

Dunkirk Public Library Board Meeting Agenda

September 22nd, 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

- August 2026

Financial Report - Treasurer notes for July & August.

Approval of Bill Payments & Budget Transfers

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

Director's Report

Unfinished Business

1. None

New Business

1. Committee Business and Reports:
 - Budget Committee
 - Building Construction & Maintenance
 - President to sign Construction Project Closing form.
 - Employee Engagement
 - Marketing & Community Outreach
 - Start prepping end of year club letters?
2. Thanks and Acknowledgments:
 - Front lawn soil removal Kurt Warmbrodt & R. P. Legrano Excavation Service
3. Finances/Income - Monthly discussion & budget planning.
 - Director has been seeking contractor recommendations for the downstairs public restroom.
4. Discussion - Friday hours adjustment?
5. Reminder - NYS required Trustee training is due to the Board President soon.
6. Call for Executive Session if needed. —NO—
7. Celebrate

Dunkirk Public Library Board Meeting Agenda
September 22nd, 2026

8. Monthly Tasks:

August

- Annual fiscal report due to State Comptroller; to be filed by Auditor.
 - GASB 68 report finally made available from NYS on 9/11/26.
- Contact Chautauqua Woods regarding “annual check-up” for front doors.
 - They were here in early summer; contacted Khalid for follow-up.

September

- Fire Extinguisher Inspection due.
 - Scheduled
- Schedule Winter boiler check-up.
 - Done
- Building Insurance renewal w/ Putnam
 - Done

October

- CCLS Annual Meeting, October 13th
- Request Tax Levy from School District
- Open outdoor faucet; shut off valve and drain from inside

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, NY 14048

Minutes

August 4, 2026

Fiscal Year Organization Meeting

Attendees Present

Jason Hammond, Susan Nickle, Stacy Korzenieski, Matthew Woelfle, Michele Quatroche, Sara Marsowicz, Norman Green, Truman Bradley, Laurie Dolce, and Alison Polisoto.

Attendees Not Present (approved)

N/A

President Matthew Woelfle called the meeting to order at 4:13 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 May 26, 2026 meeting were approved. (S. Marsowicz; S. Korzenieski)

Financial Report

Treasurer's notes were presented via email from B. Sutton. Reviewed by S. Marsowicz

Public Comments

N/A

Approval of Bill Payments & Budget Transfers

N/A

Children's Room and/or Computer Lab Report

Submitted via email and reported by A. Polisoto

Director's Report

Submitted and reported by J. Hammond

Unfinished Business

1. Staff Bereavement Leave - Upon comparing practices of other CCLS members and board discussion, final updates to the policies were approved. (S. Korzenieski, M. Woelfle) Approval-7; Nay-0
2. Long Term plan - Updates from previous meetings were approved. (S. Marsowicz; S. Nickle) Approval-7; Nay-0

New Business

1. Committee Business and Reports - No meetings were held. Members are as follows: Employee Enrichment - S. Nickle & S. Korzenieski, Building Construction/Maintenance - M. Woelfle & N. Green, Budget Committee - S. Marsowicz, S. Korzenieski & T. Bradley, & Marketing/Community Outreach - L. Dolce & N. Green. Suggestions for future community outreach were discussed.
2. Twinstar Business Solutions representatives Jonathan Rodriguez & Greg Krauza presented a video presentation & answered questions regarding the Wellness Plan proposal.
3. Trustee Vote - Welcome to Truman Bradley & Norman Green who were recently elected to three (3) year terms which run from 7/1/26 - 6/30/29. Oath of Office must be signed/notarized by the new trustees & the treasurer. Also, all trustees & the treasurer must renew the Conflict of Interest form.
4. Election of DPL Trustees are as follows: President - M. Woelfle (S. Marsowicz; S. Korzenieski) Approved 6, Nay 1; Vice President - T. Bradley (S. Nickle; S. Marsowicz) Approved 7, Nay 0; Vice President of Finance - S. Marsowicz (S. Nickle; T. Bradley) Approved 7, Nay 0; Secretary - S. Nickle (M. Woelfle; S. Korzenieski) Approved 6, Nay 1; Treasurer - B. Sutton (S. Marsowicz; S. Nickle) Approved 7 Nay 0; Trustees - L. Dolce, S. Korzenieski, & N. Green.
5. Thanks & Acknowledgment-Thank you sent and notice posted on digital sign to Revitalize Dunkirk for the garden work done around the library, card of thanks & a photo of the event to Annette Gill for paying for the recent Foam Party and a note of thanks will be sent to Ron Mancuso for the donation of the spare breakroom microwave.
6. Celebrate - For ending this last fiscal year in the positive and also for our new digital sign being installed.

7. Monthly Tasks:

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 vote; Absentee ballots may be accepted until 5 p.m. on election day; Hold vote, **After vote results are confirmed by BOE, send an email to Dunkirk City School District Business Manager confirming the Library Tax Levy (Deb McAvoy & send results via certified letter to both the Business Office and Superintendent)**, Submit new election report to NYS and shared the results of the vote to the newspaper. (Results were emailed to MJ Stafford)

July - New budget year begins: New trustees & treasurer must complete Oath of Office to file in Mayville; All trustees & treasure must update Conflict of Interest forms; send audit information to JMA (audit is currently in progress);

completed an email to Deb. M. at the school business office to confirm tax levy. Awaiting confirmation.

August - Annual fiscal report due to State Comptroller; to be filed by the auditor; contact Chautauqua Woods regarding the annual check for the front doors.

Next meeting is scheduled for September 22, 2026.

S. Nickle & S. Marsowicz motioned for the meeting to be adjourned at 5:43 p.m.

Respectfully submitted by,
Susan Nickle, Secretary

Public Computer Center Director Report July 2026 & August 2026

July: 478 Monthly Computer Usage Sessions
79 Individual Computer Assistance Sessions in Lab (walk-ins)
3 Individual Scheduled Computer Sessions
8 Computer Classes, 14 Participants

August: 357 Monthly Computer Usage Sessions
33 Individual Computer Assistance in Lab (walk-ins)
2 Individual Scheduled Computer Sessions
6 Computer Classes, 17 Participants

Continuing Projects

- Senior Center Computer Training for phones and tablets were on the monthly schedule. There were 3 participants for July and 3 participants for August. 4 remaining classes were scheduled, which will take the programming until the end of 2026. The days were provided to be added in the Senior Center Bi-Monthly Newsletter for the next two editions.
- Computer upgrades for all patron computers are complete. The Computer Center Director is spending time on each one to ensure all of the functions and programs are working correctly. Software is regularly updated for Teen Program use. Staff computers are anticipated to arrive next.
- Staff continues to work on the long-term project to update and categorize the reference room books and other items. Items from the Archival Grant from the Western New York Library Resources Council are being used and our historic materials are starting to be displayed.
- Audio Books have been relocated to the Computer Center in order to better utilize available shelving.

Dunkirk Public Library
Children's Coordinator Report- Alison Polisoto
July-August 2026

1. Story Time:

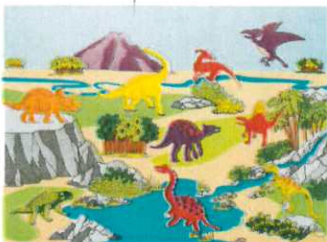
Totals:

July: 21 attendees, 84 craft kits given out

August: 22 attendees, 119 craft kits given out

Month

Crafts

July	  
Dinosaur Book Magnet	
Dino Sticker Scene	
Rainbow Craft	
August	    
Ice Cream Dinosaurs	
Sunglasses Ice Creams	
Snails, Bees	
Summer Penguin	

2. Memorials:

July:

1. Memorial for Ann Sullivan—25.00, Books purchased: *Winnie-The-Pooh (Peek-A-Flap)* and *Winnie the Pooh: The Classic Edition*

August:

1. Memorial for Mary Edwards—40.00, Books purchased: *Curious George Classic Collection*, *Biscuit 5 Puppy Tales*, and *The Worrysaurus*

2. Memorial in honor of Joseph and Molly Larivey Wedding—50.00, Books purchased *Monsters of Fife: Sea Dragons*, *The Lost Robot*, *Froggy: Autumn Antics!*, *Bluey Butterflies*, and *The Boxcar Children: Graphic Novel*

3. Grants and Such:

In June, participated in a grant writing workshop hosted by the Women's Giving Circle for the Capable and Connected Caregiving Program. Worked with Julie Putter (Brocton Director), Anneliese Bruegel (Fredonia Clerk), and Jeannie Gallaway (NCCF) to create a pilot program centered around child care within our community.

At the end of July, our pilot program was approved and granted \$40,000 to split between the three libraries involved (Dunkirk, Brocton, and Fredonia) to provide training programs to our patrons and staff.

As of September, the grant is still being processed. I met with all of the above people as well as Jan Dekoff, and LJ Martin on September 21st to further plan the programs and how the grant money will be spent.

More news to come about the programs that will be implemented.

4. Summer Program: End of June into beginning of August

Stats:

Participants in program: 66
Completed: 23
Programs: 17
Attendees: 395

Carnival: 130 patrons

Foam Party: ~ 95 patrons

Sundance Farm: Postponed and reschedule into November for Thanksgiving Themed Event instead

August: Two Dunkirk Summer Classes came to tour library, 4th Grade and 2nd Grade. Total of 14 students came.

5. Future Planning:

End of September into October: Head Start Artwork Display around the library with 'Open House' planned for October

July

Children's Room Statistics					
Date	Event	Kids	Parents/Adults	Totals	#Crafts Kits
7/7/2026	3D Wooden Dino	23	13	36	24
7/9/2026	Carnival	77	53	130	
7/13/2026	Nutrition Class	5	0	5	
7/14/2026	Story Time and Craft	2	1	3	
7/15/2026	Foam Party	57	38	95	
7/20/2026	Nutrition Class	4	0	4	
7/21/2026	Dino Excavation	7	4	11	
7/22/2026	Stem Experiment Oil/Water	14	5	19	
7/23/2026	Story Time and Craft	3	2	5	24
7/27/2026	Nutrition Class	2	0	2	
7/28/2026	Story Time and Craft	2	3	5	18
7/30/2026	Story Time and Craft	4	2	6	18

August

Children's Room Statistics					
Date	Event	Kids	Parents/Adults	Total	#Crafts Kits
8/3/2026	4th graders Visit/Tour	4	1	5	4
8/3/2026	Nutrition Class # 4	7	1	8	
8/4/2026	Bug Jar Craft	1	1	2	
8/5/2026	Stem-lemon experiment	6	4	10	
8/5/2026	Letter-Sleuth Game	1	1	2	
8/6/2026	Story Time	1	1	2	30
8/7/2026	Reading Achievment Party	10	6	16	
8/10/2026	Nutrition Class #5	7	1	8	
8/11/2026	2nd Grade Class	10	4	14	10
8/11/2026	Story Time	1	1	2	13
8/13/2026	Story Time	1	2	3	24
8/18/2026	Story Time	5	4	9	12
8/18/2026	Nutrition Class Final	6	1	7	
8/20/2026	Story Time	0	0	0	12
8/25/2026	Story Time	2	3	5	7
8/27/2026	Story Time	1	1	2	7

**Dunkirk Public Library
Director's Report
August-September 2026**

1. Book Club 1 August - Seventeen people participated in the discussion of *Never Lie*.

Book Club 1 September - Fourteen people attended the review of *The Story She Left Behind*.

2. Book Club 2 August - Eight members discussed *Finding Margaret Fuller*.

Book Club 2 September - Six people talked about *A Wrinkle in Time*.

Summer Author Talks: Catherine D'Agostino & Philip Laurien - eleven people; Thomas Herr - eight people

Autumn Author Talk: Wendy Corsi Staub informed Roberta two weeks before her scheduled visit that the library must provide her titles for sale in order for her to come speak. This was never mentioned when she stopped by in person at the start of the summer to schedule the date, nor was it the case when she spoke here a few years ago (either she supplied the books or arranged for a supplier). Julie from Author's Note in Medina was willing to help, but was unable to get adequate titles/quantities on such short notice. With no items for sale, Wendy was unwilling to keep the scheduled date.

3. Teens/YA:

- D&D Team A had good attendance all summer, with some participants calling in remotely if they were out of town on a Friday.
- Team A has also been enjoying the new computer hardware and software.
- D&D Team B is back on the weekly schedule and are currently in an adventure planning and character design phase. The group leader visited prior to the new school year to work on some details.
- Geoff is working with the teens to refine the card game events and potentially introduce additional activities.
- We continue to partner with Power Nine and are currently helping run official D&D events that align with the publisher's latest book. The initial "Celebration" event had sixteen participants, that included a number of library teens. Five events are currently on the schedule.



Official Hasbro/WotC sponsored gaming event at Power Nine, Fredonia.

4. Book Sale - Generated close to \$900 between sales and donations. Library staff did a great job preparing and operating the sale. Everything was cleaned up by 2:15!
5. Building Updates:
 - The dirt pile is gone!
 - The hot water tank pilot light was having issues remaining lit and hardware on the tank is no longer available. The tank is pretty old, so if the lighting mechanism dies it will probably mean buying all new components.
 - The lack of water to the outside spigot has been resolved. (This had been posing issues over the summer for the gardeners, carnival, and foam party.)
 - Carole Ricker continues to make improvements around the flagpole memorial.
 - The elevator upgrade is in the works with Schindler.
 - FSC needs to replace another faulty smoke detector in the back stairwell.
6. Donations:
 - Annette Gill - covered the cost of the Foam Party and mentioned that she is willing to pay for next year's event, too.
7. Library Promotion:
 - Articles sent to CCLS for the annual newsletter, the Chamber of Commerce weekly update, and Observer.
 - Ralph Wilson Grant promo picture was taken on 9/16. Tammy stated that our application was one of the best and asked me to speak at the Round 2 info session in October.
8. Staffing:
 - Libbey has a new job, but will continue to work on Saturdays.
 - Twinstar Business Solutions has been meeting with staff members to share insurance program details.
9. Meetings and Conferences:
 - 8/6/26: HR training in Cherry Creek
 - 8/10/26: Insurance mtg. w/ Putnam
 - 8/11/26: Follow-up interview w/ Geoff
 - 8/12/26: Collect book carts from LJ at CCLS
 - 8/17/26: Consultation w/ Stephanie at DFMoW
 - 8/25/26: Workshop w/ Capacity Lab
 - 9/16/26: Ralph C Wilson Jr grant mtg.
 - 9/18/26: CCLS Director's mtg.
 - 9/18/26: CCLS Professional Development in Cassadaga

2026 CIRC STATS

	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	2026 YTD	Jan-25	Feb-25	Mar-25	Apr-25
Juvenile Fiction	575	442	582	653	548	594	1105	904	5403	290	420	411	615
Juvenile Non-Fiction	38	47	42	33	43	56	43	49	351	13	32	47	47
Juvenile DVD's	6	0	12	13	11	15	11	42	110	6	8	12	18
Juvenile Audio Books	0	0	1	0	0	0	0	0	1	0	0	0	0
Juvenile Magazines	5	0	1	0	0	0	0	0	6	0	0	1	0
Adult Fiction	634	587	695	660	661	793	839	798	5667	562	473	527	544
Adult Non-Fiction	101	97	114	85	89	133	126	109	854	93	110	163	130
Adult DVD's	168	138	134	135	207	147	197	168	1294	129	126	169	106
Adult Audio Books	0	1	10	1	0	1	1	1	15	2	7	2	7
Adult Magazines	13	1	2	0		1	5	7	29	0	0	3	2
Games (Video & Board)	0	1	0	1	2	7	8	34	53	1	10	1	3
Museum Passes (Including Chautauqua)	0	0	2	8	1	11	9	3	34	0	1	0	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	1562	1758	2344	2115	13817	1096	1187	1336	1474
Computer Use	243	343	442	378	325	434	478	357	2424	302	333	407	543
Patrons Visiting Library	1988	1995	2567	2497	2121	2382	2833	2102	2181	2538	2472	2908	2520
Reference Questions	193	186	222	207	143	216	230	223	1620	346	379	264	182
Cards Issued each month	15	11	21	6	16	16	35	15	135	9	15	15	23
Total Card Holders as of	7508	7519	7540	7546	7562	7578	7613	7628	7628	7282	7297	7312	7335

2026 CIRC STATS

May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	2025 YTD	% Change
464	470	929	851	510	559	513	469	6501	-16.89%
29	21	48	30	35	30	19	28	379	-7.39%
7	7	20	27	16	19	20	27	187	-41.18%
0	0	0	0	0	0	0	0	0	#DIV/0!
0	0	0	0	0	0	0	1	2	200.00%
603	580	767	631	671	620	526	624	7128	-20.50%
103	86	110	112	74	134	105	91	1311	-34.86%
118	158	237	206	166	170	196	121	1902	-31.97%
2	5	8	6	0	0	8	8	55	-72.73%
1	3	1	5	0	8	3	6	32	-9.38%
2	20	16	0	3	2	3	6	67	-20.90%
0	0	16	2	2	1	2	0	26	30.77%
0	0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	0	X	X
0	0	0	0	0	0	0	0	X	X
1329	1350	2152	1870	1477	1543	1395	1381	17590	-21.45%
390	434	420	433	471	375	315	281	4704	0
2189	2421	3048	2338	2845	2261	1999	1907	29446	-0.925932
169	189	184	189	229	183	198	149	2661	-0.391206
33	24	13	29	18	22	11	8	220	-0.386364
7368	7392	7405	7434	7452	7474	7485	7493	7493	1.80%

DUNKIRK Jul-2026 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	1001	29		736	117				1883
NEW-BOOK	104	14		103	9				230
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK									0
CDS						1			1
MAGAZINE						5			5
DVDS			11			198			209
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME			8						8
MUSEUM PASS						9			9
TOTAL	1105	43	19	839	126	213	0	0	2345

Public Computer Use	478
Microfilm	14
Curbside Delivery	0
People Counter: Front Entr	702
People Counter: Rear Entr	2131
Total Patron Count	2833
RQ: Computer Assistance w/Patrons	33
RQ: Assistance in Lab	79
Reference Questions: Adult	73
Reference Questions: Children's	8
Reference Questions: Email	37
Total Reference Questions	230

<i>Added Materials</i>	
MAGAZINES	0
NEWSPAPERS	25
MICROFILM	0
CHILDREN'S ROOM BOOKS	3
YOUNG ADULT BOOKS	0
ADULT BOOKS	10
DVD'S	0
AUDIO BOOKS	0
GAMES	0
TOTAL	38

DUNKIRK Aug-2026 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	867	48		714	107				1736
NEW-BOOK	37	1		84	2				124
PAPERBACK									0
ILL-BOOK									0
J-BOOK									0
EASY-BK									0
AUDIO BOOK						1			1
CDS									0
MAGAZINE						7			7
DVDS			42			168			210
NEW-ITEMS									0
HOUSEHOLD									0
VIDEOGAME			34						34
MUSEUM PASS						3			3
TOTAL	904	49	76	798	109	179	0	0	2115

Public Computer Use	357
Microfilm	17
Curbside Delivery	0
People Counter: Front Entr	561
People Counter: Rear Entr	1541
Total Patron Count	2102
RQ: Computer Assistance w/Patrons	29
RQ: Assistance in Lab	33
Reference Questions: Adult	76
Reference Questions: Children's	48
Reference Questions: Email	37
Total Reference Questions	223

<i>Added Materials</i>	
MAGAZINES	13
NEWSPAPERS	26
MICROFILM	0
CHILDREN'S ROOM BOOKS	11
YOUNG ADULT BOOKS	0
ADULT BOOKS	6
DVD'S	0
AUDIO BOOKS	0
GAMES	0
TOTAL	56