

Dunkirk Public Library Board Meeting Agenda

November 26th, 2024

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

Attendance to Determine Quorum

Approval of Prior Meeting Minutes - Secretary

- October 29th, 2024

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. CCLS Program Options - The DEC has gotten back in touch with us and we should be on board to receive the fishing equipment. They're looking into whether a member of the Conservation Club will be able to assist in maintaining the rods.
2. Discussion - Ideas for 120th Anniversary - Open House in November before holiday? Guests? Winery? (Would need a policy manual change.) Other ideas? - **On hold until Spring and/or various building projects are completed.**
3. Concrete Work - Braidich Landscaping poured the new cement pads; benches can be installed.

New Business

1. Committee Reports:
 - Building Construction & Maintenance
 - Employee Engagement
 - Discuss options for holiday party. Dec. 19 or 23?
2. Appointment of New Trustees:
 - Letter from Andrea G
 - Notarized oath for Laurie Dolce
 - Notarized oath for Stacy Korzenieski
3. 2025 Meetings - Set dates.

Jan.	Mar.	May.
Jul. Annual Meeting	Sep.	Nov.
4. CCLS Annual Meeting - Remarks from attendees.
5. Library Policy Periodic Review/Update: None this month.

Dunkirk Public Library Board Meeting Agenda
November 26th, 2024

6. Thanks and Acknowledgments:

- Sly Flourish after school tabletop gaming grant; \$200.00 - acknowledgement posted to social media as requested by grantor.
- NCCF for security camera funding; \$3000.00 - posted on website and final report submitted on 11/22/24.

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

8. Call for Executive Session if needed. —NO—

9. Monthly Tasks:

October

- CCLS Annual Meeting; attended by Michele Q & Sara M.
- Request Tax Levy from School; already delivered in September.

November

- Begin developing the Annual Report to Community.

December

- Finish and post Annual Report to Community.
- Renew Treasurer bond (bill arrived in November).

DUNKIRK PUBLIC LIBRARY
536 Central Avenue
Dunkirk, NY 14048
Minutes
Special Meeting
October 29, 2024

Attendees Present

Susan Nickle, Matthew Woelfle, Mary Beth Muldowney, Jason Hammond, Sara Marsowicz, and Terri Sutherland

President Matthew Woelfle presided. Called to order at 4:17 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 September 24, 2024 meeting was approved. (S. Marsowicz; M Woelfle)

Children's Room Report/Computer Lab Report

N/A

Director's Report

N/A

Unfinished Business

N/A

New Business

1. Annual Harassment Training - Proof of training should be submitted to the library director. It can be completed at a member's place of employment or watch for an email with a link from CCLS.
2. Additional Trustee Candidates - Laurie Dolce & Stacy Korzenieski will be welcomed by President M. Woelfle to fill the newly created seats on the board. They will be invited to begin with the November 26th, 2024 meeting and will be added to the

ballot in June 2025 for re-election to the board if they have continued interest.

Accepted by S. Marsowicz; S. Nickle and approved by all in attendance.

3. Thanks & Acknowledgements - A thank you was sent to the Dunkirk Exempts Volunteer Firemen's Association on October 18, 2024 for the \$200.00 donation. Also, a \$200.00 donation was made by Sandra Vedovato from her retirement account. No address was provided by the donor so a card of thanks was not sent.
4. Finance/Income - board reviewed 2024-2025 budget due to the Dunkirk City School District's failure to collect the voter approved tax levy for the increased amount. In the future, a certified letter will be sent to the president of the school board in regards to the budget vote approval prior to the mailing of the tax bills. Accepted by T. Sutherland; M. Muldowney and approved by all in attendance.
5. **August** - Annual fiscal report due; to be filed by the auditor before 10/29/24 due date.

September - Fire extinguisher inspection was completed on 09/10/24; annual boiler inspection was scheduled and building insurance renewal was completed.

October - CCLS annual meeting was attended by Michele Q. and Sara M.; requested the tax levy which was already delivered in the incorrect amount.

November - Begin annual report to the community.

Executive Session:

Called to order by Matthew Woelfle, president at 4:58 p.m. to discuss personnel payroll matters. Session concluded at 5:16 p.m.

Next meeting is scheduled for November 26, 2024.

T. Sutherland and S. Marsowicz motioned for the meeting to be adjourned at 5:17 p.m.

Respectfully submitted by,
Susan Nickle, Secretary

Dunkirk Public Library Revenue Report

October 2024

	Receipts this month	Receipts Year-To-Date	Total Budget Internal		
	October	July 2024 - June 2025	2024 - 2025	Difference	% Received
Revenue Report					
401 - Fines	29.25	91.40	300.00	-208.60	30.47%
402 - Copier Income	165.05	628.00	2,200.00	-1,572.00	28.55%
403 - Fax Sales	16.00	130.50	600.00	-469.50	21.75%
404 - Used Book Sales	58.90	531.39	1,000.00	-468.61	53.14%
405- Lost & Damaged	90.80	91.80	350.00	-258.20	26.23%
407.3 Interest Income	1,171.27	3,227.18	6,400.00	-3,172.82	50.42%
410 - Gifts and Donations	1,103.06	2,619.86	5,000.00	-2,380.14	52.40%
411 - Donation - specific allocations	0.00	0.00	1,000.00	-1,000.00	0.00%
419 - School District Funds	450,000.00	450,000.00	460,000.00	-10,000.00	97.83%
436 - Misc Income	0.00	0.00	0.00	0.00	#DIV/0!
440 - CCLS Cash Grant	0.00	850.00	250.00	600.00	340.00%
441 - LLSA - NYS	0.00	3,952.80	4,300.00	-347.20	91.93%
445 - Construction Grant Income	0.00	0.00	0.00	0.00	#DIV/0!
452 - Block Grant Received	0.00	270.42	2,200.00	-1,929.58	12.29%
478 CCLS Book Plan	0.00	1,148.25	5,100.00	-3,951.75	22.51%
492 - CD interest Income	0.00	0.00	2,500.00	-2,500.00	0.00%
Total Revenue	452,634.33	463,541.60	491,200.00	27,658.40	94.37%

Dunkirk Public Library
Expense Report
October 2024

EXPENSE REPORT	Disbursed	Disbursed	Total Budget	Difference	% Spent
	This Month	Year-To-Date	Internal		
	October	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	129,726.74	0.00	129,726.74	#DIV/0!
451 · Block Grant Expenses	0.00	522.75	2,200.00	-1,677.25	23.76%
501 · BOOKS	1,676.90	6,203.93	12,500.00	-6,296.07	49.63%
502 · PERIODICALS	0.00	208.50	700.00	-491.50	29.79%
503 · CCLS BOOK PLAN	425.00	1,275.00	5,100.00	-3,825.00	25.00%
504 · Gifts and Donations Expenses	216.31	720.63	5,000.00	-4,279.37	14.41%
507 · AUDIO BOOKS	0.00	0.00	300.00	-300.00	0.00%
509 · DVD'S	0.00	365.04	1,500.00	-1,134.96	24.34%
550 · SALARIES & WAGES	20,758.71	79,359.61	265,734.00	-186,374.39	29.86%
551 · FICA & MEDICARE	1,577.40	5,944.91	19,800.00	-13,855.09	30.02%
552 · INSURANCE - WORKER'S COMP	0.00	-98.00	3,800.00	-3,898.00	-2.58%
553 · HEALTH INSURANCE	1,728.84	6,915.36	16,500.00	-9,584.64	41.91%
554 · NYS Retirement	0.00	0.00	26,000.00	-26,000.00	0.00%
555 · DISABILITY INSURANCE	0.00	414.68	2,000.00	-1,585.32	20.73%
556 · UNEMPLOYMENT TAX	85.21	566.18	2,700.00	-2,133.82	20.97%
558 · N.Y.S. Sales Tax Payment	0.00	0.00	100.00	-100.00	0.00%
560 · ELECTRICITY	440.20	2,017.79	11,500.00	-9,482.21	17.55%
561 · NATURAL GAS	0.00	0.00	12,700.00	-12,700.00	0.00%
562 · WATER	85.98	85.98	200.00	-114.02	42.99%
563 · SEWER	55.00	55.00	200.00	-145.00	27.50%
564 · TIPPING FEE	48.00	48.00	200.00	-152.00	24.00%
565 · TELEPHONE	58.27	191.48	1,000.00	-808.52	19.15%
570 · LIBRARY SUPPLIES	0.00	646.67	3,500.00	-2,853.33	18.48%
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	225.00	225.00	1,200.00	-975.00	18.75%
583 · COMPUTER EQUIPMENT	721.04	894.70	1,500.00	-605.30	59.65%
584 · BUILDING SUPPLIES	0.00	278.56	2,100.00	-1,821.44	13.26%
585 · BUILDING REPAIRS & Maintenance	1,975.00	14,361.93	35,000.00	-20,638.07	41.03%
586 · GROUNDS KEEPING	0.00	105.80	3,000.00	-2,894.20	3.53%
587 · ELEVATOR MAINTENANCE	0.00	0.00	3,300.00	-3,300.00	0.00%
588 · WORKSHOPS & TRAVEL	0.00	35.93	500.00	-464.07	7.19%
589 · Operations & Maintenance Bldg	0.00	501.90	2,900.00	-2,398.10	17.31%
590 · PROFESSIONAL FEES	0.00	0.00	15,000.00	-15,000.00	0.00%
591 · PAYROLL PROCESSING	94.68	372.40	1,500.00	-1,127.60	24.83%
592 · INSURANCE	0.00	0.00	800.00	-800.00	0.00%
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	54.14	292.69	1,500.00	-1,207.31	19.51%
610 · Children Program Supplies	0.00	872.71	2,500.00	-1,627.29	34.91%
611 · Children Special Guests	0.00	375.00	1,150.00	-775.00	32.61%
612 · Adult Program Supplies	0.00	67.01	500.00	-432.99	13.40%
613 · Adult Special Guests	0.00	0.00	500.00	-500.00	0.00%
614 · Teen Programming	0.00	989.48	1,200.00	-210.52	82.46%
615 · Building Equipment	0.00	2,554.68	1,500.00	1,054.68	170.31%
616 · Outreach	0.00	1,587.68	1,000.00	587.68	158.77%
617 · Software and Licensing	0.00	843.88	500.00	343.88	168.78%
620 · Legal Fees	0.00	1,000.00	2,500.00	-1,500.00	40.00%
630 · Computer Programs	0.00	0.00	500.00	-500.00	0.00%
688 · Misc Expenses	200.00	413.05	1,800.00	-1,386.95	22.95%
Total Expense	30,425.68	268,781.17	516,634.00	247,852.83	52.03%

Dunkirk Public Library

Balance Sheet

As of October 31, 2024

Oct 31, 24

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 60.18

101 - 101 - Operating Fund 527,235.40

103 - 0216 354,800.59

Total Checking/Savings 882,096.17

Other Current Assets

106 - 0012011842 3,664.57

114 - 114 - Endowment NCCF 21,646.36

116 - 0012023907 28,451.18

128 - 0012026411 10,537.43

Total Other Current Assets 64,299.54

Total Current Assets 946,395.71

Fixed Assets

160.0 - 160 - Fixed Assets 1,244,029.08

170 - 170 - Depreciation -543,117.20

Total Fixed Assets 700,911.88

Other Assets

178 - PREPAID RETIREMENT 33.52

299 - Pensions Deferred Inflow -232,687.00

Total Other Assets -232,653.48

TOTAL ASSETS 1,414,654.11

Dunkirk Public Library

Balance Sheet

As of October 31, 2024

Oct 31, 24

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · 200 · Accounts Payable -1,389.42

Total Accounts Payable -1,389.42

Other Current Liabilities

199 · Pensions & Post Employment Obli -148,888.00

2000 · NYS Taxes Payable -188.00

2001 · Unemployment Payable -438.49

298 · Pension Liability -63,793.00

Total Other Current Liabilities -213,307.49

Total Current Liabilities -214,696.91

Total Liabilities -214,696.91

Equity

30000 · Opening Balance Equity 207,119.33

301 · FUND BALANCE UNRESTRICTED -4,176.12

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

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

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

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

3200 · 3200 · Unrestricted Net Assets -276.15

32000 · Unrestricted Net Assets 544,367.54

Net Income 194,760.43

Total Equity 1,629,351.02

TOTAL LIABILITIES & EQUITY 1,414,654.11

Dunkirk Public Library Check Detail

October 2024

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

Dunkirk Public Library Check Detail

October 2024

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

Dunkirk Public Library Check Detail

October 2024

Check	10/31/2024	IRS	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-1,414.71
			551 · FICA & Medicare	-781.41
				-2,196.12
Bill Pmt -Check	10/19/2024	Kimberly Wise	101 · 101 · Operating Fund	
Bill	10/19/2024		585 · Building Repairs & Maintenance	-1,975.00
				-1,975.00
Check	10/29/2024	National Grid	101 · 101 · Operating Fund	
			560 · Electricity	-440.20
				-440.20
Check	10/15/2024	NYS Employer Unemployment Tax	101 · 101 · Operating Fund	
			2001 · Unemployment Payable	-43.01
				-43.01
Check	10/31/2024	NYS Employer Unemployment Tax	101 · 101 · Operating Fund	
			2001 · Unemployment Payable	-42.20
				-42.20
Check	10/15/2024	NYS Tax	101 · 101 · Operating Fund	
			2000 · NYS Taxes Payable	-345.80
				-345.80
Check	10/31/2024	NYS Tax	101 · 101 · Operating Fund	
			2000 · NYS Taxes Payable	-322.37
				-322.37
Check	10/15/2024	NYSDCP Receipts	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-200.00
				-200.00
Check	10/15/2024	payroll	101 · 101 · Operating Fund	
			550 · Salaries & Wages	-8,347.32
				-8,347.32

Dunkirk Public Library
Check Detail
 October 2024

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

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

- Statistics – Story Times – 23
Facebook Views – 3052

- Crafts:



Bear Craft



Fall Sticker Scene



Squirrel Craft



Acorn Man

- In October we had Tuesday Crafternoons in October from 3:00 – 4:00.



Leaf Suncatchers



Scarecrow



Blk Cat Shaker



Halloween Key chains

- I attended a Story Time Tips Webinar given by L.J. from CCLS.

Children's Room Statistics	Sep-24					
Date/Story Time or Event	# of Patrons	Date/Craft Kits	# of Craft Kits	Date/Facebk	#Views	FB Post Subject
9/3/24 - Story Time	6	9/5/2024	33	9/11/2024	328	Computer Classes
9/10/24 - Story Time	8	9/12/2024	36	9/11/2024	125	Story Time
9/17/24 - Story Time	2	9/19/2024	30	9/11/2024	247	Library Card Sign-Up
9/19/24 - Story Time	3	0	0	9/13/2024	162	Library Card Sign-Up
9/24/24 - Story Time	4	9/26/2024	25	9/13/2024	457	Book Sale
Total	23		124	9/17/2024	35	Hispanic Heritage Month
				9/17/2024	141	Library Card Sign-Up
				9/18/2024	56	American Library Assoc.
				9/23/2024	154	Story Time
				9/24/2024	559	Tuesday Crafternoons
				9/24/2024	153	Banned Book Week
				9/24/2024	202	Banned Books
				9/30/2024	433	Computer Classes
				Total	3052	

**Dunkirk Public Library
Director's Report
October - November 2024**

1. Book Club 1 October - *Age of Innocence*; Nine attendees.

Book Club 1 November - *Lessons in Chemistry*; Sixteen attendees.

2. Book Club 2 October - *Remarkably Bright Creatures*; Six attendees.

Book Club 2 November - *The Historian*; waiting on attendance count.

3. Teens/YA - Averaging around six participants each week. We had a new player on 11/15; hoping he comes back for more. Holden's mom, Erica Carlson, dropped off a huge load of snacks on 11/22. We received a \$200 after school club support grant from the publisher of the various Sly Flourish RPG products.

4. JCC Trunk or Treat - 10/24/24



5. Grants in Aid - Our request for Children's Room paint was partially funded at \$2,453.00.
6. Snack Grant - It looks like the City's financial situation has made them ineligible to receive this federal funding for the year, so there's currently no after school snack program at the library. (That's part of the reason why Mrs. Carlson loaded up the Gaming Club with things to eat.)
7. Children's Room Paint - Once we can shift the shelving around they'll be back to paint the ceiling.
8. Carpet - The carpet has arrived at Pucci's; now we have to coordinate volunteers to unload shelves and make room for the painters.
9. Central Ave Entrance Doors - The doors should be reinstalled the week of 11/25.
10. Masonry - Wrapping up for the season due to the temperature needed for the mortar to cure properly; will be back in the Spring.

11. Electrical - Ahlstrom Schaeffer is making progress on lots of jobs in the Reading Room, Computer lab, Back Stairway, Children's Room, and Main Circ Desk. The new front lanterns were delivered.
12. Windows - Almost done; just waiting on the correct fixtures for downstairs. (No change since last report.)
13. Window Treatments - Deborah's installer had two potential dates to stop by but didn't make it. He has yet to reschedule with her.
14. Security - Cameras are upgraded throughout the building; the \$3,000 NCCF grant paid about 40% of the project cost.
15. Staffing - Lauren Miller was hired to fill Tom's vacancy. She's been busy promoting the Library and its resources with a series of Instagram uploads.
16. Inspections - The Boiler, Elevator, and Fire Extinguishers have all been inspected in recent months.
17. Meetings and Conferences:
 - 9/27/24 - CCLS Monthly Mtg.
 - 9/30/24 - Phone Mtg. w/ the lawyer
 - 10/7/24 - Phone Mtg. w/ the lawyer
 - 10/15/24 - Meet with Brian Mayer from the School Library System
 - 10/16/24 - CCLS Mtg. in Randolph re: Youth Programs & SRP
 - 10/17/24 - Youth Services Mtg.
 - 10/21/24 - Video Mtg. re: Verkada security cameras
 - 10/22/24 - WNYLRC Annual Mtg. in Jamestown
 - 10/23/24 - Construction Committee Mtg.
 - 11/15/24 - CCLS Monthly Mtg.
 - 11/19/24 - Literacy Volunteers Recognition Dinner
 - 11/20/24 - Masonry Progress Review with Justus; R.E. Kelley
 - 11/21/24 - CCLS Mtg re: Passive Library Program Ideas

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	2024 YTD	Jan-23	Feb-23	Mar-23	Apr-23
Juvenile Fiction	330	641	622	595	465	539	1076	107	5510	502	483	632	515
Juvenile Non-Fiction	23	46	46	91	29	21	56	65	414	59	57	30	50
Juvenile DVD's	1	6	15	11	21	11	29	0	124	24	24	10	15
Juvenile Audio Books	0	0	0	1	1	1	0	0	4	0	0	0	0
Juvenile Magazines	0	2	0	0	1	0	0	0	3	1	0	1	1
Adult Fiction	525	586	578	662	668	625	870	715	6520	506	499	530	566
Adult Non-Fiction	157	150	178	178	137	131	113	114	1383	94	123	123	96
Adult DVD's	217	163	243	142	169	102	192	152	1576	160	167	148	199
Adult Audio Books	4	10	3	9	13	10	8	4	65	0	4	15	10
Adult Magazines	2	3	2	10	3	0	5	11	49	2	1	8	12
E-Books (Overdrive)	0	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	0
Digital Magazines (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Circulation	1259	1607	1687	1699	1507	1440	2349	1168	15648	1348	1358	1497	1464
Computer Use	420	444	446	517	519	448	517	558		494	510	579	594
Patrons Visiting Library	2917	2854	2975	3192	3030	2697	3840	3088		2656	2566	3157	2845
Reference Questions	332	409	607	378	306	284	395	321	3824	157	263	238	213
Cards Issued each month	19	45	34	22	25	27	24	14		23	26	22	26
Total Card Holders as of	270	315	349	371	396	423	447	461	498		26	48	74

May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023 YTD	% Change
595	819	853	808	542	526	568		6843	-19.48%
41	39	61	79	52	56	38		562	-26.33%
23	39	35	44	39	24	15		292	-57.53%
0	4	0	1	1	1	0		7	-42.86%
0	2	1	1	0	3	0		10	-70.00%
601	633	680	717	592	651	621		6596	-1.15%
119	131	122	99	105	118	149		1279	8.13%
247	282	315	207	180	207	192		2304	-31.60%
6	8	10	0	2	2	18		75	-13.33%
13	11	6	21	2	14	12		102	-51.96%
0	0	0	0	0	0	0		X	X
0	0	0	0	0	0	0		X	X
0	0	0	0	0	0	0		X	X
1645	1968	2083	1977	1515	1602	1613	0	18070	-13.40%
565	470	408	506	428	436	387			
2913	3052	3497	3216	2548	2676	2267			
170	177	188	210	152	211	204			

20	37	27	23	22	28	20			
94	131	158	181	203	231	251	251	251	

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	2024 YTD	Jan-23	Feb-23
Juvenile Fiction	330	641	622	595	465	539	1076	107	505	5510	502	483
Juvenile Non-Fiction	23	46	46	91	29	21	56	65	12	414	59	57
Juvenile DVD's	1	6	15	11	21	11	29	0	0	124	24	24
Juvenile Audio Books	0	0	0	1	1	1	0	0	0	4	0	0
Juvenile Magazines	0	2	0	0	1	0	0	0	0	3	1	0
Adult Fiction	525	586	578	662	668	625	870	715	658	6520	506	499
Adult Non-Fiction	157	150	178	178	137	131	113	114	107	1383	94	123
Adult DVD's	217	163	243	142	169	102	192	152	79	1576	160	167
Adult Audio Books	4	10	3	9	13	10	8	4	2	65	0	4
Adult Magazines	2	3	2	10	3	0	5	11	11	49	2	1
E-Books (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0
Downloadable Audio Books (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0
Digital Magazines (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0
Total Circulation	1259	1607	1687	1699	1507	1440	2349	1168	1374	15648	1348	1358
Computer Use	420	444	446	517	519	448	517	558	523		494	510
Patrons Visiting Library	2917	2854	2975	3192	3030	2697	3840	3088	2575		2656	2566
Reference Questions	332	409	607	378	306	284	395	321	335	3824	157	263
Cards Issued each month	19	45	34	22	25	27	24	14	11		23	26
Total Card Holders as of	270	315	349	371	396	423	447	461	472	498		26

Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023 YTD	% Change
632	515	595	819	853	808	542	526	568		6843	-19.48%
30	50	41	39	61	79	52	56	38		562	-26.33%
10	15	23	39	35	44	39	24	15		292	-57.53%
0	0	0	4	0	1	1	1	0		7	-42.86%
1	1	0	2	1	1	0	3	0		10	-70.00%
530	566	601	633	680	717	592	651	621		6596	-1.15%
123	96	119	131	122	99	105	118	149		1279	8.13%
148	199	247	282	315	207	180	207	192		2304	-31.60%
15	10	6	8	10	0	2	2	18		75	-13.33%
8	12	13	11	6	21	2	14	12		102	-51.96%
0	0	0	0	0	0	0	0	0		X	X
0	0	0	0	0	0	0	0	0		X	X
0	0	0	0	0	0	0	0	0		X	X
1497	1464	1645	1968	2083	1977	1515	1602	1613	0	18070	-13.40%
579	594	565	470	408	506	428	436	387			
3157	2845	2913	3052	3497	3216	2548	2676	2267			
238	213	170	177	188	210	152	211	204			

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

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	2024 YTD	Jan-23
Juvenile Fiction	330	641	622	595	465	539	1076	107	505	630	5510	502
Juvenile Non-Fiction	23	46	46	91	29	21	56	65	12	25	414	59
Juvenile DVD's	1	6	15	11	21	11	29	0	0	30	124	24
Juvenile Audio Books	0	0	0	1	1	1	0	0	0	1	4	0
Juvenile Magazines	0	2	0	0	1	0	0	0	0	0	3	1
Adult Fiction	525	586	578	662	668	625	870	715	658	633	6520	506
Adult Non-Fiction	157	150	178	178	137	131	113	114	107	118	1383	94
Adult DVD's	217	163	243	142	169	102	192	152	79	117	1576	160
Adult Audio Books	4	10	3	9	13	10	8	4	2	2	65	0
Adult Magazines	2	3	2	10	3	0	5	11	11	2	49	2
E-Books (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0
Downloadable Audio Books (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0
Digital Magazines (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	0
Total Circulation	1259	1607	1687	1699	1507	1440	2349	1168	1374	1558	15648	1348
Computer Use	420	444	446	517	519	448	517	558	523	520		494
Patrons Visiting Library	2917	2854	2975	3192	3030	2697	3840	3088	2575	2828		2656
Reference Questions	332	409	607	378	306	284	395	321	335	457	3824	157
Cards Issued each month	19	45	34	22	25	27	24	14	11	26		23
Total Card Holders as of	270	315	349	371	396	423	447	461	472	498	498	

Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	2023 YTD	% Change
483	632	515	595	819	853	808	542	526	568		6843	-19.48%
57	30	50	41	39	61	79	52	56	38		562	-26.33%
24	10	15	23	39	35	44	39	24	15		292	-57.53%
0	0	0	0	4	0	1	1	1	0		7	-42.86%
0	1	1	0	2	1	1	0	3	0		10	-70.00%
499	530	566	601	633	680	717	592	651	621		6596	-1.15%
123	123	96	119	131	122	99	105	118	149		1279	8.13%
167	148	199	247	282	315	207	180	207	192		2304	-31.60%
4	15	10	6	8	10	0	2	2	18		75	-13.33%
1	8	12	13	11	6	21	2	14	12		102	-51.96%
0	0	0	0	0	0	0	0	0	0		X	X
0	0	0	0	0	0	0	0	0	0		X	X
0	0	0	0	0	0	0	0	0	0		X	X
1358	1497	1464	1645	1968	2083	1977	1515	1602	1613	0	18070	-13.40%
510	579	594	565	470	408	506	428	436	387			
2566	3157	2845	2913	3052	3497	3216	2548	2676	2267			
263	238	213	170	177	188	210	152	211	204			

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

DUNKIRK Aug-2024 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	94	63	0	588	101	0	0	0	846
NEW-BOOK	13	2	0	127	13	0	0	0	155
PAPERBACK	0	0	0	0	0	0	0	0	0
ILL-BOOK	0	0	0	0	0	0	0	0	0
J-BOOK	0	0	0	0	0	0	0	0	0
EASY-BK	0	0	0	0	0	0	0	0	0
AUDIO BOOK	0	0	1	0	0	4	0	0	5
CDS	0	0	0	0	0	0	0	0	0
MAGAZINE	0	0	0	0	0	11	0	0	11
DVDS	0	0	21	0	0	152	0	0	173
NEW-ITEMS	0	0	0	0	0	0	0	0	0
HOUSEHOLD	0	0	0	0	0	0	0	0	0
VIDEOGAME	0	0	0	0	0	2	0	0	2
MUSEUM PASS	0	0	0	0	0	5	0	0	5
TOTAL	107	65	22	715	114	174	0	0	1197

Public Computer Use	558
Microfilm	3
Curbside Delivery	0
People Counter: Front Entr	607
People Counter: Rear Entr	2431
Total Patron Count	3038
RQ: Computer Assistance w/Patrons	10
RQ: Assistance in Lab	66
Reference Questions: Adult	242
Reference Questions: Children's	42
Reference Questions: Email	37
Total Reference Questions	321

<i>Added Materials</i>		
MAGAZINES		12
NEWSPAPERS		0
MICROFILM		0
CHILDREN'S ROOM BOOKS		0
ADULT BOOKS		3
DVD'S		0
AUDIO BOOKS		0
Total		15

DUNKIRK Sep-2024 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	16	2		533	92				643
NEW-BOOK	42			89	10				141
PAPERBACK									0
ILL-BOOK									0
J-BOOK	447	10							457
EASY-BK									0
AUDIO BOOK				1		1			2
CDS									0
MAGAZINE						11			11
DVDS			10			69			79
NEW-ITEMS			3	35	5	10			53
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
TOTAL	505	12	13	658	107	91	0	0	1386

Public Computer Use	523
Microfilm	2
Curbside Delivery	0
People Counter: Front Entr	0
People Counter: Rear Entr	2575
Total Patron Count	2575
RQ: Computer Assistance w/Patrons	12
RQ: Assistance in Lab	53
Reference Questions: Adult	205
Reference Questions: Children's	116
Reference Questions: Email	14
Total Reference Questions	335

<i>Added Materials</i>	
MAGAZINES	12
NEWSPAPERS	0
MICROFILM	0
CHILDREN'S ROOM BOOKS	10
ADULT BOOKS	3
DVD'S	2
AUDIO BOOKS	0
Total	27

DUNKIRK Oct-2024 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	12	3		515	106				636
NEW-BOOK	19			118	12				149
PAPERBACK									0
ILL-BOOK									0
J-BOOK	599	22							621
EASY-BK									0
AUDIO BOOK			1			2			3
CDS									0
MAGAZINE						2			2
DVDS			30			171			201
NEW-ITEMS			1						1
HOUSEHOLD									0
VIDEOGAME						1			1
MUSEUM PASS						1			1
TOTAL	630	25	32	633	118	177	0	0	1615

Public Computer Use	520
Microfilm	0
Curbside Delivery	0
People Counter: Front Entr	0
People Counter: Rear Entr	2828
Total Patron Count	2828
RQ: Computer Assistance w/Patrons	9
RQ: Assistance in Lab	71
Reference Questions: Adult	284
Reference Questions: Children's	143
Reference Questions: Email	30
Total Reference Questions	457

<i>Added Materials</i>		
MAGAZINES		11
NEWSPAPERS		26
MICROFILM		0
CHILDREN'S ROOM BOOKS		3
ADULT BOOKS		12
DVD'S		0
AUDIO BOOKS		0
BOARD GAMES		2
Total		54



SERVICE ACKNOWLEDGEMENT

NUMBER: 0909302401

CUSTOMER NAME DUNKIRK PUBLIC LIBRARY		LABOR - REG 1.50 HRS	LABOR - OT HRS
ADDRESS 536 CENTRAL AVE		TRAVEL - REG 0.50 HRS	TRAVEL - OT HRS
CITY DUNKIRK	STATE NY	ZIP 14048	*NOTE: There is a two (2) hour minimum charge applied to all invoices to cover base cost of technician time.
ARRIVAL DATE 9/30/2024	<input type="checkbox"/> BILLABLE <input type="checkbox"/> INSTALLATION <input type="checkbox"/> WARRANTY <input type="checkbox"/> NO CHARGE <input checked="" type="checkbox"/> CONTRACT		CUSTOMER PURCHASE ORDER

INVOICE COMMENTS:

PRODUCT I.D	SERIAL #	DESCRIPTION	QUANTITY	PRICE EACH	TOTAL PRICE

JOBSITE INFORMATION:

INSTALLER: CONTACT: JASON HAMMOND PHONE NUMBER:
 WARRANTY START DATE: SERVICE COMPLETE: YES NO INVOICE EMAIL: director@dunkirklibrary.org

PURPOSE OF VISIT / POINTS DISCUSSED:

PERFORM FIRE ALARM INSPECTION. 100% DEVICE TEST WITH SMOKE DETECTOR CLEANING.

FSC SYSTEMS ACTION ITEMS:

**** SEE INSPECTION REPORT FOR A LIST OF TESTED DEVICES AND INTERFACED COMPONENTS ****

- THE ELEVATOR SHAFT SMOKE DETECTOR WAS NOT TESTED DUE TO THE LACK OF ACCESS TO THE TOP OF THE ELEVATOR CAR. TO TEST THIS DEVICE IT WOULD TAKE THE ELEVATOR COMPANY ONSITE TO GAIN ACCESS TO THE TOP OF THE ELEVATOR SHAFT. WITHOUT TESTING THE SMOKE DETECTOR IN THE ELEVATOR SHAFT I WAS UNABLE TO TEST ELEVATOR SHAFT RECALL. THIS ALSO WOULD NEED THE ELEVATOR COMPANY'S ASSISTANCE

CUSTOMER/INSTALLER ACTION ITEMS:

--

PRINT CUSTOMER NAME

JASON HAMMOND

PRINT FSC SYSTEMS LLC REPRESENTATIVE NAME

MICHAEL E. BLAKE

CUSTOMER SIGNATURE

FSC SYSTEMS LLC REPRESENTATIVE SIGNATURE

Michael Blake



DUNKIRK PUBLIC LIBRARY
536 Central Ave
Dunkirk, NY 14048

EQUIPMENT LIST

Part Number	Total Parts Quantity	Manufacturer	Description
NFW-50	1	NOTIFIER	FACP
ANNUNCIATOR	1	NOTIFIER	FAAP
HWF2V-COM	1	HONEYWELL	COMMUNICATOR
AV	5	SYSTEM SENSOR	WP AV UNITS
VO	1	SYSTEM SENSOR	VO UNIT
RELAY	4	NOTIFIER BY HONEYWELL	RELAY
HD	1	NOTIFIER BY HONEYWELL	HEAT DETECTOR
NP-100	9	NOTIFIER BY HONEYWELL	SMOKE DETECTOR
PS	5	NOTIFIER BY HONEYWELL	PULL STATION

DUNKIRK PUBLIC LIBRARY
536 Central Ave
Dunkirk, NY 14048

DUNKIRK PUBLIC LIBRARY - EQUIPMENT DATABASE

ID #	QTY	Part Number	Manufacturer	Description	Location	Date Tested	Alarm Test Pass / Fail
A	1	NFW-50	NOTIFIFER	FACP	1ST FLOOR BOILER ROOM	30-Sep-24	PASS
B	1	ANNUNCIATOR	NOTIFIFER	FAAP	1ST FLOOR REAR ENTRANCE	30-Sep-24	PASS
C	1	HWF2V-COM	HONEYWELL	COMMUNICATOR	1ST FLOOR BOILER ROOM	30-Sep-24	PASS
D	9	AV	SYSTEM SENSOR	WP AV UNITS	THROUGHOUT BUILDING	30-Sep-24	PASS
E	1	VO	SYSTEM SENSOR	VO UNIT	2ND FLOOR RESTROOM	30-Sep-24	PASS
1	1	PS	NOTIFIER BY HONEYWELL	PULL STATION	1ST FLOOR BY ELEVATOR	30-Sep-24	PASS
2	1	PS	NOTIFIER BY HONEYWELL	PULL STATION	1ST FLOOR LIBRARY	30-Sep-24	PASS
3	1	PS	NOTIFIER BY HONEYWELL	PULL STATION	2ND FLOOR REAR LOBBY EXIT	30-Sep-24	PASS
4	1	PS	NOTIFIER BY HONEYWELL	PULL STATION	1ST FLOOR REAR STAIWELL	30-Sep-24	PASS
5	1	PS	NOTIFIER BY HONEYWELL	PULL STATION	2ND FLOOR LIBRARY	30-Sep-24	PASS
6	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	1ST FLOOR ELEVATOR LOBBY	30-Sep-24	PASS
7	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	1ST FLOOR ELEVATOR MACHINE ROOM	30-Sep-24	PASS
8	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	1ST FLOOR REAR ENTRANCE	30-Sep-24	PASS
9	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	0th FLOOR REAR STAIRWEL EXIT	30-Sep-24	PASS
10	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	1ST FLOOR REAR STAIRWEL BOTTOM BY EXIT	30-Sep-24	PASS
11	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	2ND FLOOR BY ELEVATOR	30-Sep-24	PASS
12	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	2ND FLOOR ELEVATOR LOBBY	30-Sep-24	PASS
13	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	2ND FLOOR ELEVATOR SHAFT	30-Sep-24	PASS
14	1	NP-100	NOTIFIER BY HONEYWELL	SMOKE DETECTOR	2ND FLOOR REAR STAIRWELL	30-Sep-24	PASS
15	1	HD	NOTIFIER BY HONEYWELL	HEAT DETECTOR	2ND FLOOR RESTROOM	30-Sep-24	PASS
17	1	RELAY	NOTIFIER BY HONEYWELL	RELAY	1ST FLOOR RECALL	30-Sep-24	PASS
18	1	RELAY	NOTIFIER BY HONEYWELL	RELAY	2ND FLOOR RECALL	30-Sep-24	PASS
19	1	RELAY	NOTIFIER BY HONEYWELL	RELAY	ELEVATOR SHAFT RECALL	30-Sep-24	SEE SA
20	1	RELAY	NOTIFIER BY HONEYWELL	RELAY	ELEVATOR MACHINE ROOM RECALL	30-Sep-24	PASS

FIRE ALARM CONTROL PANEL EQUIPMENT INSPECTION & TEST REPORT

FIRE ALARM CONTROL PANEL INSPECTION

Testing in Compliance with IFC & NFPA 72

Customer: DUNKIRK PUBLIC LIBRARY

Building: LIBRARY

Manufacturer: NOTIFIER

Model #: NWF-50

Location of Panel: 1ST FLOOR BOILER ROOM

Branch Circuit Disconnecting Means: LPC #9

TESTING RESULTS

	Normal	Abnormal	N/A	See Below
Alarm Initiating Circuits:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification Appliance Circuits:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Power Supply:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lamps/ LED's / LCD's:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signals Received at Central Station:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Central Station

Account Number: 07-01-9283

	Yes	No	Not Supervised	NA	See Below
Open Alarm Initiating Circuit Wiring Trouble Condition Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open Notification Appliance Circuit Wiring Trouble Condition Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low Battery Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AC Fail Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground Fault Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BATTERIES

Manufacturer:

AH Rating: 7.00

Date Installed: 8-20

Battery #1 Load Test:

Voltage: 12.63

AH Reading: 5.80

Battery #2 Load Test:

Voltage: 12.65

AH Reading: 5.80

Passed Failed

Notes: NONE

Date: 09-30-2024

Inspected & Tested By: MICHAEL E. BLAKE

SUPPLEMENTARY FIRE ALARM PANEL INSPECTION & TEST REPORT

SUPPLEMENTARY FIRE ALARM PANEL INSPECTION

Testing in Compliance with IFC & NFPA 72

Customer: DUNKIRK PUBLIC LIBRARY

Building: LIBRARY

Manufacturer: HONEYWELL

Model #: HWF2V-COM

Location of Panel: ABOVE FACP

Branch Circuit Disconnecting Means: LP-C #9

TESTING RESULTS

	Normal	Abnormal	N/A	See Below
Primary Power Supply:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lamps/ LED's / LCD's:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	Not Supervised	NA	See Below
Low Battery Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AC Fail Reported:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BATTERIES

Manufacturer:

AH Rating: 7.00

Date Installed: 3-15-22

Battery #1 Load Test:

Voltage: 12.66

AH Reading: 4.40

Battery #2 Load Test:

Voltage:

AH Reading:

Passed Failed

Notes: NONE

Date: 09-30-2024

Inspected & Tested By: MICHAEL E. BLAKE

FIRE ALARM INTERFACE COMPONENT INSPECTION & TEST REPORT

FIRE ALARM INTERFACE COMPONENT INSPECTION

Testing in Compliance with IFC & NFPA 72

Customer: DUNKIRK PUBLIC LIBRARY

Building: LIBRARY

Interface Component Type:	Normal	Abnormal	See Below
Description: 1 ST FLOOR RECALL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description: 2 ND FLOOR RECALL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description: ELEVATOR MACHINE ROOM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description: ELEVATOR SHAFT RECALL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes: ELEVATOR RECALL = PASSED

ELEVATOR SHAFT RECALL = WAS NOT TESTED WITHOUT THE ELEVATOR COMPANY ASSISTANCE TO ACCESS THE TOP OF THE ELEVATOR CAR.

Date: 09-30-2024

Inspected & Tested By: MICHAEL E. BLAKE