

Dunkirk Public Library Board Meeting Agenda
December 28th, 2021

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.

Approval of Previous Month's Minutes - Secretary

- November 2021

Financial Report - Treasurer

Approval of Bill Payments & Budget Transfers

Children's Room Report

Director's Report

Old Business

1. DPL Policy updates -
 - Block Grant Policy Requirements: no changes.
2. Long Range Plan of Service -
 - Use <https://www.nysl.nysed.gov/libdev/helpful/standard02.htm> for reference.
 - Due by January 2022.
3. Fire Department Knox Box - TABLED in October.
4. Annual Harassment Training & Conflict of Interest Forms -

	Received	Missing
Marybeth -	none	both
Sara -	both	none
Nancy -	harassment	conflict
Lynn -	harassment	conflict
Susan -	conflict	harassment

New Business

1. Review FSC Proposal -
2. Schedule meetings for 2022
3. Call for Executive Session if needed
4. Conclude Executive Session and return to normal business.
5. Jan's Monthly Plan -
 - Renew the Treasurer Bond - Paid in November to CNA Surety

DUNKIRK PUBLIC LIBRARY

536 Central Avenue
Dunkirk, New York 14048

Minutes

November 16, 2021

Present: Mary Beth Muldowney, Sara Marsowicz, Jason Hammond, Pam Czarniak, Megan Giebner, Nancy Tuggle, Susan Nickle

Excused: Lynn Hoth

N Tuggle presided. Called to order at 4:21 p.m.

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

RESOLVED: The minutes for the October meeting were approved (S Marsowicz, N Tuggle)

RESOLVED: Financials for October 2021 are approved (S Nickle, S Marsowicz)

RESOLVED: Approval of bills for November 2021. ((S Marsowicz, N Tuggle)

Children's Room Report was submitted by Pam Czarniak. Key points include:

- 3248 Facebook views through October 2021
- 277 patrons and craft kits were distributed
- Story time and craft kits Tuesdays and Thursdays at 11:00.
- Saturday November 11th we will have a Thanksgiving craft to take home and Saturday December 18th a Christmas craft to take home.
- The 20th of November also starts the Holiday Scavenger Hunt which runs through December 17th.
- Trainings included:
 - 12/2 National Summer Programming Symposium

Director's Report was submitted by Jason Hammond. Key points include:

- Book Club - On October 4 thirteen participants met to discuss *Flowers for Algernon* by Daniel Keyes.
- Brickwork/Cornice Repair - the masonry has been painted
- Teen Activities
 - International games week was held from 11/8 to 11/12
 - Critical Gaming provided some activities on our two board game nights
 - There were 29 contest entries and 8 giveaways
- Roof Issues - TJ Plumbing has rescheduled for 11/17
- Isaiah Rashad has contacted us to hold a discussion of one of his new titles in early December.
- Meetings and Conferences—
 - 10/27 Weeding the collection, part 1
 - 11/2 Dunkirk, Patterson, Olean meeting to finalize settings for Discord Server
 - 11/8 Library advocacy committee meeting

DUNKIRK PUBLIC LIBRARY

536 Central Avenue

Dunkirk, New York 14048

- 11/9 Ralph C Wilson Fund meeting
- 11/9 Using Storywalks meeting
- 11/10 LibraryCon graphic novel resources conference
- 11/10 Weeding the collection, part 2

Old Business:

- DPL Policy Updates
 - Block Grant Requirements—no updates this month
- Roof/Drainage Leaks -
 - TJ Plumbing to come look at leaks 11/11/21
 - We are still waiting on the insurance adjustors report
- Deteriorating Plaster & Masonry
 - Don Warda is still supposed to stop by to determine the estimate for a building-wide review
- Long Range Plan of Service
 - <https://www.mysl.gov/libdev/helpful/standard02.htm>
 - According to the Trustee Handbook webinar, the plan needs to be in place and published by January 2022.
 - We will continue to come up with goals and set a date to work on the plan
- Electrical Issues
 - Ahlstrom Schaffer Electric began work on 11/9. Lights and power are back on to the impacted areas. A new ballast has been ordered for the parking lot lamp.
- Sexual Harassment Training and Conflict of Interest Forms - Log into staff webpage and complete required documents. Forward any training certificates to director.
- DFT was contacted 11/12 to get the two backup lines needed to support the fire alarm.
- Chadwick Bay Property Management provided a quote for snow removal of \$3,160. They have also been helping the library with some general building and maintenance issues.

New Business:

- Annual ALA Library Games week was held 11/8 to 11/12
- CREATE Project-Valerie Walawender has completed a number of 'Folk & Family' video shoots in the meeting room as part of the shared CCLS grant we received
- Trevon Tripp began a work program with us through Chautauqua Works
- Zach Dean will be wrapping up his SUNY Fredonia internship this month

S Marsowicz and S Nickle motioned for the meeting to be adjourned at 5:05.

Respectfully submitted,

Sara Marsowicz, Vice President

Dunkirk Public Library

Revenue Report

November 2021

	Receipts This Month	Receipts Year-To-Date	Total Budget Internal		
REVENUE REPORT	Nov-21	July 21 - June 22	2021-2022	Balance	% Received
401 • Fines	52.65	174.70	125.00	-49.70	139.76%
402 • Copier Income	98.70	744.30	2,300.00	1,555.70	32.36%
403 • Fax Sales	18.00	198.00	1,400.00	1,202.00	14.14%
404 • Used Book Sales	35.80	919.85	1,000.00	80.15	91.99%
405 • Lost & Damaged	2.00	41.05	225.00	183.95	18.24%
410 • Gifts and Donations	161.00	2,772.90	10,000.00	7,227.10	27.73%
419 • School District Funds	350,000.00	350,000.00	350,000.00	0.00	100.00%
436 • Misc Income	-1.15	117.72	950.00	832.28	12.39%
440 • CCLS Cash Grant	0.00	1,000.00	250.00	-750.00	400.00%
445 • Construction Grant Income	5,000.00	121,667.00			
441 • LLSA - NYS	0.00	3,625.20	4,000.00	374.80	90.63%
478 CCLS Book Plan	0.00	2,931.07	5,100.00	2,168.93	57.47%
Total Income	355,367.00	484,191.79	375,350.00	-108,841.79	129.00%

Dunkirk Public Library
Expense Report
November 2021

EXPENSE REPORT	Disbursed This Month Nov-21	Disbursed Year-To-Date July 21 - June 22	Total Budget Internal 2021-2022	Balance	% Spent
160 · FURNITURE	0.00	0.00	1,000.00	1,000.00	0.00%
450 · Construction Grant	0.00	24,475.00	134,677.00	110,202.00	18.17%
451 · Block Grant	117.42	-630.79			
501 · BOOKS	1,266.02	7,803.88	16,000.00	8,196.12	48.77%
502 · PERIODICALS	0.00	595.58	1,000.00	404.42	59.56%
503 · CCLS Book Plan - Overdrive	208.33	833.32	5,100.00	4,266.68	16.34%
504 · Gifts and Donations Expenses	88.81	1,952.74	5,000.00	3,047.26	39.05%
507 · AUDIO BOOKS	0.00	189.96	1,500.00	1,310.04	12.66%
509 · DVD'S	181.41	706.45	2,500.00	1,793.55	28.26%
550 · SALARIES & WAGES	16,362.56	80,520.54	205,955.00	125,434.46	39.10%
551 · FICA & MEDICARE	1,260.09	6,193.28	15,756.00	9,562.72	39.31%
552 · INSURANCE - WORKER'S COMP	0.00	0.00	3,500.00	3,500.00	0.00%
553 · HEALTH INSURANCE	0.00	8,048.08	28,000.00	19,951.92	28.74%
554 · NYS Retirement	21,977.00	21,977.00	15,500.00	-6,477.00	141.79%
555 · DISABILITY INSURANCE	0.00	882.04	1,320.00	437.96	66.82%
556 · UNEMPLOYMENT TAX	119.67	688.14	1,000.00	311.86	68.81%
558 · N.Y.S. Sales Tax Payment	0.00	0.00	100.00	100.00	0.00%
560 · ELECTRICITY	618.42	3,529.36	8,000.00	4,470.64	44.12%
561 · NATURAL GAS	406.42	458.79	2,750.00	2,291.21	16.68%
562 · WATER	0.00	64.33	200.00	135.67	32.17%
563 · SEWER	0.00	30.00	250.00	220.00	12.00%
564 · TIPPING FEE	0.00	48.00	210.00	162.00	22.86%
565 · TELEPHONE	0.00	305.28	1,100.00	794.72	27.75%
570 · LIBRARY SUPPLIES	201.40	556.01	2,500.00	1,943.99	22.24%
571 · POSTAGE	0.00	275.00	750.00	475.00	36.67%
580 · ADVERTISING	0.00	0.00	500.00	500.00	0.00%
581 · COMPUTER MAINTENANCE	0.00	2,731.81	1,000.00	-1,731.81	273.18%
582 · INTERNET EXPENSES	0.00	69.00	400.00	331.00	17.25%
583 · COMPUTER EQUIPMENT	0.00	0.00	3,000.00	3,000.00	0.00%
584 · BUILDING SUPPLIES	105.76	397.50	4,000.00	3,602.50	9.94%
585 · BUILDING REPAIRS & Maintenance	795.80	3,096.99	4,000.00	903.01	77.42%
586 · GROUNDS KEEPING	215.00	850.00	7,500.00	6,650.00	11.33%
587 · ELEVATOR MAINTENANCE	0.00	210.00	2,520.00	2,310.00	8.33%
588 · WORKSHOPS & TRAVEL	0.00	30.00	1,500.00	1,470.00	2.00%
590 · PROFESSIONAL FEES	0.00	5,100.00	5,500.00	400.00	92.73%
591 · PAYROLL PROCESSING	79.00	393.50	1,200.00	806.50	32.79%
592 · INSURANCE	610.00	6,631.05	7,000.00	368.95	94.73%
594 · Memberships	0.00	127.50	250.00	122.50	51.00%
595 · Vote Expenses	0.00	0.00	800.00	800.00	0.00%
596 · Copier and Printer Supplies	0.00	156.88	1,200.00	1,043.12	13.07%
610 · Children Program Supplies	23.10	900.01	2,800.00	1,899.99	32.14%
611 · Children Special Guests	0.00	-250.00	1,400.00	1,650.00	-17.86%
612 · Adult Program Supplies	0.00	-158.33	1,000.00	1,158.33	-15.83%
613 · Adult Special Guests	0.00	0.00	1,000.00	1,000.00	0.00%
614 · Teen Programming	74.08	102.06	1,500.00	1,397.94	6.80%
615 · Building Equipment	0.00	783.00	1,000.00	217.00	78.30%
616 · Outreach	735.00	22.50	1,500.00	1,477.50	1.50%
620 · Legal Fees	0.00	0.00	2,000.00	2,000.00	0.00%
630 · Computer Programs	0.00	-250.00	1,000.00	1,250.00	-25.00%
688 · Misc Expenses	0.00	143.25	678.91	535.66	21.10%
Total Expense	45,445.29	180,588.71	491,788.00	311,199.29	36.72%

Dunkirk Public Library

Balance Sheet

As of November 30, 2021

Nov 30, 21

ASSETS

Current Assets

Checking/Savings

100 - Petty Cash 260.52

101 - 101 - Operating Fund 637,662.22

103 - 0216 143,954.15

Total Checking/Savings 781,876.89

Other Current Assets

106 - 0012011842 3,598.15

114 - 114 - Endowment NCCF 24,772.03

116 - 0012023907 26,489.63

128 - 0012026411 4,217.16

Total Other Current Assets 59,076.97

Total Current Assets 840,953.86

Fixed Assets

160.0 - 160 - Fixed Assets 1,157,602.67

170 - 170 - Depreciation -510,431.65

Total Fixed Assets 647,171.02

Other Assets

178 - PREPAID RETIREMENT 33.52

299 - Pensions Deferred Inflow -172,219.00

Total Other Assets -172,185.48

TOTAL ASSETS 1,315,939.40

Dunkirk Public Library

Balance Sheet

As of November 30, 2021

Nov 30, 21

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 - 200 - Accounts Payable 26,899.99

Total Accounts Payable 26,899.99

Other Current Liabilities

199 - Pensions & Post Employment Obli -81,914.00

2000 - NYS Taxes Payable -742.42

2001 - Unemployment Payable -283.68

298 - Pension Liability 414.00

Total Other Current Liabilities -82,526.10

Total Current Liabilities -55,626.11

Total Liabilities -55,626.11

Equity

30000 - Opening Balance Equity 207,119.33

301 - FUND BALANCE UNRESTRICTED -4,149.05

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

313 - TEMP.REST.F/B- FRIENDS OF 598.15

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 270,597.52

Net Income 210,744.94

Total Equity 1,371,565.51

TOTAL LIABILITIES & EQUITY 1,315,939.40

Dunkirk Public Library

Check Detail

November 11 through December 22, 2021

Type	Date	Name	Account	Original Amount
Check	11/15/2021	payroll	101 - 101 - Operating Fund	-6,908.70
			550 - Salaries & Wages	6,908.70
				<u>6,908.70</u>
Check	11/15/2021	Bahgat & Laurito-Bahgat	101 - 101 - Operating Fund	-39.50
			591 - Payroll Processing	39.50
				<u>39.50</u>
Check	11/15/2021	NYS Tax	101 - 101 - Operating Fund	-281.62
			2000 - NYS Taxes Payable	281.62
				<u>281.62</u>
Check	11/15/2021	NYS Unemployment Insurance	101 - 101 - Operating Fund	-70.69
			2001 - Unemployment Payable	70.69
				<u>70.69</u>
Check	11/15/2021	IRS	101 - 101 - Operating Fund	-1,941.35
			550 - Salaries & Wages	1,282.85
			551 - FICA & Medicare	658.50
				<u>1,941.35</u>
Check	11/17/2021	National Grid	101 - 101 - Operating Fund	-618.42
			560 - Electricity	618.42
				<u>618.42</u>
Check	11/17/2021	National Fuel	101 - 101 - Operating Fund	-406.42
			561 - Natural Gas	406.42
				<u>406.42</u>
Check	11/30/2021	NYS Retirement	101 - 101 - Operating Fund	-143.31
			550 - Salaries & Wages	143.31
				<u>143.31</u>
Check	11/30/2021	Bahgat & Laurito-Bahgat	101 - 101 - Operating Fund	-39.50
			591 - Payroll Processing	39.50
				<u>39.50</u>

Dunkirk Public Library
Check Detail
November 11 through December 22, 2021

39.50

Check	11/30/2021 payroll	101 - 101 - Operating Fund	-6,337.05
		550 - Salaries & Wages	6,337.05
			<u>6,337.05</u>
Check	11/30/2021 NYS Tax	101 - 101 - Operating Fund	-257.11
		2000 - NYS Taxes Payable	257.11
			<u>257.11</u>
Check	11/30/2021 NYS Unemployment Insurance	101 - 101 - Operating Fund	-48.98
		2001 - Unemployment Payable	48.98
			<u>48.98</u>
Check	11/30/2021 IRS	101 - 101 - Operating Fund	-1,753.51
		550 - Salaries & Wages	1,151.92
		551 - FICA & Medicare	601.59
			<u>1,753.51</u>
Check	12/08/2021 DFT	101 - 101 - Operating Fund	-17.53
		565 - Telephone	17.53
			<u>17.53</u>
Check	12/15/2021 Bahgat & Laurito-Bahgat	101 - 101 - Operating Fund	-38.00
		591 - Payroll Processing	38.00
			<u>38.00</u>
Check	12/15/2021 payroll	101 - 101 - Operating Fund	-7,107.66
		550 - Salaries & Wages	7,107.66
			<u>7,107.66</u>
Check	12/15/2021 NYS Tax	101 - 101 - Operating Fund	-288.25
		2000 - NYS Taxes Payable	288.25
			<u>288.25</u>
Check	12/15/2021 NYS Unemployment Insurance	101 - 101 - Operating Fund	-50.27
		2001 - Unemployment Payable	50.27
			<u>50.27</u>

Dunkirk Public Library
Check Detail
November 11 through December 22, 2021

50.27

Check	12/15/2021 IRS	101 - 101 - Operating Fund	-1,931.81
		550 - Salaries & Wages	1,260.22
		551 - FICA & Medicare	671.59
			<hr/> 1,931.81
Check	12/20/2021 National Fuel	101 - 101 - Operating Fund	-919.96
		561 - Natural Gas	919.96
			<hr/> 919.96
Check	12/20/2021 National Grid	101 - 101 - Operating Fund	-683.62
		560 - Electricity	683.62
			<hr/> 683.62
Check	12/20/2021 VSP PAYMENT	101 - 101 - Operating Fund	-22.00
		550 - Salaries & Wages	22.00
			<hr/> 22.00
Bill Pmt -Check	11/18/2021 Baker & Taylor	101 - 101 - Operating Fund	-837.20
Bill	11/17/2021	504 - Gifts and Donations Expenses	16.17
Bill	11/17/2021	501 - Books	28.04
Bill	11/17/2021	501 - Books	52.27
Bill	11/17/2021	501 - Books	31.25
Bill	11/17/2021	501 - Books	218.71
Bill	11/17/2021	501 - Books	261.09
		504 - Gifts and Donations Expenses	16.44
		504 - Gifts and Donations Expenses	15.92
Bill	11/17/2021	501 - Books	11.09
Bill	11/17/2021	501 - Books	57.88
Bill	11/17/2021	501 - Books	110.92
Bill	11/17/2021	501 - Books	17.42
			<hr/> 837.20
Bill Pmt -Check	11/18/2021 Chadwick Bay Property Management	101 - 101 - Operating Fund	-215.00
Bill	11/17/2021	586 - Grounds Keeping	90.00
Bill	11/17/2021	586 - Grounds Keeping	125.00
			<hr/> 215.00
Bill Pmt -Check	11/18/2021 CNA Surety	101 - 101 - Operating Fund	-610.00

Dunkirk Public Library

Check Detail

November 11 through December 22, 2021

Bill	11/17/2021	592 · Insurance	610.00
			<hr/> 610.00
Bill Pmt -Check	11/18/2021 First National Bank Omaha	101 · 101 · Operating Fund	-571.45
Bill	11/17/2021	584 · Building Supplies	66.06
		584 · Building Supplies	17.98
		584 · Building Supplies	21.72
		570 · Library Supplies	13.97
		570 · Library Supplies	13.97
		570 · Library Supplies	3.74
		509 · DVD's	19.96
		614 · Teen Programming	12.92
		614 · Teen Programming	6.98
		614 · Teen Programming	54.18
		451 · Block Grant	5.99
		451 · Block Grant	111.43
Bill	11/17/2021	509 · DVD's	161.45
Bill	11/17/2021	610 · Children's Program Supplies	17.16
		610 · Children's Program Supplies	5.94
		501 · Books	38.00
			<hr/> 571.45
Bill Pmt -Check	12/09/2021 Baker & Taylor	101 · 101 · Operating Fund	-398.89
Bill	12/08/2021	504 · Gifts and Donations Expenses	8.98
Bill	12/08/2021	501 · Books	36.98
		504 · Gifts and Donations Expenses	17.84
		504 · Gifts and Donations Expenses	19.76
		504 · Gifts and Donations Expenses	17.99
Bill	12/08/2021	501 · Books	17.34
Bill	12/08/2021	501 · Books	16.16
Bill	12/08/2021	501 · Books	32.32
Bill	12/08/2021	501 · Books	51.19
Bill	12/08/2021	501 · Books	164.96
		504 · Gifts and Donations Expenses	15.37
			<hr/> 398.89
Bill Pmt -Check	12/09/2021 Casale Plumbing & Heating	101 · 101 · Operating Fund	-560.00
Bill	12/08/2021	585 · Building Repairs & Maintenance	560.00
			<hr/> 560.00
Bill Pmt -Check	12/09/2021 CCLS	101 · 101 · Operating Fund	-220.24

Dunkirk Public Library

Check Detail

November 11 through December 22, 2021

Bill	12/08/2021	503 · CCLS Book Plan - Overdrive	208.33
		565 · Telephone	11.91
			<hr/>
			220.24

Bill Pmt -Check 12/16/2021 Baker & Taylor 101 · 101 · Operating Fund -949.09

Bill	12/14/2021	501 · Books	13.83
Bill	12/14/2021	501 · Books	82.55
Bill	12/14/2021	501 · Books	65.08
Bill	12/14/2021	504 · Gifts and Donations Expenses	11.13
Bill	12/14/2021	501 · Books	26.12
Bill	12/14/2021	501 · Books	11.94
Bill	12/14/2021	501 · Books	35.96
Bill	12/14/2021	504 · Gifts and Donations Expenses	17.98
Bill	12/14/2021	501 · Books	10.21
Bill	12/14/2021	501 · Books	11.88
Bill	12/14/2021	501 · Books	31.53
Bill	12/14/2021	501 · Books	55.00
Bill	12/14/2021	501 · Books	13.30
Bill	12/14/2021	501 · Books	11.32
Bill	12/14/2021	501 · Books	32.83
		504 · Gifts and Donations Expenses	8.23
		504 · Gifts and Donations Expenses	9.88
		504 · Gifts and Donations Expenses	15.69
Bill	12/14/2021	501 · Books	12.43
Bill	12/14/2021	501 · Books	11.88
Bill	12/14/2021	501 · Books	16.62
Bill	12/14/2021	501 · Books	11.32
Bill	12/14/2021	501 · Books	330.76
		504 · Gifts and Donations Expenses	14.82
		504 · Gifts and Donations Expenses	15.37
		504 · Gifts and Donations Expenses	22.49
Bill	12/14/2021	501 · Books	48.94
			<hr/>
			949.09

Bill Pmt -Check 12/16/2021 Brown Security Solutions 101 · 101 · Operating Fund -295.00

Bill	12/14/2021	585 · Building Repairs & Maintenance	295.00
			<hr/>
			295.00

Bill Pmt -Check 12/16/2021 CCLS 101 · 101 · Operating Fund -621.86

Bill	12/14/2021	582 · Internet Expenses	69.00
		583 · Computer Equipment	552.86
			<hr/>
			621.86

Dunkirk Public Library

Check Detail

November 11 through December 22, 2021

Bill Pmt -Check	12/16/2021	Jason Hammond	101 - 101 - Operating Fund	-208.24
Bill	12/14/2021	615 - Building Equipment		208.24
				<hr/> 208.24
Bill Pmt -Check	12/22/2021	D. Walter Management, LLC	101 - 101 - Operating Fund	-2,282.50
Bill	12/20/2021	450 - Construction Grants		2,282.50
				<hr/> 2,282.50
Bill Pmt -Check	12/22/2021	First National Bank Omaha	101 - 101 - Operating Fund	-769.42
Bill	12/20/2021	509 - DVD's		129.50
		509 - DVD's		31.99
		509 - DVD's		21.05
		501 - Books		12.70
		507 - Audio Books		16.97
		507 - Audio Books		84.22
		504 - Gifts and Donations Expenses		11.41
Bill	12/20/2021	584 - Building Supplies		7.97
		584 - Building Supplies		5.34
		584 - Building Supplies		15.11
		614 - Teen Programming		13.20
		612 - Adult Program Supplies		84.23
		570 - Library Supplies		39.52
		451 - Block Grant		114.72
		451 - Block Grant		31.90
Bill	12/20/2021	610 - Children's Program Supplies		6.63
		610 - Children's Program Supplies		10.44
		610 - Children's Program Supplies		90.54
		610 - Children's Program Supplies		41.98
				<hr/> 769.42
Bill Pmt -Check	12/22/2021	Hagan Business Machines	101 - 101 - Operating Fund	-68.58
Bill	12/20/2021	596 - Copier & Printer Supplies		68.58
				<hr/> 68.58
Bill Pmt -Check	12/22/2021	Isaiah Rashad II	101 - 101 - Operating Fund	-125.00
Bill	12/16/2021	613 - Adult Special Guests		125.00
				<hr/> 125.00
Bill Pmt -Check	12/22/2021	Utica National Insurance Group	101 - 101 - Operating Fund	-2,514.00
Bill	12/20/2021	552 - Worker's Comp Insurance		2,514.00
				<hr/> 2,514.00

Dunkirk Public Library
Check Detail
November 11 through December 22, 2021

2,514.00

Total

-41,151.73

Children's Room Activity Report
Pam Czarniak – Coordinator of Children's Services
December 2021

- Statistics – November 2021 – Story Times, Events, and Take Home Crafts plus snacks – 183
Facebook # Reached - 1403

Crafts Kits:



Bear Hibernating Craft



Acorn Man Craft



Turkey Puppet



Turkey Banner

Holiday Scavenger Hunt – The children had fun searching around the Children's Room for 12 holiday characters. 15 kids participated.

Christmas Craft Day – Saturday December 18th from 10:00 – 12:00 patrons picked up craft kits and a treat bag. 49 patrons participated. Many grandparents with visiting grand children were very happy to get projects for the kids to work on.

I made up extra Christmas craft/treat bags to give out at the desk.

I made 22 Snow Globe Ornament Adult Craft Kits to hand out at the adult circulation desk.

Children's Rm Statistics	Nov-21				
Date	Craft Kit or Event	#Patrons/Craft Kits	Date/Facebook Views	Post	# Reached
Tues. 11/2/21	Story Time	3	11/4/2021	S.T & BearHiber Craft	184
Thurs.11/4/21	Story Time	6	11/5/2021	Inter. Games Week	97
Thurs.11/4/21	Craft Kits+Snacks	32	11/9/2021	ST & Acorn ManCraft	169
Tues.11/9/21	Story Time	2	11/10/2021	Grouch Marx Quote	110
11/10/2021	Craft Kits+Snacks	32	11/12/2021	Peanuts Cartoon	133
Tues. 11/16/21	Story Time	2	11/12/2021	Weekend Reading	122
Thursday 11/18/21	Story Time	2	11/12/2021	80+WinterCrafts	66
Thursday 11/18/21	Craft Kits+Snacks	36	11/17/2021	TurkeyCraft Sat.Event	193
Sat. 11/20/21	Turkey Sat.Craft Event	2	11/18/2021	ST & PaperTurkey	291
Mon. 11/22/21	Turkey Craft Kits	47	11/23/2021	Peanuts Cartoon	129
Tues. 11/23/21	Story Time	2	11/30/2021	Library Article	93
Tues. 11/30/2021	Thankful Leaves on Tree	17	Total		1403
Total		183			

**Dunkirk Public Library
Director's Report
December 2021**

1. Book Club - December 1, 2021 - Eleven participants held a small holiday party with plenty of cookies while discussing *The Mistletoe Promise* by Richard Paul Evans.
2. Roof Drain Issues - We have scaffolding...that's as far as they've gotten. Casale set it up but then said they needed to consult with the roofers. TJ's never responded with an estimate after their visit. When I called they didn't have any info for us yet.
3. Book Talk - Isaiah had a small crowd for his author visit on 12/16/21. One participant was his former student who saw the announcement on our webpage. She was also interested in maybe joining our clerk sub list.
4. Electrical Work - Ahlstrom Schaffer fixed the parking lot lamppost. Now we're just waiting on the bill for all of their work.
5. Fire Alarms - Between DFT and Great Lakes finally sorting things out the fire alarms are now working. The panic buttons probably aren't, as it appears they were also doubled up on one of the telephone lines. Brown Security came to check it out, since we were supposed to schedule a maintenance visit a few months after the new cameras were installed anyway.
6. Outreach Funds - We received a \$1000.00 Adult Literacy grant from CCLS which Michele will use for Technology Skills programs in partnership with the Senior Center. It will also cover the cost of our Tech Talk database renewal and allow her to purchase a couple of devices for use in instruction.
7. Vacuum Cleaner - Lori reported that our vacuum was broken, possibly damaged accidentally when either Trevon or the contractors were doing some clean-up. (The handle no longer stayed attached to the body when pulling it backwards.) I found a Black Friday Sale replacement at Kohl's.
8. Construction Grant - I submitted an update to the NYS Library Construction Department in May regarding the stairs and doors. They just responded this month with a request of a "project amendment" which was turned in on 12/21/21. Once approved, we should be able to close out this project and receive the final 10% payment.
9. Community Report - The July 2020 - June 2021 Annual Report to the Community is posted on the website.
10. Wind Damage - The recent high winds ripped the legs off from one of the benches in the front lawn (snapped the metal in half at three points). Lori will see if the trash pick-up will take it, otherwise we'll need another means of disposal.
11. Assorted instances of face covering dissension continue.

12. Meetings and Conferences -

- 11/17: History Webinar
- 11/17: In person mtg w/ local advocacy members @ 7:30 pm
- 11/18: CCLS Collection Dev.
- 11/19: Monthly CCLS mtg.
- 11/30: CCLS Youth Services mtg.
- 12/2: Summer Reading Prep Seminar
- 12/9: Directors of Small Libraries Webinar
- 12/13: Library Advocacy Committee mtg.
- 12/13: Challenges to Library Collection w/ Lawyer (Recording)
- 12/14: Trustee Training Webinar #3
- 12/16: CCLS Collection Dev.
- 12/17: Monthly CCLS mtg.

2021 CIRC STATS

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	2021 YTD	Jan-20	Feb-20
Juvenile Fiction	739	835	815	581	642	536	1056	659	404	445	536	7248	789	890
Juvenile Non-Fiction	62	122	82	74	42	97	115	70	39	41	60	804	73	108
Juvenile DVD's	25	33	53	44	57	35	58	38	22	27	24	416	43	47
Juvenile Audio Books	0	0	2	1	0	1	1	0	0	0	0	5	0	0
Juvenile Magazines	0	0	0	0	0	0	0	0	0	0	0	0	1	4
Adult Fiction	514	547	636	521	543	603	655	624	557	592	560	6352	698	645
Adult Non-Fiction	144	120	133	119	127	153	155	120	124	152	92	1439	203	162
Adult DVD's	247	244	251	187	253	189	188	106	186	301	315	2467	658	642
Adult Audio Books	16	15	8	37	32	24	40	28	11	15	30	256	45	38
Adult Magazines	1	9	3	12	15	11	8	1	14	8	7	89	18	26
E-Books (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	X	X	X
Downloadable Audio Books (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	X	X	X
Digital Magazines (Overdrive)	0	0	0	0	0	0	0	0	0	0	0	X	X	X
Total Circulation	1748	1925	1983	1576	1711	1649	2276	1646	1357	1581	1624	19076	2528	2562
Computer Use	213	310	314	280	269	288	299	364	385	408	355	3485	1137	1097
Patrons Visiting Library	1472	1812	1966	1986	1986	2056	2198	2073	2347	2266	2570	22732	5019	5081
Reference Questions	197	200	195	166	157	164	152	134	112	105	102	1684	239	348
Cards Issued each month	4	9	15	19	8	12	16	18	10	17	8	136	21	31
Total Card Holders as of	7448	7457	7472	7491	7499	7511	7527	7545	7555	7572	7580	7580	7294	7325

2021 CIRC STATS

Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	2020 YTD	% Change
562	2	1	82	434	1028	916	877	677	850	7108	1.97%
38	0	0	9	37	95	140	97	62	42	701	14.69%
33	0	0	3	13	38	65	58	34	34	368	13.04%
1	0	0	0	1	0	0	3	0	0	5	0.00%
3	0	0	0	0	0	0	0	0	0	8	-100.00%
432	31	0	144	506	915	856	636	597	628	6088	4.34%
91	4	0	5	67	151	169	141	102	141	1236	16.42%
271	3	1	23	105	227	286	321	294	251	3082	-19.95%
19	0	0	3	12	28	23	12	5	17	202	26.73%
8	0	0	0	9	25	9	3	7	1	106	-16.04%
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X
1458	40	2	269	1184	2507	2464	2148	1778	1964	18904	0.91%
481	0	0	0	112	280	315	311	253	363	4349	-19.87%
2678	0	0	0	654	2271	2023	311	1701	1745	21483	5.81%
219	5	7	177	255	337	290	311	218	208	2614	-35.58%
22	0	2	3	5	20	27	19	9	12	171	
7347	7347	7349	7352	7357	7377	7404	7423	7432	7444	7444	

DUNKIRK Nov-2021 STATISTICS	J-FIC	J-NF	J-OTHER	A-FIC	A-NF	A-OTHER	ILL-IN	ILL-OUT	TOTAL
BOOK	17	1		442	78				545
NEW-BOOK	78	3		118	14				217
PAPERBACK									0
ILL-BOOK									0
J-BOOK	442	56							498
EASY-BK									0
AUDIO BOOK						30			30
CDS			4						4
MAGAZINE						7			7
DVDS			24			315			342
NEW-ITEMS						44			44
HOUSEHOLD									0
VIDEOGAME									0
MUSEUM PASS									0
TOTAL	537	60	28	560	92	396	0	0	1687

Public Computer Use	355
Microfilm	10
Curbside Delivery	0
People Counter: Front Entr	565
People Counter: Rear Entr	2005
Total Patron Count	2570
Reference Questions: Adult	100
Reference Questions: Children's	0
Reference Questions: Email	2
Total Reference Questions	102

<i>Added Materials</i>	
MAGAZINES	0
NEWSPAPERS	0
MICROFILM	0
CHILDREN'S ROOM BOOKS	2
ADULT BOOKS	4
DVD'S	3
AUDIO BOOKS	0
Total	9

Fire Alarm Service Agreement

Quotation # : 1216202101

Date: 12/16/21

Offered by: **FSC Systems LLC**
33 Institute Street
Jamestown NY 14701

For: Dunkirk Free Library
536 Central Ave
Dunkirk NY 14048

Scope of Compliance

(Excerpts from the International Fire Code 2018 and NFPA 72 National Fire Alarm & Signaling Code - 2016)
In accordance with the Laws set forth under the **International Fire Code 2018** adopted, May 12, 2020, Chapter 9, Section 901.

901.6.1 **Standards.** "Fire protection systems shall be inspected, tested and maintained in accordance with the reference standards listed in the NFPA 72" (National Fire Alarm & Signaling Code, 2016 Edition).

NFPA 72 - Chapter 14 - Inspection, Testing, and Maintenance

- 14.1.1 The inspection, testing, and maintenance of systems, their initiating devices, and notification appliances shall comply with the requirements of this chapter.
- 14.2.3.1 The property or building or system owner or the owner's designated representative shall be responsible for inspection, testing, and maintenance of the system and for alterations or additions to this system.
- 14.2.3.3 Inspection, testing, or maintenance shall be permitted to be done by the building or system owner or a person or organization other than the building or system owner if conducted under a written contract.
- 14.2.3.6 Service personnel shall be qualified and experienced in accordance with the requirements of 10.5.3.
- 10.5.3.3 Qualified personnel shall include, but not be limited to, one or more of the following:
 - 1) Personnel who are factory trained and certified for specific type and brand of system being serviced
 - 2) Personnel who are certified by a nationally recognized certification organization acceptable to the authority having jurisdiction. (National Institute for Certification in Engineering Technologies (NICET level II or higher) fire alarm certified)
 - 3) Personnel, either individually or through their affiliation with an organization that is registered, licensed, or certified by a state or local authority to perform service on systems addressed within the scope of this Code
 - 4) Personnel who are employed and qualified by an organization listed by a nationally recognized testing laboratory for the servicing of systems within the scope of this Code

(FSC Systems LLC, personnel are Certified by the National Institute for Certification in Engineering Technologies (NICET) Fire Alarm Systems level II thru levels IV, certified by New York State, Department of State as Journeyman Fire Alarm Mechanics and meet or exceed all requirements of the International Fire Code 2018 and the requirements of the National Fire Protection Association's (NFPA-72-16).

14.4.3 Test Methods:

- 14.4.3.2 Systems and associated equipment shall be tested according to Table 14.4.3.2.
- 14.4.4 Testing Frequency. Unless otherwise permitted by other sections of this Code, testing shall be performed in accordance with the schedules in Table 14.4.3.2 or more often if required by the authority having jurisdiction.

14.6 Records

- 14.6.1 Permanent Records. After successful completion of acceptance tests approved by the authority having jurisdiction, the requirements in 14.6.1.1 through 14.6.1.3 shall apply.
 - 14.6.1.1 A set of reproducible as-built installation drawings, operation and maintenance manuals, and a written sequence of operation shall be provided to the building owner or the owner's designated representative.
 - 14.6.1.3 The system owner shall be responsible for maintaining these records for the life of the system for examination by any authority having jurisdiction. Paper or electronic media shall be permitted.

Fire Alarm Service Agreement

Quotation # : 1216202101

Date: 12/16/21

14.6.2 Maintenance, Inspection, and Testing Records:

14.6.2.1 Records shall be retained until the next test and for 1 year thereafter.

Section 901.6.1 of the International Fire Code 2018 states: Records of all system inspections, tests, and maintenance required by the referenced standards shall be maintained.

In Summary: Testing is required Annually on 99% of all fire alarm systems interconnected to a Central Station and Quarterly for system not connected to a Central Station. See copy of Table 14.4.3.2 for Test Methods and Testing Frequencies. Examples of FSC Systems LLC's Inspection and Testing forms, are available upon request.

Type of Service: Full Coverage to include the following:

1. TEST AND INSPECTION SERVICES:

- One (1) 100% Annual System Test and Inspection to include:
- Certified Fire Alarm technicians will test 100% of all listed peripheral devices (smoke detectors, heat detectors, manual pull stations, door holders, notification appliances etc.) at the prescheduled inspection. (100% of all devices to be tested by FSC Systems LLC personnel once during the contract period). Complete panel and control equipment functional / diagnostic test. New York State Prevailing Wage Rate Included.
- **FUNCTIONAL TESTING:** In accordance with The International Fire Code 2018 and the reference standards of NFPA 72 2016, all accessible peripheral devices will be functionally tested. Smoke Detectors will be functionally tested using standard methods approved by the National Fire Protection Association (NFPA) and the fire alarm industry.

2. DOCUMENTATION:

All accessible components and devices will be listed on the test report for:

- Exact location
- Test results / applicable voltage readings
- Any discrepancies noted, recommendations for correction, and any corrections made on site.

Complete customer documentation will be presented to the customer upon completion of the testing. Copies will be kept on file by FSC Systems LLC, Jamestown Branch for Two years in accordance with the recommendations of the NFPA and the Authorities having Jurisdiction.

Equipment cut sheets, wiring diagrams and AUTO CAD drawings supplied by FSC Systems LLC that are required by the state of New York, for systems / equipment that was not sold or supplied by FSC Systems LLC in order to meet the intent of the laws of New York State in the performance of this agreement shall remain the sole property of FSC Systems LLC, and are protected under the copyright laws of the State of New York. Drawings and floor plans may not be copied, photographed or reproduced by use of any medium, by the Customer, it's employees or agents, and are to be surrendered to FSC Systems LLC upon termination of this agreement.

3. EMERGENCY SERVICE:

This agreement includes emergency service calls at no additional cost during normal working hours (Mon. – Fri, 8 a.m. – 5 p.m., excluding holidays). This provision includes Labor, Travel, and Mileage charges for repairs associated with normal equipment failures. (See Emergency Service Exclusions, listed under General Service Agreement Terms and Conditions attached). Emergency Service covers all time, travel, and expense, to troubleshoot and diagnose system problems, the labor to replace failed control equipment components. This provision also provides for the reprogramming of the system upon completion of repairs and all components associated with the control panel, annunciators, printers, keyboards, transponders and monitors.

Fire Alarm Service Agreement

Quotation # : 1216202101

Date: 12/16/21

4. EMERGENCY SERVICE AFTER NORMAL WORKING HOURS:

Emergency service after normal working hours is available from FSC Systems LLC, 24 hours a day 365 days a year. However, all service requests for emergency service outside our normal working hours (other than holidays) will be invoiced at Time Material and Expense at our discounted service agreement rate of \$125.00 per hour. Emergency Service requests during Holidays will be invoiced at \$187.50 per hour. All after hour service rates are calculated portal to portal from either our Jamestown office or the employee's point of dispatch, whichever is closer.

5. SERVICES NOT INCLUDED:

- Replacement of faulty wiring is not covered. This includes troubleshooting of ground faults on systems.
- Replacement of control panels, component parts of the control panels.
- Replacement of peripheral devices. (Peripheral devices include smoke/heat detectors, manual pull stations, alarm signals, audio/visual appliances and visual only devices, etc.).

(Replacement of peripheral devices and/or defective control panel components if approved in advance by the customer will be invoiced at additional cost.)

- Replacement of batteries.

6. DETECTOR CLEANING:

- **Is available at an additional cost if approved by the customer.** This additional service helps to minimize false alarms. If elected, accessible smoke detection devices will be cleaned utilizing manufacturer's recommended procedures. Devices will be dismantled to expose the smoke chamber (where applicable) and cleaned using soft cloth, lint brush, or non-electrostatic vacuum. If elected, devices will be cleaned at a rate of 50% per inspection / per year.

7. SENSITIVITY TESTING: **Required under NFPA 72 Section 14.4.4*

***Note:** Sensitivity testing **is not required if tested automatically by Listed control equipment** arranged for the purpose. Frequency of sensitivity testing varies in accordance with requirements set forth in NFPA 72, 14.4.4.3.1 through 14.4.4.3.3. Sensitivity testing is required 1 year after installation, then every alternate year thereafter unless otherwise permitted by compliance with 14.4.4.3.3.

- **If required and approved by the customer, is available at an additional cost.** All sensitivity testing will be performed per NFPA recommendations. Testing will be performed using only UL approved sensitivity testing equipment. Devices performing outside the listed sensitivity range will be re-cleaned and re-tested, and if necessary, noted and recommended for replacement. If elected, devices will be sensitivity tested at a rate of 50% per inspection / per year.

8. EFFECTIVE DATES OF AGREEMENT:

- This agreement shall commence on the first day of the month following the customers, authorized, dated signature on this agreement and shall remain in effect for twelve consecutive months. This agreement will automatically renew for a full Twelve-month period in accordance with the provisions listed under the attached General Service Agreement Terms and Conditions.

Fire Alarm Service Agreement

Quotation # : 1216202101

Date:12/16/21

EQUIPMENT

LOCATION	EQUIPMENT PART #	MANUFACTURER	DESCRIPTION	QUANTITY
1 st Floor Boiler Room	Notifier NFW-50	HONEYWELL	FACP	1
	NC-100R	HONEYWELL	RELAY	4
1 st Floor Rear Entrance	N-ANN 80	HONEYWELL	ANNUNCIATOR	1
	P2R	SYSTEM SENSOR	HORN / STROBE	5
	SR	SYSTEM SENSOR	STROBE	1
	NH-100	HONEYWELL	HEAT DETECTORS	1
	NOT-BG12LX	HONEYWELL	PULL STATIONS	5
	NP-100	HONEYWELL	SMOKE DETECTORS	9

NOTE: Actual equipment and counts may be required to be altered after completion of 100% testing and inspection by FSC Systems LLC. Changes to the equipment listed above may require pricing adjustments to this agreement. Pricing adjustments shall only become effective with the issuance and acceptance of a new service agreement between the listed customer and FSC Systems LLC.

Fire Alarm Service Agreement

Quotation # : 1216202101

Date: 12/16/21

THIS FIRE ALARM SERVICE AGREEMENT SHALL TAKE EFFECT ON:

THE FIRST DAY OF _____

AND

END ON THE LAST DAY OF _____

**BASE PREVENTATIVE MAINTENANCE AND TESTING
COST FOR THE LISTED EQUIPMENT**

\$ 490.00

FSC will provide a discount of 10% off the annual premium for a 3-year agreement commitment.
\$490.00 – 10% = \$441.00 per year.

ADDER # 1

If elected by customer:

SMOKE DETECTOR CLEANING, add ----- \$ 35.00

☐ Elected ☐ Declined

ADDER # 2

If elected by customer:

SMOKE DETECTOR SENSITIVITY TESTING, add ----- \$ N/A

☐ Elected ☐ Declined

Prices shown do not include any applicable taxes.

Offered By: FSC Systems LLC 33 Institute Street Jamestown New York 14701	Accepted By: Company: _____
Tel: (716) 664 – 5336	Purchase Order #: _____
Representative: Melissa Clicquennoi	Signature: _____
	Title: _____ Date: _____

Fire Alarm Service Agreement

Quotation # : 1216202101

Date: 12/16/21

GENERAL TERMS AND CONDITIONS OF AGREEMENT

No terms, conditions, deletions, modifications, or other understandings, oral or written, in any way purporting to vary these terms and conditions. Whether contained in Purchaser's form or elsewhere, shall be binding upon FSC Systems LLC unless approved in writing and signed by the CEO of FSC Systems LLC.

The terms and conditions of this Agreement and any attached pages are an important part of this Agreement and are hereby incorporated by reference and accepted by the CUSTOMER. This writing is intended by FSC Systems LLC and the CUSTOMER as a final expression of their Agreement and as a complete and exclusive statement of the terms and conditions thereof. This Agreement supersedes all prior representations, understandings or agreements between FSC Systems LLC and the CUSTOMER, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on FSC Systems LLC unless made in writing and signed by an officer of FSC Systems LLC.

All work to be performed by FSC Systems LLC will be performed during normal working hours (8:00 a.m. to 5:00 p.m. local time) of normal working days (Monday through Friday, excluding FSC Systems LLC holidays), as defined by FSC Systems LLC, unless additional times are specifically described in a special provision attachment to this Agreement.

FSC Systems LLC will service all system(s) components including hardware and or software as described in the "list of equipment" attachment.

The CUSTOMER shall promptly notify FSC Systems LLC of any malfunction of the equipment listed under this agreement as it comes to the CUSTOMER's attention.

This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, FSC Systems LLC determines that repairs are necessary, repair charges will be submitted for approval prior to any work. Should these changes be declined, all items which are not repaired will be eliminated from the Agreement and the Agreement price adjusted accordingly.

Repair, replacement, and emergency response obligations, if any, apply only to the covered system(s) components. Repair or replacement of non-maintainable parts of the Covered System(s) including, but not limited to, unit cabinets, insulating material, electrical wiring, structural supports, and all other non-electronic parts, are not included under this Agreement.

Reloading computer software, making repairs or replacement necessitated by reason of negligence or misuse of the equipment by others, or caused by lightning, electrical storms, or other violent weather, or by any other cause beyond FSC Systems LLC control, except ordinary wear and tear, is expressly excluded from this agreement unless added by an attachment of Special Provisions signed by an officer of FSC Systems LLC and the CUSTOMER.

If Emergency Services are included, the Agreement price does not include travel expenses, parts and labor charges required as a result of accident, fire, storm, water, negligence, misuse, vandalism, power failure, current fluctuations, lighting strikes, failure due to non-FSC Systems LLC installations, parts, service, attachments, or devices, or any other cause external to the Covered System(s).

If in FSC Systems LLC sole judgment, any peripheral device which is attached to the Covered System(s), whether supplied / manufactured by FSC Systems LLC or a third party, interferes with the proper operation of the covered system(s), the CUSTOMER shall remove or replace such device upon notice from FSC Systems LLC. Failure of the CUSTOMER to remove the device shall constitute a material breach of this Agreement. If the CUSTOMER adds any third party device or equipment to the Covered System(s), FSC Systems LLC shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

CUSTOMER RESPONSIBILITIES

CUSTOMER further agrees to:

- Provide FSC Systems LLC access to the Covered System(s) to be serviced.
- Provide ladders, lifts, and any other equipment necessary for FSC Systems LLC personnel to access the Covered System(s) to be serviced.
- Supply suitable electrical service.
- Provide a safe work environment.
- In the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death and property damage. Such measures shall continue until the Covered System(s) are operational. Owner shall notify FSC Systems LLC as soon as practical under the circumstances.
- To make payments as provided in this Agreement.

HAZARDOUS MATERIALS

The CUSTOMER represents that, except to the extent that FSC Systems LLC has been given written notice of the following hazards prior to the execution of this Agreement to the best of the CUSTOMERS knowledge there is no:

- "permit confined space", as defined by OSHA.
- Risk of infectious disease.
- Need for air monitoring, respiratory protection, or other medical risk.
- Asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement.

All of the above are hereinafter referred to as "hazardous conditions".

FSC Systems LLC shall have the right to rely on the representations listed above. If hazardous conditions are encountered by FSC Systems LLC during the course of FSC Systems LLC work, the discovery of such materials shall constitute an event beyond FSC Systems LLC control and FSC Systems LLC shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by the CUSTOMER, and payment of disruption expenses as determined by FSC Systems LLC.

The CUSTOMER shall indemnify and hold FSC Systems LLC harmless for any damages resulting from the exposure of workers to hazardous conditions, including damages for bodily injury and/or property damage, any consequential or indirect damages, and any attorney's fees and expert costs incurred in connection with any such event, whether or not the CUSTOMER pre-notifies FSC Systems LLC of the existence of said hazardous conditions.

This Agreement does not provide for the cost of disposal of any hazardous waste materials, or hazardous materials, encountered in any of the Covered Systems(s) and or during performance of the Services, which shall at all times remain the property of the CUSTOMER. FSC Systems LLC shall not be responsible for removal and disposal of such hazardous materials.

FSC SYSTEMS LLC RESPONSIBILITIES

FSC Systems LLC shall perform Service(s) in accordance with the level of service specified in this Agreement and as listed on any attached special provisions. This includes, where applicable, the repair, adjustment, or replacement, at FSC Systems LLC sole option, of the Covered System(s).

PAYMENTS

Payment is due upon receipt of invoice. All payments for Service(s) shall be made in advance of the period during which Services are to be performed unless specifically described in a special provision to this Agreement.

CUSTOMER agrees to pay all taxes, permits, and other charges including but not limited to state and local sales and excise taxes, however designated, levied or based on the service charges pursuant to this Agreement.

Charges for work outside the scope of this Agreement shall be billed at the applicable FSC Systems LLC rates for labor, materials and travel. CUSTOMER shall make payment within 10 days of receipt of an invoice for such work.

If CUSTOMER fails to make any payment due, FSC Systems LLC shall have the right, at FSC Systems LLC sole discretion, to stop performing any services until the account is current. CUSTOMER's failure to make payment when due is a material breach of this Agreement.

TERM OF AGREEMENT

This Agreement will begin on the Agreement Date indicated within this agreement and continue for an initial term of one (1) year, and continue thereafter from year to year unless terminated. The CUSTOMER may terminate this Agreement at any time by giving Thirty (30) days written notice. FSC Systems LLC may terminate this agreement at any time upon thirty (30) days written notice to the CUSTOMER. Upon termination by the Customer or FSC Systems LLC, FSC Systems LLC shall return any prepaid but unearned payments.

WARRANTY DISCLAIMER

EXCEPT AS EXPRESSLY SET FORTH HEREIN, FSC SYSTEMS DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR

THE PRODUCTS, SYSTEMS OR EQUIPMENT SUPPORTED HEREUNDER. FSC SYSTEMS LLC MAKES NO WARRANTY OR REPRESENTATION, AND UNDERTAKES NO OBLIGATION TO ENSURE BY THE SERVICES PERFORMED UNDER THIS AGREEMENT, THAT FSC SYSTEMS LLC PRODUCTS OR THE SYSTEMS OR EQUIPMENT OF THE CUSTOMER WILL CORRECTLY HANDLE THE PROCESSING OF CALENDAR DATES BEFORE OR AFTER DECEMBER 31, 1999.

LIMITATION OF LIABILITY

It is understood and agreed by the CUSTOMER that FSC Systems LLC shall maintain personal injury and property damage insurance in the amount of Five Million Dollars and that FSC Systems LLC is being paid for the services and/or maintenance of the Covered System(s) in accordance with the requirements of the Fire Code of New York State. FSC Systems LLC is not guaranteeing that no loss will occur; and CUSTOMER agrees that FSC Systems LLC is not responsible for any losses which may occur due to the performance or failure of any device or products supplied or maintained by FSC Systems LLC on the Covered System(s).

LIQUIDATED DAMAGES LIMITATIONS OF REMEDY

FSC Systems LLC and CUSTOMER agree that, in no event shall FSC Systems LLC be liable for any damage, loss, injury, or any other claim arising from any servicing, alterations, modifications, changes, or movements of the covered system(s) or any of its component parts by the CUSTOMER OR ANY THIRD PARTY. FSC Systems shall not be responsible for indirect, incidental or consequential damages of any kind including but not limited to damages arising from the use, loss of the use, performance, or failure of the covered systems(s) to perform.

INSURANCE

FSC Systems LLC, shall maintain a Five-Million-Dollar General liability, umbrella policy, a blanket additional insured policy and a blanket waiver of subrogation policy in effect at all times. Providing the CUSTOMER requires to be listed as an additional insurer or listed as a primary and non-contributory on any or all of FSC Systems LLC's policies, costs for the additional insurance requirements shall require this contract to be re-quoted and shall reflect the additional costs of the Customers insurance requirements. The additional insurance requirements and the costs shall be then added and indicated as an additional line item on this contract.

IDEMNITY

CUSTOMER agrees to indemnify, hold harmless and defend FSC Systems LLC against any and all losses, damages, costs and expenses including reasonable defense costs, arising from any claim for any acts or omissions of CUSTOMER CAUSED personal injury, property damage or economic loss. FSC Systems LLC reserves the right to be represented in any such action by its own counsel at its own expense.

FSC Systems LLC agrees to indemnify, hold harmless and defend the Customer against any and all losses, damages, costs and expenses including reasonable defense costs, arising from any claim for any acts or omissions of FSC Systems LLC CAUSED personal injury, property damage or economic loss. The Customer reserves the right to be represented in any such action by its own counsel at its own expense.

FORCE MAJEURE

FSC Systems LLC shall not be responsible for failure to render services due to causes beyond its control including but not limited to work stoppages, fires, civil disobedience, riots, rebellions, acts of God, or any other cause beyond the control of FSC Systems LLC.

WAIVER OF SUBROGATION

Customer does hereby for itself and all others claiming for it under this agreement, release and discharge FSC Systems LLC from and against all hazards covered by CUSTOMER's insurance, it being expressly agreed and understood that no insurance company or insurer will have any right of subrogation against FSC Systems LLC.

ONE-YEAR LIMITATION ON ACTIONS; CHOICE OF LAW

It is agreed that no suit, cause of action or arbitration shall be brought against either party more than one (1) year after the accrual of the cause of action and or claim arises, whether known or unknown when the claim arises or whether based on tort, contract or any other legal theory. For purposes of this section, an arbitration has not been brought until the demanding party has complied with the applicable demand and filing requirements of the American Arbitration Association. The laws of New York shall govern the validity, enforceability and interpretation of the Agreement, included in any arbitration brought hereunder.



FIRE SECURITY COMMUNICATIONS

33 INSTITUTE STREET • JAMESTOWN, NY 14701

(716) 664-5336

QUOTATION

Number: 10660

Name / Address	Project:	Date:
	Dunkirk Library Alarm IP Conversion	12/16/2021

Item	Description	Qty
LTEM-PA	EXISTING PANIC SYSTEM - Upgrade to Cell Communications using AT&T Network	1
PRODCM	LTE Cat M1 & Ethernet Communicator for Vista Panels - ECP Bus (AT&T)	1
ANet Smart Security C...	Dialer Capture Module for LTEM-PA and LTEM-PV Advanced Modular Communicator	1
	UL Listed, AlarmNet Central Station Monitoring - Included in price shown for the first year. Monitoring will automatically renew @ \$360.00 per year. Includes Radio Alarm Transport, Daily Supervision, Advanced Protection Logic, Total Connect Services	
Miscellaneous Parts	Miscellaneous Job Parts	
Installation Labor	Installation Labor - Included	2.5
Service Charge	Service Charge - Included	
Shipping and Handling	Shipping and Handling	
	Subtotal = \$845.00	
	EXISTING FIRE ALARM SYSTEM - Upgrade to Cell/IP Communications using AT&T Network (Commercial Fire Rated) Please note: Existing fire alarm system must be clear of any trouble or supervisory conditions and must communicate currently with central station by CID. This quote does not include wiring into customer IP Network.	
HWF2A-COM	AT&T AlarmNet Commercial Fire Digital Cellular Communicator with Internet, Telco Communications using CID from Existing Communicators using POTS, Single or Dual Path Technology	1
PS1270	Power Sonic 7AH, 12V Battery - Spade Terminals	1
ANet Fire - IP & Cell	UL Listed, AlarmNet Central Station Monitoring - Included in price shown for the first year. Monitoring will automatically renew @ \$384.00 per year. To be paid yearly in advance. Includes 6 Hour Supervision over Cellular & Internet signal.	1
Miscellaneous Parts	Miscellaneous Job Parts	
Installation Labor	Installation Labor - Included	2.5
Service Charge	Service Charge - Included	
Shipping and Handling	Shipping and Handling	
	Subtotal = \$1,045.00	
	FIRE ALARM SERVICE AGREEMENT:	
FASA	Fire Alarm Service Agreement - As Per Attached Agreement	
Discount	Discount - For 3 Year Commitment	
	Subtotal = \$441.00 per year without cleaning	
Smoke Detector Cleani...	Smoke Detector Cleaning if option is elected	
	Subtotal = \$476.00 per year with cleaning	

Please sign this quote to indicate your approval.	Subtotal	\$2,366.00
P.O. Number:	Sales Tax (0.0%)	\$0.00
Signature _____	Total	\$2,366.00

NY State License Number 12000048424, Federal Tax ID 14-1850447