screaming, yelling, or making any other noise that disturbs other library users.
- Sleeping or lying down.
- Bringing food or drink into computer areas.
- Use of tobacco products including e-cigarettes and the use or influence of alcohol or illegal drugs is prohibited.
- Defacing, misusing or stealing library materials, equipment or computer resources.
- Tampering with, altering, editing, or damaging computer hardware and/or software.
- Entering or using the library in bare feet, or without a shirt.
- Having bodily hygiene that is so offensive as to constitute a disturbance to other customers using the library.

21. **USE OF THE TELEPHONE**

Personal telephone calls by staff are restricted to those that are necessary since the telephone lines are to be kept clear for business. Employees are to make personal calls as brief as possible.

22. **CHANGE OF NAME AND ADDRESS**

Any change in a staff member's name, address, or telephone number must be reported immediately in writing to the Library Director.

23. **NO SMOKING**

The Dunkirk Public Library is a smoke-free building. No employee shall smoke within the confines of the building or its access entrance ways.

24. **CONTROLLED SUBSTANCE POLICY**

a) The Dunkirk Public Library has a strong commitment to providing a safe, healthy work environment for all employees, reducing the potential for accidents and injuries, and maintaining a high standard of job performance, attendance and quality at its facility.

The purpose of this policy is to state the Library's philosophy with respect to the use/abuse of alcohol and controlled substances and to define an approach to dealing with this significant issue at the workplace.

b) ***Policy Statement:***

The Dunkirk Public Library does not condone substance abuse. It is the individual employee's responsibility to maintain a satisfactory performance level and to acknowledge any substance-abuse related problem and seek assistance. It is also recognized that substance abuse is a treatable problem. The Library will assist any employee by helping him/her understand the problem and correct it before it impairs performance and jeopardizes employment. The Library will assist in making referrals for all employees and family members to assist employees with substance abuse problems, as well as other personal problems, which could affect work performance.

c) ***Definitions:***

Alcohol or alcoholic beverage - any beverage, or food, that may be legally sold and consumed and has an alcoholic content as defined by the New York State Liquor Authority.

Drug - any substance (other than alcohol) capable of altering the mood, perception, pain level, or judgment of the individual consuming it.

Prescribed Drug - any substance prescribed for the individual by a licensed medical practitioner.

Illegal Drug - any drug or controlled substance, the sale or consumption of which is illegal, as defined by the New York State Penal Law, New York State Public Health Law, or Federal Law.

**d) Alcoholic Beverage:**

No alcoholic beverage will be sold, passed, or consumed on library premises.

Being under the influence of alcoholic beverages on the Library premises during working time will be cause for disciplinary action up to and including discharge. This would also pertain to any time an employee is operating a vehicle or equipment owned or leased by the Library, whether or not the employee is entitled to compensation from the Library.

**e) Prescription Drugs:**

No prescription drugs shall be brought onto or consumed on Library premises by an employee other than the employee for whom the drugs are prescribed by a licensed medical practitioner, and shall be used only in the manner, combination and quantity prescribed.

Any employee who is found to be improperly in possession of prescription drugs on Library property will be subject to disciplinary action up to and may include discharge.

**f) Illegal Drugs:**

The use of illegal drugs or controlled substances, possession of the same, the sale, trade or delivery of illegal drugs or controlled substances by an employee to another person or vice-versa on Library property shall be cause for termination.

**g) Blood and Urine Testing:**

The Library reserves the right to request any employee to submit to blood and/or urine tests for determining the use of drugs and/or alcohol if it is believed there is just cause.

After an employee has been tested and confirmed positive, he/she may be required to submit to further blood and/or urine testing.