

Dunkirk Public Library Board Meeting Agenda

May 26th, 2026

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

Public Comments

Approval of Prior Meeting Minutes - Secretary

- Special Meeting - April

Financial Report - Treasurer notes for March & April.

Approval of Bill Payments & Budget Transfers

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

Director's Report

Unfinished Business

1. Staff Bereavement Leave - Compare other CCLS practices and discuss.
2. Long-Term Plan - Review suggested updates.
3. 2026 Trustee & Budget Vote:
 - Petitions due no later than 5 pm on 5/27/26.
 - One individual has submitted half the number of required signatures.
 - Approve Election Inspectors
4. Search for New Children's Program Coordinator - Alison Polisoto was hired to fill the vacant position. Her first day in this role was 5/11/26.

New Business

1. Committee Business and Reports:
 - Budget Committee
 - Building Construction & Maintenance
 - Employee Engagement
 - Hiring Committee
 - Marketing & Community Outreach
2. Cintas Quote - Evaluate and compare to Eaton pricing and current usage.
3. Parking Lot Sealing - Needed this year or skip?
4. Library Policy Periodic Review/Update:
 - Edit Inclement Weather Policy - See revised language per previous discussion; approve if satisfactory.

Dunkirk Public Library Board Meeting Agenda
May 26th, 2026

5. Summer Hours - The Library will be closed on Saturday between Memorial Day and Labor Day.
 - Option for salaried staff to leave at 3 pm on Fridays during the Summer Hours period if all responsibilities are complete.
6. Thanks and Acknowledgments:
 - Employee Engagement Committee - for Pam's retirement lunch.
 - Note from Pam to the trustees.
7. Finances/Income - Monthly discussion & budget planning.
 - NCCF Grant - \$1,120 grant for the purchase of an AED and cabinet (total cost \$1,349.00). All items have arrived.
 - Ralph C Wilson Grant - \$21,638 grant to upgrade our community spaces (Reading Room, Meeting, Computing Center) with new furniture and computer hardware. Funds will be combined with the Carnegie grant and local donations. Furniture has been ordered, computer specs are being revised.
8. Call for Executive Session if needed. –NO–
9. Celebrate
10. Monthly Tasks:
 - April
 - National Library Week.
 - Submit Election/Budget Legal Notice to Observer.
 - Must begin forty-five days before the vote.
 - Must run four times.
 - May
 - Board to pass resolution for election inspector and chief inspector/poll site coordinator.
 - Board candidate petitions are **due 30 days before** the vote.
 - June
 - Applications for absentee ballots must be received at least 7 days before the vote.
 - Absentee ballots will be mailed out 7 days prior to the vote.
 - Absentee Ballots may be accepted until 5 pm on election day.
 - Hold Vote
 - **After Vote results are confirmed by BoE, send email to Dunkirk City School District Business Manager confirming the Library Tax Levy.**
 - Deb McAvoy dmcavoy@g.dunkirkcsd.org
 - Also send results via certified letter to both the Business Office and Superintendent.
 - Submit new election report to NYS.
 - Share results with newspaper.

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk NY 14048
Special Meeting Minutes
April 17, 2026

Attendees Present

Jason Hammond, Susan Nickle, Stacy Korzenieski, Matthew Woelfle, Pam Czarniak, Michele Quatroche, Mary Beth Muldowney and Laurie Dolce.

Attendees Not Present (approved)

Terri Sutherland and Sara Marsowicz

President Matthew Woelfle called the meeting to order at 4:16 pm.

On motions duly made and seconded (names of those making and seconding the motions follow each) the following were adopted:

RESOLVED: Minutes of the March 24, 2026 meeting were approved. (M. Woelfle & M. Muldowney).

Financials - N/A

Public Comments

None

Approval of Bill Payments & Budget Transfers

N/A

Children's Room and/or Computer Lab Report

N/A

Director's Report

N/A

Unfinished Business

1. Staff Bereavement Leave - Will be reviewed and discussed at the May meeting.
2. Long Term plan - Review & revise - ongoing and will be discussed at the May meeting.

New Business

1. Committee Business and Reports -
 - Employee Enrichment, Building Construction/Maintenance, and Marketing/Community Outreach committees did not meet.
 - Budget Committee met on 4/6/26 and prepared the proposed 2026-27 library budget.

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk NY 14048

2. Finances/Income - Monthly discussion and budget planning - Follow process in part 5 below.
3. Library Policy Periodic Review/Update - N/A
4. Thanks & Acknowledgments - N/A
5. 2026 Trustee Election and Budget Vote:
 - a) Pass resolution to override the tax cap: S. Korzenieski; L. Dolce. 5 OK, 2 Absent.
 - b) Vote on proposed 2026-27 budget 5 OK, 2 Absent.
 - c) Pass 2% tax increase resolution: M. Woelfle; M. Muldowney. 5 OK, 2 Absent.
 - d) Pass Trustee Election resolution: S. Korzenieski, S. Nickle. 5 OK, 2 Absent.
 - e) Post Legal Notice in the Observer.
6. NYS Annual Report - Submitted on 04/16/26. Board reviewed and approved. 5 OK, 2 Absent.
7. Executive Session - Review candidate applications for Children's Room Coordinator; Called to order at 4:56 pm; Ended at 5:12 pm.
8. Monthly Tasks:
 - March** - Board to establish resolutions to override the tax cap, call trustee elections, and approve budget increase (if applicable).
 - April** - National Library Week; Submit election/budget Legal Notice to the Observer 45 days before the vote; must run four (4) times prior to the event.
 - May** - Board to pass resolution for election inspector & chief inspector/poll site coordinator; Board Candidate petitions due 30 days prior to vote.

Next meeting is scheduled for May 26, 2026.

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

Respectfully submitted by,
Susan Nickle, Secretary

Dunkirk Public Library Revenue Report

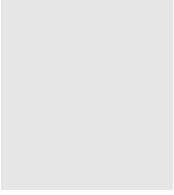
Dunkirk Public Library

Revenue Report

March 2026

Revenue Report	Receipts this month	Receipts prior month	Receipts Year-To-Date	Total Budget Internal	Difference
	March	February	July 2024 - June 2025	2025 - 2026	
401 - Fines	15.15	24.75	319.20	300.00	19.20
402 - Copier Income	272.60	202.62	2,243.21	2,500.00	-256.79
403 - Fax Sales	63.00	17.00	321.00	600.00	-279.00
404 - Used Book Sales	66.75	49.25	920.10	1,100.00	-179.90
405- Lost & Damaged	17.00	17.95	71.95	350.00	-278.05
407.3 Interest Income	477.40	417.13	4,696.08	6,000.00	-1,303.92
410 - Gifts and Donations	329.65	608.93	3,135.78	0.00	3,135.78
411 - Donation - specific allocations	6,994.00	10,060.00	17,854.00	1,000.00	16,854.00
419 - School District Funds	198.26	0.00	459,964.00	459,964.00	0.00
436 - Misc Income	449.60	0.00	198.26	0.00	198.26
440 - CCLS Cash Grant	0.00	0.00	1,150.00	250.00	900.00
441 - LLSA - NYS	0.00	0.00	4,496.00	4,300.00	196.00
444 - Bullet Aid (State Aid Grant)	0.00	0.00	0.00	0.00	0.00
445 - Construction Grant Income	0.00	0.00	12,335.00	0.00	12,335.00
452 - Block Grant Received	0.00	0.00	0.00	0.00	0.00
476 - Grant - Non Govt	10,000.00	0.00	0.00	0.00	0.00
478 CCLS Book Plan	0.00	0.00	2,348.50	4,500.00	-2,151.50
492 - CD interest Income	11.01	0.00	11.01	200.00	-188.99
Total Revenue	18,894.42	11,397.63	510,064.09	481,064.00	-29,000.09

Dunkirk Public Library Revenue Report



% Received

106.40%

89.73%

53.50%

83.65%

20.56%

78.27%

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1785.40%

100.00%

#DIV/0!

460.00%

104.56%

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52.19%

5.51%

106.03%

Dunkirk Public Library Revenue Report

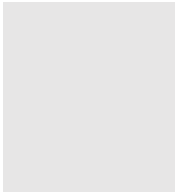
Dunkirk Public Library

Revenue Report

April 2026

Revenue Report	Receipts this month	Receipts prior month	Receipts Year-To-Date	Total Budget Internal	Difference
	April	March	July 2024 - June 2025	2025 - 2026	
401 - Fines	15.99	15.15	335.19	300.00	35.19
402 - Copier Income	225.06	272.60	2,468.27	2,500.00	-31.73
403 - Fax Sales	8.00	63.00	329.00	600.00	-271.00
404 - Used Book Sales	36.25	66.75	956.35	1,100.00	-143.65
405- Lost & Damaged	84.95	17.00	156.90	350.00	-193.10
407.3 Interest Income	454.17	477.40	5,150.26	6,000.00	-849.74
410 - Gifts and Donations	93.75	329.65	3,229.53	0.00	3,229.53
411 - Donation - specific allocations	0.00	6,994.00	7,854.00	1,000.00	6,854.00
419 - School District Funds	0.00	0.00	459,964.00	459,964.00	0.00
436 - Misc Income	138.07	198.26	336.33	0.00	336.33
440 - CCLS Cash Grant	0.00	0.00	1,150.00	250.00	900.00
441 - LLSA - NYS	0.00	449.60	4,496.00	4,300.00	196.00
444 - Bullet Aid (State Aid Grant)	0.00	0.00	0.00	0.00	0.00
445 - Construction Grant Income	0.00	0.00	12,335.00	0.00	12,335.00
452 - Block Grant Received	0.00	0.00	0.00	0.00	0.00
476 - Grant - Non Govt	0.00	10,000.00	10,000.00	0.00	10,000.00
478 CCLS Book Plan	0.00	0.00	2,348.50	4,500.00	-2,151.50
492 - CD interest Income	0.00	11.01	11.01	200.00	-188.99
Total Revenue	1,056.24	18,894.42	511,120.34	481,064.00	-30,056.34

Dunkirk Public Library Revenue Report



% Received

111.73%

98.73%

54.83%

86.94%

44.83%

85.84%

#DIV/0!

785.40%

100.00%

#DIV/0!

460.00%

104.56%

#DIV/0!

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52.19%

5.51%

106.25%

Dunkirk Public Library

Balance Sheet

As of March 31, 2026

Mar 31, 26

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 70.18

101 - 101 - Operating Fund 351,153.50

103 - 0216 314,181.62

Total Checking/Savings 665,405.30

Other Current Assets

114 - 114 - Endowment NCCF 21,646.36

116 - 0012023907 28,451.18

128 - 0012026411 10,623.92

Total Other Current Assets 60,721.46

Total Current Assets 726,126.76

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 1,195,280.96

Dunkirk Public Library

Balance Sheet

As of March 31, 2026

Mar 31, 26

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · 200 · Accounts Payable -1,576.42

Total Accounts Payable -1,576.42

Other Current Liabilities

199 · Pensions & Post Employment Obli -148,888.00

2000 · NYS Taxes Payable -172.02

2001 · Unemployment Payable -910.23

298 · Pension Liability -63,793.00

Total Other Current Liabilities -213,763.25

Total Current Liabilities -215,339.67

Total Liabilities -215,339.67

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 339,206.36

Net Income 181,191.22

Total Equity 1,410,620.63

TOTAL LIABILITIES & EQUITY 1,195,280.96

Dunkirk Public Library

Balance Sheet

As of April 30, 2026

Apr 30, 26

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 70.18

101 - 101 - Operating Fund 309,503.00

103 - 0216 318,311.37

Total Checking/Savings 627,884.55

Other Current Assets

114 - 114 - Endowment NCCF 21,646.36

116 - 0012023907 28,451.18

128 - 0012026411 10,623.92

Total Other Current Assets 60,721.46

Total Current Assets 688,606.01

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

1,157,760.21

Dunkirk Public Library

Balance Sheet

As of April 30, 2026

Apr 30, 26

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · 200 · Accounts Payable -1,576.42

Total Accounts Payable -1,576.42

Other Current Liabilities

199 · Pensions & Post Employment Obli -148,888.00

2000 · NYS Taxes Payable -172.02

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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 339,206.36

Net Income 143,670.47

Total Equity 1,373,099.88

TOTAL LIABILITIES & EQUITY 1,157,760.21

	Disbursed	Disbursed	Total Budget	
	This Month	Year-To-Date	Internal	Difference
EXPENSE REPORT	Mar 2026	July 2025 - June 2026	2025 - 2026	Actual vs Budget
	0.00	0.00		
450 · Construction Grant	0.00	0.00	0.00	\$0.00
451 · Block Grant Expenses	0.00	0.00	0.00	\$0.00
501 · BOOKS	20.00	5,800.93	17,000.00	\$11,199.07
502 · PERIODICALS	0.00	661.02	500.00	(\$161.02)
503 · CCLS BOOK PLAN	416.67	3,808.34	4,500.00	\$691.66
504 · Gifts and Donations Expenses	0.00	1,840.54	5,000.00	\$3,159.46
507 · AUDIO BOOKS	0.00	0.00	300.00	\$300.00
509 · DVD'S	10.00	864.94	1,200.00	\$335.06
550 · SALARIES & WAGES	23,493.58	195,501.53	289,721.00	\$94,219.47
551 · FICA & MEDICARE	1,747.47	14,676.19	21,729.00	\$7,052.81
552 · INSURANCE - WORKER'S COMP	0.00	1,665.00	2,800.00	\$1,135.00
553 · HEALTH INSURANCE	911.14	13,858.96	22,300.00	\$8,441.04
554 · NYS Retirement	0.00	1,089.00	29,000.00	\$27,911.00
555 · DISABILITY INSURANCE	0.00	889.92	1,900.00	\$1,010.08
556 · UNEMPLOYMENT TAX	399.41	1,986.04	2,400.00	\$413.96
558 · N.Y.S. Sales Tax Payment	84.28	84.28	100.00	\$15.72
560 · ELECTRICITY	588.01	6,058.03	7,000.00	\$941.97
561 · NATURAL GAS	657.84	3,199.26	7,500.00	\$4,300.74
562 · WATER	0.00	141.65	250.00	\$108.35
563 · SEWER	0.00	75.00	200.00	\$125.00
564 · TIPPING FEE	0.00	96.00	200.00	\$104.00
565 · TELEPHONE	76.76	703.80	1,000.00	\$296.20
570 · LIBRARY SUPPLIES	0.00	683.86	1,500.00	\$816.14
571 · POSTAGE	0.00	0.00	700.00	\$700.00
580 · ADVERTISING	0.00	0.00	800.00	\$800.00
581 · COMPUTER MAINTENANCE	895.00	895.00	1,000.00	\$105.00
582 · INTERNET EXPENSES	0.00	675.00	2,100.00	\$1,425.00
583 · COMPUTER EQUIPMENT	0.00	34.99	15,000.00	\$14,965.01
584 · BUILDING SUPPLIES	83.64	1,032.13	2,000.00	\$967.87
585 · BUILDING REPAIRS & Maintenance	0.00	41,929.50	20,000.00	(\$21,929.50)
586 · GROUNDS KEEPING	0.00	2,774.00	3,000.00	\$226.00
587 · ELEVATOR MAINTENANCE	85.00	3,432.13	3,500.00	\$67.87
588 · WORKSHOPS & TRAVEL	0.00	175.49	500.00	\$324.51
589 - Operations & Maintenance Bldg	742.00	1,228.00	2,000.00	\$772.00
590 · PROFESSIONAL FEES	0.00	5,355.00	6,000.00	\$645.00
591 · PAYROLL PROCESSING	102.39	993.33	1,500.00	\$506.67
592 · INSURANCE	0.00	791.50	1,000.00	\$208.50
593 - Building Insurance	0.00	8,325.79	8,000.00	(\$325.79)
594 - Memberships	0.00	0.00	800.00	\$800.00
595 - Vote Expenses	0.00	13.69	600.00	\$586.31
596 - Copier and Printer Supplies	165.22	844.11	1,100.00	\$255.89

610 - Children Program Supplies	0.00	811.04	2,000.00	\$1,188.96
611 - Children Special Guests	350.00	1,075.00	1,100.00	\$25.00
612 - Adult Program Supplies	0.00	74.05	500.00	\$425.95
613 - Adult Special Guests	0.00	0.00	500.00	\$500.00
614 - Teen Programming	0.00	667.10	1,200.00	\$532.90
615 - Building Equipment	0.00	483.97	4,000.00	\$3,516.03
616 - Outreach	0.00	775.94	1,000.00	\$224.06
617 - Software and Licensing	0.00	497.65	1,000.00	\$502.35
618 - Furniture Expense	0.00	0.00	0.00	\$0.00
620 - Legal Fees	1,000.00	1,500.00	2,000.00	\$500.00
630 - Computer Lab Programs	40.00	40.00	500.00	\$460.00
688 - Misc Expenses	0.00	764.17	2,500.00	\$1,735.83
Total Expense	31868.41	328872.87	502,000.00	\$173,127.13

	Disbursed	Disbursed	Disbursed	Total Budget
	This Month	prior month	Year-To-Date	Internal
EXPENSE REPORT	Apr 2026	Mar 2026	July 2025 - June 2026	2025 - 2026
	0.00	0.00	0.00	
450 · Construction Grant	0.00	0.00	0.00	0.00
451 · Block Grant Expenses	0.00	0.00	0.00	0.00
501 · BOOKS	1,819.04	20.00	5,800.93	17,000.00
502 · PERIODICALS	0.00	0.00	661.02	500.00
503 · CCLS BOOK PLAN	416.67	416.67	3,808.34	4,500.00
504 · Gifts and Donations Expenses	629.64	0.00	1,840.54	5,000.00
507 · AUDIO BOOKS	94.64	0.00	0.00	300.00
509 · DVD'S	156.42	10.00	864.94	1,200.00
550 · SALARIES & WAGES	23,282.84	23,493.58	195,501.53	289,721.00
551 · FICA & MEDICARE	1,763.94	1,747.47	14,676.19	21,729.00
552 · INSURANCE - WORKER'S COMP	102.00	0.00	1,665.00	2,800.00
553 · HEALTH INSURANCE	1,233.25	911.14	13,858.96	22,300.00
554 · NYS Retirement	0.00	0.00	1,089.00	29,000.00
555 · DISABILITY INSURANCE	494.60	0.00	889.92	1,900.00
556 · UNEMPLOYMENT TAX	775.45	399.41	1,986.04	2,400.00
558 · N.Y.S. Sales Tax Payment	0.00	84.28	84.28	100.00
560 · ELECTRICITY	332.04	588.01	6,058.03	7,000.00
561 · NATURAL GAS	344.42	657.84	3,199.26	7,500.00
562 · WATER	60.00	0.00	141.65	250.00
563 · SEWER	25.00	0.00	75.00	200.00
564 · TIPPING FEE	48.00	0.00	96.00	200.00
565 · TELEPHONE	76.88	76.76	703.80	1,000.00
570 · LIBRARY SUPPLIES	246.95	0.00	683.86	1,500.00
571 · POSTAGE	702.00	0.00	0.00	700.00
580 · ADVERTISING	360.00	0.00	0.00	800.00
581 · COMPUTER MAINTENANCE	0.00	895.00	895.00	1,000.00
582 · INTERNET EXPENSES	225.00	0.00	675.00	2,100.00
583 · COMPUTER EQUIPMENT	0.00	0.00	34.99	15,000.00
584 · BUILDING SUPPLIES	14.09	83.64	1,032.13	2,000.00
585 · BUILDING REPAIRS & Maintenance	0.00	0.00	41,929.50	20,000.00
586 · GROUNDS KEEPING	790.00	0.00	2,774.00	3,000.00
587 · ELEVATOR MAINTENANCE	0.00	85.00	3,432.13	3,500.00
588 · WORKSHOPS & TRAVEL	0.00	0.00	175.49	500.00
589 · Operations & Maintenance Bldg	0.00	742.00	1,228.00	2,000.00
590 · PROFESSIONAL FEES	0.00	0.00	5,355.00	6,000.00
591 · PAYROLL PROCESSING	104.10	102.39	993.33	1,500.00
592 · INSURANCE	0.00	0.00	791.50	1,000.00
593 · Building Insurance	0.00	0.00	8,325.79	8,000.00
594 · Memberships	195.00	0.00	0.00	800.00
595 · Vote Expenses	569.18	0.00	13.69	600.00
596 · Copier and Printer Supplies	70.35	165.22	844.11	1,100.00

610 - Children Program Supplies	898.63	0.00	811.04	2,000.00
611 - Children Special Guests	0.00	350.00	1,075.00	1,100.00
612 - Adult Program Supplies	68.12	0.00	74.05	500.00
613 - Adult Special Guests	0.00	0.00	0.00	500.00
614 - Teen Programming	0.00	0.00	667.10	1,200.00
615 - Building Equipment	250.45	0.00	483.97	4,000.00
616 - Outreach	0.00	0.00	775.94	1,000.00
617 - Software and Licensing	0.00	0.00	497.65	1,000.00
618 - Furniture Expense	1,928.29	0.00	0.00	0.00
620 - Legal Fees	500.00	1,000.00	1,500.00	2,000.00
630 - Computer Lab Programs	0.00	40.00	40.00	500.00
688 - Misc Expenses	0.00	0.00	764.17	2,500.00
Total Expense	38576.99	31868.41	328872.87	502,000.00

Difference
Actual vs Budget
\$0.00
\$0.00
\$11,199.07
(\$161.02)
\$691.66
\$3,159.46
\$300.00
\$335.06
\$94,219.47
\$7,052.81
\$1,135.00
\$8,441.04
\$27,911.00
\$1,010.08
\$413.96
\$15.72
\$941.97
\$4,300.74
\$108.35
\$125.00
\$104.00
\$296.20
\$816.14
\$700.00
\$800.00
\$105.00
\$1,425.00
\$14,965.01
\$967.87
(\$21,929.50)
\$226.00
\$67.87
\$324.51
\$772.00
\$645.00
\$506.67
\$208.50
(\$325.79)
\$800.00
\$586.31
\$255.89

\$1,188.96
\$25.00
\$425.95
\$500.00
\$532.90
\$3,516.03
\$224.06
\$502.35
\$0.00
\$500.00
\$460.00
\$1,735.83
\$173,127.13

Dunkirk Public Library Check Detail

March 2026

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	12060	03/28/2026	ACE Elevator Inspection Corp	101 - 101 - Operating Fund	
Bill	20275	03/28/2026		587 - Elevator Maintenance	-85.00
					-85.00
Check		03/26/2026	AFLAC	101 - 101 - Operating Fund	
				553 - Health Insurance	-317.18
					-317.18
Bill Pmt -Check	12061	03/28/2026	Allegany Public Library	101 - 101 - Operating Fund	
Bill	dup movie	03/28/2026		509 - DVD's	-10.00
					-10.00
Bill Pmt -Check	12056	03/14/2026	Allen Fire Equipment Sale & Service, Inc.	101 - 101 - Operating Fund	
Bill	31402	03/14/2026		589 - Operations & Maintenance Bldg	-40.00
					-40.00
Check		03/15/2026	Bahgat & Laurito-Bahgat, CPAs, PC	101 - 101 - Operating Fund	
				591 - Payroll Processing	-52.05
					-52.05
Check		03/31/2026	Bahgat & Laurito-Bahgat, CPAs, PC	101 - 101 - Operating Fund	
				591 - Payroll Processing	-50.34
					-50.34
Bill Pmt -Check	12051	03/07/2026	CCLS	101 - 101 - Operating Fund	
Bill	19436	03/07/2026		503 - CCLS Book Plan - Overdrive	-416.67
				565 - Telephone	-50.00
				565 - Telephone	-9.23
				501 - Books	-20.00
					-495.90
Bill Pmt -Check	12057	03/14/2026	Cris Johnson	101 - 101 - Operating Fund	
Bill	Magic Show 2026	03/14/2026		611 - Children's Special Guests	-350.00
					-350.00

Dunkirk Public Library Check Detail March 2026

Check	03/20/2026	Delta Dental of NY Inc	101 - 101 - Operating Fund	
				0.00
Check	03/14/2026	DFT	101 - 101 - Operating Fund	
			565 - Telephone	-17.53
				<u>-17.53</u>
Bill Pmt -Check 12058	03/14/2026	EATON OFFICE SUPPLY	101 - 101 - Operating Fund	
Bill	PINV1331673	03/14/2026	584 - Building Supplies	-83.64
				<u>-83.64</u>
Bill Pmt -Check 12052	03/07/2026	FSC Systems LLC	101 - 101 - Operating Fund	
Bill	23718	03/07/2026	589 - Operations & Maintenance Bldg	-702.00
				<u>-702.00</u>
Bill Pmt -Check 12059	03/14/2026	Hagan Business Machines	101 - 101 - Operating Fund	
Bill	A185079	03/14/2026	596 - Copier & Printer Supplies	-54.24
				<u>-54.24</u>
Bill Pmt -Check 12053	03/07/2026	Image Integrator, LLC	101 - 101 - Operating Fund	
Bill	21387	03/07/2026	581 - Computer Maintenance	-895.00
				<u>-895.00</u>
Check	03/15/2026	IRS	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-1,579.17
			551 - FICA & Medicare	-840.20
				<u>-2,419.37</u>
Check	03/31/2026	IRS	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-1,707.75
			551 - FICA & Medicare	-907.27
				<u>-2,615.02</u>
Bill Pmt -Check 12062	03/28/2026	Michele Quatroche	101 - 101 - Operating Fund	
Bill	2026 lab activities	03/28/2026	630 - Computer Lab Programs	-40.00
				<u>-40.00</u>

Dunkirk Public Library
Check Detail
March 2026

Check	03/27/2026	National Fuel	101 - 101 - Operating Fund	
			561 - Natural Gas	-657.84
				<u>-657.84</u>
Check	03/27/2026	National Grid	101 - 101 - Operating Fund	
			560 - Electricity	-588.01
				<u>-588.01</u>
Check	03/31/2026	NYS & Local Retirement System	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-178.20
				<u>-178.20</u>
Check	03/15/2026	NYS Employer Unemployment Tax	101 - 101 - Operating Fund	
			2001 - Unemployment Payable	-192.27
				<u>-192.27</u>
Check	03/31/2026	NYS Employer Unemployment Tax	101 - 101 - Operating Fund	
			2001 - Unemployment Payable	-207.14
				<u>-207.14</u>
Check	03/14/2026	NYS Sales Tax	101 - 101 - Operating Fund	
			558 - NYS Sales Tax Payment	-84.28
				<u>-84.28</u>
Check	03/15/2026	NYS Tax	101 - 101 - Operating Fund	
			2000 - NYS Taxes Payable	-383.97
				<u>-383.97</u>
Check	03/31/2026	NYS Tax	101 - 101 - Operating Fund	
			2000 - NYS Taxes Payable	-414.05
				<u>-414.05</u>
Check	03/15/2026	NYSDCP Receipts	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-200.00
				<u>-200.00</u>

Dunkirk Public Library
Check Detail
March 2026

-200.00

Check		03/31/2026	NYSDCP Receipts	101 - 101 - Operating Fund	
				550 - Salaries & Wages	<u>-200.00</u>
					-200.00
Check		03/15/2026	payroll	101 - 101 - Operating Fund	
				550 - Salaries & Wages	<u>-8,730.98</u>
					-8,730.98
Check		03/31/2026	payroll	101 - 101 - Operating Fund	
				550 - Salaries & Wages	<u>-9,442.90</u>
					-9,442.90
Check		03/27/2026	Univera	101 - 101 - Operating Fund	
				553 - Health Insurance	<u>-1,215.48</u>
					-1,215.48
Bill Pmt -Check 12054		03/07/2026	Usherwood Office Technology	101 - 101 - Operating Fund	
Bill	1491995	03/07/2026		596 - Copier & Printer Supplies	<u>-59.71</u>
					-59.71
Bill Pmt -Check 12063		03/28/2026	Usherwood Office Technology	101 - 101 - Operating Fund	
Bill	1501066	03/28/2026		596 - Copier & Printer Supplies	<u>-51.27</u>
					-51.27
Check		03/20/2026	VSP PAYMENT	101 - 101 - Operating Fund	
				553 - Health Insurance	<u>-35.04</u>
					-35.04
Bill Pmt -Check 12055		03/07/2026	Whiteman, Osterman and Hanna, LLP	101 - 101 - Operating Fund	
Bill	838034	03/07/2026		620 - Legal Fees	<u>-1,000.00</u>
					-1,000.00

Dunkirk Public Library Check Detail

April 2026
Name

Type	Num	Date	Name	Account	Paid Amount
Check		04/21/2026	AFLAC	101 - 101 - Operating Fund	
				553 - Health Insurance	-317.18
					-317.18
Check		04/15/2026	Bahgat & Laurito-Bahgat, CPAs, PC	101 - 101 - Operating Fund	
				591 - Payroll Processing	-52.05
					-52.05
Check		04/15/2026	Bahgat & Laurito-Bahgat, CPAs, PC	101 - 101 - Operating Fund	
				591 - Payroll Processing	-52.05
					-52.05
Bill Pmt -C 12067		04/11/2026	Brodart	101 - 101 - Operating Fund	
Bill	B7184676	04/11/2026		501 - Books	-13.46
					-13.46
Bill Pmt -C 12070		04/23/2026	Brodart	101 - 101 - Operating Fund	
Bill	B7203558	04/23/2026		501 - Books	-1,302.78
				504 - Gifts and Donations Expense	-206.27
					-1,509.05
Bill Pmt -C 12064		04/07/2026	CCLS	101 - 101 - Operating Fund	
Bill	19474	04/07/2026		503 - CCLS Book Plan - Overdrive	-416.67
				565 - Telephone	-50.00
				565 - Telephone	-9.35
				580 - Advertising	-360.00
				582 - Internet Expenses	-225.00
					-1,061.02
Bill Pmt -C 12069		04/18/2026	Chadwick Bay Property Management	101 - 101 - Operating Fund	
Bill	25-26 #3 Snowplow	04/18/2026		586 - Grounds Keeping	-790.00
					-790.00
Bill Pmt -C 12071		04/23/2026	Chautauqua County Chamber of Commerce	101 - 101 - Operating Fund	

Dunkirk Public Library Check Detail April 2026

Bill	114638	04/23/2026		594 · Memberships	-195.00
					-195.00
Bill Pmt -C 12065		04/07/2026	City of Dunkirk Water Department	101 · 101 · Operating Fund	
Bill	0000051	04/07/2026		562 · Water	-60.00
				563 · Sewer	-25.00
				564 · Tipping Fee	-48.00
					-133.00
Bill Pmt -C 12072		04/23/2026	Column Software PBC	101 · 101 · Operating Fund	
Bill	hnTvFKDlnkOuNreXE	04/23/2026		595 · Vote Expenses	-569.18
					-569.18
Check		04/30/2026	Delta Dental of NY Inc	101 · 101 · Operating Fund	
				553 · Health Insurance	-39.81
					-39.81
Bill Pmt -C 12068		04/11/2026	Demco	101 · 101 · Operating Fund	
Bill	7789078	04/11/2026		618 · Furniture & Equipment	-1,928.29
					-1,928.29
Bill Pmt -C 12073		04/23/2026	Demco	101 · 101 · Operating Fund	
Bill	7793889	04/23/2026		570 · Library Supplies	-246.95
					-246.95
Check		04/18/2026	DFT	101 · 101 · Operating Fund	
				565 · Telephone	-17.53
					-17.53
Check		04/21/2026	Dunkirk Public Library	101 · 101 · Operating Fund	
				103 · 0216	-3,675.58
					-3,675.58
Check		04/18/2026	First National Bank Omaha	101 · 101 · Operating Fund	
				507 · Audio Books	-69.64
				504 · Gifts and Donations Expense	-24.99
				501 · Books	-88.20

Dunkirk Public Library Check Detail April 2026

			509 · DVD's	-65.08
				<u>-247.91</u>
Check	04/18/2026	First National Bank Omaha	101 · 101 · Operating Fund	
			504 · Gifts and Donations Expense	-47.97
			610 · Children's Program Supplies	-198.92
			610 · Children's Program Supplies	-114.84
			501 · Books	-51.97
				<u>-413.70</u>
Check	04/18/2026	First National Bank Omaha	101 · 101 · Operating Fund	
			615 · Building Equipment	-9.04
			584 · Building Supplies	-14.09
				<u>-23.13</u>
Check	04/21/2026	First National Bank Omaha	101 · 101 · Operating Fund	
			501 · Books	-362.63
			504 · Gifts and Donations Expense	-350.41
			612 · Adult Program Supplies	-8.88
			509 · DVD's	-91.34
			507 · Audio Books	-25.00
				<u>-838.26</u>
Check	04/21/2026	First National Bank Omaha	101 · 101 · Operating Fund	
			615 · Building Equipment	-241.41
			612 · Adult Program Supplies	-59.24
			571 · Postage	-702.00
				<u>-1,002.65</u>
Check	04/21/2026	First National Bank Omaha	101 · 101 · Operating Fund	
			610 · Children's Program Supplies	-268.79
			610 · Children's Program Supplies	-316.08
				<u>-584.87</u>
Check	04/15/2026	IRS	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-1,620.39
			551 · FICA & Medicare	-883.09
				<u>-2,503.48</u>

Dunkirk Public Library
Check Detail
April 2026

-2,503.48

Check	04/30/2026	IRS	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-1,622.11
			551 - FICA & Medicare	-880.85
				<u>-2,502.96</u>
Check	04/23/2026	National Fuel	101 - 101 - Operating Fund	
			561 - Natural Gas	-344.42
				<u>-344.42</u>
Check	04/23/2026	National Grid	101 - 101 - Operating Fund	
			560 - Electricity	-332.04
				<u>-332.04</u>
Check	04/30/2026	NYS & Local Retirement System	101 - 101 - Operating Fund	
			550 - Salaries & Wages	-199.50
				<u>-199.50</u>
Check	04/30/2026	NYS Employer Unemployment Tax	101 - 101 - Operating Fund	
			2001 - Unemployment Payable	-387.71
				<u>-387.71</u>
Check	04/15/2026	NYS Tax	101 - 101 - Operating Fund	
			2000 - NYS Taxes Payable	-191.85
				<u>-191.85</u>
Check	04/30/2026	NYS Tax	101 - 101 - Operating Fund	
			2000 - NYS Taxes Payable	-157.12
				<u>-157.12</u>
Check	04/15/2026	NYS Unemployment Insurance	101 - 101 - Operating Fund	
			2001 - Unemployment Payable	-387.74
				<u>-387.74</u>
Check	04/15/2026	NYSDCP Receipts	101 - 101 - Operating Fund	

Dunkirk Public Library
Check Detail
April 2026

			550 · Salaries & Wages	-200.00
				<u>-200.00</u>
Check	04/30/2026	NYSDCP Receipts	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-200.00
				<u>-200.00</u>
Check	04/15/2026	payroll	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-9,233.90
				<u>-9,233.90</u>
Check	04/30/2026	payroll	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-9,201.41
				<u>-9,201.41</u>
Check	04/30/2026	Shelter Point Life	101 · 101 · Operating Fund	
			555 · Disability Insurance	-494.60
				<u>-494.60</u>
Check	04/23/2026	Univera	101 · 101 · Operating Fund	
			553 · Health Insurance	-1,497.78
				<u>-1,497.78</u>
Bill Pmt -C 12074	04/23/2026	Usherwood Office Technology	101 · 101 · Operating Fund	
Bill	1510468	04/23/2026	596 · Copier & Printer Supplies	-70.35
				<u>-70.35</u>
Bill Pmt -C 12075	04/23/2026	Utica National Insurance Group	101 · 101 · Operating Fund	
Bill	10268228	04/23/2026	552 · Worker's Comp Insurance	-102.00
				<u>-102.00</u>
Check	04/23/2026	VSP PAYMENT	101 · 101 · Operating Fund	
			553 · Health Insurance	-35.04
				<u>-35.04</u>
Bill Pmt -C 12066	04/07/2026	Whiteman, Osterman and Hanna, LLP	101 · 101 · Operating Fund	

1:06 PM
05/22/26

Dunkirk Public Library
Check Detail
April 2026

Bill	851370	04/07/2026	620 · Legal Fees	-500.00
				<hr/>
				-500.00

Treasurer's Report

March 2026 Highlights

Income:

Line 411 – Donations, specific allocations – Carnegie money was reallocated to \$10,000 from 476 – non-govt grant income.

Expense:

Line 501 – Books & 504 – Memorials – Since the closure of Baker Taylor, Books are being purchased from Brodart. Books on backorder. Still pending on February orders. Began purchases through Amazon.

April 2026 Highlights

Income

Nothing to note.

Expense

LINE 618 Furniture & Equipt – \$ 1,928.29 3 tables for the children's room was purchased. (This is paid for through the Rotary donation in March of \$1,437)

LINE 580 Advertising - \$360 expense for Gazette Marketing (Through CCLS)

Public Computer Center Director Report March 2026 & April 2026

March: 442 Monthly Computer Usage Sessions
72 Individual Computer Assistance Sessions in Lab (walk-ins)
3 Individual Scheduled Computer Sessions
3 Individual Scheduled Sessions (Proctoring)
9 Computer Classes, 18 Participants

April: 378 Monthly Computer Usage Sessions
79 Individual Computer Assistance in Lab (walk-ins)
8 Individual Scheduled Computer Sessions
1 Individual Scheduled Sessions (Proctoring)
9 Computer Classes, 19 Participants

- Senior Center Computer Training for phones and tablets were on the monthly schedule. There were no participants for either monthly offering. Two classes for the months May and June were chosen and added in the Senior Center newsletter. Future sessions will be re-evaluated at the end of June 2026.

Continuing Projects

- Computer upgrades for staff and patron use is moving forward. Six computers in the main lab have begun to be removed and new computer tables in the children's area are ready to be assembled and put in use.
- Our college intern (Jonathan), has completed two Roblox tournaments for younger patrons that utilize the library. He had 2 participants for his first one and 6 for his second one. His third and final tournament is scheduled for 5/14/26.
- Library staff assistance with the City of Dunkirk Heroes Banner program has been completed for the season.
- Staff is continuing to work on a long-term project to update and categorize the reference room books.

**Dunkirk Public Library
Director's Report
April-May 2026**

1. Book Club 1 April - Eleven people participated in the discussion of *Remain: A Supernatural Love Story*.

Book Club 1 May - Eleven people participated in the discussion of *Bloomsbury Girls*.

2. Book Club 2 April - Nine people attended the discussion of *Fahrenheit 451*. (Book titles may be out of synch due to growing participation and availability of materials. *Fahrenheit* was scheduled for a previous month, but it looks like they read *The Shining*.)

Book Club 2 May - Six people reviewed *The Suspect*.

3. Teens/YA - The kids are taking turns running three new games, in addition to the long-term adventure managed by library staff.
4. Seed Library - Available, with gradual participation. Plenty of seeds to share.
5. Grants - Both the NCCF and Ralph Wilson applications were successful and funding has been awarded. All AED materials have been delivered. Furniture has been ordered per NYS contract pricing. Refer to accompanying documents for furniture costs and image details.
6. Project Progress & Completions:
 - June is currently the projected work window for the digital sign installation. Sign funding (90%) is already in the bank.
 - NYS is processing the paperwork to issue the final 10% of the Window Project funding.
7. Staff email addresses - Issued and in use.
8. Book Sale - Preparation for the end of summer sale has begun.
9. Employment Changes:
 - Following an excellent appreciation luncheon, Pam C retired on 5/8/26. Pam was with DPL for twenty-five years.
 - Alison P was hired as the new Children's Room Coordinator, beginning 5/11/26.
 - David S is moving on to a full-time position with the County; his spot will be filled by Geoff F.

10. Meetings and Conferences:

- 3/25/26: NCCF Mtg regarding AED grant request
- 4/2/26: Mtg at Prendergast for Summer Reading and Policy Writing
- 4/3/26: Call w/ Lawyer
- 4/7/26: Budget Committee
- 4/9/26: Annual Report Webinar
- 4/9/26: Bringing on New Staff Webinar
- 4/9/26: Retirement Reporting Webinar
- 4/21/26: Cintas Rep Mtg
- 4/21/26: Interview Committee Mtg

- 4/27/26: Interviews
- 4/30/26: Interviews
- 5/8/26: Staff Mtg
- 5/11/26: Election Reporting Webinar
- 5/15/26: NCCF Reception
- 5/20/26: CCLS Library Card Committee
- 5/20/26: Give Big CHQ Training
- 5/21/26: Interview

2026 CIRC STATS

	Jan-26	Feb-26	Mar-26	Apr-26	2026 YTD	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25
Juvenile Fiction	575	442	582	653	2252	290	420	411	615	464	470	929	851
Juvenile Non-Fiction	38	47	42	33	160	13	32	47	47	29	21	48	30
Juvenile DVD's	6	0	12	13	31	6	8	12	18	7	7	20	27
Juvenile Audio Books	0	0	1	0	1	0	0	0	0	0	0	0	0
Juvenile Magazines	5	0	1	0	6	0	0	1	0	0	0	0	0
Adult Fiction	634	587	695	660	2576	562	473	527	544	603	580	767	631
Adult Non-Fiction	101	97	114	85	397	93	110	163	130	103	86	110	112
Adult DVD's	168	138	134	135	575	129	126	169	106	118	158	237	206
Adult Audio Books	0	1	10	1	12	2	7	2	7	2	5	8	6
Adult Magazines	13	1	2	0	16	0	0	3	2	1	3	1	5
Games (Video & Board)	0	1	0	1	2	1	10	1	3	2	20	16	0
Museum Passes (Including Chautauqua)	0	0	2	8	10	0	1	0	2	0	0	16	2
E-Books (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0	0
Downloadable Audio	0	0	0	0	0	0	0	0	0	0	0	0	0
Digital Magazines	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Circulation	1540	1314	1595	1589	6038	1096	1187	1336	1474	1329	1350	2152	1870
Computer Use	243	343	442	378	2424	302	333	407	543	390	434	420	433
Patrons Visiting Library	1988	1995	2567	2497	2181	2538	2472	2908	2520	2189	2421	3048	2338
Reference Questions	193	186	222	207	808	346	379	264	182	169	189	184	189
Cards Issued each month	15	11	21	6	53	9	15	15	23	33	24	13	29
Total Card Holders as of	7508	7519	7540	7546	7546	7282	7297	7312	7335	7368	7392	7405	7434

2026 CIRC STATS

Sep-25	Oct-25	Nov-25	Dec-25	2025 YTD	% Change
510	559	513	469	6501	-65.36%
35	30	19	28	379	-57.78%
16	19	20	27	187	-83.42%
0	0	0	0	0	#DIV/0!
0	0	0	1	2	200.00%
671	620	526	624	7128	-63.86%
74	134	105	91	1311	-69.72%
166	170	196	121	1902	-69.77%
0	0	8	8	55	-78.18%
0	8	3	6	32	-50.00%
3	2	3	6	67	-97.01%
2	1	2	0	26	-61.54%
0	0	0	0	X	X
0	0	0	0	X	X
0	0	0	0	X	X
1477	1543	1395	1381	17590	-65.67%
471	375	315	281	4704	0
2845	2261	1999	1907	29446	-0.925932
229	183	198	149	2661	-0.696355
18	22	11	8	220	-0.759091
7452	7474	7485	7493	7493	0.71%

DUNKIRK Mar-2026 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	19	1		658	104				782
NEW-BOOK		2							2
PAPERBACK									0
ILL-BOOK									0
J-BOOK	548	39							587
EASY-BK									0
AUDIO BOOK			1			10			11
CDS									0
MAGAZINE			1			2			3
DVDS			12			134			146
NEW-ITEMS	15			37	10				62
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS						2			2
TOTAL	582	42	14	695	114	148	0	0	1595

Public Computer Use	442
Microfilm	7
Curbside Delivery	0
People Counter: Front Entr	664
People Counter: Rear Entr	1903
Total Patron Count	2567
RQ: Computer Assistance w/Patrons	21
RQ: Assistance in Lab	72
Reference Questions: Adult	90
Reference Questions: Children's	5
Reference Questions: Email	34
Total Reference Questions	222

<i>Added Materials</i>	
MAGAZINES	7
NEWSPAPERS	26
MICROFILM	0
CHILDREN'S ROOM BOOKS	3
YOUNG ADULT BOOKS	3
ADULT BOOKS	9
DVD'S	1
AUDIO BOOKS	2
GAMES	2
TOTAL	53

DUNKIRK Apr-2026 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	629	32		548	81				1290
NEW-BOOK	24	1		112	4				141
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK						1			1
CDS						1			1
MAGAZINE									0
DVDS			13			135			148
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME						1			1
MUSEUM PASS						8		0	8
TOTAL	653	33	13	660	85	146	0	0	1590

Public Computer Use	378
Microfilm	8
Curbside Delivery	0
People Counter: Front Entr	552
People Counter: Rear Entr	1945
Total Patron Count	2497
RQ: Computer Assistance w/Patrons	23
RQ: Assistance in Lab	79
Reference Questions: Adult	73
Reference Questions: Children's	4
Reference Questions: Email	28
Total Reference Questions	207

<i>Added Materials</i>	
MAGAZINES	12
NEWSPAPERS	26
MICROFILM	0
CHILDREN'S ROOM BOOKS	3
YOUNG ADULT BOOKS	8
ADULT BOOKS	7
DVD'S	2
AUDIO BOOKS	6
GAMES	0
TOTAL	64

Allegany

Up to 3 consecutive days leave with pay is granted in the event of death in the employee's immediate family for all employees.

I can give 1 day for aunts, uncles, cousins, etc.

I suspect the board would allow more if something truly often happened.

Chautauqua

In the event of a death of the spouse, same-sex partner or child of an employee, the regular full-time or part-time employee shall be granted up to five days leave of absence with full pay. In the event of a death of an immediate family member (father, mother, father- or mother in-law, sister, brother, sister- or brother in-law, grandfather, or grandmother) of an employee, the regular full-time or regular part-time employee shall be granted up to three days leave of absence with pay. A regular part-time employee shall be granted prorated funeral leave according to his or her work schedule. If more time is needed, the employee may choose to use personal or vacation time.

Fluvanna

In the event of death in an employee's immediate family (spouse, child, mother, father, sister, brother), or any close relative living under the same roof as the staff member, or "significant other" as designated by the employee to the Library Director by January 2nd of each year, an employee will be given a bereavement/funeral leave as follows:

Full-time employee	Up to 3 days per occurrence
Part-time employee	1 day per occurrence

Gowanda

In the event of death in an employee's immediate family (partner, child, mother, father, sister, brother, grandparents, grandchildren, in-laws and step-family), or any close relative living under the same roof as the staff member, as well as non-immediate family (aunt, uncle, niece, nephew), an employee will be given a bereavement/funeral leave as follows:

Immediate Family	Up to 3 consecutive scheduled days
Non-Immediate Family	1 day per occurrence

Additional unpaid time may be granted by the Director upon request.

Hazeltine

HPL offers PTO to employees, that is based on position - no distinction what it is used for. Employees can request more unpaid time off from the board for special situations

Kennedy

In the event of death in an employee's immediate family (spouse, child, mother, father, sister, brother), or any close relative living under the same roof as the staff member, or "significant other" as designated by the employee to the Library Director by January 2nd of each year, an employee will be given a bereavement/funeral leave as follows:

All employees. Up to 3 days per occurrence.

Portville

Library employees are eligible for three days bereavement leave without loss of pay or sick leave credit in the event of the death in the immediate family, defined as spouse, children, brother, sister, or parents of either the employee or the employee's spouse. This applies to all of our employees.

Mission

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

Vision

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

Values

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

Dunkirk Public Library
Long Term Plan
2022 - 2025

Goal 1: Community Outreach, Programs, & Partnership

Objective 1a:

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

Attendance often varies.

Refer to Children's, Director's, & Lab Reports, event calendars, etc. Also consider hosted activities by partner groups.

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

Timeframe: Monthly

Follow-up surveys for tech classes, frequent input from children's activities, member input from book clubs, activity suggestions from teens, patron program recommendations.

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

Timeframe: Monthly

↑ have we ever done this? or done it lately?

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

Example(s):

- CCLS Outreach grants CCLS Summer Reading Funds, McDonald's donations, Dollar Tree & Wal-Mart?

Timeframe: Ongoing

Focus Area: Adult Programs

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

Example(s): Valerie W's art & music programs, Nutrition Classes, Seed Library

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

Timeframe: Ongoing

Focus Area: Teen Programs

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

Example(s):

Free RPG Day, ALA Games Month, Roblox, eSports?

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

would like to restart

Dunkirk Public Library
Long Term Plan
2022 - 2025

Power Nine

- Board game nights (partner with ~~Critical Gaming~~, Boys & Girls Club).
- Crafts and maker projects. Only occasional interest
- D&D sessions.
- Teen Book Club. Tried a couple times, no follow-up, even from big readers.
- Summer Reading events.

Timeframe: Ongoing

Focus Area: Children's Programs

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

Example(s):

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

Timeframe: Ongoing

Objective 1b:

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

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

Monthly updates in Chautauqua Gazette, computer lab schedule in the paper, events on WDOE, street facing signage coming soon.

Action: Utilize local news outlets to share information.

- need more advertising!

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

Timeframe: Ongoing

do we put info in books checked out?

Often for author visits and various other events, but could be more frequent.

Objective 1c:

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

Action: Work with local grade school and high school contacts to coordinate programs for these age groups. Often difficult due to frequent school staff turn over.

Dunkirk Public Library
Long Term Plan
2022 - 2025

Example(s): They have a librarian this year, so sharing more often.

- Coordinate activities and share information with the high school librarian. *do we do this?*

Timeframe: September - June, plus Summer Reading events

Action: Actively work with community members and local organizations.

Example(s):

- Collaborate with 4-H, Boys & Girls Club, Cornell Cooperative Extension, and/or Scouts, etc. ✓
- ~~Continue to host programs in conjunction with the CREATE Project.~~ *- remove if no longer active.* CREATE

Timeframe: Ongoing

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

Example(s):

could also include off-site tech sessions

- Meals on Wheels partnership
- ~~Curbside (parking lot) delivery.~~ *Technically available, but unused.*

Timeframe: Monthly

*Remove?
do we do?*

Dunkirk Public Library
Long Term Plan
2022 - 2025

Goal 2: Collection & Resource Evaluation

Objective 2a:

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

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

Timeframe: Ongoing

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

Yes, this year we were assigned poetry. I got a bunch of free titles that met our requirement.

Timeframe: Six purchases annually for two years.

Do we do this?

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

Timeframe: Monthly

big weeding project in 2025

Action: Periodically review library holdings and weed aged materials.

Timeframe: Ongoing

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

Example(s): Access to things like these:

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

Electronic sources of trusted info and educational materials.

Timeframe: Ongoing

not sure what this means

?

Dunkirk Public Library
Long Term Plan
2022 - 2025

Goal 3: Staff Education & Training

Objective 3a:

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

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

Example(s):

- NYS Workplace Harassment Training.
- Annual Report "Trustee Education" requirement. Hasn't always been 100% at report time.

Timeframe: Annually

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

Example(s):

- CCLS informational sessions.
- Trustee Handbook webinars.

Timeframe: Ongoing and/or during staff meetings.

Not required, but opportunities are frequently provided and encouraged.

IS Staff required to do any training other than nys harassment?

Dunkirk Public Library
Long Term Plan
2022 - 2025

Goal 4: Building & Grounds Maintenance & Development

Objective 4a:

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

Action: Conduct a building-wide “Engineering Review” to proactively identify features of the facility in need of upgrade or maintenance in order to forestall greater future expense. *Completed, but identified tasks aren't all done.*

Timeframe: ~~Complete during 2022 – 2023.~~ *continuing? or completed?*

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

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

Objective 4b:

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

Action: Regularly clean and maintain library spaces.

Timeframe: Daily/Weekly

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

Timeframe: Ongoing/Annually

Objective 4c:

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

Action: Continually review and update our hardware, software, Internet, and Wi-Fi services to stay current with the increasing needs of the community and advancements in technology. *Hardware upgrades underway. Networking and wi-fi improved during 22-25 plan period.*

Timeframe: Ongoing

Dunkirk Public Library
Long Term Plan
2022 - 2025

Goal 5: Financial Security & Responsibility

Objective 5a:

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

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

Timeframe: Ongoing *how do we do this ↑*
Materials requests by patrons for collection development.
Potential area to build up with additional approaches.

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

Timeframe: According to individual grant cycles.

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

Timeframe: Annually

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

Timeframe: Ongoing

RESOLUTION

DUNKIRK PUBLIC LIBRARY - BOARD OF TRUSTEES

At a duly called meeting of the Board of Trustees of the Dunkirk Public Library held on May 26, 2026, upon a motion made by _____ and seconded by _____, it was

RESOLVED, that the Dunkirk Public Library has called and given notice of an election to be held on June 16, 2026 from the hours of 12:00 p.m. to 9:00 p.m. at the Dunkirk Public Library, 536 Central Avenue, Dunkirk, New York, it is further

RESOLVED, that the Library’s Board of Trustees appoints qualified voters Patricia Tripp as Chief Inspector / Poll Site Coordinator at a compensation rate of \$19.00 per hour and Helen Pierce as election inspector at a compensation rate of \$16.00 per hour, to conduct the election in coordination with the Library Director and Board of Trustees.

Dated: May 26, 2026

Susan Nickle, Secretary

Vote: ___ In Favor
 ___ Opposed
 ___ Abstentions



CUSTOMER: Dunkirk Free Library

DATE:

ATTENTION:

EMAIL:

Type	Products	Per Unit	Quantity	Total	
	Jumbo Roll Toilet Paper (1000ft)	\$5.500	12	\$66.00	Monthly
	Paper Towel (800ft)	\$7.000	6	\$42.00	Monthly
	Soap Service	\$5.000	5	\$25.00	Monthly
	Air Service	\$6.000	4	\$24.00	Monthly
	Tissue Box	\$1.500	6	\$9.00	Monthly
	13 Gal Garbage Roll (50 bags/roll)	\$3.000	2	\$6.00	Monthly
	55 Gal Garbage Roll (20 bags/roll)	\$9.500	1	\$9.50	Monthly

Program Includes	Additional Benefits
<ul style="list-style-type: none"> Personalized Measuring and Fitting. Upgrades and Replacements – No Charge. New Employees started on request. Repairs – No Charge. Stop employees discontinued on request. Weekly Inventory Check Sheet. 	<ul style="list-style-type: none"> Local Customer Service Support. Minimize day to day management and employee involvement. Frequent uniform replacement. No up-front investment. One week turnaround for new employees.



Lori,

this is a problem I most likely have to fill upstairs every other day

How many rolls of TP are we using up each month?

- 96 rolls from Eaton (400 sheets/roll) @ \$46.81

down stairs 3 rolls every other day.

How many boxes of tissues each month?

- 30 boxes from Eaton (100/box) @ \$24.16

faster in the summer 30 bx should last maybe 2 months tissue goes

How many rolls of paper towels each month?

Brown - at least 4 a month

White - 30 rolls should last 2 months maybe more

- Brown: 12 rolls from Eaton (350 feet) @ \$32.02
- White: 30 rolls from Eaton @ \$25.98

How often do the soap dispensers need to be refilled?

- 4 gallons from Eaton @ \$85.31

at least 2 to 3 times a month

some times more

How many large trash bags get used in a month?

- 300 from Eaton @ \$26.97

at least 15 to 17 bags a month

How many small trash bags get used in a month?

- 1000 bags from Eaton @ \$32.03

every day I most likely have to change all

Leave me answers for 5/22/26 so I can make some notes for the Board meeting.

the toilet paper is the biggest problem its hard to add up how many rolls but its been going real fast,

Thanks!

Inclement Weather/Emergency Closing Policy

The Dunkirk Public Library recognizes that on occasion, inclement weather and/or other hazardous conditions might impact the provision of library services. In the event of such circumstances, the library may postpone opening, remain closed, or conclude business earlier than normally scheduled. The primary factor of any decision made will be the safety of staff and library patrons. However, maximum effort will be made to maintain regular operating hours.

The decision to close or postpone opening the library will be made by the Library Director or a designee, based on weather conditions, weather reports, school closing announcements, the closure of city hall, and available road conditions. The library will comply with all directives from the National Weather Service and local and state law enforcement. The Library Director or a designee will notify the Library Board President, and all staff members scheduled to work during the affected period.

If the library is closed due to inclement weather or emergency circumstances, all library staff will be paid for work lost due to the library closure without being charged sick or vacation time. Reasonable allowances will be made for lateness if extreme weather conditions make it challenging for staff to arrive on time. If a staff member opts not to come to work when the library is open for business, then the staff member will not be paid and must use sick or vacation time (if available) for work lost.

Eaton Examples of HON Furniture Styles (Colors Vary from Those Selected on Quote)



Lounge Chair



Mobile Collaborative Table



Guest Seating



Reconfigurable Meeting Tables

Budget Item	Project Expenses	Grant Funds Requested	In-Kind Funds	Other Grant or Matching Funds	Total	Notes	Cost	\$ Avail	\$ Requested
Personnel Expenses		\$0.00	\$0.00	\$0.00	\$0.00	N/A			
Personnel Expenses Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Eaton Office Supply Company	\$14,080.85	\$1,880.85	\$0.00	\$0.00	\$1,880.85	Quote for New York State contract cost of HON collaborative tables, movable workstations, and matching chairs.	14,080.85		
Carnegie Corporation of New York		\$0.00	\$0.00	\$8,000.00	\$8,000.00	Unrestricted grant for the benefit of the library's patrons.		\$8,000.00	
Cynthia Sheedy		\$0.00	\$0.00	\$3,000.00	\$3,000.00	Private donation from a library patron.		\$3,000.00	
Dunkirk Exempt Firemen's Association		\$0.00	\$0.00	\$600.00	\$600.00	Donation for building renewal and furnishings fund.		\$600.00	
Kosciuszko Polish Home Association		\$0.00	\$0.00	\$600.00	\$600.00	Donation for building renewal and furnishings fund.		\$600.00	
Contractor & Vendor Expenses Total	\$14,080.85	\$1,880.85	\$0.00	\$12,200.00	\$14,080.85				
Dell	\$20,000.00	\$19,757.00	\$0.00	\$0.00	\$19,757.00	Current estimate to replace ten patron computer lab PCs with upgraded, Windows 11 compatible machines. (Average price when comparing items at Dell and Best Buy; likely to increase due to current market conditions and RAM shortages.)	20,000.00		
Give Big CHQ 2025		\$0.00	\$0.00	\$243.00	\$243.00	Fundraising donations collected for compter lab upgrades.		\$243.00	
Hardware, Software, Technology Total	\$20,000.00	\$19,757.00	\$0.00	\$243.00	\$20,000.00				
Supplies & Materials Expenses		\$0.00	\$0.00	\$0.00	\$0.00	N/A			
Supplies & Materials Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Chautauqua Gazette	\$360.00	\$0.00	\$0.00	\$360.00	\$360.00	Cost for ten repeated monthly listings in the Gazette, with a feature article scheduled for July 2026. Covered by library advertising budget.	360.00	\$360.00	
Other Total	\$360.00	\$0.00	\$0.00	\$360.00	\$360.00				
Total Project Cost	\$34,440.85								
Total Grant Funds Requested		\$21,637.85					34,440.85	\$12,803.00	\$21,637.85
Total In-Kind Funds			\$0.00						
Total Other Grant or Matching Funds				\$12,803.00					
Project Total					\$34,440.85				