

Dunkirk Public Library Board Meeting Agenda

March 25th, 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

- January 28th, 2025

Financial Report - Treasurer

Approval of Bill Payments & Budget Transfers

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

Director's Report

Unfinished Business

1. Discussion - Ideas for 120th Anniversary Open House
 - On hold until Spring and/or various building projects are completed.
2. Inclement Weather Closings - Review of practices at other CCLS locations as requested last meeting:

Allegany - Director decides with approval from a Trustee.

Ashville - Follows Panama school closings.

Barker - Follows the school.

Blount - If school is closed for weather the library is closed.

Chautauqua - Follows other on-site venues like the bookstore.

Ellicottville - If the director is uncomfortable with the drive she is encouraged to close. Prefers that they would just follow the school.

Ellington - Closes when the school is closed.

Fluvanna - Follows Bemus school closings. Is encouraged to close early in poor winter weather as director states she lives twenty miles away.

Little Valley - Only closes for a driving ban.

Mayville - Needs to develop a policy.

Minerva - If school is closed for weather the library is closed.

Patterson - "Every effort will be made to honor the schedule of operations, but emergency closings may occur. Closings, in response to the conditions at hand, shall be determined by the Director after consultation with the President of the Board of Trustees (or the Vice

Dunkirk Public Library Board Meeting Agenda

March 25th, 2025

President, if the President is inaccessible). The Director shall notify the public in the event of all such closings.”

Randolph - Weather closings are up to the director.

Sinclairville - If school is closed for weather the library is closed.

3. Architect - Capital Project fee proposal from David Walter
 - The Library will likely not apply for NYS Construction Aid this year, so waiting on a smaller scale list of tasks before readdressing fees.

New Business

1. Committee Business and Reports:
 - Building Construction & Maintenance
 - Employee Engagement
 - Establish a Budget Committee?
2. Building Projects:
 - Updated estimate from Mader for plaster restoration
 - Proceed or wait?
 - Updated room by room estimates from Pucci's for upstairs carpet.
 - Proceed or wait? Focus on certain areas first?
 - Front Door Lettering - Concerns and/or opinions?
3. Annual Report to NYS:
 - Needs to be accepted by the Board.
4. Library Policy Periodic Review/Update:
 - Local Wineries at Library Events - Awaiting revisions to the Patron Conduct and Personnel policies from Mr. Schofield. He couldn't locate the original email; resent on 3/12; followed up on 3/19. No new news as of 3/22.
 - Asset Capitalization Policy.
 - Personnel Policy - Vacation Time Schedule; recommendations from Terri S and Stacy K.
5. Notary Exam - See document from clerks who may be interested.
6. Public Engagement - Comments from Beverly S.
7. Staff Survey - One-year review.
8. Trustee Vote - Pass appropriate resolutions:
 - Election Resolution.
 - Override the tax cap (if needed)
9. Summer Hours - Questions from clerks:
 - Will we follow the usual Memorial Day to Labor Day schedule this year?
 - Is it worth reversing to Winter Hours to avoid bad weather and allow more Summer Saturday activities?

Dunkirk Public Library Board Meeting Agenda
March 25th, 2025

10. Thanks and Acknowledgments:

- Carole Ricker - Upkeep of the flagpole garden.

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

- Continue planning July 2025 - June 2026 fiscal year budget.
 - Set date for Budget Committee meeting.
- Need to account for computer upgrades due to Windows 10 end of service.
- Lawyer should be drafting a letter to the school district to ensure the correct tax levy is collected in 2025.

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

13. Monthly Tasks:

February

- NYS Annual Report due to CCLS (by Feb. 14).
- Set date for election/budget vote.
- Treasurer calculates Tax Cap. (Beverly, is this all set?)

March

Board Establishes resolutions to:

- Override the tax cap (if applicable).
- Call trustee election.
- Approve budget increase (if applicable).

April

- National Library Week.
- Submit Election/Budget Legal Notice to Observer.
 - Must begin forty-five days before the vote.
 - Must run four times.

Attendees Present

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

Attendees Absent

Laurie Dolce (excused) and Mary Beth Muldowney

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 November 26, 2024 meeting were approved. (S. Marsowicz; M. Woelfle).

RESOLVED: Financials were submitted via email by Bev Sutton & reviewed by Jason Hammond.

Approval of Bill Payments & Budget Transfers

Motion made to accept by S. Korzenieski; S. Marsowicz. Approved by all in attendance.

Children's Room and/or Computer Lab Report

Submitted and reviewed by Pam Czarniak.

Written report submitted by Michele Quatroche

Director's Report

Submitted and reviewed by Jason Hammond.

Old Business

1. Discussion/Ideas for 120th Anniversary Open House will remain on hold until Spring and/or various building projects are completed.

New Business

1. 2022-2025 Long Range Plan: Reviewed the progress & discussed priorities and/or consideration to modify the current plans.

2. Committee Reports: Updates on the Building Construction & Maintenance committee were given by S. Marsowicz. Also, Employee Engagement updates were presented by S. Nickle & T. Sutherland.
3. Capital Projects: Identified possible goals for the 2025 NYS Construction application. The likelihood of pausing the construction application for 2025 was presented.
4. Architect- Capital Project fee proposal from David Walter was paused from approval until further explanation of information on the invoice is addressed.
5. Library Election: Motion to accept Tuesday, June 17, 2025 (M. Woelfle; T. Sutherland) Approved by all members in attendance. Recommendation was made to the possibility of dropping the proposed tax increase for 2025 due to the upcoming increase of the city tax.
6. Library Policy Periodic Review/Update: Awaiting revisions to the Patron Conduct & Personnel policies from Mr. Schofield to allow local wineries at library events. Also, Jason will inquire how other local libraries proceed in regards to inclement weather closings of their respective libraries, and the designation of the library as a “warming station” in our area.
7. Thanks & Acknowledgments: Cards of thanks were sent to Daniel D. Reiff for the two reference volumes on historic preservation of WNY architecture; Dom Polski Polish Literary & Assembly Rooms \$50.00 donation; Thursday Knitting Group for the warm hats to be distributed to those in need and lastly to the Kosciuszko Club for the \$100 donation.
8. Finances/Income: Discussion and budget planning will commence for the July 2025-June 2026 fiscal year. Jason updated the board that our audit was completed/reviewed by JMA, J. Hammond, S. Marsowicz & B. Sutton.
9. Andrea Gestwicki attended as a guest visiting for possible interest in serving on the library board.
10. Monthly Tasks:
 - December**-Finish and post Annual Report to the community. (Currently undertaking a new format-still a work in progress.) Renewed Treasurer Bond which arrived in November & is now paid.
 - January**-Work has begun on the next fiscal year’s budget; Pre-approved repeat bills and review Long Term Plan.
 - February**-NYS Annual Report is due by 02/14/25 to CCLS; set date for election/budget vote and Treasurer to calculate the Tax Cap.

Next meeting is scheduled for March 25, 2025.

S. Nickle and S. Korzenieski motioned for the meeting to be adjourned at 5:18 p.m.

Respectfully submitted by,
Susan Nickle, Secretary

Dunkirk Public Library Revenue Report

January 2025

Revenue Report	Receipts this month	Receipts Year-To-Date	Total Budget Internal		
	January	July 2024 - June 2025	2024 - 2025	Difference	% Received
401 - Fines	12.00	129.40	300.00	-170.60	43.13%
402 - Copier Income	187.00	1,110.00	2,200.00	-1,090.00	50.45%
403 - Fax Sales	45.00	242.50	600.00	-357.50	40.42%
404 - Used Book Sales	45.00	649.24	1,000.00	-350.76	64.92%
405- Lost & Damaged	11.50	103.30	350.00	-246.70	29.51%
407.3 Interest Income	599.10	4,999.00	6,400.00	-1,401.00	78.11%
410 - Gifts and Donations	991.50	4,354.51	5,000.00	-645.49	87.09%
411 - Donation - specific allocations	0.00	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%
444 - Bullet Aid (State Aid Grant)	2,453.00	2,453.00	0.00	2,453.00	#DIV/0!
445 - Construction Grant Income	0.00	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	86.49	2,500.00	-2,413.51	3.46%
Total Revenue	4,344.10	500,744.11	491,200.00	-9,544.11	101.94%

Dunkirk Public Library Revenue Report

February 2025

Revenue Report	Receipts this month	Receipts Year-To-Date	Total Budget Internal	Difference	% Received
	Feb-25	July 2024 - June 2025	2024 - 2025		
401 - Fines	13.38	142.78	300.00	-157.22	47.59%
402 - Copier Income	233.25	1,343.25	2,200.00	-856.75	61.06%
403 - Fax Sales	64.00	306.50	600.00	-293.50	51.08%
404 - Used Book Sales	57.25	706.49	1,000.00	-293.51	70.65%
405- Lost & Damaged	32.00	135.30	350.00	-214.70	38.66%
407.3 Interest Income	541.99	5,540.99	6,400.00	-859.01	86.58%
410 - Gifts and Donations	247.00	4,601.51	5,000.00	-398.49	92.03%
411 - Donation - specific allocations	0.00	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	439.20	4,392.00	4,300.00	92.00	102.14%
444 - Bullet Aid (State Aid Grant)	0.00	2,453.00	0.00	2,453.00	#DIV/0!
445 - Construction Grant Income	0.00	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	1,174.25	3,470.75	5,100.00	-1,629.25	68.05%
492 - CD interest Income	0.00	86.49	2,500.00	-2,413.51	3.46%
Total Revenue	2,802.32	503,546.48	491,200.00	-12,346.48	102.51%

Dunkirk Public Library
Expense Report
January 2025

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Difference	% Spent
	This Month	Year-To-Date	Internal		
	January	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	0.00	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	1,139.45	10,179.31	12,500.00	-2,320.69	81.43%
502 - PERIODICALS	0.00	208.50	700.00	-491.50	29.79%
503 - CCLS BOOK PLAN	425.00	2,550.00	5,100.00	-2,550.00	50.00%
504 - Gifts and Donations Expenses	297.37	1,893.68	5,000.00	-3,106.32	37.87%
507 - AUDIO BOOKS	0.00	0.00	300.00	-300.00	0.00%
509 - DVD'S	150.73	781.94	1,500.00	-718.06	52.13%
550- SALARIES & WAGES	21,453.71	139,134.97	265,734.00	-126,599.03	52.36%
551 - FICA & MEDICARE	1,602.69	10,374.25	19,800.00	-9,425.75	52.40%
552 - INSURANCE - WORKER'S COMP	0.00	1,803.00	3,800.00	-1,997.00	47.45%
553 - HEALTH INSURANCE	1,728.84	12,101.88	16,500.00	-4,398.12	73.34%
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	450.53	1,112.08	2,700.00	-1,587.92	41.19%
558 - N.Y.S. Sales Tax Payment	0.00	0.00	100.00	-100.00	0.00%
560 - ELECTRICITY	526.94	3,333.03	11,500.00	-8,166.97	28.98%
561 . NATURAL GAS	0.00	0.00	12,700.00	-12,700.00	0.00%
562 - WATER	77.32	163.30	200.00	-36.70	81.65%
563 - SEWER	45.00	100.00	200.00	-100.00	50.00%
564 . TIPPING FEE	48.00	96.00	200.00	-104.00	48.00%
565 - TELEPHONE	66.38	373.95	1,000.00	-626.05	37.40%
570 - LIBRARY SUPPLIES	71.97	950.77	3,500.00	-2,549.23	27.16%
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	479.68	1,200.00	-720.32	39.97%
583 - COMPUTER EQUIPMENT	0.00	973.10	1,500.00	-526.90	64.87%
584 - BUILDING SUPPLIES	0.00	769.26	2,100.00	-1,330.74	36.63%
585 - BUILDING REPAIRS & Maintenance	11,019.42	51,343.85	35,000.00	16,343.85	146.70%
586 - GROUNDS KEEPING	790.00	1,375.80	3,000.00	-1,624.20	45.86%
587 - ELEVATOR MAINTENANCE	2,671.20	2,971.20	3,300.00	-328.80	90.04%
588 - WORKSHOPS & TRAVEL	0.00	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	96.26	658.02	1,500.00	-841.98	43.87%
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	71.97	797.37	1,500.00	-702.63	53.16%
610 - Children Program Supplies	7.96	1,405.98	2,500.00	-1,094.02	56.24%
611 - Children Special Guests	0.00	375.00	1,150.00	-775.00	32.61%
612 - Adult Program Supplies	0.00	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	0.00	954.41	1,200.00	-245.59	79.53%
615 - Building Equipment	269.00	10,228.18	1,500.00	8,728.18	681.88%
616 - Outreach	0.00	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	500.00	1,500.00	2,500.00	-1,000.00	60.00%
630 - Computer Programs	0.00	0.00	500.00	-500.00	0.00%
688 - Misc Expenses	1,170.37	1,662.41	1,800.00	-137.59	92.36%
Total Expense	44,680.11	472,599.95	516,634.00	44,034.05	91.48%

**Dunkirk Public Library
Expense Report
February 2025**

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Difference	% Spent
	This Month	Year-To-Date	Internal		
	February	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	37,978.26	206,755.00	0.00	206,755.00	#DIV/0!
451 - Block Grant Expenses	0.00	522.75	2,200.00	-1,677.25	23.76%
501 - BOOKS	1,070.34	11,249.65	12,500.00	-1,250.35	90.00%
502 - PERIODICALS	0.00	208.50	700.00	-491.50	29.79%
503 - CCLS BOOK PLAN	425.00	2,975.00	5,100.00	-2,125.00	58.33%
504 - Gifts and Donations Expenses	470.70	2,364.38	5,000.00	-2,635.62	47.29%
507 - AUDIO BOOKS	0.00	0.00	300.00	-300.00	0.00%
509 - DVD'S	291.15	1,073.09	1,500.00	-426.91	71.54%
550 - SALARIES & WAGES	21,997.05	161,132.02	265,734.00	-104,601.98	60.64%
551 - FICA & MEDICARE	1,620.59	11,994.84	19,800.00	-7,805.16	60.58%
552 - INSURANCE - WORKER'S COMP	0.00	1,803.00	3,800.00	-1,997.00	47.45%
553 - HEALTH INSURANCE	2,474.36	14,576.24	16,500.00	-1,923.76	88.34%
554 - NYS Retirement	0.00	24,550.00	26,000.00	-1,450.00	94.42%
555 - DISABILITY INSURANCE	414.36	1,236.17	2,000.00	-763.83	61.81%
556 - UNEMPLOYMENT TAX	455.41	1,567.49	2,700.00	-1,132.51	58.06%
558 - N.Y.S. Sales Tax Payment	0.00	0.00	100.00	-100.00	0.00%
560 - ELECTRICITY	662.27	3,995.30	11,500.00	-7,504.70	34.74%
561 - NATURAL GAS	0.00	0.00	12,700.00	-12,700.00	0.00%
562 - WATER	0.00	163.30	200.00	-36.70	81.65%
563 - SEWER	0.00	100.00	200.00	-100.00	50.00%
564 - TIPPING FEE	0.00	96.00	200.00	-104.00	48.00%
565 - TELEPHONE	17.53	391.48	1,000.00	-608.52	39.15%
570 - LIBRARY SUPPLIES	54.59	1,005.36	3,500.00	-2,494.64	28.72%
571 - POSTAGE	370.50	370.50	600.00	-229.50	61.75%
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	479.68	1,200.00	-720.32	39.97%
583 - COMPUTER EQUIPMENT	895.00	1,868.10	1,500.00	368.10	124.54%
584 - BUILDING SUPPLIES	495.75	1,265.01	2,100.00	-834.99	60.24%
585 - BUILDING REPAIRS & Maintenance	0.00	51,343.85	35,000.00	16,343.85	146.70%
586 - GROUNDS KEEPING	790.00	2,165.80	3,000.00	-834.20	72.19%
587 - ELEVATOR MAINTENANCE	0.00	2,971.20	3,300.00	-328.80	90.04%
588 - WORKSHOPS & TRAVEL	0.00	142.85	500.00	-357.15	28.57%
589 - Operations & Maintenance Bldg	36.00	537.90	2,900.00	-2,362.10	18.55%
590 - PROFESSIONAL FEES	0.00	5,355.00	15,000.00	-9,645.00	35.70%
591 - PAYROLL PROCESSING	169.68	827.70	1,500.00	-672.30	55.18%
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	0.00	797.37	1,500.00	-702.63	53.16%
610 - Children Program Supplies	109.76	1,515.74	2,500.00	-984.26	60.63%
611 - Children Special Guests	0.00	375.00	1,150.00	-775.00	32.61%
612 - Adult Program Supplies	0.00	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	0.00	954.41	1,200.00	-245.59	79.53%
615 - Building Equipment	0.00	10,228.18	1,500.00	8,728.18	681.88%
616 - Outreach	-20.00	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	1,500.00	2,500.00	-1,000.00	60.00%
630 - Computer Programs	0.00	0.00	500.00	-500.00	0.00%
688 - Misc Expenses	58.71	1,721.12	1,800.00	-78.88	95.62%
Total Expense	70,837.01	543,456.96	516,634.00	-26,822.96	105.19%

Dunkirk Public Library

Balance Sheet

As of January 31, 2025

Jan 31, 25

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 60.18

101 - 101 - Operating Fund 357,269.33

103 - 0216 356,572.41

Total Checking/Savings 713,901.92

Other Current Assets

106 - 0012011842 3,664.57

114 - 114 - Endowment NCCF 21,646.36

116 - 0012023907 28,451.18

128 - 0012026411 10,623.92

Total Other Current Assets 64,386.03

Total Current Assets 778,287.95

Fixed Assets

160.0 - 160 - Fixed Assets 1,244,924.88

170 - 170 - Depreciation -543,117.20

Total Fixed Assets 701,807.68

Other Assets

178 - PREPAID RETIREMENT 33.52

299 - Pensions Deferred Inflow -232,687.00

Total Other Assets -232,653.48

TOTAL ASSETS 1,247,442.15

Dunkirk Public Library

Balance Sheet

As of January 31, 2025

Jan 31, 25

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 -438.48

298 · Pension Liability -63,793.00

Total Other Current Liabilities -213,307.48

Total Current Liabilities -215,292.65

Total Liabilities -215,292.65

Equity

30000 · Opening Balance Equity 207,119.33

301 · FUND BALANCE UNRESTRICTED -4,176.12

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

313 · TEMP.REST.F/B- FRIENDS OF 625.22

316 · PERM.REST.F/B- FRIENDS OF 3,000.00

317 · PERM.REST. F/B - NCCF ENDOWMENT 10,774.16

3200 · 3200 · Unrestricted Net Assets -276.15

32000 · Unrestricted Net Assets 544,367.54

Net Income 28,144.21

Total Equity 1,462,734.80

TOTAL LIABILITIES & EQUITY 1,247,442.15

Dunkirk Public Library

Balance Sheet

As of February 28, 2025

Feb 28, 25

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 55.18

101 - 101 - Operating Fund 289,529.90

103 - 0216 357,114.40

Total Checking/Savings 646,699.48

Other Current Assets

106 - 0012011842 3,664.57

114 - 114 - Endowment NCCF 21,646.36

116 - 0012023907 28,451.18

128 - 0012026411 10,623.92

Total Other Current Assets 64,386.03

Total Current Assets 711,085.51

Fixed Assets

160.0 - 160 - Fixed Assets 1,244,924.88

170 - 170 - Depreciation -543,117.20

Total Fixed Assets 701,807.68

Other Assets

178 - PREPAID RETIREMENT 33.52

299 - Pensions Deferred Inflow -232,687.00

Total Other Assets -232,653.48

TOTAL ASSETS 1,180,239.71

Dunkirk Public Library

Balance Sheet

As of February 28, 2025

Feb 28, 25

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · 200 · Accounts Payable -1,815.17

Total Accounts Payable -1,815.17

Other Current Liabilities

199 · Pensions & Post Employment Obli -148,888.00

2000 · NYS Taxes Payable -188.00

2001 · Unemployment Payable -438.50

298 · Pension Liability -63,793.00

Total Other Current Liabilities -213,307.50

Total Current Liabilities -215,122.67

Total Liabilities -215,122.67

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 -39,228.21

Total Equity 1,395,362.38

TOTAL LIABILITIES & EQUITY 1,180,239.71

Dunkirk Public Library Check Detail

January 2025

Type	Num	Date	Name	Account	Paid Amount
Check		01/11/2025	DFT	101 · 101 · Operating Fund	
				565 · Telephone	-17.53
					<u>-17.53</u>
Check		01/15/2025	payroll	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-7,741.51
					<u>-7,741.51</u>
Check		01/15/2025	Bahgat & Laurito-Bahgat, CPA	101 · 101 · Operating Fund	
				591 · Payroll Processing	-48.13
					<u>-48.13</u>
Check		01/15/2025	IRS	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-1,400.68
				551 · FICA & Medicare	-745.49
					<u>-2,146.17</u>
Check		01/15/2025	NYS Tax	101 · 101 · Operating Fund	
				2000 · NYS Taxes Payable	-322.22
					<u>-322.22</u>
Check		01/15/2025	NYS Unemployment Insurance	101 · 101 · Operating Fund	
				2001 · Unemployment Payable	-209.94
					<u>-209.94</u>
Check		01/25/2025	Independent Health	101 · 101 · Operating Fund	
				553 · Health Insurance	-1,374.78
					<u>-1,374.78</u>
Check		01/25/2025	VSP PAYMENT	101 · 101 · Operating Fund	
				553 · Health Insurance	-33.99
					<u>-33.99</u>

Dunkirk Public Library
Check Detail
 January 2025

-33.99

Check	01/25/2025	Delta Dental	101 · 101 · Operating Fund	
			553 · Health Insurance	-79.62
				-79.62
Check	01/30/2025	First National Bank Omaha	101 · 101 · Operating Fund	
			610 · Children's Program Supplies	-7.96
				-7.96
Check	01/30/2025	First National Bank Omaha	101 · 101 · Operating Fund	
			509 · DVD's	-123.79
			509 · DVD's	-26.94
			504 · Gifts and Donations Expenses	-38.02
				-188.75
Check	01/30/2025	First National Bank Omaha	101 · 101 · Operating Fund	
			688 · Misc. Expenses	-850.00
			570 · Library Supplies	-55.79
			570 · Library Supplies	-16.18
				-921.97
Check	01/31/2025	Highmark BCBCWNY	101 · 101 · Operating Fund	
			553 · Health Insurance	-743.81
				-743.81
Check	01/31/2025	National Grid	101 · 101 · Operating Fund	
			560 · Electricity	-526.94
				-526.94
Check	01/31/2025	payroll	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-8,950.88
				-8,950.88

Dunkirk Public Library
Check Detail
 January 2025

Check		01/31/2025	Bahgat & Laurito-Bahgat, CPA	101 · 101 · Operating Fund	
				591 · Payroll Processing	-48.13
					<u>-48.13</u>
Check		01/31/2025	IRS	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-1,583.75
				551 · FICA & Medicare	-857.20
					<u>-2,440.95</u>
Check		01/31/2025	NYS Unemployment Insurance	101 · 101 · Operating Fund	
				2001 · Unemployment Payable	-240.59
					<u>-240.59</u>
Check		01/31/2025	NYS Tax	101 · 101 · Operating Fund	
				2000 · NYS Taxes Payable	-374.57
					<u>-374.57</u>
Check	10191	01/15/2025	NYSDCP Receipts	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-200.00
					<u>-200.00</u>
Check	10192	01/31/2025	NYS Retirement	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-176.74
					<u>-176.74</u>
Check	10193	01/31/2025	NYSDCP Receipts	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-200.00
					<u>-200.00</u>
Bill Pmt -Ch	11883	01/04/2025	Baker & Taylor	101 · 101 · Operating Fund	
Bill	2038763463	01/04/2025		501 · Books	-12.54
Bill	2038763464	01/04/2025		504 · Gifts and Donations Expenses	-20.10

Dunkirk Public Library Check Detail

January 2025

Bill	2038763465	01/04/2025		504 · Gifts and Donations Expenses	-29.44
Bill	2038763466	01/04/2025		501 · Books	-57.40
				504 · Gifts and Donations Expenses	-27.98
Bill	2038793467	01/04/2025		501 · Books	-68.78
Bill	2038763468	01/04/2025		504 · Gifts and Donations Expenses	-12.73
					-228.97
Bill Pmt -Ch 11884			01/04/2025	CCLS	101 · 101 · Operating Fund
Bill	18784	01/04/2025		503 · CCLS Book Plan - Overdrive	-425.00
				565 · Telephone	-9.75
				565 · Telephone	-9.60
				615 · Building Equipment	-269.00
					-713.35
Bill Pmt -Ch 11885			01/04/2025	City of Dunkirk Water Department	101 · 101 · Operating Fund
Bill	0000051 12/31	01/04/2025		562 · Water	-77.32
				563 · Sewer	-45.00
				564 · Tipping Fee	-48.00
					-170.32
Bill Pmt -Ch 11886			01/04/2025	Kimberly Wise	101 · 101 · Operating Fund
Bill	Ceiling Part 2	12/21/2024		585 · Building Repairs & Maintenance	-1,210.00
					-1,210.00
Bill Pmt -Ch 11887			01/04/2025	Pucci Contract Interiors	101 · 101 · Operating Fund
Bill	CG405381	01/04/2025		585 · Building Repairs & Maintenance	-4,036.67
Bill	CG405382	01/04/2025		585 · Building Repairs & Maintenance	-3,047.48
Bill	CG405383	01/04/2025		585 · Building Repairs & Maintenance	-1,102.77
					-8,186.92
Bill Pmt -Ch 11888			01/04/2025	Usherwood Office Technology	101 · 101 · Operating Fund
Bill	1364686	01/04/2025		596 · Copier & Printer Supplies	-32.56
					-32.56

Dunkirk Public Library
Check Detail
January 2025

Bill Pmt -Ch# 11889	01/11/2025	Baker & Taylor	101 - 101 - Operating Fund	
Bill	2038781451	01/11/2025	501 - Books	-17.11
Bill	2038781452	01/11/2025	501 - Books	-37.96
Bill	2038781453	01/11/2025	501 - Books	-19.99
			504 - Gifts and Donations Expenses	-25.50
Bill	2038781454	01/11/2025	504 - Gifts and Donations Expenses	-28.36
Bill	2038781455	01/11/2025	501 - Books	-79.79
Bill	2038781456	01/11/2025	501 - Books	-51.35
Bill	2038781457	01/11/2025	504 - Gifts and Donations Expenses	-39.61
				<u>-299.67</u>
Bill Pmt -Ch# 11890	01/11/2025	CCLS	101 - 101 - Operating Fund	
Bill	18813	01/11/2025	565 - Telephone	-29.50
				<u>-29.50</u>
Bill Pmt -Ch# 11891	01/11/2025	Schindler Elevator Corp	101 - 101 - Operating Fund	
Bill	8106793933	01/11/2025	587 - Elevator Maintenance	-2,671.20
				<u>-2,671.20</u>
Bill Pmt -Ch# 11892	01/11/2025	Susan Nickle	101 - 101 - Operating Fund	
Bill	2024 - xmas	01/11/2025	688 - Misc. Expenses	-320.37
				<u>-320.37</u>
Bill Pmt -Ch# 11893	01/11/2025	Whiteman, Osterman and Hanna, LLP	101 - 101 - Operating Fund	
Bill	749936	01/11/2025	620 - Legal Fees	-500.00
				<u>-500.00</u>
Bill Pmt -Ch# 11894	01/18/2025	Casale Plumbing, Heating & AC	101 - 101 - Operating Fund	
Bill	78228	01/18/2025	585 - Building Repairs & Maintenance	-332.50
				<u>-332.50</u>
Bill Pmt -Ch# 11895	01/18/2025	Chadwick Bay Property Management	101 - 101 - Operating Fund	

Dunkirk Public Library Check Detail

January 2025

Bill	Winter 24 - #1	01/18/2025		586 · Grounds Keeping	-790.00
					-790.00
			Chautauqua Woods Corporation		
Bill Pmt -Ch 11896		01/18/2025		101 · 101 · Operating Fund	
Bill	3798	01/18/2025		585 · Building Repairs & Maintenance	-2,500.00
					-2,500.00
			Baker & Taylor		
Bill Pmt -Ch 11897		01/25/2025		101 · 101 · Operating Fund	
Bill	2038817334	01/25/2025		501 · Books	-13.09
Bill	2038817335	01/25/2025		501 · Books	-17.11
Bill	2038817336	01/25/2025		501 · Books	-28.84
Bill	2038817337	01/25/2025		501 · Books	-13.09
Bill	2038817338	01/25/2025		501 · Books	-64.33
Bill	2038817339	01/25/2025		504 · Gifts and Donations Expenses	-15.79
Bill	2038817340	01/25/2025		501 · Books	-28.39
				504 · Gifts and Donations Expenses	-14.91
Bill	2038817341	01/25/2025		501 · Books	-31.70
				504 · Gifts and Donations Expenses	-18.00
Bill	2038817342	01/25/2025		501 · Books	-49.51
Bill	2038796237	01/25/2025		501 · Books	-18.14
				504 · Gifts and Donations Expenses	-9.63
Bill	2038796238	01/25/2025		501 · Books	-13.12
Bill	2038796239	01/25/2025		501 · Books	-35.72
Bill	2038796240	01/25/2025		504 · Gifts and Donations Expenses	-17.30
Bill	2038796241	01/25/2025		501 · Books	-481.49
Bill	2038796242	01/25/2025		501 · Books	-870.16
			Chadwick Bay Property Management		
Bill Pmt -Ch 11898		01/25/2025		101 · 101 · Operating Fund	
Bill	Oct/Vov 24 Catch	12/31/2024		586 · Grounds Keeping	-480.00
					-480.00
			Usherwood Office Technology		
Bill Pmt -Ch 11899		01/25/2025		101 · 101 · Operating Fund	
Bill	1373013	01/25/2025		596 · Copier & Printer Supplies	-39.41
					-39.41

Dunkirk Public Library Check Detail

February 2025

Type	Num	Date	Name	Account	Paid Amount
Check		02/01/2025	Shelter Point Life	101 · 101 · Operating Fund	
				555 · Disability Insurance	-414.36
					-414.36
Check		02/08/2025	DFT	101 · 101 · Operating Fund	
				565 · Telephone	-17.53
					-17.53
Check		02/15/2025	payroll	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-8,734.47
					-8,734.47
Check		02/15/2025	Bahgat & Laurito-Bahgat, CPAs, PC	101 · 101 · Operating Fund	
				591 · Payroll Processing	-46.55
					-46.55
Check		02/15/2025	IRS	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-1,545.21
				551 · FICA & Medicare	-836.31
					-2,381.52
Check		02/15/2025	NYS Unemployment Insurance	101 · 101 · Operating Fund	
				2001 · Unemployment Payable	-234.86
					-234.86
Check		02/15/2025	NYS Tax	101 · 101 · Operating Fund	
				2000 · NYS Taxes Payable	-362.34
					-362.34
Check		02/27/2025	VSP PAYMENT	101 · 101 · Operating Fund	
				553 · Health Insurance	-36.09
					-36.09
Check		02/27/2025	Highmark BCBCWNY	101 · 101 · Operating Fund	

Dunkirk Public Library Check Detail February 2025

			553 · Health Insurance	-743.81
				<u>-743.81</u>
Check	02/27/2025	Delta Dental of NY Inc	101 · 101 · Operating Fund	
			553 · Health Insurance	-79.62
				<u>-79.62</u>
Check	02/27/2025	Univera	101 · 101 · Operating Fund	
			553 · Health Insurance	-2,428.20
				<u>-2,428.20</u>
Check	02/28/2025	First National Bank Omaha	101 · 101 · Operating Fund	
			610 · Children's Program Supplies	-93.78
			610 · Children's Program Supplies	-15.98
			584 · Building Supplies	-23.56
			570 · Library Supplies	-33.71
			570 · Library Supplies	-20.88
				<u>-187.91</u>
Check	02/28/2025	First National Bank Omaha	101 · 101 · Operating Fund	
			571 · Postage	-370.50
			584 · Building Supplies	-29.97
			584 · Building Supplies	-28.93
				<u>-429.40</u>
Check	02/28/2025	First National Bank Omaha	101 · 101 · Operating Fund	
			501 · Books	-132.32
			509 · DVD's	-291.15
				<u>-423.47</u>
Check	02/28/2025	payroll	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-8,199.59
				<u>-8,199.59</u>
Check	02/28/2025	Bahgat & Laurito-Bahgat, CPAs, PC	101 · 101 · Operating Fund	
			591 · Payroll Processing	-123.13
				<u>-123.13</u>

Dunkirk Public Library
Check Detail
February 2025

-123.13

Check		02/28/2025	IRS	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-1,434.09
				551 · FICA & Medicare	-784.28
					<u>-2,218.37</u>
Check		02/28/2025	NYS Tax	101 · 101 · Operating Fund	
				2000 · NYS Taxes Payable	-336.09
					<u>-336.09</u>
Check		02/28/2025	NYS Unemployment Insurance	101 · 101 · Operating Fund	
				2001 · Unemployment Payable	-220.57
					<u>-220.57</u>
Check	10194	02/15/2025	NYSDCP Receipts	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-200.00
					<u>-200.00</u>
Check	10195	02/28/2025	NYS Retirement	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-171.90
					<u>-171.90</u>
Check	10196	02/28/2025	NYSDCP Receipts	101 · 101 · Operating Fund	
				550 · Salaries & Wages	-200.00
					<u>-200.00</u>
Bill Pmt -C 11900		02/08/2025	Ahlstrom Schaeffer Electric Corp	101 · 101 · Operating Fund	
Bill	29227	02/08/2025		450 · Construction Grants	-5,978.26
					<u>-5,978.26</u>
Bill Pmt -C 11901		02/08/2025	Allen Fire Equipment Sale & Service, Inc.	101 · 101 · Operating Fund	
Bill	29879	02/08/2025		589 · Operations & Maintenance Bldg	-36.00
					<u>-36.00</u>
Bill Pmt -C 11902		02/08/2025	Baker & Taylor	101 · 101 · Operating Fund	

Dunkirk Public Library Check Detail February 2025

Bill	2038848147	02/08/2025		501 · Books	-55.04
Bill	2038848148	02/08/2025		501 · Books	-27.41
Bill	203884497	02/08/2025		501 · Books	-26.07
Bill	2038844988	02/08/2025		504 · Gifts and Donations Expenses	-15.53
Bill	2038844989	02/08/2025		504 · Gifts and Donations Expenses	-17.90
Bill	20388844990	02/08/2025		501 · Books	-29.62
Bill	203844991	02/08/2025		501 · Books	-113.84
				504 · Gifts and Donations Expenses	-16.47
Bill	2038844992	02/08/2025		504 · Gifts and Donations Expenses	-388.41
					<u>-690.29</u>
Bill Pmt -C 11903		02/08/2025	CCLS	101 · 101 · Operating Fund	
Bill	18829	02/08/2025		503 · CCLS Book Plan - Overdrive	-425.00
					<u>-425.00</u>
Bill Pmt -C 11904		02/08/2025	EATON OFFICE SUPPLY	101 · 101 · Operating Fund	
Bill	PINV1246440	02/08/2025		584 · Building Supplies	-243.29
					<u>-243.29</u>
Bill Pmt -C 11905		02/08/2025	Grey House Publishing	101 · 101 · Operating Fund	
Bill	988141	02/08/2025		501 · Books	-379.50
					<u>-379.50</u>
Bill Pmt -C 11906		02/08/2025	Ahlstrom Schaeffer Electric Corp	101 · 101 · Operating Fund	
Bill	29200	02/08/2025		450 · Construction Grants	-32,000.00
					<u>-32,000.00</u>
Bill Pmt -C 11909		02/15/2025	Susan Nickle	101 · 101 · Operating Fund	
Bill	Board Thank you lunc	02/15/2025		688 · Misc. Expenses	-53.71
					<u>-53.71</u>
Bill Pmt -C 11910		02/22/2025	Baker & Taylor	101 · 101 · Operating Fund	
Bill	2038863649	02/22/2025		501 · Books	-10.28
Bill	2038870654	02/22/2025		501 · Books	-296.26
				504 · Gifts and Donations Expenses	-32.39
					<u>-32.39</u>

Dunkirk Public Library
Check Detail
February 2025

-338.93

Bill Pmt -C 11911	02/22/2025	Chadwick Bay Property Management	101 - 101 - Operating Fund	
Bill	winter 24-25 #2		586 - Grounds Keeping	-790.00
				<u>-790.00</u>
Bill Pmt -C 11912	02/22/2025	Image Integrator, LLC	101 - 101 - Operating Fund	
Bill	SC01236 2025		583 - Office and Computer Equipment	-895.00
				<u>-895.00</u>

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

- Statistics – January/ February 2025 Story Times & Events – 48 patrons attended
- Craft Kits – January 2025 – 92 / February 2025 – 96

- Crafts made for Craft Kits:



Penguin



Hibernating Bear



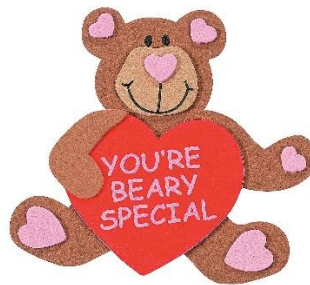
Pop-Up Groundhog



Mittens



Valentine Butterfly Magnet/Note Holder



Bear Magnet



Snowman Paper Plate

Saturday April 12th – 11:00 – 12:00 – Easter Craft
April 14th – April 18th – Easter Scavenger Hunt

Children's Room Statistics	Jan/Feb 2025					
Date	Story Time/Event	#Patrons	Date	#Crafts Kits	Facebook	#Views
1/7/2025	Story Time	4	1/9/2025	20	1/7-ST. Penguin	343
1/28/2025	Story Time	2	1/16/2025	24	1/13-ST. Bear	324
1/30/2025	Story Time	2	Jan-25	24	1/21-ClosedSnow	426
2/1/2025	Take Child to Library	11	1/30/2025	24	1/22-Story Time	232
2/4/2025	Story Time	2	Total-Jan25	92	1/27-ST-GroHog	205
2/6/2025	Story Time	2			1/30-Book Sale	720
2/11/2025	Story Time	9	2/6/2025	24	1/30-ChildLibrary	318
2/18/2025	Story Time	8	2/13/2025	24	1/31-Comp.Cal.	694
2/25/2025	Story Time	8	2/20/2025	24	2/3-ST-Mittens	180
	Total	48	2/27/2025	24	2/6-STClothesPinBug	206
			Total-Feb25	96	2/14-STBearMagnet	427
					2/24-STSnowmanPlt	170
					Total	4245

Computer Center Report

March 2025

- Classes were scheduled for a late morning time the past two months and we saw a better turnout with attendance. Topics continued to change, hopefully addressing what participants are looking for and have requested.
- 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 accommodate them. There were **8** individual appointments for January and February and **110** assists with computer needs in the lab during that time period. This does not include individuals who may also get assistance from other staff without utilizing the lab.
- The library and staff continue to work with the City of Dunkirk Heroes Banner Program and the new application is now on line. Staff is available to access the website and assist patrons to add family members to the project. The library will continue to help with the program until the project is closed for this year.
- The ceiling projector in the computer lab has been used regularly for classes and every Monday when the Tech Talk events are happening. The Tech Talk program is also showing more use both in and out of the lab setting.
- Technology training has resumed monthly at the Dunkirk Senior Center and the primary focus remains on cell phone use.
- Staff is beginning to address the need for upgrading computers to Windows 11. Microsoft is ending support for Windows 10 and our computers will need to be replaced. We are reviewing the number of computers we are really using and may make adjustments based on those figures.

Submitted by:

Michele L. Quatroche
PCC Director
3/21/2025

Treasurer's Report

January 2025 Highlights

Income:

LINE 444 – Bullet Aid. \$2,453 Received the Bullet Aid (State Aid Grant). The Dunkirk Public Library was awarded partial funding for the painting of the children's room / meeting room.

Expense:

LINE 585 – Building Repairs & Maintenance. \$8,187 is the remaining of the carpeting for the downstairs which includes the Children's Room, Hallway, and Meeting Room.

(Total cost paid \$16,373.85 to Pucci's Contract Interiors.)

\$2500 to refurbish and re-stain front entry. (Chautauqua Woods Corporation)

LINE 586 – Groundskeeping. \$790. This is the first of 4 installments payable to Chautauqua Bay Property Management for snow removal – plowing, shovelings, salting. (note - 4th installment to be adjusted.)

LINE 587 – Elevator Maintenance. \$2,671. Annual Maintenance Contract for the Elevator.

LINE 688 – Miscellaneous. \$850 Holiday Gifts, \$320 Holiday employee dinner

February 2025 Highlights

Income

LINE 478 – Book Plan CCLS. 2025 Materials Plan #1 Received. This is a System Cash Grant to member Libraries.

Expense

LINE 450 – Construction Grant. \$37,987 Paid to Ahlstrom Schaeffer for electrical work and Progress Billing. Jason – do you have more detail on this progress billing such as what it is for and how much is left?

LINE 583 – Office & Computer Equipment. \$895 Paid to Image Integrator for Annual Contract for Computers.

Also Noteworthy:

Gas bill is still \$0 with \$1,180.90 credit still remaining.

**Dunkirk Public Library
Director's Report
February-March 2025**

1. Book Club 1 February - Fifteen people attended the discussion of *The Women*.

Book Club 1 March - Thirteen people attended the discussion of *The Reading List*.
2. Book Club 2 February - Six people attended the discussion of *The Rose Code*.

Book Club 2 March - Six people attended the discussion of *The No. 1 Ladies' Detective Agency*.
3. Teens/YA - Adam's two-month long game has concluded with a victory for the players. Noah has hosted card and RPG sessions; Caleb has some fun events lined up. Every game since January (12 sessions) has been hosted and led by the kids.
4. Project Progress & Completions -
 - The front lights are installed, which should wrap up our electrical upgrade project.
 - The lettering has been applied to the front doors, but was done without consulting where we actually wanted it positioned.
 - Deborah F visited with some Fredonia-based contractors and took measurements and made sketches of the windows in preparation for new coverings.
 - Updated estimated were requested and received from Mader (plaster) and Pucci's (carpet).
5. Annual Report to NYS - Completed; required much less review from the CCLS finance manager this year.
6. Annual Report to the Community - Completed; available on the website and at the circulation desks.
7. JBC Furniture - Selected items were purchased and picked up from Jamestown Business College due to the school going out of business.
8. Staff Room - Had to buy a new microwave; waited for the Presidents' Day Sale and picked one up from Lowes for \$99.
9. Meetings and Conferences:
 - 2/11/25 - Youth Services Mtg.
 - 2/11/25 - Employee Engagement Mtg.
 - 2/20/25 - Youth Services Mtg.
 - 2/21/25 - CCLS Monthly Mtg.
 - 2/27/25 - HR Expert Mtg. in Jamestown
 - 3/11/25 - Teen Summer Reading Webinar
 - 3/13/25 - Chautauqua Works Mtg.
 - 3/13/25 - Chamber of Commerce Mtg. in Forestville
 - 3/18/25 - CCLS Mtg w/ Jan
 - 3/20/25 - School Library System Meeting w/ Jan at Loguidice
 - 3/21/25 - CCLS Monthly Mtg.

	Jan-25	Feb-25	2025 YTD	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Juvenile Fiction	290	454	744	330	641	622	595	465	539	1076	107	505
Juvenile Non-Fiction	13	32	45	23	46	46	91	29	21	56	65	12
Juvenile DVD's	6	8	14	1	6	15	11	21	11	29	0	0
Juvenile Audio Books	0	0	0	0	0	0	1	1	1	0	0	0
Juvenile Magazines	0	0	0	0	2	0	0	1	0	0	0	0
Adult Fiction	562	473	1035	525	586	578	662	668	625	870	715	658
Adult Non-Fiction	93	110	203	157	150	178	178	137	131	113	114	107
Adult DVD's	129	126	255	217	163	243	142	169	102	192	152	79
Adult Audio Books	2	7	9	4	10	3	9	13	10	8	4	2
Adult Magazines	0	0	0	2	3	2	10	3	0	5	11	11
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
Muesum Pass	0	1	1									
Total Circulation	1095	1211	2306	1259	1607	1687	1699	1507	1440	2349	1168	1374
Computer Use	302	333	635	420	444	446	517	519	448	517	558	523
Patrons Visiting Library	2538	2472	5010	2917	2854	2975	3192	3030	2697	3840	3088	2575
Reference Questions	346	379	725	332	409	607	378	306	284	395	321	335
Cards Issued each month	9	15	24	19	45	34	22	25	27	24	14	11
Total Card Holders as of	276	306	582	19	64	98	120	145	172	196	210	221

Oct-24	Nov-24	Dec-24	2024 YTD
630	521	256	6287
25	34	21	469
30	26	18	168
1	0	0	4
0	0	0	3
633	473	526	7519
118	97	95	1575
117	108	90	1774
2	6	3	74
2	4	1	54
0	0	0	0
0	0	0	0
0	0	0	0
	1	0	
1558	1270	1010	17928
520	369	294	
2828	2087	2417	
457	312	186	4322
26	10	10	
247	257	267	267

DUNKIRK Jan-2025 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	264	9		468	79				820
NEW-BOOK	26	4		94	13				137
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK						2			2
CDS									0
MAGAZINE									0
DVDS			6			129			135
NEW-ITEMS					1				1
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
TOTAL	290	13	6	562	93	131	0	0	1095

Public Computer Use	302
Microfilm	7
Curbside Delivery	0
People Counter: Front Entr	631
People Counter: Rear Entr	1907
Total Patron Count	2538
RQ: Computer Assistance w/Patrons	7
RQ: Assistance in Lab	40
Reference Questions: Adult	234
Reference Questions: Children's	11
Reference Questions: Email	54
Total Reference Questions	346

<i>Added Materials</i>	
MAGAZINES	9
NEWSPAPERS	23
MICROFILM	0
CHILDREN'S ROOM BOOKS	0
YOUNG ADULT BOOKS	2
ADULT BOOKS	0
DVD'S	0
AUDIO BOOKS	0
GAMES	0
TOTAL	34

DUNKIRK Feb-2025 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	420	28		388	96		1		933
NEW-BOOK	34	4		85	14				137
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK						7			7
CDS									0
MAGAZINE									0
DVDS			8			126			134
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS						1			1
TOTAL	454	32	8	473	110	134	1	0	1212

Public Computer Use	333
Microfilm	6
Curbside Delivery	0
People Counter: Front Entr	727
People Counter: Rear Entr	1745
Total Patron Count	2472
RQ: Computer Assistance w/Patrons	13
RQ: Assistance in Lab	70
Reference Questions: Adult	216
Reference Questions: Children's	50
Reference Questions: Email	30
Total Reference Questions	379

<i>Added Materials</i>	
MAGAZINES	9
NEWSPAPERS	23
MICROFILM	0
CHILDREN'S ROOM BOOKS	2
YA BOOKS	0
ADULT BOOKS	10
DVD'S	0
AUDIO BOOKS	0
GAMES	0
TOTAL	35

Dunkirk Public Library

Annual Report For Public And Association Libraries - 2024

CURRENT YEAR

PREVIOUS YEAR

1. GENERAL LIBRARY INFORMATION

Library / Director Information

[Outline of Major Changes](#)

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	1200061850	<i>1200061850</i>
1.2	Library Name	DUNKIRK PUBLIC LIBRARY	<i>DUNKIRK PUBLIC LIBRARY</i>
1.3	Name Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.4	Structure Status (State use only)	00 (for no change from previous year)	<i>00 (for no change from previous year)</i>
1.5	Community	Dunkirk	<i>Dunkirk</i>
1.6	Beginning Fiscal Reporting Year	01/01/2024	<i>01/01/2023</i>
1.7	Ending Fiscal Reporting Year	12/31/2024	<i>12/31/2023</i>
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No	<i>No</i>

1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	n/a	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	n/a	N/A
1.11	Beginning <u>Local</u> Fiscal Year	07/01/2024	07/01/2023
1.12	Ending <u>Local</u> Fiscal Year	06/30/2025	06/30/2024
1.13	Address Status	00 (for no change from previous year)	00 (for no change from previous year)
1.14	Street Address	536 CENTRAL AVENUE	536 CENTRAL AVENUE
1.15	City	DUNKIRK	DUNKIRK
1.16	Zip Code	14048	14048
1.17	Mailing Address	536 CENTRAL AVENUE	536 CENTRAL AVENUE
1.18	City	DUNKIRK	DUNKIRK
1.19	Zip Code	14048	14048
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(716) 366-2511	(716) 366-2511
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(716) 526-0696	(716) 526-0696
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	info@dunkirklibrary.org	info@dunkirklibrary.org

1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	https://www.dunkirklibrary.org/	https://www.dunkirklibrary.org/
1.24	Population Chartered to Serve (per 2020 Census)	14,231	<i>14,231</i>
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC	<i>PUBLIC</i>
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	School District	<i>School District</i>
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N	<i>N</i>
1.28	Indicate the type of charter the library currently holds (select one):	Absolute	<i>Absolute</i>
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	06/01/1904	<i>06/01/1904</i>
1.30	Date the library was last registered	01/20/1899	<i>01/20/1899</i>
1.31	Federal Employer Identification Number	810726187	<i>810726187</i>
1.32	County	CHAUTAUQUA	<i>CHAUTAUQUA</i>
1.33	School District	Dunkirk	<i>Dunkirk</i>
1.34	Town/City	Dunkirk	<i>Dunkirk</i>
1.35	Library System	Chautauqua-Cattaraugus Library System	<i>Chautauqua-Cattaraugus Library System</i>

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a	President/CEO Name	N/A	<i>N/A</i>
1.36b	President/CEO Phone Number	N/A	<i>N/A</i>
1.36c	President/CEO Email	N/A	<i>N/A</i>

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37	First Name of Library Director/Manager	Jason	<i>Jason</i>
1.38	Last Name of Library Director/Manager	Hammond	<i>Hammond</i>
1.39	NYS Public Librarian Certification Number	23635	<i>23635</i>
1.40	What is the highest education level of the library manager/director?	Master's Degree	<i>Master's Degree</i>
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Y	<i>Y</i>
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	N/A	<i>N/A</i>
1.43	E-mail Address of the Director/Manager	director@dunkirklibrary.org	<i>director@dunkirklibrary.org</i>
1.44	Fax Number of the Director/Manager	(716) 526-0696	<i>(716) 526-0696</i>
1.45	Does the library charge fees for library cards to people residing outside the system's service area?	N	<i>N</i>

Public Votes / Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. Y Y

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote Dunkirk City School District *Dunkirk City School District*

2. Indicate the type of municipality or district holding the public vote School District *School District*

3. Date the vote was held (mm/dd/2024) 06/18/2024 *06/21/2023*

4. Was the vote successful? Y/N Y Y

Note: The vote was successful, but the Dunkirk City School District failed to collect the tax levy in the correct amount.

5. What type of public vote was it? budget vote (school district public library only) *budget vote (school district public library only)*

6a. Most recent prior year approved appropriation from a public vote: \$450,000 *\$350,000*

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: \$9,964 *\$100,000*

6c. Total proposed appropriation (manually sum of 6a and 6b): \$459,964 *\$450,000*

Note: Even though the budget proposal passed, we only received last year's amount of \$450,000 from the school district.

This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2024) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote
2. Indicate the type of municipality N/A or district holding the public vote
3. Date the last successful vote was N/A held (mm/dd/yyyy)
4. What type of public vote was it? N/A
5. What was the total dollar N/A amount of the appropriation from tax dollars resulting from the last successful vote?

Unusual Circumstances

1.48 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for *each* contract. If no, go to question 1.49. N N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting municipality or district N/A N/A

2.	Is this a written contractual agreement?	N/A	N/A
3.	Population of the geographic area served by this contract	N/A	N/A
4.	Dollar amount of contract	N/A	N/A
5.	Enter the appropriate code for range of services provided (select one):	N/A	N/A

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

Y N

Note: The Children's Room was closed for renovations, which impacted the availability for loan of materials housed there.

2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [read](#) general information instructions below before completing this section.

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	11,005	10,448
2.2	Adult Non-fiction Books	7,857	7,689
2.3	Total Adult Books (Total questions 2.1 & 2.2)	18,862	18,137
2.4	Children's Fiction Books	11,947	11,689
2.5	Children's Non-fiction Books	2,476	2,542
2.6	Total Children's Books (Total questions 2.4 & 2.5)	14,423	14,231
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	33,285	32,368

Other Print Materials

2.8	Total Uncataloged Books	416	416
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Note: No change in 2024: 400 CREATE Project titles & 16 others.

2.9	Total Print Serials	915	921
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Note: 877 Microfilm; 23 Bound Obits; 2 Newspapers (1 subscription held for 2 years); 13 Magazine Volumes We renewed fewer magazines in 2024 due to low usage and received fewer donated subscriptions.

2.10	All Other Print Materials	0	0
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2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	1,331	1,337
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2.12	Total Print Materials (Total questions 2.7 and 2.11)	34,616	33,705
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ALL OTHER MATERIALS

2.13	Audio - Physical Units	621	719
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2.14	Video - Physical Units	2,427	2,330
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2.15 Other Circulating Physical Items 108 56

Note: Item Type Count Description GAMES 52 J_KIT 1 Music backpack MEDIA 4 Electricity usage monitors MUSEUMPASS 51 Total 108

2.16 Total Other Physical Materials 3,156 3,105
(Total questions 2.13 through 2.15)

Grand Total / Additions to Holdings

2.17 **GRAND TOTAL HOLDINGS** 37,772 69,488
(Total questions 2.12 and 2.16)

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18 Cataloged Books 1,460 1,470

2.19 All Other Print Materials 14 20

Note: 1 newspaper volume, 13 magazine volumes (fewer subscriptions in 2024)

2.20 All Other Materials 175 129

2.21 Total Additions (Total questions 1,649 7,567
2.18 through 2.20)

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Visits / Borrowers / Policies / Accessibility

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1 Library visits (total annual attendance) 34,450 34,316

3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count	<i>CT - Annual Count</i>
3.2	Registered resident borrowers	6,483	<i>6,330</i>
3.3	Registered non-resident borrowers	1,589	<i>1,516</i>

Please report information on WRITTEN POLICIES as of 12/31/24.

WRITTEN POLICIES (Answer Y for Yes, N for No)

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y	<i>Y</i>
3.5	Does the library have a policy protecting the confidentiality of library records?	Y	<i>Y</i>
3.6	Does the library have an Internet use policy?	Y	<i>Y</i>
3.7	Does the library have a disaster plan?	Y	<i>Y</i>
3.8	Does the library have a board-approved conflict of interest policy?	Y	<i>Y</i>
3.9	Does the library have a board-approved whistle blower policy?	Y	<i>Y</i>
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y	<i>Y</i>

Please report information on ACCESSIBILITY as of 12/31/24.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y Y

Note: Meals on Wheels partnership for home delivery of library materials.

3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? N N

3.13 Does the library have large print books? Y Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? Y Y

Note: LOC audio player w/ Braille buttons; oversized, high contrast keyboard; large computer screen; special mouse.

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA No

refreshable Braille commonly referred to as a refreshable Braille display No

screen magnification software, such as Zoomtext No

electronic scanning and reading software, such as OpenBook No

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y Y

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a Number of Sessions Targeted at 91 82
Children Ages 0-5

Note: 0-5 Onsite: 90 sessions; 955 attend. 0-5 Offsite: 1 sessions; 48 attend. 6-11 Onsite: 24 sessions; 356 attend. 6-11 Offsite: 1 sessions; 20 attend.

3.17b Attendance at Sessions Targeted 1,003 1,108
at Children Ages 0-5

Note: 0-5 Onsite: 90 sessions; 955 attend. 0-5 Offsite: 1 sessions; 48 attend. 6-11 Onsite: 24 sessions; 356 attend. 6-11 Offsite: 1 sessions; 20 attend.

3.18a Number of Sessions Targeted at 25 36
Children Ages 6-11

Note: 0-5 Onsite: 90 sessions; 955 attend. 0-5 Offsite: 1 sessions; 48 attend. 6-11 Onsite: 24 sessions; 356 attend. 6-11 Offsite: 1 sessions; 20 attend.

3.18b Attendance at Sessions Targeted 376 519
at Children Ages 6-11

Note: 376 attendance for ages 6-11 in 2024 is because we have been remodeling the Children's Room for the entire year and the Children's Room was closed several times during the year. In 2023 we had an attendance of 519. 0-5 Onsite: 90 sessions; 955 attend. 0-5 Offsite: 1 sessions; 48 attend. 6-11 Onsite: 24 sessions; 356 attend. 6-11 Offsite: 1 sessions; 20 attend.

3.19a Number of Sessions Targeted at 45 48
Young Adults Ages 12-18

Note: Teen Onsite: 44 sessions; 260 attend. Teen Offsite: 1 session; 3 attend. We didn't get to do as much with ALA International Games Month this year and were limited to just our Friday activities.

3.19b Attendance at Sessions Targeted 263 285
at Young Adults Ages 12-18

Note: Teen Onsite: 44 sessions; 260 attend. Teen Offsite: 1 session; 3 attend. Some of our regular attendees graduated from HS or were more involved with other extracurricular activities this year.

3.20a Number of Sessions Targeted at 112 122
Adults Age 19 or Older

Note: Adult Onsite: 101 sessions; 407 attend. Adult Offsite: 11 sessions; 45 attend.

3.20b Attendance at Sessions Targeted 452 431
at Adults Age 19 or Older

Note: Adult Onsite: 101 sessions; 407 attend. Adult Offsite: 11 sessions; 45 attend.

3.21a Number of General Interest 2 3
Program Sessions

Note: General Onsite: 0 sessions; 0 attend. General Offsite: 2 sessions; 105 attend. (Latin Extravaganza & JCC Trunk or Treat)

3.21b Attendance at General Interest 105 152
Program Sessions

Note: General Onsite: 0 sessions; 0 attend. General Offsite: 2 sessions; 105 attend. (Latin Extravaganza & JCC Trunk or Treat)

3.22 Total Sessions of Live Programs 275 291
Categorized by Age (sum of 3.17a,
3.18a, 3.19a, 3.20a, 3.21a)

3.23 Total Attendance at Live 2,199 2,495
Programs Categorized by Age (sum of
3.17b, 3.18b, 3.19b, 3.20b, 3.21b)

Live Programs Categorized by Venue

3.24a Total Live Onsite Program Sessions	259	276
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Note: 0-5 Onsite: 90 sessions; 955 attend. 6-11 Onsite: 24 sessions; 356 attend. Teen Onsite: 44 sessions; 260 attend. Adult Onsite: 101 sessions; 407 attend. General Onsite: 0 sessions; 0 attend.

3.24b Total Live Onsite Program Attendance	1978	2,295
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Note: 0-5 Onsite: 90 sessions; 955 attend. 6-11 Onsite: 24 sessions; 356 attend. Teen Onsite: 44 sessions; 260 attend. Adult Onsite: 132 sessions; 407 attend. General Onsite: 0 sessions; 0 attend. The reason the total Live Onsite attendance is lower is because we had windows being replaced, construction of a handicapped ramp, electricians rewiring, carpeting installed, and more. Areas of the library were closed due to remodeling.

3.25a Total Live Offsite Program Sessions	16	14
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Note: 0-5 Offsite: 1 sessions; 48 attend. 6-11 Offsite: 1 sessions; 20 attend. Teen Offsite: 1 sessions; 3 attend. Adult Offsite: 11 sessions; 45 attend. General Offsite: 2 sessions; 105 attend.

3.25b Total Live Offsite Program Attendance	221	198
---	-----	-----

Note: 0-5 Offsite: 1 sessions; 48 attend. 6-11 Offsite: 1 sessions; 20 attend. Teen Offsite: 1 sessions; 3 attend. Adult Offsite: 11 sessions; 45 attend. General Offsite: 2 sessions; 105 attend.

3.26a Total Live Virtual Program Sessions	0	1
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3.26b Total Live Virtual Program Attendance	0	2
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3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	275	291
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3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	2,199	2,495
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Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded Program Presentations 0 0

Note: 0-5 Recorded: x sessions; x attend. 6-11 Recorded: x sessions; x attend. Teen Recorded: 0 sessions; 0 attend. Adult Recorded: 0 sessions; 0 attend. General Recorded: 0 sessions; 0 attend.

3.30 Total Views of Prerecorded Program Presentations within 30 Days 0 0

Note: 0-5 Recorded: x sessions; x attend. 6-11 Recorded: x sessions; x attend. Teen Recorded: 0 sessions; 0 attend. Adult Recorded: 0 sessions; 0 attend. General Recorded: 0 sessions; 0 attend.

3.31 One-on-One Program Sessions 1,673 1,988

Note: 0-5 OoO: 728 sessions; 728 attend. (craft kits with snacks) 6-11 OoO: 500 sessions; 500 attend. (craft kits with snacks) Teen OoO: 372 sessions; 372 attend. (after school snack distribution) Adult OoO: 73 sessions; 73 attend. (tech trainings) General OoO: 0 sessions; 0 attend.

3.32 Attendance at One-on-One Program Sessions 1,673 2,024

Note: 0-5 OoO: 728 sessions; 728 attend. (craft kits with snacks) 6-11 OoO: 500 sessions; 500 attend. (craft kits with snacks) Teen OoO: 372 sessions; 372 attend. (after school snack distribution) Adult OoO: 73 sessions; 73 attend. (tech trainings) General OoO: 0 sessions; 0 attend.

Teen-Led / Promotion / Summer Reading

3.33 Did your library offer teen-led activities during the 2024 calendar year? Y Y

Note: 16 teen led activities.

3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes Yes

3.34b Does your library use Facebook for promotion? Yes

3.34c Does your library use Instagram for promotion? Yes

3.34d Does your library use Twitter/X for promotion? No

3.34e Does your library use TikTok for promotion? No

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

SUMMER READING PROGRAM

3.35 Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y Y

3.36 Library outlets offering the summer reading program 1 1

3.37 Children registered for the library's summer reading program 89 80

Note: 0-5: 30 registered 6-11: 59 registered

3.38 Young adults registered for the library's summer reading program 8 10

3.39 Adults registered for the library's summer reading program 24 18

3.40 **Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)** 121 108

3.41a Children's program sessions - Summer 2024 40 26

Note: 0-5 sessions: 23 6-11 sessions: 17

3.41b Children's program attendance - Summer 2024	598	784
Note: 0-5 attend: 366 6-11 attend: 232		
3.42a Young adult program sessions - Summer 2024	13	11
3.42b Young adult program attendance - Summer 2024	71	51
3.43a Adult program sessions - Summer 2024	28	27
Note: 27 Live 1 Virtual Author Visit		
3.43b Adult program attendance - Summer 2024	168	184
3.44 Total program sessions - Summer 2024 (total 3.41a + 3.42a + 3.43a)	81	64
3.45 Total program attendance - Summer 2024 (total 3.41b + 3.42b + 3.43b)	837	1,019
3.46 Did the library use the Summer Reading at New York Libraries name and/or logo?	Y	Y
3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y	Y
COLLABORATORS		
3.48 Public school district(s) and/or BOCES	1	0
3.49 Non-public school(s)	0	1
3.50 Childcare center(s)	0	1

3.51	Summer camp(s)	0	0
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3.52	Municipality/Municipalities	1	1
------	-----------------------------	---	---

Note: City of Dunkirk CDBG grant for snack program.

3.53	Literacy provider(s)	0	0
------	----------------------	---	---

3.54	Other (describe using the State note)	3	1
------	---------------------------------------	---	---

Note: Cornell Cooperative Extension St. John's Church Heart of the Game

3.55	Total Collaborators (total 3.48 through 3.54)	5	4
------	---	---	---

Early Literacy

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

EARLY LITERACY PROGRAMS

3.56	Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	Y
------	---	---	---

3.57a	Focus on birth - school entry (kindergarten) sessions	58	46
-------	---	----	----

3.57b	Focus on birth - school entry (kindergarten) attendance	311	337
-------	---	-----	-----

3.58a	Focus on parents & caregivers sessions	0	0
-------	--	---	---

3.58b	Focus on parents & caregivers attendance	0	0
-------	--	---	---

3.59a	Combined audience sessions	0	0
3.59b	Combined audience attendance	0	0
3.60	Total Sessions	58	46
3.61	Total Attendance	311	337

3.62 - Collaborators (check all that apply):

a.	Childcare center(s)	No	Yes
b.	Public School District(s) and/or BOCES	Yes	No

Note: One of the third grade summer school classes would drop by to listen to a story and make a craft.

c.	Non-Public School(s)	Yes	Yes
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Note: Pre-school and kindergarteners would walk here from the local Catholic School to listen to a story and take craft kits back to school to make.

d.	Health care providers/agencies	No	No
e.	Other (describe using the State note)	No	No

Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ADULT LITERACY

3.63	Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y	N
------	---	---	---

3.64a	Total group program sessions	0	0
3.64b	Total group program attendance	0	0
3.65a	Total one-on-one program sessions	0	0
3.65b	Total one-on-one program attendance	0	0

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America) Yes Yes

Note: CCLS Adult Lit grant partnership helps Literacy Volunteers purchase their tutoring software. The online training takes place at their facility, but tutors also book our meeting space for lessons. These are counted in the total listed for section 9 #19.

b. Public School District(s) and/or BOCES No

c. Non-Public Schools No

d. Other (see instructions and describe using Note) No

ESOL / Digital Literacy

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

3.68a	Children's program sessions		0
3.68b	Children's program attendance		0
3.69a	Young adult program sessions		0
3.69b	Young adult program attendance		0
3.70a	Adult program sessions		0
3.70b	Adult program attendance		0
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	0	0
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	0	0
3.73a	One-on-one program sessions		0
3.73b	One-on-one program attendance		0
3.74 - Collaborators (check all that apply):			
a.	Literacy NY (Literacy Volunteers of America)		Yes
b.	Public School District(s) and/or BOCES		No
c.	Non-Public School(s)		No
d.	Other (describe using the Note)		No

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

DIGITAL LITERACY

3.75 Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y Y

3.76a Total group program sessions 85 83

Note: DL Group sessions: 85; attend: 170

3.76b Total group program attendance 170 174

Note: DL Group sessions: 85; attend: 170

3.77a Total one-on-one program sessions 73 49

Note: DL OoO sessions: 73; attend: 73 There were more requests for individual tech trainings this year.

3.77b Total one-on-one program attendance 73 52

Note: DL OoO sessions: 73; attend: 73 There were more requests for individual tech trainings this year.

4. LIBRARY TRANSACTIONS

Circulation / Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

CATALOGED BOOK CIRCULATION

4.1 Adult Fiction Books 7,556 7,191

4.2 Adult Non-fiction Books 1,578 1,410

4.3 Total Adult Books (Total questions 4.1 & 4.2) 9,134 8,601

4.4 Children's Fiction Books 7,131 7,206

4.5 Children's Non-fiction Books 469 576

4.6	Total Children's Books (Total questions 4.4 & 4.5)	7,600	7,782
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	16,734	16,383

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	1,997	2,744
4.9	Circulation of Children's Other Materials	266	323
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	2,263	3,067
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	18,997	19,450

4.12 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? No No

4.13 Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur. No

REFERENCE TRANSACTIONS

4.14	Total Reference Transactions	5,071	2,878
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Note: Upstairs: 2955 Downstairs: 931 Email: 424 Tech Help from Circ Desk: 128 Computer Lab: 633 Upstairs, Downstairs, and Email requests had large increases compared to 2023.

4.14a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count CT - Annual Count

4.15	Does the library offer virtual reference?	Y	Y
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Interlibrary Loan / E-Rate

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16	TOTAL MATERIALS RECEIVED	2,839	2,576
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17	TOTAL MATERIALS PROVIDED	3,500	3,474
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E-RATE

4.18	Does the library file for E-rate benefits?	N	N
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4.19	Is the library part of a consortium for E-rate benefits?	Y	Y
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4.20	If yes, in which consortium are you participating?	Chautauqua-Cattaraugus Library System	<i>Chautauqua-Cattaraugus Library System</i>
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5. ELECTRONIC USE

Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to Yes
e-books purchased solely by the library?

5.2 Did the library provide access to Yes
e-books purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.3 Did the library provide access to No
e-books provided by the New York State
Library at no or minimal cost to the
library?

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to No
e-serials purchased solely by the
library?

5.5 Did the library provide access to Yes
e-serials purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.6 Did the library provide access to No
e-serials provided by the New York
State Library at no or minimal cost to
the library?

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to Yes
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes
e-audio purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level?

5.9 Did the library provide access to No
e-audio provided by the New York State
Library at no or minimal cost to the
library?

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to No
e-videos purchased solely by the
library?

5.11 Did the library provide access to Yes
e-videos purchased via a consortium,
cooperative, or other similar group at
the local, regional, or state level? (Do
not include New York State Library-
provided content here; that should be
entered in 5.12.)

5.12 Did the library provide access to No
e-videos provided by the New York
State Library at no or minimal cost to
the library?

Databases / Online Learning / E-Material Circulation

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to No
research databases purchased solely by
the library?

5.14 Did the library provide access to Yes
research databases purchased via a
consortium, cooperative, or other
similar group at the local, regional, or
state level?

5.15 Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)? Yes

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to online learning platforms purchased solely by the library? No

5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library? No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books during the reporting period 2,428

5.20 The total circulation of e-serials during the reporting period. 0

5.21 The total circulation of e-audio during the reporting period 1,493

5.22 The total circulation of e-videos during the reporting period. 101

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	37.5	37.5
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	1	1
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6.3	Vacant Library Director (certified)	0	0
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6.4	Library Manager (not certified)	0	0
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6.5	Vacant Library Manager (not certified)	0	0
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6.6	Librarian	0	0
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6.7	Vacant Librarian	0	0
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6.8	Library Specialist/Paraprofessional	0	0
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6.9	Vacant Library Specialist/Paraprofessional	0	0
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6.10	Other Staff	5.69	5.76
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Note: Michele @ 37.5 = 1 Pam @ 37.5 = 1 Other Staff: 7197.75 total hours / 52 weeks = 138.42 hrs per week / 37.5 = 3.69

6.11	Vacant Other Staff	0	0
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6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	6.69	6.76
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00	0.00

SALARY INFORMATION

6.14	FTE - Library Director (certified)	1	1
6.15	Salary - Library Director (certified)	\$51,353	\$50,346
6.16	FTE - Library Manager (not certified)	0	0
6.17	Salary - Library Manager (not certified)	\$0	\$0
6.18	FTE - Librarian	0	0
6.19	Salary - Librarian	\$0	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

- Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y Y
- Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y Y

3.	Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y	Y
4.	Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y	Y
5.	Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y
6.	Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y	Y
7.	Is open the minimum standard number of public service hours for population served. (see instructions)	Y	Y
8.	Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:		
8a.	space	Y	Y
8b.	lighting	Y	Y
8c.	shelving	Y	Y
8d.	seating	Y	Y
8e.	power infrastructure	Y	Y
8f.	data infrastructure	Y	Y

8g.	public restroom	Y	Y
9.	Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y	Y
10.	Provides		
10a.	a circulation system that facilitates access to the local library collection and other library catalogs	Y	Y
10b.	equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y	Y
11.	Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y	Y
12.	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y	Y
13.	Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y	Y
14.	Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1	1
8.2	Branches	0	0
8.3	Bookmobiles	0	0
8.4	Other Outlets	1	0

Note: Historic postcards of local landmarks on long-term loan to the Senior Center.

8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	2	1
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PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	41.00	41.00
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Note: 45 hours in a normal week; 41 during the summer.

8.7	Minimum Weekly Total Hours - Branch Libraries	0.00	0.00
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8.8	Minimum Weekly Total Hours - Bookmobiles	0.00	0.00
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8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	41.00	41.00
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8.10	Annual Total Hours - Main Library	2,284.00	2,288.00
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Note: 45 hrs x 52 = 2,340 - 56 = 2,284 No Saturdays from May 27 to Sept 2. (14 Saturdays x 4 hrs = 56)

8.11	Annual Total Hours - Branch Libraries	0.00	0.00
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8.12	Annual Total Hours - Bookmobiles	0.00	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,284.00	2,288.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed, will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link](#) to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to collectconnect@baker-taylor.com and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

1.	Outlet Name	DUNKIRK PUBLIC LIBRARY	<i>DUNKIRK PUBLIC LIBRARY</i>
2.	Outlet Name Status	00 (for no change)	<i>00</i>
3.	Street Address	536 CENTRAL AVENUE	<i>536 CENTRAL AVENUE</i>
4.	Outlet Street Address Status	00 (for no change)	<i>00</i>
5.	City	DUNKIRK	<i>DUNKIRK</i>

6.	Zip Code	14048	<i>14048</i>
7.	Phone (enter 10 digits only)	(716) 366-2511	<i>(716) 366-2511</i>
8.	Fax Number (enter 10 digits only)	(716) 526-0696	<i>(716) 526-0696</i>
9.	E-mail Address	info@dunkirklibrary.org	<i>info@dunkirklibrary.org</i>
10.	Outlet URL	https://www.dunkirklibrary.org/	<i>https://www.dunkirklibrary.org/</i>
11.	County	CHAUTAUQUA	<i>CHAUTAUQUA</i>
12.	School District	Dunkirk	<i>Dunkirk</i>
13.	Library System	Chautauqua-Cattaraugus Library System	<i>Chautauqua-Cattaraugus Library System</i>
14.	Outlet Type Code (select one):	CE	<i>CE</i>
15.	Public Service Hours Per Year for This Outlet	2,284	<i>2,288</i>
16.	Number of Weeks This Outlet is Open	52	<i>52</i>
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y	<i>Y</i>
18.	Is the meeting space available for public use even when the outlet is closed?	N	<i>N</i>
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	219	<i>152</i>

Note: More onsite Literacy Volunteers tutoring this year, plus a series of Music and Art classes sponsored by the CREATE Project.

20.	Enter the appropriate outlet code (select one):	LO	<i>LO</i>
21.	Who owns this outlet building?	Library Board	<i>Library Board</i>
22.	Who owns the land on which this outlet is built?	Library Board	<i>Library Board</i>
23.	Indicate the year this outlet was initially constructed	1904	<i>1904</i>
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2024	<i>2022</i>
Note: Late summer masonry work.			
25.	Square footage of the outlet	10,194	<i>10,194</i>
26.	Number of Internet Computers Used by General Public	26	<i>28</i>
27.	Number of uses (sessions) of public Internet computers per year	5,645	<i>5,771</i>
Note: Jan - 420 Feb - 444 Mar - 446 Apr - 517 May - 519 Jun - 448 Jul - 517 Aug - 558 Sep - 523 Oct - 590 Nov - 369 Dec - 294			
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count	<i>CT - Annual Count</i>
28.	Type of connection on the outlet's public Internet computers	Fiber	<i>Fiber</i>
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps	<i>11 Greater than or equal to 100 mbps and less than 1 gbps</i>
31.	Internet Provider	Spectrum/Time Warner Cable	<i>Spectrum/Time Warner Cable</i>

32.	WiFi Access	No restrictions to access	<i>No restrictions to access</i>
33.	Wireless Sessions	3,685	<i>2,751</i>
Note: Quite a bit of wireless printing this year, and more usage of D&D beyond by the teens.			
33a	Reporting Method for Wireless Sessions	CT - Annual Count	<i>CT - Annual Count</i>
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y	<i>Y</i>
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y	<i>N</i>
Note: ADA ramp completed last winter.			
36.	Does your outlet have a Makerspace?	N	<i>N</i>
37.	<i>LIBID</i>	1200061850	<i>1200061850</i>
38.	<i>FSCSID</i>	NY0048	<i>NY0048</i>
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0	<i>0</i>
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)	<i>00</i>

10. OFFICERS AND TRUSTEES

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024)	8	<i>10</i>
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NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A. 5-15 5-15

10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. 7 5

Note: A Bylaw update approved by the Board on 9/24/24 changed the number of voting Trustees to seven.

10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. N/A N/A

10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note. 3 3

10.6 I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note. Y N

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one): EP - board members are elected in a public election EP - board members are elected in a public election

List Officers and Board Members as of February 1 of the CURRENT year.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#) . Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to collectconnect@baker-taylor.com.

1. Status Filled Filled

2.	First Name of Board Member	Terri	<i>Terri</i>
3.	Last Name of Board Member	Sutherland	<i>Sutherland</i>
4.	Mailing Address	1039 Central Ave.	<i>1039 Central Ave.</i>
5.	City	Dunkirk	<i>Dunkirk</i>
6.	Zip Code (5 digits only)	14048	<i>14048</i>
7.	E-mail address	trippt@fredonia.edu	<i>trippt@fredonia.edu</i>
8.	Office Held or Trustee	Vice President	<i>Trustee</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2023	<i>2023</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2026	<i>2026</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/25/2023	<i>07/25/2023</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/31/2023	<i>07/31/2023</i>
16.	Is this a brand new trustee?	N	<i>Y</i>

1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Matthew	<i>Matthew</i>
3.	Last Name of Board Member	Woelfle	<i>Woelfle</i>
4.	Mailing Address	777 Park Ave.	<i>777 Park Ave.</i>
5.	City	Dunkirk	<i>Dunkirk</i>
6.	Zip Code (5 digits only)	14048	<i>14048</i>
7.	E-mail address	matthew.woelfle@purina.nestle.com	<i>matthew.woelfle@purina.nestle.com</i>
8.	Office Held or Trustee	President	<i>Vice President</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2022	<i>2022</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2025	<i>2025</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/26/2022	<i>07/26/2022</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/28/2022	<i>07/28/2022</i>

16. Is this a brand new trustee? N N

1. Status Filled *Filled*

Note: Matthew – 2025 Terri – 2026 Marybeth – 2026 Susan – 2027 Sara – 2027

2. First Name of Board Member Marybeth *Marybeth*

3. Last Name of Board Member Muldowney *Muldowney*

4. Mailing Address 10 Beach Road *10 Beach Road*

5. City Dunkirk *Dunkirk*

6. Zip Code (5 digits only) 14048 *14048*

7. E-mail address marybethmuldowney@gmail.com *marybethmuldowney@gmail.com*

8. Office Held or Trustee Trustee *President*

9. Term Begins - Month July *July*

10. Term Begins - Year (year) 2023 *2023*

11. Term Expires June *June*

12. Term Expires - Year (yyyy) 2026 *2026*

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes *Yes*

14. The date the Oath of Office (mm/dd/yyyy) was taken 07/25/2023 *07/25/2023*

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/31/2023	07/31/2023
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Susan	<i>Susan</i>
3.	Last Name of Board Member	Nickle	<i>Nickle</i>
4.	Mailing Address	766 Washington Ave.	<i>766 Washington Ave.</i>
5.	City	Dunkirk	<i>Dunkirk</i>
6.	Zip Code (5 digits only)	14048	<i>14048</i>
7.	E-mail address	snickle31@yahoo.com	<i>snickle31@yahoo.com</i>
8.	Office Held or Trustee	Secretary	<i>Secretary</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2024	<i>2021</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2027	<i>2024</i>
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>

14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/23/2024	06/21/2021
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/29/2024	06/29/2021
16.	Is this a brand new trustee?	N	N
1.	Status	Filled	<i>Filled</i>
2.	First Name of Board Member	Sara	<i>Sara</i>
3.	Last Name of Board Member	Marsowicz	<i>Marsowicz</i>
4.	Mailing Address	632 Eagle St.	<i>632 Eagle St.</i>
5.	City	Dunkirk	<i>Dunkirk</i>
6.	Zip Code (5 digits only)	14048	<i>14048</i>
7.	E-mail address	smarsowicz@nccfoundation.org	<i>smarsowicz@nccfoundation.org</i>
8.	Office Held or Trustee	Financial Officer	<i>Financial Officer</i>
9.	Term Begins - Month	July	<i>July</i>
10.	Term Begins - Year (year)	2024	<i>2021</i>
11.	Term Expires	June	<i>June</i>
12.	Term Expires - Year (yyyy)	2027	<i>2024</i>

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes	<i>Yes</i>
14.	The date the Oath of Office (mm/dd/yyyy) was taken	07/23/2024	<i>06/22/2021</i>
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	07/29/2024	<i>06/29/2021</i>
16.	Is this a brand new trustee?	N	<i>N</i>
1.	Status	Filled	
2.	First Name of Board Member	Laurie	
3.	Last Name of Board Member	Dolce	
4.	Mailing Address	415 WOODROW AVE	
5.	City	Dunkirk	
6.	Zip Code (5 digits only)	14048	
7.	E-mail address	ldolce80@gmail.com	
8.	Office Held or Trustee	Trustee	
9.	Term Begins - Month	November	
10.	Term Begins - Year (year)	2024	
11.	Term Expires	June	

12. Term Expires - Year (yyyy) 2025

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. No

Note: Trustee was appointed to fill a new vacancy created by the revised bylaws and will serve until the next election.

14. The date the Oath of Office (mm/dd/yyyy) was taken 11/26/2024

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/04/2024

16. Is this a brand new trustee? Y

1. Status Filled

2. First Name of Board Member Stacy

3. Last Name of Board Member Korzenieski

4. Mailing Address 153 S OCELOT STREET

5. City Dunkirk

6. Zip Code (5 digits only) 14048

7. E-mail address skorzenieski@forestville.com

8. Office Held or Trustee Trustee

9. Term Begins - Month November

10. Term Begins - Year (year) 2024

11. Term Expires June

12. Term Expires - Year (yyyy) 2025

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. No

Note: Trustee was appointed to fill a new vacancy created by the revised bylaws and will serve until the next election.

14. The date the Oath of Office (mm/dd/yyyy) was taken 11/26/2024

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 12/04/2024

16. Is this a brand new trustee? Y

11. OPERATING FUNDS RECEIPTS

**Local Public Funds / System Cash
Grants / Other State**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y Y

Please Note: last year's answers for repeating groups cannot be displayed.

1.	Source of Funds	School District	<i>School District</i>
2.	Name of funding County, Municipality or School District	Dunkirk City School District	<i>Dunkirk City School District</i>
3.	Amount	\$450,000	<i>\$450,000</i>

Note: Should have been \$459,964.

4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y	<i>Y</i>
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5.	Written Contractual Agreement	N/A	<i>N/A</i>
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11.2	TOTAL LOCAL PUBLIC FUNDS	\$450,000	<i>\$450,000</i>
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3	Local Library Services Aid (LLSA)	\$4,375	<i>\$4,225</i>
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Note: LINE 441 - LLSA \$4375.40 422.60 + 3952.80

11.4	Record all Central Library Services Aid monies received from system headquarters	\$0	<i>\$0</i>
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11.5	Additional State Aid received from the System	\$0	<i>\$0</i>
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11.6	Federal Aid received from the System	\$0	<i>\$0</i>
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11.7	Other Cash Grants	\$6,068	<i>\$6,044</i>
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Note: LINE 440 - CCLS CASH GRANT \$1150.00 (mat1 1148.25 + mat2 1148.25 +marketing 325.00 + srp 300.00 + mat3 1148.25 + cash 250.00 + ad.lit 600.00 + mat4 1148.25 = 6068.00) LINE 478 - CCLS BOOK PLAN \$4918.00

11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$10,443	\$10,269
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OTHER STATE AID

11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$20,222	\$111,010
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Note: 445 CONSTRUCTION GRANT 20222.00 2024 Received first 90% of NYS Construction Grant \$20,222 for ADA Ramp Project 2023 Received first 90% of NYS Construction Grant \$111,010 for building masonry work and electrical, lighting and HVAC system improvements.

Federal Aid / Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0	\$0
11.11	Other Federal Aid	\$2,000	\$2,000

Note: LINE 452 SNACK GRANT \$2000.00 Community Block Grant Reimbursement (796.86 + 932.72 + 270.42) 2024 and 2023 Community Development Block Grant (HUD)

11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$2,000	\$2,000
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11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
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OTHER RECEIPTS

11.14	Gifts and Endowments	\$19,939	\$14,784
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Note: LINE 476 - NCCF \$3000 FOR SECURITY CAMERA UPGRADE LINE 411 - SPECIFIC ALLOCATIONS \$7025... CFGB CARPET, SOFTWARE, JOHN HENRY ELDER JR FOUNDATION - FURNITURE, CITY OF DUNKIRK BANNER PROGRAM - PAINTING LINE 410 - GIFTS & DONATIONS \$7662.96 LESS FUNDRAISER \$442.95 CHQ BIG LINE 585 - CCB donation \$2500 LINE 614 - vorpall quill afterschool sponsorship \$194.02 2024 increase in grants.

11.15 Fund Raising	\$443	\$724
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Note: GIVE BIG CHAUTAUQUA (PART OF LINE 410) \$442.95

11.16 Income from Investments	\$0	\$0
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11.17 Library Charges	\$2,964	\$3,721
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Note: LINE 401 - FINES \$259.72 LINE 402 COPIER \$2020.70 LINE 403 FAX USE \$435.50 LINE 405 LOST & DAMAGED \$247.66

11.18 Other	\$5,153	\$1,159
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Note: LINE 404 USED BOOKS SALES \$952.99 LINE 436 INSURANCE MONEY FOR DAMAGED FENCE \$4200 2024 amount includes \$4,200 insurance money for damaged fence.

11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$28,499	\$20,388
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11.20 TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$511,164	\$593,667
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11.21 BUDGET LOANS	\$0	\$0
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Transfers / Grand Total

TRANSFERS

11.22 From Capital Fund (Same as Question 14.8)	\$0	\$0
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11.23 From Other Funds	\$100,000	\$0
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11.24 TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$100,000	\$0
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11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$433,123	\$594,017
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11.26	GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$1,044,287	\$1,187,684
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12. OPERATING FUND DISBURSEMENTS

Staff / Collection / Capital
Operation and Maintenance

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). **ROUND TO THE NEAREST DOLLAR.** Please click [here](#) to read general instructions before completing this section.

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$51,353	\$54,540
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Note: We think last year is wrong and should have been closer to \$50,346.40

12.2	Other Staff	\$184,456	\$176,955
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Note: Line 550 \$235,809 less 51353 (J Hammond) = 184,456

12.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$235,809	\$231,495
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Note: Increase is = to 1.8% salary increase for 2024

12.4	Employee Benefits Expenditures	\$67,944	\$59,308
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Note: LINE 551 - FICA/Medicare \$17583.87 LINE 552 - Workers Comp - \$1926 LINE 553 - Health Insurance \$19382 LINE 554 - Retirement \$24550 LINE 555 - Disability / PFL \$1685 LINE 556 - Unemployment \$2817

12.5 **Total Staff Expenditures (Add Questions 12.3 and 12.4)** \$303,753 \$290,803

COLLECTION EXPENDITURES

12.6 Print Materials Expenditures \$21,853 \$21,379

Note: LINE 501 - Books \$17853 LINE 502 - Periodicals \$303 LINE 504 - Gifts & Memorials \$3696.75

12.7 Electronic Materials Expenditures \$4,925 \$3,308

Note: LINE 503 - CCLS Overdrive \$4925 2024 Increase in Overdrive/Libby pledge

12.8 Other Materials Expenditures \$1,162 \$1,944

Note: LINE 509 DVDs 1033.75 LINE 504 memorials 128.48 LINE 507 \$0

12.9 **Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)** \$27,940 \$26,631

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10 From Local Public Funds (71PF) \$0 \$0

12.11 From Other Funds (71OF) \$237,639 \$35,139

Note: NYS Construction Funds LINE 450 - Windows \$117430 Wiring/thermostat \$9271 Other Zoning, signage, \$175 LINES 585 + 615 - ADA Ramp - \$26,059 .25 (\$25640 + 419.25 Electrical Work) Carpeting - \$8187 LINE 615 - Updated Camera System - \$7371 LINES 450 & Exterior Facade Restoration and Additional Masonry Work - \$64,050 (\$39,050 + \$25,000) LINE 615 - New Fence - \$4200 LINE 160 - Furniture \$895.80 2024 Construction Project expenditures include Windows \$117,430; Wiring/Thermostat \$9,271; ADA Ramp \$26,234; Exterior Facade Restoration Masonry \$64,050 along with carpeting \$8,187; upgraded camera system \$7,371; new fence \$4,200; furniture \$896 2023 - Construction Project expenditures for A/C Installation \$25,100 and deposit for ADA Ramp Installation \$6,410 and furniture and fixtures \$3,629

12.12 **Total Capital Expenditures (Add Questions 12.10 and 12.11)** \$237,639 \$35,139

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF)	\$0	\$0
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Note:

12.14 From Other Funds (72OF)	\$6,370	\$3,639
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Note: LINE 585 - Painting - \$6370 2024 Painting costs

12.15 Total Repairs (Add Questions 12.13 and 12.14)	\$6,370	\$3,639
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12.16 Other Disbursements for Operation & Maintenance of Buildings	\$32,086	\$36,139
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Note: LINE 586 - Groundskeeping \$3985 LINE 589 - Operations maint \$1521 LINE 593 - Bldg Insurance - \$6803 LINE 560 - Electricity \$6572. LINE 561 - Gas \$6513. LINE 562 - Water \$292 LINE 563 - Sewer \$160 LINE 564 - Tipping \$192 LINE 585 - Routine Maintenance - \$1,118 LINE 587 - elevator maint \$3343 LINE 584 - Bldg Supplies \$1141 LINE 615 - Misc. Bldg expenses \$445.64 2024 decrease in utility costs

12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$38,456	\$39,778
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MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies	\$3,159	\$3,456
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Note: LINE 570 - Library Supplies - \$2126 LINE 596 - Copier/Printer Supplies \$947 LINE 615 - Kyocera Copier invoice \$86.14

12.19 Telecommunications	\$1,439	\$1,052
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Note: LINE 582 - Internet \$774 LINE 565 - Telephone \$665 2024 increased internet speed

12.21 Professional & Consultant Fees	\$12,352	\$36,172
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Note: line 590 - Professional fees \$5355 LINE 591 - Payroll Processing - \$1222 LINE 611 - Performers \$1425 LINE 620 - Legal fees \$1500 LINE 450 - consultation \$2850 2023 amount included \$25,550 paid to Architect D. Walter Management

12.22 Equipment	\$3,832	\$927
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Note: LINE 583 - Computer Equipt \$3832 2024 amount includes new printer \$1,964; computer upgrades \$721 and new tablet \$150

12.23 Other Miscellaneous	\$15,823	\$14,835
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Note: LINE 451 - Block Grant Expenses \$1492 LINE 558 - Sales Tax \$99 LINE 580 - Advertising \$316
LINE 571 - Postage \$340 LINE 588 - Workshops \$480 LINE 592 - CNA Surety Insurance (refund) \$775
- \$896 = -121.44 LINE 594 - Memberships \$722 LINE 595 - Voting \$619 LINE 610 - Childrens supplies
\$2298.78 LINE 612 - Adult Supplies \$329.18 LINE 614 - Teen Supplies \$1273.68 LINE 616 - Outreach
\$1986.56 LINE 617 - Software & Licensing \$2056.86 LINE 688 - Misc \$1249.72 LINE 504 - Children's
Craft Supplies \$248.71 LINE 615 - Data Wiring Project \$2,439.74 Misc adj rounding. -7 2024 amount
includes Data Wiring Project \$2,440

12.24 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$36,605	\$56,442
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Contracts / Debt Service / Transfers / Grand Total

12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0	\$0
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF)	\$0	\$0
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12.27 From Other Funds (73OF)	\$0	\$0
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12.28 Total (Add Questions 12.26 and 12.27)	\$0	\$0
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Other Loans

12.29 Budget Loans (Principal and Interest)	\$0	\$0
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12.30 Short-Term Loans	\$0	\$0
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12.31 Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0	\$0
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12.32	TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$644,393	\$448,793
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TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0	\$0
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12.34	From Other Funds (76OF)	\$0	\$0
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12.35	Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0	\$0
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12.36	Transfer to Other Funds	\$0	\$305,768
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12.37	TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0	\$305,768
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12.38	TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$644,393	\$754,561
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12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2024	\$399,894	\$433,123
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12.40	GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$1,044,287	\$1,187,684
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ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/25/2025	03/26/2024
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FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy)	10/28/2024	10/19/2023
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2023-06/30/2024	07/01/2022-06/30/2023
12.44 Indicate type of audit (select one):	Private Accounting Firm	Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	N	N
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13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources	\$0	\$0
13.2 All Other Revenues from Local Sources	\$0	\$0
13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0	\$0

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction	\$0	\$0
13.5 Other State Aid	\$0	\$0
13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0 \$0

INTERFUND REVENUE

13.8 **Transfer from Operating Fund** \$0 \$0
(Same as Question 12.35)

13.9 **TOTAL REVENUES** (Add \$0 \$0
Questions 13.3, 13.6, 13.7 and 13.8)

13.10 **NON-REVENUE RECEIPTS** \$0 \$0

13.11 **TOTAL CASH RECEIPTS** \$0 \$0
(Add Questions 13.9 and 13.10)

13.12 **BALANCE IN CAPITAL** \$0 \$0
FUND - Beginning Balance for Fiscal
Year Ending 2024 (Same as Question
14.11 of previous year, if fiscal year has
not changed)

13.13 **TOTAL CASH RECEIPTS** \$0 \$0
AND BALANCE(Add Questions 13.11
and 13.12; same as Question 14.12)

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1 **Construction** \$0 \$0

14.2 **Incidental Construction** \$0 \$0

Other Disbursements

14.3 **Purchase of Buildings** \$0 \$0

14.4 **Interest** \$0 \$0

14.5	Collection Expenditures	\$0	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0	\$0
14.7	TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0	\$0
14.8	TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0	\$0
14.9	NON-PROJECT EXPENDITURES	\$0	\$0
14.10	TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0	\$0
14.11	BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2024	\$0	\$0
14.12	TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0	\$0

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	0.94	0.94
16.2	Total Librarians	0.94	0.94

16.3	All Other Paid Staff	5.33	5.40
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16.4	Total Paid Employees	6.27	6.34
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16.5	State Government Revenue	\$24,597	\$115,235
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Note: 2024 Received first 90% of NYS Construction Grant \$20,222 for ADA Ramp Project 2023 Received first 90% of NYS Construction Grant \$111,010 for building masonry work and electrical, lighting and HVAC system improvements.

16.6	Federal Government Revenue	\$2,000	\$2,000
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Note: 2024 and 2023 Community Development Block Grant (HUD)

16.7	Other Operating Revenue	\$34,567	\$26,432
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16.8	Total Operating Revenue	\$511,164	\$593,667
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Note: 2024 Received first 90% of NYS Construction Grant \$20,222 for ADA Ramp Project 2023 Received first 90% of NYS Construction Grant \$111,010 for building masonry work and electrical, lighting and HVAC system improvements.

16.9	Other Operating Expenditures	\$75,061	\$96,220
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16.10	Total Operating Expenditures	\$406,754	\$413,654
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16.11	Total Capital Expenditures	\$237,639	\$35,139
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Note: 2024 Construction Project expenditures include Windows \$117,430; Wiring/Thermostat \$9,271; ADA Ramp \$26,234; Exterior Facade Restoration Masonry \$64,050 along with carpeting \$8,187; upgraded camera system \$7,371; new fence \$4,200; furniture \$896 2023 - Construction Project expenditures for A/C Installation \$25,100 and deposit for ADA Ramp Installation \$6,410 and furniture and fixtures \$3,629

16.12	Print Materials	34,616	33,705
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16.12a	Total Physical Items in Collection	37,772	36,810
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16.13	Circulation of Children's Physical Material	7,866	
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16.14	Total Registered Borrowers	8,072	7,846
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16.15 Other Capital Revenue and Receipts	\$0	\$0
16.16 Number of Internet Computers Used by General Public	26	28
16.17 Total Uses (sessions) of Public Internet Computers Per Year	5,645	5,771
16.18 Wireless Sessions	3,685	2,751
16.19 Total Capital Revenue	\$0	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1 LIB ID	1200061850	1200061850
17.2 Interlibrary Relationship Code	ME	ME
17.3 Legal Basis Code	NP	NP
17.4 Administrative Structure Code	SO	SO
17.5 FSCS Public Library Definition	Y	Y
17.6 Geographic Code	SU1	SU1
17.7 FSCS ID	NY0048	NY0048
17.8 SED CODE	800000087023	800000087023
17.9 INSTITUTION ID	800000087023	800000087023

SUGGESTED IMPROVEMENTS

Library Name:	DUNKIRK PUBLIC LIBRARY	<i>DUNKIRK PUBLIC LIBRARY</i>
---------------	------------------------	-------------------------------

Library System:

Chautauqua-Cattaraugus
Library System

*Chautauqua-Cattaraugus
Library System*

Name of Person Completing
Form:

Jason Hammond

Jason Hammond

Phone Number:

(716) 366-2511

(716) 366-2511

I am satisfied that this resource
(Collect) is meeting library needs:

Neither Agree nor Disagree

Strongly Agree

Applying this resource (Collect)
will help improve library services to the
public:

Strongly Disagree

Strongly Disagree

Please share with us your
suggestions for improving the *Annual
Report*. When providing feedback, if
applicable please indicate the question
number each comment/suggestion refers
to. Thank you!

Response has been entered.

Policy

The Dunkirk Public Library's policy is to capitalize most acquisitions in excess of \$2,500. Property and equipment are stated at cost, or if donated, at the estimated fair value at the date of the donation and depreciated using the straight-line method over estimated useful lives, which range from 3-39 years.

Capital Asset Definition

Capital assets are defined as items such as land, buildings, furnishings and equipment with an estimated useful life in excess of three years.

Capital expenditures do not include (1) ordinary repairs that do not increase the value of the asset; (2) routine operating costs such as annual maintenance contracts.

Capitalizing

When to Capitalize Assets:

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold and have a useful life of at least three years.

Removing Capital Assets from Inventory

Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property.



MADER CONSTRUCTION COMPANY, INC.

970 Bullis Road
P.O. Box 420
Elma, New York 14059
(716) 655-3400
Fax (716) 655-4427
www.maderconstruct.com

Project Name: Dunkirk Public Library
Conventional Plaster Restoration

Bid Date: 3/15/2025

Scope of Work: Erect scaffold.
Cover and protect areas for demo and plaster install.
Demo out damaged plaster.
Install new plaster to restore to original design.
Clean up.

Exclusions: Work above acoustical drop ceiling.

Base Bid **\$ 20,650.00**

Alternate ADD Painting plaster repairs to match existing finishes
\$4,850.00



CITY OF DUNKIRK

Department of Planning & Development

City Hall, Dunkirk, New York 14048

www.cityofdunkirk.com

KATE WDOWIASZ

Mayor

716-366-9882

Fax 716-366-2049

SCOTT MEKUS

Festivals/Special Events Specialist

716-366-9848

Fax 716-363-6460

February 2025

Dear Community Partner:

Happy 2025! The City of Dunkirk Festivals and Special Events Department, which is a 501(c)(3) not for profit organization, is excited to announce its 2025 event schedule including our Memorial Day Parade, Dunkirk Walleye Festival, Music on the Pier Summer Concert Series, Harbor Fest, Annual Fourth of July Celebration/Fireworks, Music at the Point Sunset Series, Beach Bash, National Walleye Tour Qualifier, Back to School Bash and Christmas on Central Holiday Spectacular. Stay tuned for our exciting music lineup announcement.

Support from businesses and local organizations such as yours make these events possible and we're asking for your support. Dunkirk Festivals continues to be a great opportunity for your organization to gain positive media coverage and show your commitment to community development. These events attract an estimated 100,000+ visitors from all over the Western New York region and beyond.

We appreciate your past and upcoming participation as a sponsor and are grateful for any support you may be able to provide. Enclosed you will find a sponsorship package for your review. As you know, some sponsorship levels are limited so please respond to reserve your spot quickly. Please note that this request also includes donating opportunities for our annual Fourth of July fireworks display that is the best in Chautauqua County!

We're excited about 2025 in Dunkirk, New York – "Our Little City on the Lake." We hope you can be a part of the fun!

Sincerely,

Scott D. Mekus
Dunkirk Festivals/Special Events Specialist
342 Central Avenue (Suite 210), Dunkirk, NY 14048
(716) 366-9848
smekus@cityofdunkirk.com

501(c)(3) EIN: 16-1520256

NOTE:

We are updating our contact information listing for all city businesses!

Please let us know via phone call or e-mail if we do not have your correct name, company name and/or mailing address!

DUNKIRK FESTIVALS 2025 EVENT DESCRIPTIONS

Memorial Day Parade – Monday, May 26

Join us on Central Avenue at 11 a.m. for our Annual Memorial Day parade starting from Lakeshore Drive to Fifth Street and ending in Washington Park. Prior events include the Knights of Columbus service at 8:30 a.m. at the Dunkirk Lighthouse and the Dunkirk Joint Veterans Council service at 10 a.m. in Memorial Park.

Dunkirk Walleye Festival – Friday - Sunday, June 6 - 8

The City of Dunkirk and Primitive Patriot Outdoors are proud to announce the second annual Dunkirk Walleye Festival. Professional walleye anglers will compete in the 5th Annual WNY Walleye Classic directed by Josh Larsen of Primitive Patriot Outdoors. This tournament will be the highlight of the festival consisting of 2 to 5 anglers weighing in their biggest six fish caught with top ten pay outs and top three biggest fish prizes on Friday and Saturday. There will be a kids' fishing clinic and tournament on Sunday.

Music on the Pier Summer Concert Series – Every Thursday June 12 – August 21

For eleven weeks in the summer, the Music on the Pier Summer Concert Series hosts a free opening and headliner band every Thursday at the Dunkirk Pier or Memorial Park. From 6 p.m. to 9 :15 p.m. there will be live music, food, and fun. Each week's band touches on a different genre so there really is something for everyone. The Dunkirk Boardwalk and other lakeside businesses will offer specials!

Harbor Fest – Friday, June 27

To announce the summer season, the City of Dunkirk and surrounding waterfront businesses will host Harbor Fest by the Dunkirk Pier. It will be an evening event featuring the Dunkirk Firefighter Hose Races, live music, Dunkirk Boardwalk and area harbor front businesses' food and drink specials and other fun.

Fourth of July Celebration – Thursday & Friday, July 3 - 4

Dunkirk's Annual Fourth of July Celebration will be hosted in beautiful Memorial Park starting with the Music on the Pier Summer Concert Series. Visitors will enjoy a variety of food, drink and gift choices from local vendors as well as live music throughout the day. The evening culminates at dusk with the best firework display around presented by the Starfire Corporation.

Music at the Point Sunset Series – Every Wednesday July 19 - August 27

For eight weeks in the summer, the Music at the Point concert series will feature a 2-hour band at the Point Gratiot Park Music Pavilion from 6 to 8 p.m. This is the perfect and relaxing way to enjoy your Wednesday evening along beautiful Lake Erie!

Dunkirk Beach Bash – Saturday, July 19

The Dunkirk Beach Bash, presented by Dunkirk Festivals and the Beach House Bar & Grille, will be a great addition to any summer plans. Come out to the Wright Park Beach for music, food, fun, swimming, sun and beach contests. Live music will take place all day along with the Dunkirk First Ward Falcons 50th Fastpitch Softball Tournament and a pickleball tournament. Other activities will include balloon twisting, chalk walk contest, and more!

National Walleye Tour Qualifier – Thursday & Friday, August 7 - 8

The National Walleye Tour (NWT) is back this year at the Dunkirk Pier. This nationally advertised and televised two-day walleye fishing event will be the last chance for registered anglers to qualify for the NWT championship tournament. Food, drink, fishing supply and gift vendors will be present. This event is open to the public.

Back To School Bash – Monday, August 25

Presented by the City of Dunkirk, Dunkirk City School District and United Way of Chautauqua County, this Dunkirk student and family well-attended event from 4 p.m. to 7 p.m. at Point Gratiot Park will include free bookbags, school supplies, food, refreshments, ice cream, a not-for-profit agency tent, deejay, bounce house and more.

Christmas on Central Holiday Spectacular – Saturday, December 6

Merchant/vendor holiday shopping throughout downtown Dunkirk, free horse drawn wagon rides, Santa Claus/Mrs. Claus/Rudolph visits, holiday ice sculpture demonstration, free hot cocoa, children's activities, holiday dancers and annual tree lighting starting at 11 a.m. The event will end with a "Gingerbread Avenue & Candy Cane Lane" themed holiday parade starting at 6 p.m. on Central Avenue from Third Street to Fifth Street.

DUNKIRK FESTIVALS & SPECIAL EVENTS

2025 YEAR-ROUND SPONSORSHIP OPPORTUNITIES



SPONSORSHIP LEVELS/BENEFITS	Presenting Sponsor \$15,000	Festival Sponsor \$10,000	Stage Sponsor \$7,500	Event Sponsor \$5,000	Music on the Pier Sponsor \$2,500	Maroon Sponsor \$1,000	White Sponsor \$500	Turquoise Sponsor \$250	Aqua Sponsor \$100
Summer 2025 Title Sponsor	X								
Select Event Sponsor	X	X	X	X	X	X	X	X	X
Brand Inclusion	X	X	X	X	X	X	X	X	X
Social Media									
Event Brochure	X	X	X	X	X	X	X		
Main Stage Banner	X	X	X	X	X				
Event Yard Sign	X	X	X	X	X	X	X	X	
E-mail Blast	X	X	X	X	X	X	X	X	
Press Release	X	X	X	X	X	X	X	X	X
Print Advertising	X	X	X						
City Website	X	X	X	X	X	X			
Boardwalk Digital Sign	X	X							
On Stage Announcements	X	X	X	X	X	X			
Personalized Drink Coozies	X								
VIP Tent (with snacks/drinks)	X				X				
Vendor Booth Spot	X	X		X		X	X		
Event Activity Sponsor						X	X	X	X
Updated: 1/14/2025									

CONTACT: Scott Mekus, Festivals/Special Events Specialist | (716) 366-9848 | smekus@cityofdunkirk.com

Note: Other sponsorship opportunities can also be discussed.

DLDC's Federal Tax ID (EIN) 16-1520256



2025 Dunkirk Festivals Sponsorship Form Today's Date: _____ (Please write legibly!)

Organization: _____
(This will be the exact name used for advertising so please make sure it is correct)

Contact Person: _____ **Title** _____

Complete Address: _____

Phone: **Work:** (____) _____ **Cell:** (____) _____

Email: _____ **Website:** _____

We wish to donate \$_____ for the 2025 Dunkirk Festival Season

Please make checks payable to Dunkirk Festivals and mail to:

City of Dunkirk Festivals & Special Events – Suite 210, 342 Central Avenue, Dunkirk, NY 14048

~ Please circle desired sponsorship category below ~

- Presenting Sponsor – Overall Summer Festival Sponsorship** \$15,000
 May 26 – August 25, 2025 (All Events)
- Festivals Sponsor** \$10,000
 May 26 – December 6, 2025 (circle 3 events from the choice list below)
- Stage Sponsor** \$7,500
 Music on the Pier Thursdays (June 12 – August 21, 2025)
- Event Sponsor** \$5,000
 May 26 – December 6, 2025 (circle 1 event from the choice list below)
- Music Sponsor** (circle Music on the Pier OR entire Music at the Point) \$2,500
 Music on the Pier (Thursdays, June 12 - August 21, 2025, your single date will be selected)
 Music at the Point (Wednesdays, July 9, 16, 23, 30 & August 6, 13, 20, 27, 2025)
- Maroon Sponsor** (May 26 – December 6, 2025) \$1,000 per event
White Sponsor (May 26 – December 6, 2025) \$500 per event
Turquoise Sponsor (May 26 – December 6, 2025) \$250 per event
Aqua Sponsor (May 26 – December 6, 2025) \$100 per event

Note: Please chose one event from the list below

Event Sponsorship Choices (not including Music Sponsor option above):

- | | |
|---|---|
| May 26 - Memorial Day Parade | July 19 - Dunkirk Beach Bash (new date!) |
| June 6-8 - Dunkirk Walleye Festival | August 7-8 - National Walleye Tour Qualifier |
| June 27 - Harbor Fest | August 25 - Back To School Bash |
| July 3 - 4 - Fourth of July Celebration/Fireworks | December 6 - Christmas on Central Holiday Spectacular (new date!) |

Other Monetary Donations – please list amount on line above. Thanks for support!

Agreement: I understand that any sponsorship/donation funds are non-refundable unless a scheduled event is cancelled by Dunkirk Festivals due to weather or another reason. Funds may also be transferred to another agreed upon event or following year sponsorship.

Printed Name: _____ Signature: _____ Date: _____

Questions for Notary Certification & Process

1. When would notary services be provided to patrons?
 - a. i.e. what times/windows would notary services be available? Will it be when staff is already working or would it also include days staff is not and we would have to come in extra hours? Would it be walk-ins and appointments only at those certain times on those certain days that staff are working?
 - b. Would privacy be an issue for notarizing documents? Would staff need to be in the side-office during the notary times/scheduled times for patrons?
2. Would there be compensation/pay raise for going through the process and becoming notary certified?
 - a. If the notary appointment hours are when we're working, what would be the compensation for taking on the extra task of being a notary when also continuing our daily library clerk tasks?
3. Notaries are allowed to charge a \$2 fee for their services. Would that fee be waived for library patrons? Would it go to the library itself or would it go to the staff member that's doing the notary?
 - a. If its going to the library for hosting the service, is there compensation for the staff for that?
4. Since the application cost is through the my.gov.id, would the library have staff complete the application during work hours and pay right then? Or would the staff interested fill out and pay for the application at home/off hours and be compensated at a later date?
5. Is the cost of the test, application *and* the mileage to get up to Buffalo for the notary test be covered by the board for staff interested in being notary certified?
 - a. Would staff be compensated for hours that would need to be missed to take the test? The test for March were all on Tuesdays in the morning and some staff members are scheduled to work during that time.
 - b. Would staff be compensated for taking the class if the class interferes with their scheduled work time? Would staff just complete the online class *at* work instead of taking off or doing it at home?
6. Is there a preference for staff to be traditional notaries or electronic ones?
 - a. Would the board choose one over the other and in those cases what would be the difference in how we provide this service to our patrons?
 - b. How would compensation for electronic notary differ from the traditional notary?

ES302793

ESTIMATE

Sold To	Ship To
DUNKIRK FREE LIBRARY 536 CENTRAL AVE DUNKIRK, NY 14048	DUNKIRK FREE LIBRARY 536 CENTRAL AVE SIDE ROOM DUNKIRK, NY 14048

Quote Date	Tele #1	PO Number	Quote Number
03/10/25		UPDATED	ES302793

Inventory	Style/Item	Color/Description	Quantity Units
107025	OPEN AIR CARPET TILE	TO BE DETERMINED	35.88 SY
512004	50CM GRIDSET ADHESIV	4 GALLON	1.00 EA
SDF	ARDEX FEATHER FINISH	10LB GREY	2.00 EA
REBGDI	REMOVAL OF EXISTING BROADLOOM GLUE DOWN INSTALLATION		300.00 SF
SKFP-IOC	SKIM COAT FLOOR PREPARATION - INCLUDES ONE COAT		300.00 SF
CTI	CARPET TILE INSTALLATION		300.00 SF
FRT	FREIGHT		1.00 EA

NYS Certified WBE #1000015866

— 03/10/25 ————— 10:35AM —

Sales Representative(s):

KYLE MIKULA

TODD SCHAEFER

ALL ORDERS MUST HAVE 75% DOWN BEFORE ORDERING
 SPECIAL ORDERS ARE SUBJECT TO 35% RESTOCKING FEE
 DEFECTIVE MATERIAL WILL BE REPAIRED OR CREDITED
 SUBJECT TO MANUFACTURER'S WARRANTY AND INSPECTION.

ESTIMATE TOTAL: \$2,137.28

ES302788

ESTIMATE

Sold To	Ship To
DUNKIRK FREE LIBRARY 536 CENTRAL AVE DUNKIRK, NY 14048	DUNKIRK FREE LIBRARY 536 CENTRAL AVE DIRECTORS OFFICE DUNKIRK, NY 14048

Quote Date	Tele #1	PO Number	Quote Number
03/10/25		UPDATED	ES302788

Inventory	Style/Item	Color/Description	Quantity Units
107025	OPEN AIR CARPET TILE	TO BE DETERMINED	35.88 SY
512004	50CM GRIDSET ADHESIV	4 GALLON	1.00 EA
SDF	ARDEX FEATHER FINISH	10LB GREY	2.00 EA
REBGDI	REMOVAL OF EXISTING BROADLOOM GLUE DOWN INSTALLATION		300.00 SF
SKFP-IOC	SKIM COAT FLOOR PREPARATION - INCLUDES ONE COAT		300.00 SF
CTI	CARPET TILE INSTALLATION		300.00 SF
FRT	FREIGHT		1.00 EA

NYS Certified WBE #1000015866

— 03/10/25 ————— 10:35AM —

Sales Representative(s):

KYLE MIKULA

TODD SCHAEFER

ALL ORDERS MUST HAVE 75% DOWN BEFORE ORDERING
 SPECIAL ORDERS ARE SUBJECT TO 35% RESTOCKING FEE
 DEFECTIVE MATERIAL WILL BE REPAIRED OR CREDITED
 SUBJECT TO MANUFACTURER'S WARRANTY AND INSPECTION.

ESTIMATE TOTAL: \$2,137.28

ES302786

ESTIMATE

Sold To	Ship To
DUNKIRK FREE LIBRARY 536 CENTRAL AVE DUNKIRK, NY 14048	DUNKIRK FREE LIBRARY 536 CENTRAL AVE COMPUTER LAB DUNKIRK, NY 14048

Quote Date	Tele #1	PO Number	Quote Number
03/10/25		UPDATED	ES302786

Inventory	Style/Item	Color/Description	Quantity Units
107025	OPEN AIR CARPET TILE	TO BE DETERMINED	83.72 SY
512004	50CM GRIDSET ADHESIV	4 GALLON	1.00 EA
SDF	ARDEX FEATHER FINISH	10LB GREY	3.00 EA
EG-40-L	EDGE GUARD	BLACK 12'	2.00 EA
REBGDI	REMOVAL OF EXISTING BROADLOOM GLUE DOWN INSTALLATION		650.00 SF
SKFP-IOC	SKIM COAT FLOOR PREPARATION - INCLUDES ONE COAT		650.00 SF
CTI	CARPET TILE INSTALLATION		650.00 SF
ISIVT	INSTALLATION OF VINYL TRANSITION (LABOR ONLY)		16.00 LF
FRT	FREIGHT		1.00 EA

NYS Certified WBE #1000015866

— 03/10/25 —

— 10:34AM —

Sales Representative(s):

KYLE MIKULA

TODD SCHAEFER

ALL ORDERS MUST HAVE 75% DOWN BEFORE ORDERING
 SPECIAL ORDERS ARE SUBJECT TO 35% RESTOCKING FEE
 DEFECTIVE MATERIAL WILL BE REPAIRED OR CREDITED
 SUBJECT TO MANUFACTURER'S WARRANTY AND INSPECTION.

ESTIMATE TOTAL: \$4,514.59

ES302787

ESTIMATE

Sold To DUNKIRK FREE LIBRARY 536 CENTRAL AVE DUNKIRK, NY 14048	Ship To DUNKIRK FREE LIBRARY 536 CENTRAL AVE READING ROOM DUNKIRK, NY 14048
--	--

Quote Date 03/10/25	Tele #1	PO Number UPDATED	Quote Number ES302787
-------------------------------	----------------	-----------------------------	---------------------------------

Inventory	Style/Item	Color/Description	Quantity Units
107025	OPEN AIR CARPET TILE	TO BE DETERMINED	83.72 SY
512004	50CM GRIDSET ADHESIV	4 GALLON	1.00 EA
SDF	ARDEX FEATHER FINISH	10LB GREY	3.00 EA
EG-40-L	EDGE GUARD	BLACK 12'	2.00 EA
REBGDI	REMOVAL OF EXISTING BROADLOOM GLUE DOWN INSTALLATION		650.00 SF
SKFP-IOC	SKIM COAT FLOOR PREPARATION - INCLUDES ONE COAT		650.00 SF
CTI	CARPET TILE INSTALLATION		650.00 SF
ISIVT	INSTALLATION OF VINYL TRANSITION (LABOR ONLY)		16.00 LF
FRT	FREIGHT		1.00 EA

NYS Certified WBE #1000015866

— 03/10/25 —

— 10:34AM —

Sales Representative(s):

KYLE MIKULA

TODD SCHAEFER

ALL ORDERS MUST HAVE 75% DOWN BEFORE ORDERING
 SPECIAL ORDERS ARE SUBJECT TO 35% RESTOCKING FEE
 DEFECTIVE MATERIAL WILL BE REPAIRED OR CREDITED
 SUBJECT TO MANUFACTURER'S WARRANTY AND INSPECTION.

ESTIMATE TOTAL: \$4,514.59

ES302785

ESTIMATE

Sold To	Ship To
DUNKIRK FREE LIBRARY 536 CENTRAL AVE DUNKIRK, NY 14048	DUNKIRK FREE LIBRARY 536 CENTRAL AVE MAIN AREA/LOBBY DUNKIRK, NY 14048

Quote Date	Tele #1	PO Number	Quote Number
03/10/25		UPDATED	ES302785

Inventory	Style/Item	Color/Description	Quantity Units
107025	OPEN AIR CARPET TILE	TO BE DETERMINED	209.30 SY
512004	50CM GRIDSET ADHESIV	4 GALLON	2.00 EA
SDF	ARDEX FEATHER FINISH	10LB GREY	8.00 EA
EG-40-L	EDGE GUARD	BLACK 12'	1.00 EA
QRTR	UNFINISHED QUARTER ROUND		288.00 LF
REBGDI	REMOVAL OF EXISTING BROADLOOM GLUE DOWN INSTALLATION		1,700.00 SF
SKFP-IOC	SKIM COAT FLOOR PREPARATION - INCLUDES ONE COAT		1,700.00 SF
CTI	CARPET TILE INSTALLATION		1,700.00 SF
ISIVT	INSTALLATION OF VINYL TRANSITION (LABOR ONLY)		3.00 LF
REQRM	REMOVE AND INSTALL NEW QUARTER ROUND MOLDING		288.00 LF
Does not include stain matching. Custom stain matching available for additional cost.			
FRT	FREIGHT		1.00 EA

NYS Certified WBE #1000015866

— 03/10/25 ————— 10:33AM —

Sales Representative(s):

KYLE MIKULA

TODD SCHAEFER

ALL ORDERS MUST HAVE 75% DOWN BEFORE ORDERING
 SPECIAL ORDERS ARE SUBJECT TO 35% RESTOCKING FEE
 DEFECTIVE MATERIAL WILL BE REPAIRED OR CREDITED
 SUBJECT TO MANUFACTURER'S WARRANTY AND INSPECTION.

ESTIMATE TOTAL: \$12,151.62

RESOLUTION

DUNKIRK PUBLIC LIBRARY - BOARD OF TRUSTEES

At a duly called meeting of the Board of Trustees of the Dunkirk Public Library held on March __, 2025 upon a motion made by _____ and seconded by _____, it was

RESOLVED, that, in accordance with Education Law §260, the Board of Trustees calls special district meeting of the voters of the Dunkirk City School District for the purpose of electing three Trustees for three-year terms to fill the vacancy created by the expiration of the term of incumbent Trustee Matthew Woelfle, and to fill two newly created seats on the Board, and it is further

RESOLVED, that the election will be held on June 17, 2025 from the hours of 12:00 p.m. to 9:00 p.m. at the Dunkirk Public Library, 536 Central Avenue, Dunkirk, New York, and it is further

RESOLVED, that the Library Director, with the assistance of the Library’s counsel, is authorized and directed to circulate nominating petitions, create and distribute absentee ballot applications, post notice of the election, accept filed nominating petitions, print ballots, and comply with the legal notice publication requirements of law in order to hold the election as scheduled herein, and it is further

RESOLVED that, the Board of Trustees authorizes the Library Director to incur costs necessary to conduct the election, including but not limited to printing, postage, publication fees, inspector fees, technician fees, polling place rent, supplies, and professional services which shall be paid by the Library upon presentation to the Board of Trustees of authenticated vouchers in accordance with its usual and customary payment procedures.

Dated: March __, 2025

Susan Nickle, Secretary

Vote: ___ In Favor
 ___ Opposed
 ___ Abstention