

Dunkirk Public Library Board Meeting Agenda

September 24th, 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

- July 23rd, 2024

Financial Report - Treasurer

Approval of Bill Payments & Budget Transfers

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

Director's Report

Unfinished Business

1. Outdoor Sign - Zoning Board approval unanimously granted with the provision that we submit the project to the Planning Board. Planning Board approval was granted, but with opposition from two committee members. NYS Construction Application has been submitted to CCLS.
2. Resolution to amend Bylaws - Vote to approve updated Bylaws that were reviewed last session.
3. CCLS Program Options - These initiatives seem to have died; no fishing poles were delivered and the Health Department stopped communicating with CCLS.
4. Trustee Oaths & Conflict of Interest Forms - Oaths have been filed; not all Conflict forms have been turned in.

New Business

1. Committee Reports:
 - Building Construction & Maintenance
 - Employee Engagement
2. 2024-2025 Construction Grant - Official reading of the application Assurances Form (already signed by President and submitted to CCLS).
3. Concrete Work - Accept offer from Braidich Landscaping and determine preferred location for benches.
4. Discussion - Possible Trustee candidates to fill the newly created seats on the Board.
5. Discussion - Ideas for 120th Anniversary - Open House in November before holiday? Guests? Winery? (Would need a policy manual change.) Other ideas?

Dunkirk Public Library Board Meeting Agenda
September 24th, 2024

6. Library Policy Periodic Review/Update:
- Review Loan Policy Adjustment suggestion from Roberta.

7. Thanks and Acknowledgments:
- None for today.

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

9. Call for Executive Session if needed. —YES—

10. Monthly Tasks:

August

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

September

- Fire Extinguisher Inspection; completed on 9/10/24
- Annual Boiler Service; to be scheduled
- Building Insurance Renewal; completed on 8/15/24

October

- CCLS Annual Meeting; to be attended by Michele Q & Sara M
- Request Tax Levy from School

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, NY 14048

Minutes

July 23, 2024

Attendees Present

Susan Nickle, Mary Beth Muldowney, Jason Hammond, Sara Marsowicz, Terri Sutherland and Michele Quatroche

Attendees Absent

Matthew Woelfle

President Mary Beth Muldowney presided. Called to order at 4:13 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 May 28, 2024 meeting was approved (T. Sutherland; S. Marsowicz)

Children's Room Report/Computer Lab Report

Computer Lab report submitted and reviewed by Michele Quatroche

Director's Report

Submitted and reviewed by Jason Hammond.

Unfinished Business

1. Resolution to amend by-laws - awaiting the lawyer's revisions.
2. Outdoor Sign - Q&A with Rusty Knight to address any Board concerns with the purchase of the digital sign. He will also attend the City Zoning Board meeting with Jason to answer their questions as well.
3. CCLS Program Options - Awaiting the delivery of the fishing poles and Health Dept. stopped responding in regards to the placement of the Narcan box/test strips with the Boards questions. Tabled until questions answered.

New Business

1. Trustee Oaths & Conflict of Interest Forms - were completed and turned in to Director to be filed.
2. DPL Annual Meeting - Election of Trustee officers for the 2024-2025 Board was held and are as follows: Matthew Woelfle - President; Terri Sutherland - Vice President; Sara Marsowicz - V.P. of Finance; Susan Nickle - Secretary; Mary Beth Muldowney - Trustee. Beverly Sutton was reappointed as treasurer. (S. Marsowicz; M. Muldowney accepted and members present unanimously approved)
3. Thanks and Acknowledgements - to Heart of the Game for donation to the Teen Program and also a \$500.00 anonymous donation was received for "immediate needs or projects".
4. Finance/Income - motion and approval for recurring expense payments to remain "as is" (S. Nickle; T. Sutherland)
5. Committees - Established two (2) committees to meet as needed for Construction and Building Maintenance with S. Marsowicz, M. Muldowney and Jason as members. Also for Employee Concerns & Recognition with T. Sutherland, S. Nickle & Jason as members.
6. Monthly Tasks - June: Prep and mailed absentee ballots and election held on June 18, 2024; July: New trustee's completed Oath of Office to file in Mayville. All trustees to update Conflict of Interest forms. Audit information was sent to JMA as the process has begun. Lastly, emailed the school business office to confirm the tax levy.
August: Annual fiscal report is due and to be filed by the auditor.

Next meeting is scheduled for September 24, 2024.

S. Marsowicz & S. Nickle motioned for the meeting to be adjourned at 5:13 p.m.

Respectfully submitted by,
Susan Nickle, Secretary

Dunkirk Public Library Revenue Report

July 2024

	Receipts this month	Receipts Year-To-Date	Total Budget Internal		
Revenue Report	June	July 2024 - June 2025	2024 - 2025	Difference	% Received
401 - Fines	37.15	37.15	300.00	-262.85	12.38%
402 - Copier Income	121.40	121.40	2,200.00	-2,078.60	5.52%
403 - Fax Sales	62.00	62.00	600.00	-538.00	10.33%
404 - Used Book Sales	62.24	62.24	1,000.00	-937.76	6.22%
405- Lost & Damaged	0.00	0.00	350.00	-350.00	0.00%
407.3 Interest Income	807.89	807.89	6,400.00	-5,592.11	12.62%
410 - Gifts and Donations	385.00	385.00	5,000.00	-4,615.00	7.70%
411 - Donation - specific allocations	0.00	0.00	1,000.00	-1,000.00	0.00%
419 - School District Funds	0.00	0.00	460,000.00	-460,000.00	0.00%
436 - Misc Income	0.00	0.00	0.00	0.00	#DIV/0!
440 - CCLS Cash Grant	250.00	250.00	250.00	0.00	100.00%
441 - LLSA - NYS	3,952.80	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	0.00	2,200.00	-2,200.00	0.00%
478 CCLS Book Plan	1,148.25	1,148.25	5,100.00	-3,951.75	22.51%
492 - CD interest Income	0.00	0.00	2,500.00	-2,500.00	0.00%
Total Revenue	6,826.73	6,826.73	491,200.00	484,373.27	1.39%

Dunkirk Public Library Revenue Report

August 2024

	Receipts this month	Receipts Year-To-Date	Total Budget Internal		
Revenue Report	August	July 2024 - June 2025	2024 - 2025	Difference	% Received
401 - Fines	9.00	46.15	300.00	-253.85	15.38%
402 - Copier Income	105.25	226.65	2,200.00	-1,973.35	10.30%
403 - Fax Sales	36.50	98.50	600.00	-501.50	16.42%
404 - Used Book Sales	-19.75	42.49	1,000.00	-957.51	4.25%
405- Lost & Damaged	0.00	0.00	350.00	-350.00	0.00%
407.3 Interest Income	654.52	1,462.41	6,400.00	-4,937.59	22.85%
410 - Gifts and Donations	264.00	649.00	5,000.00	-4,351.00	12.98%
411 - Donation - specific allocations	0.00	0.00	1,000.00	-1,000.00	0.00%
419 - School District Funds	0.00	0.00	460,000.00	-460,000.00	0.00%
436 - Misc Income	0.00	0.00	0.00	0.00	#DIV/0!
440 - CCLS Cash Grant	0.00	250.00	250.00	0.00	100.00%
441 - LLSA - NYS	0.00	3,952.80	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	270.42	270.42	2,200.00	-1,929.58	12.29%
478 CCLS Book Plan	0.00	1,148.25	5,100.00	-3,951.75	22.51%
492 - CD interest Income	0.00	0.00	2,500.00	-2,500.00	0.00%
Total Revenue	1,319.94	8,146.67	491,200.00	483,053.33	1.66%

Dunkirk Public Library
Expense Report
May 2024

EXPENSE REPORT	Disbursed This Month July	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	9,446.74	9,446.74	0.00	9,446.74	#DIV/0!
451 · Block Grant Expenses	247.63	247.63	2,200.00	-1,952.37	11.26%
501 · BOOKS	1,341.62	1,341.62	12,500.00	-11,158.38	10.73%
502 · PERIODICALS	0.00	0.00	700.00	-700.00	0.00%
503 · CCLS BOOK PLAN	0.00	0.00	5,100.00	-5,100.00	0.00%
504 · Gifts and Donations Expenses	230.75	230.75	5,000.00	-4,769.25	4.62%
507 · AUDIO BOOKS	0.00	0.00	300.00	-300.00	0.00%
509 · DVD'S	169.46	169.46	1,500.00	-1,330.54	11.30%
550 · SALARIES & WAGES	19,695.94	19,695.94	265,734.00	-246,038.06	7.41%
551 · FICA & MEDICARE	1,468.25	1,468.25	19,800.00	-18,331.75	7.42%
552 · INSURANCE - WORKER'S COMP	-98.00	-98.00	3,800.00	-3,898.00	-2.58%
553 · HEALTH INSURANCE	1,728.84	1,728.84	16,500.00	-14,771.16	10.48%
554 · NYS Retirement	0.00	0.00	26,000.00	-26,000.00	0.00%
555 · DISABILITY INSURANCE	414.68	414.68	2,000.00	-1,585.32	20.73%
556 · UNEMPLOYMENT TAX	201.54	201.54	2,700.00	-2,498.46	7.46%
558 · N.Y.S. Sales Tax Payment	0.00	0.00	100.00	-100.00	0.00%
560 · ELECTRICITY	580.47	580.47	11,500.00	-10,919.53	5.05%
561 · NATURAL GAS	0.00	0.00	12,700.00	-12,700.00	0.00%
562 · WATER	0.00	0.00	200.00	-200.00	0.00%
563 · SEWER	0.00	0.00	200.00	-200.00	0.00%
564 · TIPPING FEE	0.00	0.00	200.00	-200.00	0.00%
565 · TELEPHONE	17.53	17.53	1,000.00	-982.47	1.75%
570 · LIBRARY SUPPLIES	96.72	96.72	3,500.00	-3,403.28	2.76%
571 · POSTAGE	0.00	0.00	600.00	-600.00	0.00%
580 · ADVERTISING	0.00	0.00	650.00	-650.00	0.00%
581 · COMPUTER MAINTENANCE	0.00	0.00	2,000.00	-2,000.00	0.00%
582 · INTERNET EXPENSES	0.00	0.00	1,200.00	-1,200.00	0.00%
583 · COMPUTER EQUIPMENT	149.99	149.99	1,500.00	-1,350.01	10.00%
584 · BUILDING SUPPLIES	0.00	0.00	2,100.00	-2,100.00	0.00%
585 · BUILDING REPAIRS & Maintenance	0.00	0.00	35,000.00	-35,000.00	0.00%
586 · GROUNDS KEEPING	20.00	20.00	3,000.00	-2,980.00	0.67%
587 · ELEVATOR MAINTENANCE	0.00	0.00	3,300.00	-3,300.00	0.00%
588 · WORKSHOPS & TRAVEL	35.93	35.93	500.00	-464.07	7.19%
589 - Operations & Maintenance Bldg	501.90	501.90	2,900.00		
590 · PROFESSIONAL FEES	0.00	0.00	15,000.00	-15,000.00	0.00%
591 · PAYROLL PROCESSING	93.10	93.10	1,500.00	-1,406.90	6.21%
592 · INSURANCE	0.00	0.00	800.00	-800.00	0.00%
593 - Building Insurance	0.00	0.00	7,200.00	-7,200.00	0.00%
594 - Memberships	0.00	0.00	500.00	-500.00	0.00%
595 - Vote Expenses	0.00	0.00	500.00	-500.00	0.00%
596 - Copier and Printer Supplies	49.81	49.81	1,500.00	-1,450.19	3.32%
610 - Children Program Supplies	347.65	347.65	2,500.00	-2,152.35	13.91%
611 - Children Special Guests	250.00	250.00	1,150.00	-900.00	21.74%
612 - Adult Program Supplies	0.00	0.00	500.00	-500.00	0.00%
613 - Adult Special Guests	0.00	0.00	500.00	-500.00	0.00%
614 - Teen Programming	20.89	20.89	1,200.00	-1,179.11	1.74%
615 - Building Equipment	19.72	19.72	1,500.00	-1,480.28	1.31%
616 - Outreach	0.00	0.00	1,000.00	-1,000.00	0.00%
617 - Software and Licensing	0.00	0.00	500.00	-500.00	0.00%
620 - Legal Fees	0.00	0.00	2,500.00	-2,500.00	0.00%
630 - Computer Programs	0.00	0.00	500.00	-500.00	0.00%
688 · Misc Expenses	0.00	0.00	1,800.00	-1,800.00	0.00%
Total Expense	37,031.16	37,031.16	516,634.00	479,602.84	7.17%

Dunkirk Public Library
Expense Report
May 2024

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Difference	% Spent
	This Month	Year-To-Date	Internal		
	August	July 24 - June 25	2024-2025		
160 · FURNITURE / Fixed Assets	0.00	0.00	30,000.00	-30,000.00	0.00%
450 · Construction Grant	117,430.00	126,876.74	0.00	126,876.74	#DIV/0!
451 · Block Grant Expenses	275.12	522.75	2,200.00	-1,677.25	23.76%
501 · BOOKS	1,631.90	2,973.52	12,500.00	-9,526.48	23.79%
502 · PERIODICALS	208.50	208.50	700.00	-491.50	29.79%
503 · CCLS BOOK PLAN	425.00	425.00	5,100.00	-4,675.00	8.33%
504 · Gifts and Donations Expenses	167.83	398.58	5,000.00	-4,601.42	7.97%
507 · AUDIO BOOKS	0.00	0.00	300.00	-300.00	0.00%
509 · DVD'S	157.67	327.13	1,500.00	-1,172.87	21.81%
550 · SALARIES & WAGES	19,654.58	39,350.52	265,734.00	-226,383.48	14.81%
551 · FICA & MEDICARE	1,465.12	2,933.37	19,800.00	-16,866.63	14.82%
552 · INSURANCE - WORKER'S COMP	0.00	-98.00	3,800.00	-3,898.00	-2.58%
553 · HEALTH INSURANCE	1,728.84	3,457.68	16,500.00	-13,042.32	20.96%
554 · NYS Retirement	0.00	0.00	26,000.00	-26,000.00	0.00%
555 · DISABILITY INSURANCE	0.00	414.68	2,000.00	-1,585.32	20.73%
556 · UNEMPLOYMENT TAX	166.97	368.51	2,700.00	-2,331.49	13.65%
558 · N.Y.S. Sales Tax Payment	0.00	0.00	100.00	-100.00	0.00%
560 · ELECTRICITY	571.29	1,151.05	11,500.00	-10,348.95	10.01%
561 · NATURAL GAS	0.00	0.00	12,700.00	-12,700.00	0.00%
562 · WATER	0.00	0.00	200.00	-200.00	0.00%
563 · SEWER	0.00	0.00	200.00	-200.00	0.00%
564 · TIPPING FEE	0.00	0.00	200.00	-200.00	0.00%
565 · TELEPHONE	75.58	93.11	1,000.00	-906.89	9.31%
570 · LIBRARY SUPPLIES	358.47	455.19	3,500.00	-3,044.81	13.01%
571 · POSTAGE	0.00	0.00	600.00	-600.00	0.00%
580 · ADVERTISING	0.00	0.00	650.00	-650.00	0.00%
581 · COMPUTER MAINTENANCE	0.00	0.00	2,000.00	-2,000.00	0.00%
582 · INTERNET EXPENSES	0.00	0.00	1,200.00	-1,200.00	0.00%
583 · COMPUTER EQUIPMENT	23.67	173.66	1,500.00	-1,326.34	11.58%
584 · BUILDING SUPPLIES	123.17	123.17	2,100.00	-1,976.83	5.87%
585 · BUILDING REPAIRS & Maintenance	125.00	125.00	35,000.00	-34,875.00	0.36%
586 · GROUNDS KEEPING	0.00	20.00	3,000.00	-2,980.00	0.67%
587 · ELEVATOR MAINTENANCE	0.00	0.00	3,300.00	-3,300.00	0.00%
588 · WORKSHOPS & TRAVEL	0.00	35.93	500.00	-464.07	7.19%
589 - Operations & Maintenance Bldg	0.00	501.90	2,900.00		
590 · PROFESSIONAL FEES	0.00	0.00	15,000.00	-15,000.00	0.00%
591 · PAYROLL PROCESSING	93.10	186.20	1,500.00	-1,313.80	12.41%
592 · INSURANCE	0.00	0.00	800.00	-800.00	0.00%
593 - Building Insurance	7,637.91	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	9.36	9.36	500.00	-490.64	1.87%
596 - Copier and Printer Supplies	35.52	85.33	1,500.00	-1,414.67	5.69%
610 - Children Program Supplies	338.34	685.99	2,500.00	-1,814.01	27.44%
611 - Children Special Guests	125.00	375.00	1,150.00	-775.00	32.61%
612 - Adult Program Supplies	28.50	28.50	500.00	-471.50	5.70%
613 - Adult Special Guests	0.00	0.00	500.00	-500.00	0.00%
614 - Teen Programming	728.24	749.13	1,200.00	-450.87	62.43%
615 - Building Equipment	2,534.96	2,554.68	1,500.00	1,054.68	170.31%
616 - Outreach	350.68	350.68	1,000.00	-649.32	35.07%
617 - Software and Licensing	148.00	148.00	500.00	-352.00	29.60%
620 - Legal Fees	0.00	0.00	2,500.00	-2,500.00	0.00%
630 - Computer Programs	0.00	0.00	500.00	-500.00	0.00%
688 · Misc Expenses	63.56	63.56	1,800.00	-1,736.44	3.53%
Total Expense	156,681.88	193,712.33	516,634.00	322,921.67	37.50%

Dunkirk Public Library

Balance Sheet

As of July 31, 2024

Jul 31, 24

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 60.18

101 - 101 - Operating Fund 204,094.08

103 - 0216 452,958.08

Total Checking/Savings 657,112.34

Other Current Assets

106 - 0012011842 3,625.22

114 - 114 - Endowment NCCF 21,646.36

116 - 0012023907 27,961.01

128 - 0012026411 10,000.00

Total Other Current Assets 63,232.59

Total Current Assets 720,344.93

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 1,188,603.33

Dunkirk Public Library

Balance Sheet

As of July 31, 2024

Jul 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 543,877.37

Net Income -30,204.43

Total Equity 1,403,895.99

TOTAL LIABILITIES & EQUITY 1,188,603.33

Dunkirk Public Library

Balance Sheet

As of August 31, 2024

Aug 31, 24

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 60.18

101 - 101 - Operating Fund 146,699.08

103 - 0216 353,612.60

Total Checking/Savings 500,371.86

Other Current Assets

106 - 0012011842 3,625.22

114 - 114 - Endowment NCCF 21,646.36

116 - 0012023907 27,961.01

128 - 0012026411 10,000.00

Total Other Current Assets 63,232.59

Total Current Assets 563,604.45

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 1,031,862.85

Dunkirk Public Library

Balance Sheet

As of August 31, 2024

Aug 31, 24

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · 200 · Accounts Payable -3,364.42

Total Accounts Payable -3,364.42

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 -216,671.91

Total Liabilities -216,671.91

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 543,877.37

Net Income -185,565.66

Total Equity 1,248,534.76

TOTAL LIABILITIES & EQUITY 1,031,862.85

Dunkirk Public Library Check Detail July 2024

Num	Date	Name	Account	Paid Amount
11810	07/18/2024	Ahlstrom Schaefer	101 · 101 · Operating Fund	
27961	07/18/2024		450 · Construction Grants	-9,271.74
				-9,271.74
	07/15/2024	Bahgat & Laurito-Bahgat, CPAs, PC	101 · 101 · Operating Fund	
			591 · Payroll Processing	-46.55
				-46.55
	07/31/2024	Bahgat & Laurito-Bahgat, CPAs, PC	101 · 101 · Operating Fund	
			591 · Payroll Processing	-46.55
				-46.55
11808	07/11/2024	Baker & Taylor	101 · 101 · Operating Fund	
2038385756	07/11/2024		501 · Books	-30.54
2038385757	07/11/2024		501 · Books	-21.72
			504 · Gifts and Donations Expenses	-17.57
				-69.83
11811	07/18/2024	Baker & Taylor	101 · 101 · Operating Fund	
2038408060	07/18/2024		501 · Books	-578.31
			504 · Gifts and Donations Expenses	-28.96
2038408061	07/18/2024		501 · Books	-228.89
			504 · Gifts and Donations Expenses	-17.56
				-853.72
11812	07/25/2024	Baker & Taylor	101 · 101 · Operating Fund	
2038402710	07/25/2024		501 · Books	-38.11
2038425525	07/25/2024		501 · Books	-21.30
2038425526	07/25/2024		501 · Books	-133.20
			504 · Gifts and Donations Expenses	-14.82
2038425527	07/25/2024		501 · Books	-67.21
				-274.64
11803	07/03/2024	City of Dunkirk	101 · 101 · Operating Fund	
Zoning 2024 varia	07/03/2024		450 · Construction Grants	-150.00
				-150.00

Dunkirk Public Library Check Detail July 2024

11813	07/25/2024	City of Dunkirk Planning Board	101 · 101 · Operating Fund	
Exterior sign	07/25/2024		450 · Construction Grants	-25.00
				<u>-25.00</u>
	07/25/2024	Delta Dental of NY Inc	101 · 101 · Operating Fund	
			553 · Health Insurance	-79.62
				<u>-79.62</u>
	07/03/2024	DFT	101 · 101 · Operating Fund	
			565 · Telephone	-17.53
				<u>-17.53</u>
	07/03/2024	First National Bank Omaha	101 · 101 · Operating Fund	
			504 · Gifts and Donations Expenses	-151.84
			610 · Children's Program Supplies	-237.66
			583 · Office and Computer Equipment	-149.99
			610 · Children's Program Supplies	-109.99
				<u>-649.48</u>
	07/03/2024	First National Bank Omaha	101 · 101 · Operating Fund	
			570 · Library Supplies	-76.78
			614 · Teen Programming	-20.89
			589 · Operations & Maintenance Bldg	-16.99
			501 · Books	-59.34
			615 · Building Equipment	-19.72
			586 · Grounds Keeping	-20.00
			451 · Block Grant Expenses	-50.00
			570 · Library Supplies	-19.94
			589 · Operations & Maintenance Bldg	-8.91
			451 · Block Grant Expenses	-197.63
				<u>-490.20</u>
	07/03/2024	First National Bank Omaha	101 · 101 · Operating Fund	
			509 · DVD's	-169.46
				<u>-169.46</u>
11805	07/03/2024	FSC Systems LLC	101 · 101 · Operating Fund	
20778	07/03/2024		589 · Operations & Maintenance Bldg	-476.00
				<u>-476.00</u>

Dunkirk Public Library
Check Detail
July 2024

-476.00

11814	07/25/2024	Grey House Publishing	101 · 101 · Operating Fund	
98/5560	07/25/2024		501 · Books	-163.00
				<u>-163.00</u>
	07/19/2024	Highmark BCBCWNY	101 · 101 · Operating Fund	
			553 · Health Insurance	-743.81
				<u>-743.81</u>
	07/25/2024	Independent Health	101 · 101 · Operating Fund	
			553 · Health Insurance	-1,374.78
				<u>-1,374.78</u>
	07/30/2024	IRS	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-1,348.82
			551 · FICA & Medicare	-731.79
				<u>-2,080.61</u>
	07/31/2024	IRS	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-1,352.33
			551 · FICA & Medicare	-736.46
				<u>-2,088.79</u>
11809	07/11/2024	Jason Hammond	101 · 101 · Operating Fund	
Teen Reading	07/11/2024		588 · Workshops & Travel	-35.93
				<u>-35.93</u>
11806	07/03/2024	Michael Morton	101 · 101 · Operating Fund	
2024 Petting Zoo	07/03/2024		611 · Children's Special Guests	-250.00
				<u>-250.00</u>
	07/25/2024	National Grid	101 · 101 · Operating Fund	
			560 · Electricity	-580.47
				<u>-580.47</u>
11807	07/03/2024	NYS Department of Labor	101 · 101 · Operating Fund	

Dunkirk Public Library Check Detail

July 2024

93-801186	06/28/2024		556 · Unemployment Tax	-159.09
				-159.09
	07/30/2024	NYS Employer Unemployment Tax	101 · 101 · Operating Fund	
			2001 · Unemployment Payable	-100.14
				-100.14
	07/31/2024	NYS Employer Unemployment Tax	101 · 101 · Operating Fund	
			2001 · Unemployment Payable	-101.40
				-101.40
	07/31/2024	NYS Retirement	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-164.34
				-164.34
	07/30/2024	NYS Tax	101 · 101 · Operating Fund	
			2000 · NYS Taxes Payable	-307.83
				-307.83
	07/31/2024	NYS Tax	101 · 101 · Operating Fund	
			2000 · NYS Taxes Payable	-304.86
				-304.86
	07/30/2024	NYSDCP Receipts	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-200.00
				-200.00
10174	07/31/2024	NYSDCP Receipts	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-200.00
				-200.00
	07/15/2024	payroll	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-7,631.59
				-7,631.59
	07/31/2024	payroll	101 · 101 · Operating Fund	

Dunkirk Public Library Check Detail

July 2024

			550 · Salaries & Wages	-7,682.81
				<hr/>
				-7,682.81
	07/25/2024	Shelter Point Life	101 · 101 · Operating Fund	
			555 · Disability Insurance	-414.68
				<hr/>
				-414.68
11815	07/25/2024	Usherwood Office Technology	101 · 101 · Operating Fund	
			596 · Copier & Printer Supplies	-49.81
				<hr/>
				-49.81
	07/25/2024	VSP PAYMENT	101 · 101 · Operating Fund	
			553 · Health Insurance	-33.99
				<hr/>
				-33.99

Dunkirk Public Library Check Detail

August 2024

Type	Date	Name	Account	Paid Amount
Check	08/01/2024	First National Bank Omaha	101 · 101 · Operating Fund	
			501 · Books	-51.40
				-51.40
Check	08/01/2024	First National Bank Omaha	101 · 101 · Operating Fund	
			501 · Books	-295.96
				-295.96
Check	08/01/2024	First National Bank Omaha	101 · 101 · Operating Fund	
			451 · Block Grant Expenses	-275.12
			501 · Books	-69.75
			617 · Software & licensing	-99.00
			509 · DVD's	-19.99
			583 · Office and Computer Equipment	-23.67
			612 · Adult Program Supplies	-12.72
			595 · Vote Expenses	-9.36
			688 · Misc. Expenses	-98.56
			611 · Children's Special Guests	-125.00
			614 · Teen Programming	-305.65
				-1,038.82
Check	08/09/2024	DFT	101 · 101 · Operating Fund	
			565 · Telephone	-17.53
				-17.53
Check	08/15/2024	payroll	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-7,494.33
				-7,494.33
Check	08/15/2024	Bahgat & Laurito-Bahgat, CPAs, PC	101 · 101 · Operating Fund	
			591 · Payroll Processing	-46.55
				-46.55
Check	08/15/2024	IRS	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-1,321.76
			551 · FICA & Medicare	-718.56
				-2,040.32

Dunkirk Public Library Check Detail August 2024

Check	08/15/2024	NYS Tax	101 - 101 - Operating Fund	
			2000 - NYS Taxes Payable	-298.56
				<u>-298.56</u>
Check	08/15/2024	NYS Unemployment Insurance	101 - 101 - Operating Fund	
			2001 - Unemployment Payable	-83.72
				<u>-83.72</u>
Check	08/15/2024	payroll	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-7,795.12
				<u>-7,795.12</u>
Check	08/22/2024	VSP PAYMENT	101 - 101 - Operating Fund	
			553 - Health Insurance	-33.99
				<u>-33.99</u>
Check	08/22/2024	Delta Dental of NY Inc	101 - 101 - Operating Fund	
			553 - Health Insurance	-79.62
				<u>-79.62</u>
Bill Pmt -Check	08/29/2024	First National Bank Omaha	101 - 101 - Operating Fund	
Bill	08/29/2024		504 - Gifts and Donations Expenses	-8.99
			570 - Library Supplies	-29.16
			509 - DVD's	-137.68
Bill	08/29/2024		610 - Children's Program Supplies	-320.36
			610 - Children's Program Supplies	-17.98
				<u>-514.17</u>
Check	08/29/2024	National Grid	101 - 101 - Operating Fund	
			560 - Electricity	-571.29
				<u>-571.29</u>
Check	08/29/2024	Independent Health	101 - 101 - Operating Fund	
			553 - Health Insurance	-1,374.78
				<u>-1,374.78</u>
Check	08/29/2024	Highmark BCBCWNY	101 - 101 - Operating Fund	

Dunkirk Public Library Check Detail August 2024

			553 · Health Insurance	-743.81
				<u>-743.81</u>
Check	08/29/2024	DFT	101 · 101 · Operating Fund	
			565 · Telephone	-17.53
				<u>-17.53</u>
Check	08/29/2024	First National Bank Omaha	101 · 101 · Operating Fund	
			614 · Teen Programming	-248.54
			614 · Teen Programming	-66.12
			614 · Teen Programming	-38.34
			617 · Software & licensing	-49.00
			501 · Books	-47.96
			614 · Teen Programming	-54.99
			502 · Periodicals	-208.50
			612 · Adult Program Supplies	-15.78
			614 · Teen Programming	-14.60
			615 · Building Equipment	-95.22
				<u>-839.05</u>
Check	08/30/2024	Bahgat & Laurito-Bahgat, CPAs, PC	101 · 101 · Operating Fund	
			591 · Payroll Processing	-46.55
				<u>-46.55</u>
Check	08/30/2024	IRS	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-1,371.54
			551 · FICA & Medicare	-746.56
				<u>-2,118.10</u>
Check	08/30/2024	NYS & Local Retirement System	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-156.37
				<u>-156.37</u>
Check	08/30/2024	NYS Unemployment Insurance	101 · 101 · Operating Fund	
			2001 · Unemployment Payable	-83.25
				<u>-83.25</u>
Check	08/15/2024	NYSDCP Receipts	101 · 101 · Operating Fund	

Dunkirk Public Library Check Detail August 2024

			550 · Salaries & Wages	-200.00
				<u>-200.00</u>
Check	08/30/2024	NYSDCP Receipts	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-200.00
				<u>-200.00</u>
Check	08/30/2024	NYS Tax	101 · 101 · Operating Fund	
			2000 · NYS Taxes Payable	-313.54
				<u>-313.54</u>
Bill Pmt -Check	08/09/2024	Advent Communications, Inc.	101 · 101 · Operating Fund	
Bill	08/09/2024		615 · Building Equipment	-2,439.74
				<u>-2,439.74</u>
Bill Pmt -Check	08/09/2024	Baker & Taylor	101 · 101 · Operating Fund	
Bill	08/09/2024		504 · Gifts and Donations Expenses	-31.29
			501 · Books	-71.78
Bill	08/09/2024		501 · Books	-17.17
				<u>-120.24</u>
Bill Pmt -Check	08/09/2024	CCLS	101 · 101 · Operating Fund	
Bill	08/09/2024		503 · CCLS Book Plan - Overdrive	-425.00
			565 · Telephone	-30.53
			565 · Telephone	-9.99
			501 · Books	-25.17
			570 · Library Supplies	-81.00
				<u>-571.69</u>
Bill Pmt -Check	08/09/2024	Creative Product Source, Inc.	101 · 101 · Operating Fund	
Bill	08/09/2024		616 · Outreach	-350.68
				<u>-350.68</u>
Bill Pmt -Check	08/09/2024	D & S GLASS PRODUCTS	101 · 101 · Operating Fund	
Bill	08/09/2024		450 · Construction Grants	-117,430.00
				<u>-117,430.00</u>
Bill Pmt -Check	08/09/2024	Demco	101 · 101 · Operating Fund	

Dunkirk Public Library Check Detail

August 2024

Bill	08/09/2024		570 · Library Supplies	-65.94
			570 · Library Supplies	-182.37
			584 · Building Supplies	-123.17
				-371.48
Bill Pmt -Check	08/09/2024	Hae Jude Custom Signs	101 · 101 · Operating Fund	
		Hae Jude Custom Signs	200 · 200 · Accounts Payable	-1,379.25
				-1,379.25
Bill Pmt -Check	08/15/2024	Baker & Taylor	101 · 101 · Operating Fund	
Bill	08/15/2024		501 · Books	-22.66
			504 · Gifts and Donations Expenses	-23.39
Bill	08/15/2024		501 · Books	-16.16
Bill	08/15/2024		501 · Books	-386.89
			504 · Gifts and Donations Expenses	-78.90
Bill	08/15/2024		501 · Books	-510.79
			504 · Gifts and Donations Expenses	-25.26
				-1,064.05
Bill Pmt -Check	08/15/2024	Utica National Insurance Group	101 · 101 · Operating Fund	
Bill	08/15/2024		593 · Building Insurance	-7,637.91
				-7,637.91
Bill Pmt -Check	08/22/2024	Baker & Taylor	101 · 101 · Operating Fund	
Bill	08/22/2024		501 · Books	-74.11
Bill	08/22/2024		501 · Books	-42.10
				-116.21
Bill Pmt -Check	08/22/2024	Enzo Rossi	101 · 101 · Operating Fund	
Bill	08/22/2024		585 · Building Repairs & Maintenance	-125.00
				-125.00
Bill Pmt -Check	08/22/2024	Usherwood Office Technology	101 · 101 · Operating Fund	
Bill	08/22/2024		596 · Copier & Printer Supplies	-35.52
				-35.52

Children's Room Activity Report
 Pam Czarniak – Coordinator of Children's Services
 September 2024

- **Statistics** – July 2024 - Story Times, Craft classes, Special Events Attendance – 366
 August 2024_ - Story Times, Craft classes, Special Events Attendance – 128
 Facebook Views – July 2024 – 6492

Crafts & Events

August 2024 - 2406



Foam Party



Monkey Puppet



Coffee Filter Turtle



Clay Animals



Friendship Bracelets



Petting Zoo



Spoon Lion



Tiger Mask



Giraffe



Paper Plate Fish



Butterfly Animatronic



Apple Bookmark



Magic Show

Kids that registered for the summer reading program – 89

Kids that completed their reading goals - 42

Upcoming Events: "Trick or Treat for Books"

Fall, Halloween, Thanksgiving, and Christmas Craft Classes.

Animal visits from Sun Dance Farms

July/Aug 2024-Childrens Stats				
July/August 2024 - Events	# Attending		Craft Kit + Snacks	# Made
7/1/2024- USA Flag	7		7/2/24 - Monkey Craft	30
7/2/2024	16		7/9/24 - Craft	30
7/3/24 - Friendship Bracelet Craft	27		7/16/24 -Craft	30
7/9/24 - Story Time Outside	16		7/23/24 - Lion Spoon	30
7/10/24 - Paint Wooden Animal	10		7/30/24 - Tiger Mask	30
7/11/24 - Story Time	5		Total	150
7/11/24 - Petting Zoo	93			
7/11/24 - Cornell Co. Cooking	22		8/6/24 - Giraffe	30
7/16/24 - Friendship Bracelet Craft	12		8/13/24 - Fish Craft	30
7/17/24 - Tea Light Jar	17		8/20/24 -B'Fly -NoSnack	30
7/18/24 - Story Time	2		8/27/24 - Apple Bk Mark	31
7/18/24 - Cornell Co. Cooking	10		Total	121
7/23/24 - Story Time	6			
7/23/24 - Clay Animals	10			
7/24/24 - Magician Cris Johnson	68			
7/25/24 - Story Time	15			
7/25/24 - Cornell Co. Cooking	6			
7/30/24 - Story Time	4			
7/30/24 - Bird Feeder Craft	14			
7/31/24 - 3rd Grade Story Time + Craft	6			
Total - July	366			
8/2/24 - Award Party	20			
8/5/24 - 3rd Grade Story Time	11			
8/6/24 - Story Time	5			
8/13/24 - Story Time	7			
8/15/2024 - Story Time	2			
8/20/24 - Story Time	7			
8/21/24 - Foam Party	55			
8/22/24 - Story Time	3			
8/27/24 - Story Time	6			
8/29/24 - Story Time	12			
Total - August	128			

**Dunkirk Public Library
Director's Report
August - September 2024**

1. Book Club 1 August - *Eight Hundred Grapes*; Thirteen attendees.

Book Club 1 September - *French Braid*; Ten attendees.

- Author visits:
 - 8/7/24 - Navy Bob, *Beyond the Sea*; Forty-five attendees
 - 8/29/24 - Deborah Madar, *Boulder Point*; Seven attendees.
- Summer Reading: Sixty-four books read.

2. Book Club 2 August - *River Sing Home*; Six attendees.

Book Club 2 September - Eight attendees.

3. Teens/YA:

- Summer Reading: seventeen participants; eight books read; thirteen programs; seventy-one total attendance.
- Garrett plans to teach the kids a new card game this month.

4. Book Sale - We made around \$300 this year (a couple donations came in after the sale). See Beverly's note regarding fund balances.

5. Grants in Aid - No recent news from CCLS regarding these funds.

6. Snack Grant - The 2023-2024 grant is wrapped up and reports submitted to the City.

7. Other Grants - In recent weeks, requests were submitted to Purina for carpet expenses, NCCF for the video security system, CCLS/NYS for sign installation, CCLS for Adult Literacy, and John Henry Eldred, Jr Foundation for Children's Room furnishings.

8. Children's Room Paint - The new colors are nice and bright. The painters will work with us prior to the carpet install (once the shelves are empty) to paint the ceiling and finish the lower parts of the pillars.

9. Carpet - Pucci's has their deposit and should have placed an order last Friday. Delivery from their supplier is usually four weeks.

10. Central Ave Entrance Doors - The locking mechanism has been fixed, but still waiting for the varnish restoration.

11. Central Ave Entrance Lettering - Deposit has been paid. The installer ordered the needed materials but received the wrong thing and had to send it back and reorder. He stopped by during the book sale to take measurements.

12. Masonry - We've been told "six weeks out" (back in the spring), "getting a crew together", and "soon". David W has continued to contact them on our behalf, but no work has been done so far. The damage above the door is getting worse and keeps that entrance inaccessible. The Construction Committee may want to make a call.

13. Electrical - Ahlstrom Schaeffer should be onsite this week to wrap things up with the lighting.

14. Windows - Almost done; just waiting on the correct fixtures for downstairs.

15. Staffing - Tom had to move, so we're hiring again.

16. Meetings and Conferences:

- 7/24/24 - Follow-up with Zoning Board
- 7/24/24 - Unplanned meeting with Deborah Ferrer
- 7/24/24 - Audit docs delivered to JMA
- 8/6/24 - Prep meeting for Navy Bob author visit.
- 8/14/24 - FSC to review security camera needs
- 8/15/24 - Board Construction Committee meeting.
- 8/15/24 - Insurance renewal meeting.
- 8/22/24 - CCLS Marketing Team
- 8/24/24 - IDEA Coalition/CREATE Project Extravagancia Latina
- 8/28/24 - No prior notice meeting with Planning Board
- 9/11/24 - Meet with Randy from Eaton re: computer desk
- 9/12/24 - Meet with Todd from Pucci's re: plans for carpet install
- 9/19/24 - Chamber of Commerce meeting
- 9/23/24 - NCCF meeting regarding grant request.

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	2024 YTD	Jan-23	Feb-23	Mar-23	Apr-23	May-23
Juvenile Fiction	330	641	622	595	465	539	1076	4268	502	483	632	515	595
Juvenile Non-Fiction	23	46	46	91	29	21	56	312	59	57	30	50	41
Juvenile DVD's	1	6	15	11	21	11	29	94	24	24	10	15	23
Juvenile Audio Books	0	0	0	1	1	1	0	3	0	0	0	0	0
Juvenile Magazines	0	2	0	0	1	0	0	3	1	0	1	1	0
Adult Fiction	525	586	578	662	668	625	870	4514	506	499	530	566	601
Adult Non-Fiction	157	150	178	178	137	131	113	1044	94	123	123	96	119
Adult DVD's	217	163	243	142	169	102	192	1228	160	167	148	199	247
Adult Audio Books	4	10	3	9	13	10	8	57	0	4	15	10	6
Adult Magazines	2	3	2	10	3	0	5	25	2	1	8	12	13
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
Total Circulation	1259	1607	1687	1699	1507	1440	2349	11548	1348	1358	1497	1464	1645
Computer Use	420	444	446	517	519	448			494	510	579	594	565
Patrons Visiting Library	2917	2854	2975	3192	3030	2697	3840		2656	2566	3157	2845	2913
Reference Questions	332	409	607	378	306	284		2316	157	263	238	213	170
Cards Issued each month	19	45	34	22	25	27	24		23	26	22	26	20
Total Card Holders as of	270	315	349	371	396	423	447	447		26	48	74	94

Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023 YTD	% Change
819	853	808	542	526	568		6843	-37.63%
39	61	79	52	56	38		562	-44.48%
39	35	44	39	24	15		292	-67.81%
4	0	1	1	1	0		7	-57.14%
2	1	1	0	3	0		10	-70.00%
633	680	717	592	651	621		6596	-31.56%
131	122	99	105	118	149		1279	-18.37%
282	315	207	180	207	192		2304	-46.70%
8	10	0	2	2	18		75	-24.00%
11	6	21	2	14	12		102	-75.49%
0	0	0	0	0	0		X	X
0	0	0	0	0	0		X	X
0	0	0	0	0	0		X	X
1968	2083	1977	1515	1602	1613	0	18070	-36.09%
470	408	506	428	436	387			
3052	3497	3216	2548	2676	2267			
177	188	210	152	211	204			

37	27	23	22	28	20			
131	158	181	203	231	251	251	251	

DUNKIRK Jul-2024 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	1040	55		731	100				1926
NEW-BOOK	36	1		139	13				189
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK						8			8
CDS									0
MAGAZINE						5			5
DVDS			29			186			215
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS						4			4
TOTAL	1076	56	29	870	113	203	0	0	2347

Public Computer Use	517
Microfilm	5
Curbside Delivery	0
People Counter: Front Entr	1339
People Counter: Rear Entr	2501
Total Patron Count	3840
RQ: Computer Assistance w/Patrons	5
RQ: Assistance in Lab	62
Reference Questions: Adult	239
Reference Questions: Children's	53
Reference Questions: Email	41
Total Reference Questions	395

<i>Added Materials</i>	
MAGAZINES	11
NEWSPAPERS	26
MICROFILM	0
CHILDREN'S ROOM BOOKS	0
ADULT BOOKS	6
DVD'S	0
AUDIO BOOKS	0
Total	43

ASSURANCES
State Aid for Library Construction Program (FY 2024-2025)

The applicant hereby gives assurances of the following:

SECTION 1: ALL LIBRARIES (ALL BOXES MUST BE CHECKED)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

SECTION 2: FOR LIBRARIES ACQUIRING REAL ESTATE (FIRST 3 BOXES MUST BE CHECKED IF ACQUIRING REAL PROPERTY)

For any project involving the acquisition of real estate (vacant land, or land and a building), the applicant certifies the following: N/A

- The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
- The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
- State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
- Check if applicable:** The real property to be acquired in whole or part with the State Aid for Library Construction funds is currently owned or has been acquired from the State of NY or a State related entity (e.g. an entity formed under Chapter 43-A of the Public Authorities Law, SUNY colleges and Universities, etc.).
- Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

SECTION 3: ALL LIBRARIES (MUST CHECK 1 BOX)

- The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.

OR

- The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

SECTION 4: ALL LIBRARIES (MUST CHECK 1 BOX)

- Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law §273-a] project described within this project application.

OR

- If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

SECTION 5: ALL LIBRARIES (BOX MUST BE CHECKED)

- The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:
- Financing/interest fees or costs
 - Retirement of long-term debt even if the debt was originally interim short-term financing (i.e., must be retired in less than one year)
 - Rental or leased equipment
 - Warranties (other than the manufacturer’s warranty customarily provided with such product)
 - Recurring maintenance fees
 - Recurring repair costs
 - Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
 - Recurring software licenses, hosting, maintenance, or training fees
 - Internal labor costs
 - Training end users

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner’s Regulations §90.12 was read and duly adopted by the Board of Trustees of the

Dunkirk Public Library at a legal meeting
on September 24, 2024.

Signature of President, Library Board of Trustees: _____

Name of President (type or print): Matthew Woelfle

In regards to our current policy, allowing patrons to check out 10 new books, I feel that this needs to be changed to 5. The reason: 10 new books takes quite a few books off of our "new shelf" not leaving many for other patrons. With the way our new books arrive from Baker and Taylor, we are never sure when we will have books to replenish the new shelf. And quite a few of our books are always on backorder. Plus, using new books for memorials also takes the quantity of new books available at any given time.

Thanks for taking this into consideration

**DUNKIRK PUBLIC LIBRARY
BY-LAWS**

PREAMBLE

The Board of the Trustees of the Dunkirk Public Library, a school district public library, hereafter designated as “The Board,” a corporation created by a charter granted by the University of the State of New York, on November 17, 2015, hereby enact the following By-Laws:

ARTICLE I
NAME

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

ARTICLE II
MISSION & PURPOSES

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

2. *Mission.* The mission of the Library is to provide unrestricted access to informational resources and services to advance lifelong learning, knowledge, and cultural enrichment, and to provide strength to the Dunkirk community.

ARTICLE III
MEMBERSHIP

The corporation shall have no members.

ARTICLE IV
BOARD OF TRUSTEES

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

2. *Composition.* The Board shall consist of ~~five (5)~~seven (7) Trustees, elected or appointed in accordance with law and these By-laws.

3. *Election and Qualification.* A candidate for election or appointment as Trustee must be a legal resident of the Dunkirk City School District of Chautauqua County, New York (the

“District”), must be a qualified voter of the District, and must otherwise meet the requirements for election as a Trustee set forth in applicable provisions of the Education Law. Trustees shall be elected by the voters of the District in accordance with those provisions.

4. *Term of Office.*

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

b. Trustees elected to fill a vacancy caused by the resignation, death, or removal of a Trustee shall serve the balance of the term of the Trustee who they have been elected to replace, except that a person appointed to fill a newly created seat shall be elected to a length of term established by the Board to maintain a stagger such that not more than three (3) Trustee’s terms expire in any year.

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

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

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

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

7. *Resignation.* Any Trustee may resign at any time by submitting his or her resignation in writing to the President or Secretary of the Board. Such resignation shall be effective upon receipt unless another date is specified therein.

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

ARTICLE V OFFICERS AND THEIR DUTIES

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

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

3. *Duties.*

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

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

c. *Vice President for Finance.* The Vice President for Finance, with the assistance of the Treasurer as necessary, shall present a report of the Library's financial activities and condition to the Board as often as the Board may require; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library's annual budget for the approval of the Board; and shall, in coordination with independent auditors selected by the Board, ensure that an annual audited financial statement is prepared and filed.

d. *Secretary.* The Secretary shall keep written minutes of the meetings of the Board and

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

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

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

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

ARTICLE VI MEETINGS

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

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

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

4. *Notice of Meetings.* Public Notice of all Board meetings shall be given in accordance with the open meetings provisions of the Public Officers Law.

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

6. *Quorum.* ~~Three (3)~~Four (4) or more Trustees, present and voting, shall constitute a quorum for the purpose of transacting business at all meetings of the Board. A majority of the duly appointed members of any Committee, present in the same manner, shall constitute a quorum for the purpose of transacting the business of the Committee. In the absence of a quorum, the chair of the meeting shall adjourn the meeting to another time. Notice of such adjournment shall be given to all Trustees or Committee members, as applicable, not in attendance at the adjourned meeting.

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

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

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

ARTICLE VII APPOINTED EXECUTIVES

1. Library Director

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

b. *Responsibilities.* In accordance with the official Civil Service title specification for the position, the Library Director shall be responsible: for the proper specification of duties of, the direction of, and the supervision of Staff and he or she shall possess the power and authority to appoint and remove all subordinate employees; for the care and maintenance of Library property; for adequate and proper selection of Library materials in keeping with stated policies established by the Board; for the effectiveness of Library service to the public; for operation within the Library budget; and for such other matters consistent herewith as may be identified by the Board from time to time. The Library Director or his/her designee is the official spokesperson for the Library.

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

2. *Treasurer*

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

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

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

ARTICLE VIII
COMMITTEES

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

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

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

ARTICLE IX
FISCAL YEAR

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

ARTICLE X
INDEMNIFICATION

1. The Library shall indemnify, to the fullest extent permissible under Public Officers Law

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

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

ARTICLE XI DISSOLUTION

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

ARTICLE XII AMENDMENTS

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

Adopted: August 18, 2015

Amended: ~~August~~, 2024
September

DUNKIRK PUBLIC LIBRARY
BOARD OF TRUSTEES

RESOLUTION

At a duly called meeting of the Board of Trustees of the Dunkirk Public Library, upon a motion made by _____, and seconded by _____, it was

RESOLVED that, pursuant to the Bylaws of the Dunkirk Public Library, Article XIII - Amendments, the required notice thereunder having been given, the Bylaws of the Dunkirk Public Library are amended, by deleting the ~~stricken through~~ language and inserting the underlined language, as follows:

“ARTICLE IV
BOARD OF TRUSTEES

* * *

2. *Composition.* The Board shall consist of ~~five (5)~~seven (7) Trustees, elected or appointed in accordance with law and these By-laws.

* * *

4. *Term of Office.*

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

b. Trustees elected to fill a vacancy caused by the resignation, death, or removal of a Trustee shall serve the balance of the term of the Trustee who they have been elected to replace, except that a person appointed to fill a newly created seat shall be elected to a length of term established by the Board to maintain a stagger such that not more than three (3) Trustee’s terms expire in any year.

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

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

entitled, in decreasing order of the respective numbers of votes, to the several vacancies, in decreasing order of the length of such terms or unexpired portions of terms.

* * *

ARTICLE VI
MEETINGS

* * *

6. *Quorum.* ~~Three (3)~~ Four (4) or more Trustees, present and voting, shall constitute a quorum for the purpose of transacting business at all meetings of the Board. A majority of the duly appointed members of any Committee, present in the same manner, shall constitute a quorum for the purpose of transacting the business of the Committee. In the absence of a quorum, the chair of the meeting shall adjourn the meeting to another time. Notice of such adjournment shall be given to all Trustees or Committee members, as applicable, not in attendance at the adjourned meeting.

* * *

and it is further

RESOLVED, that the Secretary is directed to file the Amended Bylaws with the State Education Department.

Dated: September ____, 2024

Secretary

Vote: In Favor
 Opposed
 Abstentions