

# THE RICHARDS LIBRARY



## The Board of Trustees Meeting Agenda

Tuesday, March 1<sup>st</sup>, 2022 @ 10:00 AM

- I Call to Order and Roll Call of Members
- II Consent Agenda
  - Approval of Mtg. Agenda
  - Approval of Prior Mtg. Minutes
  - Treasurer's Report: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: n/a
- V Director's Report: *See attached*
- VI Committee Reports
  - a. Personnel: n/a
  - b. Budget & Finance: n/a
  - c. Building & Grounds: n/a
  - d. Ad Hoc: n/a
  - e. Outreach: n/a
  - f. Policy: n/a
- VII Old Business
  - Hickory Mtn Chimney & Masonry - *no update*
  - Davis-Ulmer Sprinkler Inspection & Proposal
  - SALS Construction Grant/Electrical Survey - *appointment 2/8, awaiting survey*
  - Lawn care bids for 2022 – *no submissions*
  - Sexual Harassment Prevention Training for March 15<sup>th</sup>
  - Conflict of Interest Forms – *complete before/after meeting*
  - Name change on credit card – *new card received*
- VIII New Business
  - Face masks in the library
  - Book Challenges – *SALS virtual training 3/11 2:30-4:00p*
  - Annual Report
  - 2022 SALS Construction Challenge Grant
  - Plumbing parts for upstairs bathroom
- IX Other Business
  - Report from February Warrensburg Town Board Meeting.
  - Mary attending March Thurman Town Board Meeting (3/17 @ 6:30p)? Need volunteer for April Warrensburg Town Board Meeting (4/13 @ 7:00p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, March 15, 2022
- XII Next Board Meeting: Tuesday, April 5, 2022
- XIII Adjournment

# The Richards Library

## Board of Trustee Meeting Minutes

Tuesday, February 1, 2022 @ 10. AM

**Present:** Sarah Gebbie-Measeck, Becky Lawler, Gina Colburn, John Schroeter, Mary Beadnell, Esther McTague, Shelby Burkhardt, Director

**Absent:** Suzanne Glebus (excused), Susan Matzner (excused)

**Meeting called to order** 10:05 AM by President Sarah. Meeting minutes of December OK, Minutes for January amended; Consent agenda then approved (Motion by John, seconded by Esther)

**Public Expression** – N/A for entire meeting

**Correspondence** – N/A

**Director's Report** –

- \*Discussion and updates of recent vendors doing inspections, repairs and service.

- \*Three new employees trained and working new schedules.

- \*Update on Andy's work list.

- \*Several programs scheduled during February

- \* Annual report portal now open.

**Committee reports-**

- \***Outreach** – quarantine in place but going well

- \***Budget and Finance-** Revised tax levy letter to send to WCS Bd. of Education, cc to K. Geraghty

- \***Policy-** Policy for use of Jeffrey M. Levine Community Room approved. (Motion by John, seconded by Esther). Board voted to review all policies on a five year rotation. (Motion by Becky, seconded by John).

***Old Business-***

- \*SALS Construction Grant Electrical Survey is scheduled for February.
- \*2022 Lawn Care bids solicited

***New Business-***

- \*Sexual Harassment training will be scheduled for March
- \*Mary will attend Thurman Town Board meeting Thurs. 3/17.
- \*Conflict of Interest forms will be signed at next meeting
- \*Name on Credit Card needs to be changed – Gina will facilitate this

***Next Meeting-*** Tuesday, March 1, 2022 (No workshop needed Feb. 15)

***Adjournment*** – 11:09 AM (Motion by John, seconded by Sarah)

*(Respectfully submitted by Esther McTague)*

**Richards Library**  
**Monthly Statement of Revenues & Expenses**  
February 2022

Accrual Basis

	<u>Feb 22</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	50
NON-OPERATING RECEIPTS	281
Total Income	<u>331</u>
Gross Profit	331
Expense	
OPERATING EXPENSES	4,130
PAYROLL, WAGES, BENEFITS & EXPE	6,453
COLLECTION & OTHER CAPITAL EXPE	16,057
Total Expense	<u>26,639</u>
Net Ordinary Income	-26,308
Other Income/Expense	
Other Income	
TRANSFERS	13,350
Total Other Income	<u>13,350</u>
Net Other Income	13,350
Net Income	<u><u>-12,958</u></u>

# Richards Library

## Monthly Funds Activity Report

### February 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
<b>GFNB #--6131 -Operat &amp; DF (X1)</b>						
<b>Operating Account - GFNB</b>						
Bill Pmt -Check	02/01/2022	6362	CINTAS			38.63
Check	02/05/2022	6366	RICHARDS LIBRARY	2022 ANNUAL BUDGETED CAP EX TRANSFER		13,350.00
Check	02/05/2022	6367	RICHARDS LIBRARY	TRANSFER 2021 EOY SURPLUS FUNDS TO OPERATING SAVINGS		22,307.78
Check	02/05/2022	6368	FRAZIER, DARRYL	REPLACE DIRECT DEPOSIT RETURNED		152.38
Deposit	02/06/2022			Deposit	18.00	
Bill Pmt -Check	02/10/2022	6376	BACKGROUND ASSURANCE SERVICES	EMPLOYEE BACKGROUND CHECK SHERMAN & ELLSWORTH		134.00
Bill Pmt -Check	02/10/2022	6377	BAKER & TAYLOR	BOOKS		139.30
Bill Pmt -Check	02/10/2022	6378	BRALEY & NOXON	CAULK GUN AND CAULK		28.97
Bill Pmt -Check	02/10/2022	6379	HOMETOWN OIL	ACCOUNT 235010		660.49
Bill Pmt -Check	02/10/2022	6380	SOUTHERN ADIRONDACK LIBRARY SYST...			1,621.92
General Journal	02/11/2022	PAYROLL		-MULTIPLE-		6,382.33
Check	02/11/2022	A/W	TIME WARNER CABLE #2501	02/04/2022-03/03/2022		124.98
Check	02/11/2022	A/W	NATIONAL GRID	1/06/21-02/04/2022		372.61
Deposit	02/13/2022			Deposit	17.00	
Bill Pmt -Check	02/14/2022	6369	BAKER & TAYLOR			388.69
Bill Pmt -Check	02/14/2022	6370	DISCOVER MAGAZINE	1 YR		26.95
Bill Pmt -Check	02/14/2022	6371	FIRST BANKCARD	#4418---4676		274.92
Bill Pmt -Check	02/14/2022	6372	HOMETOWN OIL	ACCOUNT 235010		1,034.86
Bill Pmt -Check	02/14/2022	6373	LAWLER, BECKY	TIME CARDS		58.85
Bill Pmt -Check	02/14/2022	6374	NATIONAL BUSINESS TECHNOLOGIES*	TONER		39.20
Bill Pmt -Check	02/14/2022	6375	SOUTHERN ADIRONDACK LIBRARY SYST...			1,337.49
Check	02/15/2022	A/W	NATIONAL BUSINESS LEASING	1/15/22-2/14/22		96.56
Check	02/15/2022	A/W	VERIZON	1/22/22-02/21/22		32.09
Check	02/15/2022	A/W	NATIONAL BUSINESS LEASING	1/15/22 - 2/14/22 INVOICE #75203245		96.56
Deposit	02/20/2022			Deposit	15.00	
Total Operating Account - GFNB					50.00	48,699.56
Total GFNB #--6131 -Operat & DF (X1)					50.00	48,699.56
<b>OPERATING SAVINGS - GFNB (X2)</b>						
<b>Non-Designated Operating Saving</b>						
Check	02/05/2022	6367	RICHARDS LIBRARY	TRANSFER 2021 EOY SURPLUS FUNDS TO OPERATING SAVINGS	22,307.78	
Total Non-Designated Operating Saving					22,307.78	0.00
Total OPERATING SAVINGS - GFNB (X2)					22,307.78	0.00
<b>RESERVE FUNDS</b>						
<b>GFNB Reserve Sav #40392707 (X2)</b>						
<b>Capital Ex Reserve Funds</b>						
Check	02/05/2022	6366	RICHARDS LIBRARY	2022 ANNUAL BUDGETED CAP EX TRANSFER	13,350.00	
Total Capital Ex Reserve Funds					13,350.00	0.00
<b>Director's Discretionary Fund</b>						
General Journal	02/07/2022	CD #839682		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FU...	0.85	
General Journal	02/07/2022	CD #839683		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FU...	1.27	
General Journal	02/09/2022	CD #839684		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FU...	1.06	
General Journal	02/09/2022	CD #839685		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FU...	1.27	
General Journal	02/09/2022	CD #839686		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FU...	1.27	
Total Director's Discretionary Fund					5.72	0.00
Total GFNB Reserve Sav #40392707 (X2)					13,355.72	0.00

**Richards Library**  
**Monthly Funds Activity Report**  
**February 2022**

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
<b>RESERVE FUND CD's @ GFNB (X2)</b>						
<b>CD #839682 (1 YEAR LADDER)</b>						
General Journal	02/07/2022	CD #839682		RESERVE CD INTEREST EARNED	0.85	
General Journal	02/07/2022	CD #839682		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FU...		0.85
Total CD #839682 (1 YEAR LADDER)					0.85	0.85
<b>CD #839683 (1 YEAR LADDER)</b>						
General Journal	02/07/2022	CD #839683		RESERVE CD INTEREST EARNED	1.27	
General Journal	02/07/2022	CD #839683		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FU...		1.27
Total CD #839683 (1 YEAR LADDER)					1.27	1.27
<b>CD #839684 (3 YEAR LADDER)</b>						
General Journal	02/09/2022	CD #839684		RESERVE CD INTEREST EARNED	1.06	
General Journal	02/09/2022	CD #839684		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FU...		1.06
Total CD #839684 (3 YEAR LADDER)					1.06	1.06
<b>CD #839685 (3 YEAR LADDER)</b>						
General Journal	02/09/2022	CD #839685		RESERVE CD INTEREST EARNED	1.27	
General Journal	02/09/2022	CD #839685		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FU...		1.27
Total CD #839685 (3 YEAR LADDER)					1.27	1.27
<b>CD #839686 (3 YEAR LADDER)</b>						
General Journal	02/09/2022	CD #839686		RESERVE CD INTEREST EARNED	1.27	
General Journal	02/09/2022	CD #839686		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FU...		1.27
Total CD #839686 (3 YEAR LADDER)					1.27	1.27
Total RESERVE FUND CD's @ GFNB (X2)					5.72	5.72
Total RESERVE FUNDS					13,361.44	5.72
<b>RESTRICTED FUNDS</b>						
<b>TEMPORARY - RESTRICTED BY BOARD</b>						
<b>Special Acc't #5976 - GFNB (X1)</b>						
<b>Non-Designated Funds - S/A</b>						
Deposit	02/06/2022			Deposit	250.00	
Deposit	02/20/2022			Deposit	25.00	
Total Non-Designated Funds - S/A					275.00	0.00
Total Special Acc't #5976 - GFNB (X1)					275.00	0.00
Total TEMPORARY - RESTRICTED BY BOARD					275.00	0.00
Total RESTRICTED FUNDS					275.00	0.00
<b>TOTAL</b>					<b>35,994.22</b>	<b>48,705.28</b>

# THE RICHARDS LIBRARY



## Director's Report

February 25, 2022

- Letter sent to BOE and Kevin Geraghty.
- Existing electrical survey completed 2/8. Awaiting write-up.
- Water leaked into basement 2/9.
- Andy's work list: upstairs bathroom faucet-in progress, Brick Design-in progress, employee stair railing-in progress
- Attended Children's Summer Reading Workshop
- No submissions for 2022 lawn care.
- Annual Report to be submitted to SALS 03/01. Then to NYS 03/15.
- See attached draft new director article submission.
- Programs:
  - Stretching for Teens
  - Story Time & Activity (used Zoom for *Small Tales* to join)
  - Cooking video: Funny Face Pizzas w/Gayatri

## Upcoming Events & Programs

\*\* Program flyers can be found on the Richards Library website, our Facebook page, or at the library. \*\*

- Tech Help, Tuesdays & Thursdays, 3:00-5:00p
- New *Take and Make Crafts* each Friday
- Stretching for Teens (3/9, 23)
- Reading at *Small Tales* (3/10)
- Story Time & Activity (3/29)

## Upcoming staff training

- CPR & AED (Mar)
- Sexual Harassment Prevention (Mar)

## Statistics for the Year

See attached *2022 Monthly Statistics* with data through 2/26. Missing stats will be made available once released on 03/01.

Respectfully submitted,

*Shelby Burkhardt*

Library Director

## **New Director at the Richards Library in Warrensburg, NY**

I would like to thank Miss Mary Crandall, Mrs. Jennie Cameron, Miss Sarah Farrar, and Mr. Mike Sullivan for the devotion, love, and care that has been instilled into the Richards Library since 1901.

My name is Shelby Burkhardt, and I am its next caretaker. I plan to fill this role with creativity, curiosity, encouragement, hard work, and patience. I seek to empower individuals through informed resources and creative outlets. I hope to nurture and grow alongside the library. I aspire for the Richards Library to remain a relevant, inclusive center in our community.

We are working hard to host a variety of programming in Summer 2022. Like us on Facebook for updates. We have numerous new faces working, so come say hi and meet the new crew!  
Hours: M-F 10-6, Sa 9-12.



## 2022 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holds Placed	Holds Sat	Items W/D	Items Acc	WiFi Conn
January	497	46	76	4	1137	20	370	368	1	97	175
February	379	51	73	0	1084	18	373	341	4	106	148
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
2022 TOTALS	876	97	149	4	2221	38	743	709	5	203	323
	O/A Att 973		O/A Comp 153		O/A Circ. 2221						

## PROPOSAL

Job Name: Warrensburgh Library

Invoice To: Richards Library

Site Address: 36 ELM ST  
WARRENSBURG, NY 12885-1625

36 ELM ST  
WARRENSBURG, NY 12885-1625

Contact:

Sales Rep: Krebs, Stephanie J

Email: stephanie.krebs@davisulmer.us

Work Description: While onsite performing an inspection on 1/03/2022, deficiencies were found. We propose the following corrective actions:

1. We shall perform a 5 year internal obstruction investigation on (1) dry sprinkler systems and (1) wet sprinkler system - there is no record of these inspections having been performed.

- The systems will be shutdown and drained to allow us to open it in a minimum of four (4) points to perform the obstruction investigation
- Pictures will be taken to document findings
- Upon completion the systems will be returned to service
- The risers will be tagged to indicate date completed
- Documentation will be submitted

2. We shall perform a 3rd year air leakage test on (1) dry sprinkler system using the following method - there is no record of having been performed.

- System air pressure will be locked in at 40 PSI between the systems air maintenance devices and the valve/ riser assembly
- System pressure will be monitored over the course of (2) hours to determine if the systems are losing pressure above allowed minimums
- Upon completion the systems will be returned to service

3. Hydrostatic FDC Testing - Perform a hydrostatic test of the fire department connection. FDC's shall be hydrostatically tested every 5 years as per NFPA \*NOTE: This work must be performed after the threat of freezing weather conditions has passed.

4. We shall furnish & install the following gauges which were found to be over 5 years old. As per NFPA, gauges shall be calibrated or replaced every 5 years.

- (3) 0-300 psi water gauges
- (1) 0-80 psi air gauge

5. Perform a site survey of sprinkler heads for both dry sprinkler system. Once complete a list will be compiled to be left in each sprinkler head box.

PROPOSED TOTAL: \$2,460.00



DAVIS-ULMER SPRINKLER COMPANY INC.

25 Post Road, Suite 4  
Albany NY. 12205

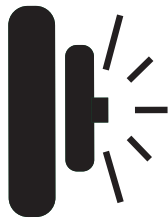
Proposal: FQ2201040032

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ PO#: \_\_\_\_\_

# **INSPECTION CAPABILITIES**

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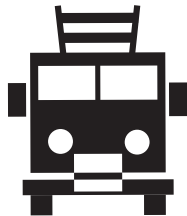
**FIRE  
ALARM**



**FIRE  
SPRINKLER**



**FIRE  
SUPPRESSION**



**FIRE ALARM  
MONITORING**



**FIRE  
EXTINGUISHER**



**EM/EXIT  
LIGHTING**

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**CONTACT US TODAY FOR A QUOTE**

Phone: 518-273-7377

Online: [davisulmer.com/rfq](https://davisulmer.com/rfq)



Davis Ulmer Sprinkler Co

25 Post Rd #4

Albany, NY 12205

Phone: 518-273-7377

## BACKFLOW ASSEMBLY TEST FORM

CUSTOMER NAME Richards Library		ACCOUNT NUMBER		WATER METER NUMBER	
SERVICE ADDRESS 36 ELM ST, WARRENSBURG, NY, 12885-1625		TYPE OF INSTALLATION <input checked="" type="checkbox"/> CONTAINMENT <input type="checkbox"/> ISOLATION		DATE OF TEST 1/3/2022	TIME TESTED 1:37 PM
HEIGHT OF ASSEMBLY ABOVE SURFACE <u>20</u> IN.	MANUFACTURER WILKINS	MODEL 350A	SIZE 3"	ASSEMBLY NO. U35633	
SUPPLY PRESSURE AT ASSEMBLY <u>129</u> PSI	DISCHARGE PRESSURE AT ASSEMBLY <u>126</u> PSI	SIZE OF SERVICE LINE <u>4"</u> IN.	AIR GAP (RP DISCHARGE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	"Y" STRAINER INSTALLED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	BLOW-OFF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO SIZE <u>      </u> IN.
TYPE OF ASSEMBLY <input type="checkbox"/> RPZA <input checked="" type="checkbox"/> DCVA <input type="checkbox"/> FIRE CHECK <input type="checkbox"/> PVB <input type="checkbox"/> AVB <input type="checkbox"/> AIR GAP			TYPE OF FREEZE PROTECTION <input type="checkbox"/> OUTDOOR ENCLOSURE <input checked="" type="checkbox"/> INSIDE BUILDING <input type="checkbox"/> NONE		
REDUCED PRESSURE ZONE ASSEMBLY (RPZA) 1 <sup>ST</sup> CHECK VA <u>      </u> psi* (5 or more) <input type="checkbox"/> PASSED (HOLDING IN DIRECTION OF FLOW) RELIEF VALVE <u>      </u> psi* (2 or more) <input type="checkbox"/> (OPENED AT) DIFFERENCE <u>      </u> psi* (3 or more) <input type="checkbox"/> (1 <sup>ST</sup> CHECK VALVE) 2 <sup>ND</sup> CHECK VA (HOLDING BACK PRESSURE) <input type="checkbox"/> NO. 2 SHUTOFF VALVE (LEAK TIGHT) <input type="checkbox"/> 2 <sup>ND</sup> CHECK VA <u>      </u> psi* (1 or more) <input type="checkbox"/> (HOLDING IN DIRECTION OF FLOW) (* POUNDS PER SQUARE INCH) <b>FAILURE REQUIRES REPAIR AND RE-TESTING</b> A Separate Test Form is Required for Both Main and Detector Assemblies			DOUBLE CHECK VALVE ASSEMBLY (DCVA) 1 <sup>ST</sup> CHECK VA <u>3.2</u> psi* (1 or more) <input checked="" type="checkbox"/> PASSED (HOLDING IN DIRECTION OF FLOW) 2 <sup>ND</sup> CHECK VA (HOLDING BACK PRESSURE) <input checked="" type="checkbox"/> NO. 2 SHUTOFF VALVE (LEAK TIGHT) <input type="checkbox"/> 2 <sup>ND</sup> CHECK VA <u>2.6</u> psi* (1 or more) <input checked="" type="checkbox"/> (HOLDING IN DIRECTION OF FLOW) DESCRIBE TYPE OF BUSINESS <b>Educational</b> LOCATION OF ASSEMBLY ON PROPERTY In the mechanical room. <input type="checkbox"/> BY METER		
DID ASSEMBLY PASS OR FAIL <input checked="" type="checkbox"/> PASSED <input type="checkbox"/> FAILED			TYPE OF APPLICATION <input type="checkbox"/> DOMESTIC <input type="checkbox"/> LAWN IRRIGATION <input checked="" type="checkbox"/> FIRE SYSTEM		
NAME OF INSTALLATION COMPANY (FOR NEW ASSY.)		TELEPHONE	<input type="checkbox"/> NEW INSTALLATION <input type="checkbox"/> REPLACEMENT	DATE INSTALLED	
REMARKS:					

I HEREBY CERTIFY THAT THE ABOVE TEST IS TRUE, ACCURATE AND REFLECTS THE PROPER OPERATION OF THE ASSEMBLY:

LICENSE # NYS BF # 9268	COMPANY Davis Ulmer Sprinkler Co	ASSEMBLY TESTING TECHNICIAN James Shord	TESTERS TELEPHONE 518-273-7377	
CUSTOMERS REPRESENTATIVE (PRINTED) Shelby Burkhardt		CUSTOMERS TELEPHONE 518-623-3011	TEST GAUGE SERIAL # 748144	CALIBRATION DATE 8/9/2021

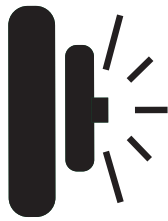
**SECTION IV - OTHER TERMS AND LIMITATIONS**

1. This Agreement is for inspection services only. If Customer wants Company to make any repairs, alterations or replacements as a result of the inspection services performed pursuant to this Agreement, such work and the additional compensation to Company must be specified in a separate written agreement between Company and Customer.
2. Any additional system equipment added to the Property after the date of this Agreement or not otherwise specified in Section II of this Agreement is not included in the inspection services to be provided pursuant to this Agreement. Inclusion of any such other equipment will require execution of an amendment to this agreement and adjustment of the inspection fee.
3. The inspection services provided by Company pursuant to this Agreement are limited to an evaluation of the functionality of the equipment identified in Section II above. Company will not evaluate or express any opinion as to whether the design and/or installation of the system are suitable for the Property or the operations at the Property.
4. Company's inspection is limited to a visual inspection of external readily accessible parts of the system and will not include every component including but not limited to sprinkler heads, pipe, fittings, hangers, pull stations, smoke detectors, conduit wire or other parts of the system being inspected. Company will only inspect a representative number or sample of the sprinkler heads, pipes, hangers, valves or other devices and equipment in their current position. THEREFORE, BY CONDUCTING ITS INSPECTION UNDER THIS AGREEMENT, COMPANY DOES NOT GUARANTEE OR WARRANT THE CONDITION OR OPERATION OF EVERY PIPE, SPRINKLER HEAD OR OTHER PART OF THE FIRE PROTECTION AND/OR FIRE ALARM/SECURITY SYSTEM ON THE PROPERTY.
5. AS A MATERIAL INDUCEMENT FOR COMPANY TO PROVIDE THE SERVICES SPECIFIED IN THIS AGREEMENT AT THE INSPECTION FEE QUOTED IN THIS AGREEMENT, CUSTOMER AGREES THAT COMPANY'S LIABILITY TO CUSTOMER AND ALL THIRD PARTIES WITH RESPECT TO ANY CLAIM UNDER THIS AGREEMENT, OR ARISING FROM THE SERVICES FURNISHED BY COMPANY, SHALL BE LIMITED TO THE LESSER OF \$1,000.00 OR THE TOTAL CONSIDERATION ACTUALLY RECEIVED BY COMPANY UNDER THIS AGREEMENT. THE FOREGOING LIMITATION SHALL APPLY TO ALL CLAIMS REGARDLESS OF THE NATURE THEREOF, INCLUDING CLAIMS ASSERTED AS A BREACH OF CONTRACT, A BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE. IN NO EVENT SHALL COMPANY BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, AND INDIRECT OR PUNITIVE DAMAGES, OR DAMAGES FOR LOST PROFITS. If Customer desires Company to accept an increased limit of liability for the services provided under this Agreement, Company will provide an alternate inspection fee quote reflecting such increased limit, provided, however, that the increased limit shall be effective only upon Company's and Customer's execution of a replacement agreement confirming the same and Customer's payment of the alternate fee.
6. Company, following each inspection, will provide to Customer a written "Report of Inspection" ("Report"). If required and/or with prior written authorization, Company will provide copies of the Report to the local or state authority having jurisdiction on behalf of Customer. If requested by Customer, a copy of the Report will also be forwarded to Customer's insurance company. The Report and recommendations, if any, by Company are only advisory in nature and are intended to assist Customer in reducing the possibility of loss to the Property by indicating obvious defects or impairments to the system(s) which were discovered by Company's inspection and which should receive prompt attention.

7. Customer agrees to obtain and shall be solely responsible to maintain property and casualty insurance for the Property, all contents therein, and operations performed within or around the Property. No insurance company, insurer or bonding company or their successors or assigns shall have any right of subrogation or otherwise against Company arising out of this Agreement or the services provided by Company pursuant to this Agreement.
8. Customer agrees to indemnify, defend and hold harmless Company, its agents, and employees from and against any and all claims, demands, suits, liabilities, damages, judgments, losses and expenses (including, without limitation, attorneys' fees) which may be asserted against or incurred by Company by any third party arising out of or related to this Agreement or the services provided by Company pursuant to this Agreement.
9. Company will make every reasonable effort to prevent the discharge of water into or onto areas of landscaping, decorative pavement, etc., at the Property, however it is Customer's responsibility to provide sufficient and readily accessible means to accept the full flow of water that may be required by tests as determined by the type of inspection and to take measures to eliminate the formation of ice in any area where a slip and fall hazard could occur.
10. This Agreement may not be assigned by Customer without the written consent of Company.
11. This Agreement may be signed in counterparts; a signed facsimile, photocopy, and/or electronic mail of this Agreement shall be as binding on both parties just as though this Agreement were executed in its original, pre-printed form.
12. This Agreement constitutes the entire Agreement between Company and Customer regarding the subject matter hereof and supersedes all prior agreements and understandings relating thereto. Although Customer for its convenience or in furtherance of its internal procedures may issue to Company a purchase order, order acknowledgement or similar form in connection with the services provided by Company pursuant to this Agreement, no term or condition in any such form that is different from or in addition to the terms set forth in this Agreement shall be applicable, and all such different or additional terms shall be ineffective and void. This Agreement cannot be amended or modified except by a writing signed by Customer and Company.
13. Customer acknowledges Company is relying upon the accuracy of the information regarding Customer and the Property set forth in Sections I of this Agreement. Customer represents that all such information is complete and accurate as of the date on which this Agreement is signed by Customer. Customer will promptly advise Company in writing of any change to such information.
14. Other inclusions, exclusions, or attachments (if any) we exclude fire alarm.

# **INSPECTION CAPABILITIES**

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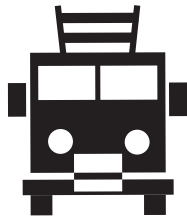
**FIRE  
ALARM**



**FIRE  
SPRINKLER**



**FIRE  
SUPPRESSION**



**FIRE ALARM  
MONITORING**



**FIRE  
EXTINGUISHER**



**EM/EXIT  
LIGHTING**

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# Dry Fire Sprinkler System Inspection Report



**Location Code:** JQUPQAS

**Contact:** Shelby

**Contact Address:** 36 ELM ST  
WARRENSBURG, NY 12885-1625

**Phone:**

**Email:**

**Property Evaluated:** Richards Library (Educational)  
36 ELM ST  
WARRENSBURG, NY 12885-1625

**Description:** Dry (3" Victaulic FireLock NXT s/n:  
G4070036 (Attic System))

**Work Order:** SV

**Company:** Davis Ulmer Sprinkler Co  
NYS Fire Alarm License 12000063334,  
Expires: 6/30/2023

**Address:** 25 Post Rd #4  
Albany, NY 12205

**Company Phone:** 518-273-7377

**Inspector:** James Shord  
NYS BF # 9268

**Date of Work:** 1/3/2022

**Frequency:** Annual

**Tag:** 1052-

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## Attached Files

Terms and Limitations.pdf 0.2MB

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## Deficiency Summary

**Status:** Open

1.A.4

4. Has there been an internal inspection of the piping within the last 5 years?

There are know five year Inspection tags on the system. The 3" dry is do for a 5th year internal inspection per NFPA.

---

**Status:** Open

5.j

j. Has there been an air leakage test of the system(s) within the last 3 years?

There needs to be a 3rd year air leakage test completed on the 3" dry system per NFPA.

---

**Status:** Open

9.b

b. Are all of the gauges dated within 5 years or compared to a calibrated gauge?

The water and air gauges are outdated and are in need of replacement per NFPA.

---

**Status:** Open

9.f

f. Is a list of the installed sprinkler heads kept in the spare head cabinet?

Their is know list of sprinkler heads listed on sprinkler head boxes. Per NFPA there shall be a list.

---

## General Comments

*These items are outside the regular scope of the required inspection and are not the result of an engineering review. This information is not intended to be all-inclusive but rather a list of items discovered as a by-product of the required inspection.*

There are no general comments for this submission



Davis Ulmer Sprinkler Co

25 Post Rd #4

Albany, NY 12205

Phone: 518-273-7377

## Dry Fire Sprinkler System Inspection Report

Tag \_\_\_\_\_ 1052-  
Inspection Frequency: \_\_\_\_\_ Annual  
Property Being Evaluated: \_\_\_\_\_  
Richards Library (Educational)  
Owner: \_\_\_\_\_  
Shelby  
Owner's Phone Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
36 ELM ST, WARRENSBURG, NY, 12885-1625

### 1. General

#### A. (To be filled out by the Owner or Owner's Representative)

Has the Owners section been answered on another inspection report that will be submitted with this inspection report? ☒ Yes ☒ No

Answers to the following questions should be for all fire and life safety systems and not limited to the scope of the present inspection form.

1. Has the occupancy, machinery, or operations remained the same since the last inspection? ☒ Yes ☐ No

2. Has the system(s) remained in service without modifications or repairs since the last inspection? ☒ Yes ☐ No

3. If a fire has occurred since the last inspection, have all damaged sprinkler system components been replaced? ☒ Yes ☐ No ☐ N/A

4. Has there been an internal inspection of the piping within the last 5 years? ☐ Yes ☒ No ☐ N/A

4a. Date last checked (Checking is recommended at least every 5 years) \_\_\_\_\_ ???

5. Have fire pumps had a curve test completed in the past 12 months? ☐ Yes ☐ No ☒ N/A

6. Are gravity, surface, or pressure tanks protected from freezing? ☐ Yes ☐ No ☒ N/A

7. Are any sprinkler heads or other sprinkler system components exposed to harsh conditions (ie. Corrosive atmospheres, extreme temperatures, etc.) ☐ Yes ☒ No ☐ N/A

8. Do any systems contain low-point drains, excluding wet systems? (Please note - Low point drains should be emptied of condensation on a regular basis) ☐ Yes ☒ No ☐ N/A

9. Does the valve room have adequate heat to maintain a minimum of 40 F? ☒ Yes ☐ No ☐ N/A

The above answers are verified as accurate and current by the undersigned Owner or Owner's Representative for all fire and life safety systems.

Owner Signature

Printed

Shelby Burkhardt

Title

Assistant Director

Date

1/3/2022

### B. (To be answered by the inspector)

a. Is System in service upon arrival? ☒ Yes ☐ No

b. Was the alarm panel free of alarm and trouble signals upon arrival? (If no, please explain in comments) ☒ Yes ☐ No ☐ N/A

c. Does there appear to be proper clearance between the top of all storage and the sprinkler deflector? ☒ Yes ☐ No ☐ N/A

### 2. Control Valves

a. Do Control Valves appear to be free of damage/leaks? ☒ Yes ☐ No

b. Are all control valves sealed, secured, or supervised in the open position? ☒ Yes ☐ No

Control Valves:	No. of Valves:	Type:	Additional Info:	Easily Accessible?	Signs?	Valve in proper position?	Secured?	Supervision Operational?
Dry	1	BFV	3"	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

### 3. Water Supplies

a. Water Supply Source ☒ City ☐ Private  
☐ Pressure Fire Pump & Tank ☐ Pressure Fire Pump & City ☐ Pressure Fire Pump & Pond

Main Drain	Test Pipe Size	Static Pressure Before	Flow Pressure	Static Pressure After	Test Pipe Location	Time to Restore Pressure	Results
Dry	1-1/4"	129	105	130	At the valve.	5.0 seconds.	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A

**4. Tanks, Pumps, Fire Dept. Connections**

- a. Appears that the F.D.C. is in satisfactory condition, couplings free, caps or plugs in place and check valves tight? ☒ Yes ☐ No ☐ N/A
- b. Are fire department connections visible, accessible, and identification sign(s) in place? ☒ Yes ☐ No ☐ N/A
- c. Do fire pumps, gravity, surface and pressure tanks appear to be in good external condition and properly maintained? ☐ Yes ☐ No ☒ N/A

**5. Dry Systems**

- a. No. of Systems 1
- b. Is the Hydraulic Name Plate, if required, securely attached and legible? ☐ Yes ☐ No ☒ N/A
- c. Are the air pressure and/or priming water levels normal? ☒ Yes ☐ No ☐ N/A
- d. Do Valve and Trim appear to be free of damage/leaks and in good condition? ☒ Yes ☐ No ☐ N/A
- e. Does Valve and Trim appear to be in its appropriate open or closed positions at time of inspection? ☒ Yes ☐ No ☐ N/A
- f. Have all control valves been fully operated and returned to normal their position? ☒ Yes ☐ No ☐ N/A
- g. Is the enclosure around the dry valve heated to a minimum of 40F at the time of inspection? ☒ Yes ☐ No ☐ N/A
- h. Did the pressure gauge on QOD indicate the same pressure as the air gauge on the system side of the dry valve? ☐ Yes ☐ No ☒ N/A
- i. Does the QOD appear to be free from leakage at the time of inspection? ☐ Yes ☐ No ☒ N/A
- j. Has there been an air leakage test of the system(s) within the last 3 years? ☐ Yes ☒ No

Leakage Test Date

???

**6. Trip Test**

- a. Were dry system trip tests performed? ☒ Yes ☐ No ☐ N/A
- b. Low air pressure signal passed the test? ☒ Yes ☐ No ☐ N/A
- c. Date of last full trip test? ???
- d. Did the air compressor operate satisfactorily? ☒ Yes ☐ No ☐ N/A
- e. Were readily accessible and visible low points drained during this inspection? ☒ Yes ☐ No ☐ N/A
- f. Did all the dry valves operate satisfactorily during this inspection? ☒ Yes ☐ No ☐ N/A
- g. Does the intermediate chamber appear to be free from leakage at the time of inspection? ☒ Yes ☐ No ☐ N/A

System: Make, Model, Size, and Location	Test Type	Air (psi)	Water (psi)	Trip (psi)	Trip Time (sec)	Water Delivery (sec)
Victaulic S/768 3" in the basement.	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Partial <input type="checkbox"/> Full	13	129	7	Na	Na

**7. After Tests**

- a. Does the air pressure maintained appear to be at proper setting for system? ☒ Yes ☐ No ☐ N/A
- b. Have all known drum drip/low point drains been drained and inspected during the inspection? ☒ Yes ☐ No ☐ N/A

**8. Alarms**

- a. Did the water motor gong operate during testing? ☐ Yes ☐ No ☒ N/A
- b. Did the electric alarms operate during testing? ☒ Yes ☐ No ☐ N/A
- c. Did alarms activate within appropriate time? ☒ Yes ☐ No ☐ N/A

System	Time
Dry	Under 60 seconds.

- d. Did the supervisory alarms operate during testing? ☒ Yes ☐ No ☐ N/A
- e. Was the alarm panel clear of alarm and trouble signals upon departure? (If no, please explain in comments) ☒ Yes ☐ No ☐ N/A

**9. Systems, Sprinklers, and Piping (Inspected from ground level)**

- a. Do all gauges appear to be in good condition and read within normal range? ☒ Yes ☐ No ☐ N/A

- b. Are all of the gauges dated within 5 years or compared to a calibrated gauge? ☐ Yes ☒ No ☐ N/A
- c. Do sprinkler heads generally appear to be free of damage, corrosion, paint, loading and visible obstruction, and appear to be installed in the correct orientation? ☒ Yes ☐ No ☐ N/A
- d. Do escutcheons and cover plates for recessed, flush, and concealed sprinklers generally appear to be installed? ☒ Yes ☐ No ☐ N/A
- e. Are extra sprinklers heads available on the premises in a head cabinet, along with the appropriate head wrench? ☒ Yes ☐ No ☐ N/A
- f. Is a list of the installed sprinkler heads kept in the spare head cabinet?  
Make/Model of Heads: ??? ☐ Yes ☒ No ☐ N/A
- g. Does the exterior condition of fire sprinkler system appear to be satisfactory? ☒ Yes ☐ No ☐ N/A
- h. Have all dry heads known to be more than 10 years old been replaced or a sample tested? ☐ Yes ☐ No ☒ N/A
- i. Have all QR heads known to be more than 20 years old been replaced or a sample tested? ☒ Yes ☐ No ☐ N/A
- j. Have all SR heads known to be more than 50 years old been replaced or a sample tested? ☒ Yes ☐ No ☐ N/A
- k. Have all heads known to be more than 75 Years old been replaced or sample tested? ☐ Yes ☐ No ☒ N/A
- l. Do all known high-temp and sprinklers subject to harsh conditions appear to be less than 5 years old? ☐ Yes ☐ No ☒ N/A
- m. Does the hand hose valve(s) on the sprinkler system appear to be in satisfactory condition? ☐ Yes ☐ No ☒ N/A
- n. Do all visible pipe supports/hangers and seismic bracing appear to be in good condition? ☒ Yes ☐ No ☐ N/A

**10. Observations**

*These items are outside the regular scope of the required inspection and are not the result of an engineering review. This information is not intended to be all-inclusive but rather a list of items discovered as a by-product of the required inspection.*

Please see the summary section at the top of the form for the comments.

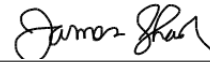
**11. Adjustments or Corrections Made:****12. List Changes in the Occupancy Hazard or Fire Protection Equipment, as Advised by the Owner in Section 1A****13. Inspector Information:**

Test Verification:

Inspected By

Inspector Signature

James Shord



Inspector License:

Date of Work

NYS BF # 9268

1/3/2022

**Inspection Notes**

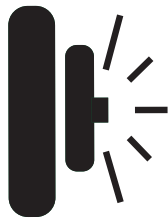
**SECTION IV - OTHER TERMS AND LIMITATIONS**

1. This Agreement is for inspection services only. If Customer wants Company to make any repairs, alterations or replacements as a result of the inspection services performed pursuant to this Agreement, such work and the additional compensation to Company must be specified in a separate written agreement between Company and Customer.
2. Any additional system equipment added to the Property after the date of this Agreement or not otherwise specified in Section II of this Agreement is not included in the inspection services to be provided pursuant to this Agreement. Inclusion of any such other equipment will require execution of an amendment to this agreement and adjustment of the inspection fee.
3. The inspection services provided by Company pursuant to this Agreement are limited to an evaluation of the functionality of the equipment identified in Section II above. Company will not evaluate or express any opinion as to whether the design and/or installation of the system are suitable for the Property or the operations at the Property.
4. Company's inspection is limited to a visual inspection of external readily accessible parts of the system and will not include every component including but not limited to sprinkler heads, pipe, fittings, hangers, pull stations, smoke detectors, conduit wire or other parts of the system being inspected. Company will only inspect a representative number or sample of the sprinkler heads, pipes, hangers, valves or other devices and equipment in their current position. THEREFORE, BY CONDUCTING ITS INSPECTION UNDER THIS AGREEMENT, COMPANY DOES NOT GUARANTEE OR WARRANT THE CONDITION OR OPERATION OF EVERY PIPE, SPRINKLER HEAD OR OTHER PART OF THE FIRE PROTECTION AND/OR FIRE ALARM/SECURITY SYSTEM ON THE PROPERTY.
5. AS A MATERIAL INDUCEMENT FOR COMPANY TO PROVIDE THE SERVICES SPECIFIED IN THIS AGREEMENT AT THE INSPECTION FEE QUOTED IN THIS AGREEMENT, CUSTOMER AGREES THAT COMPANY'S LIABILITY TO CUSTOMER AND ALL THIRD PARTIES WITH RESPECT TO ANY CLAIM UNDER THIS AGREEMENT, OR ARISING FROM THE SERVICES FURNISHED BY COMPANY, SHALL BE LIMITED TO THE LESSER OF \$1,000.00 OR THE TOTAL CONSIDERATION ACTUALLY RECEIVED BY COMPANY UNDER THIS AGREEMENT. THE FOREGOING LIMITATION SHALL APPLY TO ALL CLAIMS REGARDLESS OF THE NATURE THEREOF, INCLUDING CLAIMS ASSERTED AS A BREACH OF CONTRACT, A BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE. IN NO EVENT SHALL COMPANY BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, AND INDIRECT OR PUNITIVE DAMAGES, OR DAMAGES FOR LOST PROFITS. If Customer desires Company to accept an increased limit of liability for the services provided under this Agreement, Company will provide an alternate inspection fee quote reflecting such increased limit, provided, however, that the increased limit shall be effective only upon Company's and Customer's execution of a replacement agreement confirming the same and Customer's payment of the alternate fee.
6. Company, following each inspection, will provide to Customer a written "Report of Inspection" ("Report"). If required and/or with prior written authorization, Company will provide copies of the Report to the local or state authority having jurisdiction on behalf of Customer. If requested by Customer, a copy of the Report will also be forwarded to Customer's insurance company. The Report and recommendations, if any, by Company are only advisory in nature and are intended to assist Customer in reducing the possibility of loss to the Property by indicating obvious defects or impairments to the system(s) which were discovered by Company's inspection and which should receive prompt attention.

7. Customer agrees to obtain and shall be solely responsible to maintain property and casualty insurance for the Property, all contents therein, and operations performed within or around the Property. No insurance company, insurer or bonding company or their successors or assigns shall have any right of subrogation or otherwise against Company arising out of this Agreement or the services provided by Company pursuant to this Agreement.
8. Customer agrees to indemnify, defend and hold harmless Company, its agents, and employees from and against any and all claims, demands, suits, liabilities, damages, judgments, losses and expenses (including, without limitation, attorneys' fees) which may be asserted against or incurred by Company by any third party arising out of or related to this Agreement or the services provided by Company pursuant to this Agreement.
9. Company will make every reasonable effort to prevent the discharge of water into or onto areas of landscaping, decorative pavement, etc., at the Property, however it is Customer's responsibility to provide sufficient and readily accessible means to accept the full flow of water that may be required by tests as determined by the type of inspection and to take measures to eliminate the formation of ice in any area where a slip and fall hazard could occur.
10. This Agreement may not be assigned by Customer without the written consent of Company.
11. This Agreement may be signed in counterparts; a signed facsimile, photocopy, and/or electronic mail of this Agreement shall be as binding on both parties just as though this Agreement were executed in its original, pre-printed form.
12. This Agreement constitutes the entire Agreement between Company and Customer regarding the subject matter hereof and supersedes all prior agreements and understandings relating thereto. Although Customer for its convenience or in furtherance of its internal procedures may issue to Company a purchase order, order acknowledgement or similar form in connection with the services provided by Company pursuant to this Agreement, no term or condition in any such form that is different from or in addition to the terms set forth in this Agreement shall be applicable, and all such different or additional terms shall be ineffective and void. This Agreement cannot be amended or modified except by a writing signed by Customer and Company.
13. Customer acknowledges Company is relying upon the accuracy of the information regarding Customer and the Property set forth in Sections I of this Agreement. Customer represents that all such information is complete and accurate as of the date on which this Agreement is signed by Customer. Customer will promptly advise Company in writing of any change to such information.
14. Other inclusions, exclusions, or attachments (if any) we exclude fire alarm.

# **INSPECTION CAPABILITIES**

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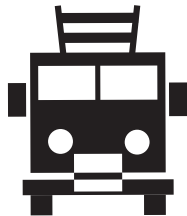
**FIRE  
ALARM**



**FIRE  
SPRINKLER**



**FIRE  
SUPPRESSION**



**FIRE ALARM  
MONITORING**



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**EM/EXIT  
LIGHTING**

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# Wet Fire Sprinkler System Inspection Report



**Location Code:** JQUPQAS

**Contact:** Shelby

**Contact Address:** 36 ELM ST  
WARRENSBURG, NY 12885-1625

**Phone:**

**Email:**

**Property Evaluated:** Richards Library (Educational)  
36 ELM ST  
WARRENSBURG, NY 12885-1625

**Description:** Wet (2" Victaulic 747M Control Valve  
Assembly)

**Work Order:** SV

**Company:** Davis Ulmer Sprinkler Co  
NYS Fire Alarm License 12000063334,  
Expires: 6/30/2023

**Address:** 25 Post Rd #4  
Albany, NY 12205

**Company Phone:** 518-273-7377

**Inspector:** James Shord  
NYS BF # 9268

**Date of Work:** 1/3/2022

**Frequency:** Annual

**Tag:** 1052-

---

## Attached Files

Terms and Limitations.pdf 0.2MB

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## Deficiency Summary

**Status:** Open

Control Valves: City Connection, No. of Valves: 1, Type: Other

Additional Info:

Easily Accessible: Yes.

Signs?: Yes.

Valve in proper position?: Yes.

Secured?: No. The city water supply valve to fire sprinkler system should be locked opened per NFPA.

Supervision Operational?: N/A.

---

**Status:** Open

7.b

b. Are all of the gauges dated within 5 years or compared to a calibrated gauge?

The water gauges are outdated and are in need of replacement per NFPA.

---

**Status:** Open

7.f

f. Is a list of the installed sprinkler heads kept in the spare head cabinet?

Their is know list of sprinkler heads listed on sprinkler head boxes.

---

## General Comments

*These items are outside the regular scope of the required inspection and are not the result of an engineering review. This information is not intended to be all-inclusive but rather a list of items discovered as a by-product of the required inspection.*

There are no general comments for this submission



## Wet Fire Sprinkler System Inspection Report

Tag \_\_\_\_\_ 1052-  
 Inspection Frequency: \_\_\_\_\_ Annual  
 Property Being Evaluated: \_\_\_\_\_  
 Richards Library (Educational)  
 Owner: \_\_\_\_\_  
 Shelby  
 Owner's Phone Number: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 36 ELM ST, WARRENSBURG, NY, 12885-1625

### 1. General

#### A. (To be filled out by the Owner or Owner's Representative)

Has the Owners section been answered on another inspection report that will be submitted with this inspection report? ☒ Yes ☐ No

#### B. (To be answered by the inspector)

- a. Is System in service upon arrival? ☒ Yes ☐ No
- b. Was the alarm panel free of alarm and trouble signals upon arrival? (If no, please explain in comments) ☒ Yes ☐ No ☐ N/A
- c. Does there appear to be proper clearance between the top of all storage and the sprinkler deflector? ☒ Yes ☐ No ☐ N/A
- d. Does it appear that visible exterior openings are protected against the entrance of cold air? ☒ Yes ☐ No ☐ N/A

### 2. Control Valves

- a. Do Control Valves appear to be free of damage/leaks? ☒ Yes ☐ No
- b. Are all control valves sealed, secured, or supervised in the open position? ☒ Yes ☐ No

Control Valves:	No. of Valves:	Type:	Additional Info:	Easily Accessible?	Signs?	Valve in proper position?	Secured?	Supervision Operational?
City Connection	1	Other		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Backflow	2	BFV	3"	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
System	1	BFV	3"	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

### 3. Water Supplies

- a. Water Supply Source ☒ City ☐ Private
- ☐ Pressure Fire Pump & Tank ☐ Pressure Fire Pump & City ☐ Pressure Fire Pump & Pond

Main Drain	Test Pipe Size	Static Pressure Before	Flow Pressure	Static Pressure After	Test Pipe Location	Time to Restore Pressure	Results
Wet	1"	129	115	130	At the valve.	5.0 seconds.	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> N/A

### 4. Tanks, Pumps, Fire Dept. Connections

- a. Appears that the F.D.C. is in satisfactory condition, couplings free, caps or plugs in place and check valves tight? ☒ Yes ☐ No ☐ N/A
- b. Are fire department connections visible, accessible, and identification sign(s) in place? ☒ Yes ☐ No ☐ N/A
- c. Do fire pumps, gravity, surface and pressure tanks appear to be in good external condition and properly maintained? ☐ Yes ☐ No ☒ N/A

### 5. Wet Systems

System #	Make	Model	Size (inches)	Location/Description
#1 Wet	Victaulic	747M	2"	In the mechanical room.

- a. Do Valve and Trim appear to be free of damage/leaks and in good condition? ☒ Yes ☐ No ☐ N/A
- b. Have all control valves been fully operated and returned to normal their position? ☒ Yes ☐ No ☐ N/A
- c. Is the Hydraulic Name Plate, if required, securely attached and legible? ☐ Yes ☐ No ☒ N/A
- d. Are there anti-freeze system(s) at this location? ☐ Yes ☐ No ☒ N/A

**6. Alarms**

- a. Did the water motor gong operate during testing? ☐ Yes ☐ No ☒ N/A
- b. Did the electric alarms operate during testing? ☒ Yes ☐ No ☐ N/A
- c. Did alarms activate within appropriate time? ☒ Yes ☐ No ☐ N/A

System	Time
#1 Wet	Under 60 seconds.

- d. Did the supervisory alarms operate during testing? ☒ Yes ☐ No ☐ N/A
- e. Was the alarm panel clear of alarm and trouble signals upon departure? (If no, please explain in comments) ☒ Yes ☐ No ☐ N/A

**7. Systems, Sprinklers, and Piping (Inspected at the ground level)**

- a. Do all gauges appear to be in good condition and read within normal range? ☒ Yes ☐ No ☐ N/A
- b. Are all of the gauges dated within 5 years or compared to a calibrated gauge? ☐ Yes ☒ No ☐ N/A
- c. Do sprinkler heads generally appear to be free of damage, corrosion, paint, loading and visible obstruction, and appear to be installed in the correct orientation? ☒ Yes ☐ No ☐ N/A
- d. Do escutcheons and cover plates for recessed, flush, and concealed sprinklers generally appear to be installed? ☒ Yes ☐ No ☐ N/A
- e. Are extra sprinklers heads available on the premises in a head cabinet, along with the appropriate head wrench? ☒ Yes ☐ No ☐ N/A
- f. Is a list of the installed sprinkler heads kept in the spare head cabinet? ☐ Yes ☒ No ☐ N/A

Make/Model of Heads:

???

- g. Does the exterior condition of fire sprinkler system appear to be satisfactory? ☒ Yes ☐ No ☐ N/A
- h. Have all dry heads known to be more than 10 years old been replaced or a sample tested? ☐ Yes ☐ No ☒ N/A
- i. Have all QR heads known to be more than 20 years old been replaced or a sample tested? ☒ Yes ☐ No ☐ N/A
- j. Have all SR heads known to be more than 50 years old been replaced or a sample tested? ☒ Yes ☐ No ☐ N/A
- k. Have all heads known to be more than 75 Years old been replaced or sample tested? ☐ Yes ☐ No ☒ N/A
- l. Do all known high-temp and sprinklers subject to harsh conditions appear to be less than 5 years old? ☐ Yes ☐ No ☒ N/A
- m. Does the hand hose valve(s) on the sprinkler system appear to be in satisfactory condition? ☐ Yes ☐ No ☒ N/A
- n. Do all visible pipe supports/hangers and seismic bracing appear to be in good condition? ☒ Yes ☐ No ☐ N/A

**8. Observations**

*These items are outside the regular scope of the required inspection and are not the result of an engineering review. This information is not intended to be all-inclusive but rather a list of items discovered as a by-product of the required inspection.*

Please see the summary section at the top of the form for the comments.

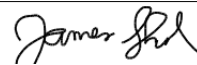
**9. Adjustments or Corrections Made:**
**10. List Changes in the Occupancy Hazard or Fire Protection Equipment, as Advised by the Owner in Section 1A**
**11. Inspector Information:**

Test Verification:

Inspected By

Inspector Signature

James Shord



Inspector License:

Date of Work

Inspection Notes

NYS BF # 9268

1/3/2022


**SECTION IV - OTHER TERMS AND LIMITATIONS**

1. This Agreement is for inspection services only. If Customer wants Company to make any repairs, alterations or replacements as a result of the inspection services performed pursuant to this Agreement, such work and the additional compensation to Company must be specified in a separate written agreement between Company and Customer.
2. Any additional system equipment added to the Property after the date of this Agreement or not otherwise specified in Section II of this Agreement is not included in the inspection services to be provided pursuant to this Agreement. Inclusion of any such other equipment will require execution of an amendment to this agreement and adjustment of the inspection fee.
3. The inspection services provided by Company pursuant to this Agreement are limited to an evaluation of the functionality of the equipment identified in Section II above. Company will not evaluate or express any opinion as to whether the design and/or installation of the system are suitable for the Property or the operations at the Property.
4. Company's inspection is limited to a visual inspection of external readily accessible parts of the system and will not include every component including but not limited to sprinkler heads, pipe, fittings, hangers, pull stations, smoke detectors, conduit wire or other parts of the system being inspected. Company will only inspect a representative number or sample of the sprinkler heads, pipes, hangers, valves or other devices and equipment in their current position. THEREFORE, BY CONDUCTING ITS INSPECTION UNDER THIS AGREEMENT, COMPANY DOES NOT GUARANTEE OR WARRANT THE CONDITION OR OPERATION OF EVERY PIPE, SPRINKLER HEAD OR OTHER PART OF THE FIRE PROTECTION AND/OR FIRE ALARM/SECURITY SYSTEM ON THE PROPERTY.
5. AS A MATERIAL INDUCEMENT FOR COMPANY TO PROVIDE THE SERVICES SPECIFIED IN THIS AGREEMENT AT THE INSPECTION FEE QUOTED IN THIS AGREEMENT, CUSTOMER AGREES THAT COMPANY'S LIABILITY TO CUSTOMER AND ALL THIRD PARTIES WITH RESPECT TO ANY CLAIM UNDER THIS AGREEMENT, OR ARISING FROM THE SERVICES FURNISHED BY COMPANY, SHALL BE LIMITED TO THE LESSER OF \$1,000.00 OR THE TOTAL CONSIDERATION ACTUALLY RECEIVED BY COMPANY UNDER THIS AGREEMENT. THE FOREGOING LIMITATION SHALL APPLY TO ALL CLAIMS REGARDLESS OF THE NATURE THEREOF, INCLUDING CLAIMS ASSERTED AS A BREACH OF CONTRACT, A BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE. IN NO EVENT SHALL COMPANY BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL, AND INDIRECT OR PUNITIVE DAMAGES, OR DAMAGES FOR LOST PROFITS. If Customer desires Company to accept an increased limit of liability for the services provided under this Agreement, Company will provide an alternate inspection fee quote reflecting such increased limit, provided, however, that the increased limit shall be effective only upon Company's and Customer's execution of a replacement agreement confirming the same and Customer's payment of the alternate fee.
6. Company, following each inspection, will provide to Customer a written "Report of Inspection" ("Report"). If required and/or with prior written authorization, Company will provide copies of the Report to the local or state authority having jurisdiction on behalf of Customer. If requested by Customer, a copy of the Report will also be forwarded to Customer's insurance company. The Report and recommendations, if any, by Company are only advisory in nature and are intended to assist Customer in reducing the possibility of loss to the Property by indicating obvious defects or impairments to the system(s) which were discovered by Company's inspection and which should receive prompt attention.

7. Customer agrees to obtain and shall be solely responsible to maintain property and casualty insurance for the Property, all contents therein, and operations performed within or around the Property. No insurance company, insurer or bonding company or their successors or assigns shall have any right of subrogation or otherwise against Company arising out of this Agreement or the services provided by Company pursuant to this Agreement.
8. Customer agrees to indemnify, defend and hold harmless Company, its agents, and employees from and against any and all claims, demands, suits, liabilities, damages, judgments, losses and expenses (including, without limitation, attorneys' fees) which may be asserted against or incurred by Company by any third party arising out of or related to this Agreement or the services provided by Company pursuant to this Agreement.
9. Company will make every reasonable effort to prevent the discharge of water into or onto areas of landscaping, decorative pavement, etc., at the Property, however it is Customer's responsibility to provide sufficient and readily accessible means to accept the full flow of water that may be required by tests as determined by the type of inspection and to take measures to eliminate the formation of ice in any area where a slip and fall hazard could occur.
10. This Agreement may not be assigned by Customer without the written consent of Company.
11. This Agreement may be signed in counterparts; a signed facsimile, photocopy, and/or electronic mail of this Agreement shall be as binding on both parties just as though this Agreement were executed in its original, pre-printed form.
12. This Agreement constitutes the entire Agreement between Company and Customer regarding the subject matter hereof and supersedes all prior agreements and understandings relating thereto. Although Customer for its convenience or in furtherance of its internal procedures may issue to Company a purchase order, order acknowledgement or similar form in connection with the services provided by Company pursuant to this Agreement, no term or condition in any such form that is different from or in addition to the terms set forth in this Agreement shall be applicable, and all such different or additional terms shall be ineffective and void. This Agreement cannot be amended or modified except by a writing signed by Customer and Company.
13. Customer acknowledges Company is relying upon the accuracy of the information regarding Customer and the Property set forth in Sections I of this Agreement. Customer represents that all such information is complete and accurate as of the date on which this Agreement is signed by Customer. Customer will promptly advise Company in writing of any change to such information.
14. Other inclusions, exclusions, or attachments (if any) we exclude fire alarm.

# Know Your COVID-19 Community Level

[COVID-19 Community Levels](#) are a new tool to help communities decide what prevention steps to take based on the latest data. Levels can be low, medium, or high and are determined by looking at hospital beds being used, hospital admissions, and the total number of new COVID-19 cases in an area. Take precautions to protect yourself and others from COVID-19 based on the COVID-19 Community Level in your area.



## COVID-19 County Check

Find community levels and prevention steps by county.

Select a Location (all fields required)

[< Start Over](#)

### Low

In **Warren County, New York**, community level is **Low**.

- Stay [up to date](#) with COVID-19 vaccines
- [Get tested](#) if you have symptoms

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People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.

If you are immunocompromised, learn more about [how to protect yourself](#).

February 24, 2022

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[How are these data measured?](#)

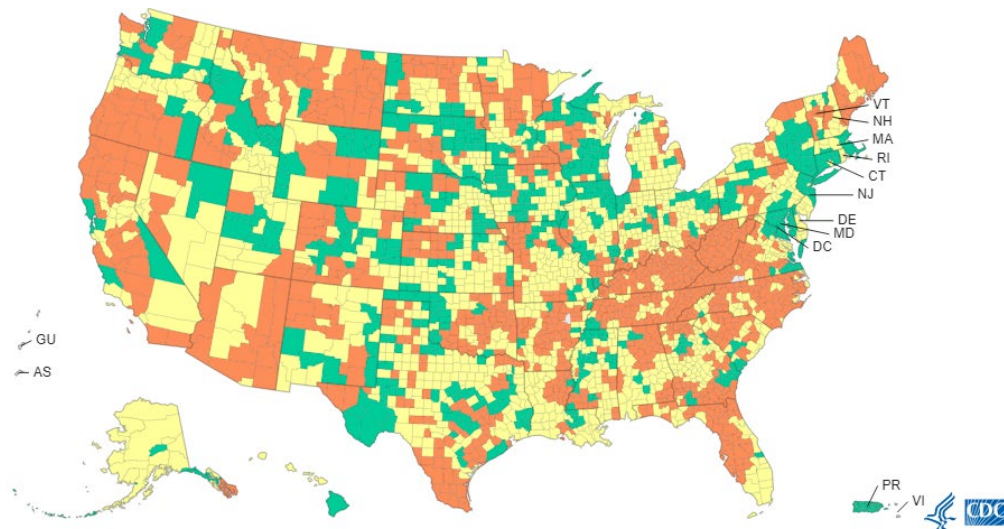
## What Prevention Steps Should You Take Based on Your COVID-19 Community Level?

Low	Medium	High
<ul style="list-style-type: none"><li>Stay <a href="#">up to date</a> with COVID-19 vaccines</li><li><a href="#">Get tested</a> if you have symptoms</li></ul>	<ul style="list-style-type: none"><li>If you are <a href="#">at high risk for severe illness</a>, talk to your healthcare provider about whether you need to wear a mask and take other precautions</li><li>Stay <a href="#">up to date</a> with COVID-19 vaccines</li><li><a href="#">Get tested</a> if you have symptoms</li></ul>	<ul style="list-style-type: none"><li>Wear a <a href="#">mask</a> indoors in public</li><li>Stay <a href="#">up to date</a> with COVID-19 vaccines</li><li><a href="#">Get tested</a> if you have symptoms</li><li>Additional precautions may be needed for people <a href="#">at high risk for severe illness</a></li></ul>
People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.		
If you are immunocompromised, learn more about <a href="#">how to protect yourself</a> .		

# U.S. COVID-19 Community Levels by County

Data provided by CDC

Updated: Feb. 24, 2022



## Legend

High

Low

Medium

N/A

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

Shared via email as of 02/28/2022

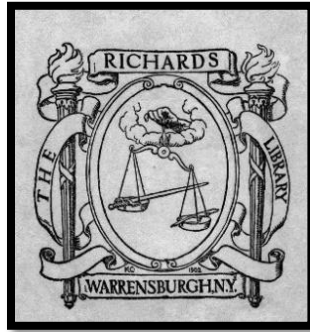
12 Libraries "Mask Optional or Recommended"

- 1 requires masks in their children's area
- 2 explicitly stated Staff are still required to wear masks

1 Library keeping masks for a few more weeks

SALS staff wear masks when away from desk or around others. Does not have public access.

# The Richards Library Policies



## Collection Development & Materials Selection

The following are rules and regulations approved by the Board of Trustees of The Richards Library. These are effective February 6, 2017 and will be reviewed biannually.

The Board of Trustees delegates the responsibility for the selection of resources to the Library Director as employed by The Richards Library to develop and enhance the collection. The goal of the collection is to secure for all residents of The Richards Library service area informational, educational, technological, cultural, and recreational materials in varied formats including digital and print.

The Richards Library observes and respects The Library Bill of Rights formulated by The American Library Association.

1. Selection refers to the decision to add material to the collection, retain material already in the collection, or remove material from the collection. It does not refer to guidance in assisting the Library patron.
2. The Richards Library acknowledges a particular interest in Adirondack history; therefore, it will seek to acquire appropriate state, county and local public documents. The Richards Library is not under any obligation to add to its collections everything about the Adirondacks or produced by authors, printers or publishers with Adirondack connections.
3. In selecting materials for the collection, The Richards Library will regard the special, commercial, industrial, cultural and civic enterprises of the community.
4. Responsibility for the reading, listening, viewing, or participating with library materials by children rests with the parent or legal guardian. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.
5. The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

## **Criteria of Selection:**

Each resource is considered for its usefulness, its format and the audience for which it is intended. No single criterion is applicable to all purchase and access decisions. Some resources may be judged primarily for their artistic merit, scholarship or value to humanity; others are chosen to satisfy the informational, recreational or educational interests of the community.

The Library Director applies his/her judgment and experience in selecting materials according to the criteria listed below. All criteria do not apply to each item. Works of imagination are judged by different standards than are works of information and opinion. Works that present an aspect of life honestly are not necessarily excluded because of frankness of expression. Materials are judged as a whole rather than on isolated portions. In considering individual titles in the selection process, the Library Director consults reviews, bibliographies and other evaluative sources. However, the Library generally purchases best sellers, giving higher priority to demand than to reviews or other relevant criteria.

- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Present and potential relevance to local interests and needs
- Appropriateness and effectiveness of medium to content
- Number and nature of requests from the library district public
- Historical significance
- Usefulness to patrons with special needs
- Importance as a document of the times
- Relation to existing collection, alternative formats and other material on the subject
- Reputation and/or significance of the author/artist and publisher/producer
- Authority, competence, integrity and purpose of the author/artist/publisher
- Attention of critics, reviewers, media, and/or the public
- Comprehensiveness and depth of treatment
- Clarity, accuracy, logic of presentation and/or ease of use
- Representation of a minority point of view
- Relevance to the experiences and contributions of diverse populations
- Artistic presentation and experimentation
- Quality of illustrations
- Originality, vitality, readability or ability to sustain interest
- Effective characterization
- Authenticity of historical or social setting



- Value of resource in relation to its cost
- Lack of availability elsewhere

### Special Considerations for Collection Areas

#### **1. Children's, Pre-Teen and Young Adult Collection**

The Children's, Pre-Teen and Young Adult (YA) collection provides materials which anticipate the diverse needs, interest, tastes, and backgrounds of children from birth through middle school grades and high school. These materials should provide enjoyment for children, pre-teens and YAs to inspire and cultivate in them a love of books and reading, stimulate their creative powers and appreciation of beauty, encourage them to develop their mental capacities, meet their personal informational needs, educational needs and help them recognize a broad spectrum of moral and social values. Additional appropriate materials are provided to help adults understand and work with children, pre-teens and YAs.

The Library does not limit young children, to use of the children's collection. Therefore, a child's parent or guardian, **not** the Library, must be responsible for the materials chosen by the child.

#### **2. Electronic Resources**

Electronic resources, including websites and electronic databases, provide opportunities to expand the scope of information available to users. Providing connections to global information, services and networks is not the same as selecting and purchasing material for a library collection. Determining the accuracy or authenticity of electronic information may present unique challenges.

Some information accessed electronically through the Library's internet connection may not meet the Library's selection policy. The provision of access does not imply sponsorship or endorsement by the library. Furthermore, the Library's Internet Use Policy establishes guidelines for access. Parents and legal guardians who are concerned about their children's use of the internet should provide guidance to their children.

The General Criteria for Selection of Materials in traditional formats apply to the selection of electronic databases as well. However, because electronic formats require non-traditional means of acquisition, storage and access, some additional criteria must be considered:

- Ease of navigation and training requirements
- Ease of access and number of access points
- Hardware and software requirements, including maintenance
- Vendor support and contractual requirements
- Comparison of cost and content with other formats available
- Vendor delivery of timely updates and retention of historical data
- Networking capabilities
- Availability of remote access
- Ownership of product: purchase or lease

### **3. Local History/Community Information**

The Library makes a commitment to provide information for its patrons about the community and the state. It selectively acquires and provides access to relevant resources about the Adirondacks and the region, and the state in general. The Library also provides basic historical and genealogical material about the areas from which The Richards Library was predominantly settled.

Especially in regard to works by local authors, materials in the local history collection may or may not meet selection criteria in other respects, the local interest taking precedence over other factors.

### **4. Periodicals and Newspapers**

In order to serve a diverse population, the Library provides a range of reference and recreational interest periodicals and newspapers. Emphasis is given to titles included in periodical indexes or published locally. Specialized titles are considered in relation to subject need, cost and availability in area libraries.

### **5. Gifts**

Please note that, due to space constraints and limited processing resources, the Library is unable to accept all materials offered to us. Donors who have books that are in good condition that they think would be appropriate for the Library's circulating collections should contact the Library Director. The Library reserves the right to dispose of unsolicited materials in any manner it deems appropriate. Due to the temporary shelf life of paperback monographs, the Library does/will not accept donations in this format.

Gifts of materials that are accepted by the Library become the absolute and unconditional property of the Library and cannot be returned to the donor for any reason. Once the Library takes possession of an item, the Library is free to make all decisions with respect to the retention, storage, processing, use, and disposition of that item. Materials, including portions of collective gifts, which the Library determines are not suitable for accessioning into the collections may be offered for sale, or otherwise disposed of in accordance with the Library's established policies and procedures. In accordance with the Library's standard policies, Donors are granted the same right to access and use materials they have donated as other members of the public. Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.

### **Weeding:**

Weeding is an essential and ongoing element in The Richards Library collection development process. The purpose of weeding is to discard dilapidated, dated, irrelevant, or non-factual materials from the collection. The Library Director shall be responsible for weeding the collection according to the criteria listed below, and all weeded materials will be donated to the public free of charge, recycled or disposed of in an ecological friendly manner.

Criteria for Weeding:

**M= Misleading--factually inaccurate**

**U= Ugly--worn beyond mending or rebinding**

**S= Superseded--by a new edition of by a much better book on the subject**

**T= Trivial--of no discernible literary or scientific merit**

**I= Irrelevant to the needs and interests of the library's community**

**E= Elsewhere--the material is easily obtainable from another library**

## **Reconsideration of Library Materials:**

The Trustees of The Richards Library support The Library Bill of Rights, Freedom to Read and Freedom to View for all of its patrons. However, should a patron object to a specific library document or presentation, they may have the material reconsidered by adhering to the following procedures:

- The patron (not a company or organization) will be asked to fill out The Richards Library Material Reconsideration Form.
- The Director will reply in writing to the patron that the form has been received and a review team has been called to read/view the content.
- If the review team considers the item appropriate, it will remain in the collection, if not, it will be removed.

If the patron is dissatisfied with the findings of the review team, they may appeal to the Board of Trustees of The Richards Library. The Board will then review the item and has the final determination to say as to the suitability of the item for the collection of The Richards Library.

## **Review Team**

The review team shall consist of three (3) members from the community. One from Warrensburg, one from Thurman and one of the school librarians, if possible.

## **Censorship:**

The Richards Library will not condone or participate in any change in the access status of material, based on the content of the work and made by a governing authority or its representatives. Such changes include exclusion, restriction, removal, or age/grade level changes.

## **Sources:**

American Library Association

<http://www.ala.org/advocacy/banned/challengeslibrarymaterials/essentialpreparation/workbooksletn>

Belinda Boon, *The CREW Method; Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries* (Austin, Texas: The Texas State Library, 1995).

Kalamazoo Public Library <http://www.kpl.gov/>

New York Libraries Trustees Online <http://www.nylto.org/>

New York Public Library <http://www.nypl.org/help/about-nypl/legal-notice/policy-gifts-materials>

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019; inclusion of "age" reaffirmed January 23, 1996.

## **Freedom to Read**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics

and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be

directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers for Free Expression  
The Association of American University Presses  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

### **Freedom to View**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**

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## Richards Library Material Reconsideration Form

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Do you represent self? \_\_\_\_\_

Organization? \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_\_\_ Book \_\_\_\_\_ Video \_\_\_\_\_ Display \_\_\_\_\_ Graphic Novel  
\_\_\_\_\_ Magazine \_\_\_\_\_ Library Program \_\_\_\_\_ Audio Recording  
\_\_\_\_\_ Newspaper \_\_\_\_\_ Electronic information/network (please specify) \_\_\_\_\_ Other  
\_\_\_\_\_

Title \_\_\_\_\_

Author/Producer/Presenter \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you examined the entire resource? (i.e., read the entire book, viewed the entire presentation, etc.) \_\_\_\_\_

\_\_\_\_\_

4. What concerns you about the resource? (use other side or additional pages if necessary) \_\_\_\_\_

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5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? \_\_\_\_\_

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**Revised by the American Library Association Intellectual Freedom Committee  
June 27, 1995**

**Revised by the Board of Trustees on 6 February 2017**  
**Reformatted, Reviewed and Approved: April 19, 2018**  
**Reviewed, Revised and Approved: 12 September 2019**  
**Reviewed, Revised and Approved: 6 April 2021**

# Richards Library

## Annual Report For Public And Association Libraries - 2021

### 1. GENERAL LIBRARY INFORMATION

#### Library/Director Information

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link [here](#) and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

To avoid loss of data, only one person at a time should be logged into a member library report. Multiple people logged into the same report will cause data to be lost.

Libraries should not have reports from two different years open at the same time.

Report all information in Part 1 as of December 31, 2021, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1	Library ID Number	7600636770
1.2	Library Name	RICHARDS LIBRARY
1.3	Name Status (State use only)	00 (for no change from previous year)
1.4	Structure Status (State use only)	00 (for no change from previous year)
1.5	Community	Warrensburg
1.6	Beginning Fiscal Reporting Year	01/01/2021
1.7	Ending Fiscal Reporting Year	12/31/2021
1.8	Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9	If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10	Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11	Beginning <u>Local</u> Fiscal Year	01/01/2021
1.12	Ending <u>Local</u> Fiscal Year	12/31/2021
1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	36 ELM STREET
1.15	City	WARRENSBURG
1.16	Zip Code	12885
1.17	Mailing Address	36 ELM STREET
1.18	City	WARRENSBURG

1.19	Zip Code	12885
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)	(518) 623-3011
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter N/A if no fax number)	(518) 623-2426
1.22	E-Mail Address to Contact the Library (Enter N/A if no e-mail address)	war_director@sals.edu
1.23	Library Home Page URL (Enter N/A if no home page URL)	https://therichardslibrary.com/
1.24	Population Chartered to Serve (per 2010 Census)	5,313
1.25	Indicate the type of library as stated in the library's charter (select one):	ASSOCIATION
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Other
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	07/11/1901
1.30	Date the library was last registered	10/17/1907
1.31	Federal Employer Identification Number	141364588
1.32	County	WARREN
1.33	School District	Warrensburg Central School
1.34	Town/City	Warrensburg
1.35	Library System	Southern Adirondack Library System

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

1.36a President/CEO Name  
 1.36b President/CEO Phone Number  
 1.36c President/CEO Email

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

1.37	First Name of Library Director/Manager	Shelby
1.38	Last Name of Library Director/Manager	Burkhardt
1.39	NYS Public Librarian Certification Number	N/A
1.40	What is the highest education level of the library manager/director?	Bachelor's Degree
1.41	If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	N/A
1.42	Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	N/A

- 1.43

E-mail Address of the Director/Manager

sburkhardt@sals.edu
- 1.44

Fax Number of the Director/Manager

(518) 623-2426
- 1.45

Does the library charge fees for library cards to people residing outside the system's service area?

N

Public Votes/Contracts

- 1.46

Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2021? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47.

N
1.

Name of municipality or district holding the public vote

N/A
2.

Indicate the type of municipality or district holding the public vote

N/A
3.

Date the vote was held (mm/dd/2021)

N/A
4.

Was the vote successful? Y/N

N/A
5.

What type of public vote was it?

N/A
- 6a.

Most recent prior year approved appropriation from a public vote:

N/A
- 6b.

Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:

N/A
- 6c.

Total proposed appropriation (sum of 6a and 6b):

N/A

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

- 1.47

Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2021) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48.

Y
1.

Name of municipality or district holding the public vote

Warrensburg Central School District
2.

Indicate the type of municipality or district holding the public vote

School District
3.

Date the last successful vote was held (mm/dd/yyyy)

06/09/2020
4.

What type of public vote was it?

school district ballot proposition (Ed. Law §259(1)(a))
5.

What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?

\$214,030

Unusual Circumstances

- 1.48

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

N

record for *each* contract. If no, go to question 1.49.

- |    |   |     |
|----|---|-----|
| 1. | Name of contracting municipality or district                            | N/A |
| 2. | Is this a written contractual agreement?                                | N/A |
| 3. | Population of the geographic area served by this contract               | N/A |
| 4. | Dollar amount of contract   | N/A |
| 5. | Enter the appropriate code for range of services provided (select one): | N/A |

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

2. LIBRARY COLLECTION

Print/Electronic/Other Holdings

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

**NOTE:** This section of the survey (2.1-2.25) collects data on selected types of materials.

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

PRINT MATERIALS

Cataloged Books

- |     |  |        |
|-----|--|--------|
| 2.1 | Adult Fiction Books                                | 4,356  |
| 2.2 | Adult Non-fiction Books                            | 3,761  |
| 2.3 | Total Adult Books (Total questions 2.1 & 2.2)      | 8,117  |
| 2.4 | Children's Fiction Books                           | 2,722  |
| 2.5 | Children's Non-fiction Books                       | 1,657  |
| 2.6 | Total Children's Books (Total questions 2.4 & 2.5) | 4,379  |
| 2.7 | Total Cataloged Books (Total questions 2.3 & 2.6)  | 12,496 |

Other Print Materials

- |      |                           |     |
|------|---------------------------|-----|
| 2.8  | Total Uncataloged Books   | 316 |
| 2.9  | Total Print Serials       | 38  |
| 2.10 | All Other Print Materials | 51  |

2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	405
2.12	Total Print Materials (Total questions 2.7 and 2.11)	12,901
<b>ALL OTHER MATERIALS</b>		

### Electronic Materials

2.13	Electronic Books	11,433
2.14	Local Electronic Collections	2
2.15	NOVELNY Electronic Collections	15
2.16	Total Electronic Collections (Total questions 2.14 and 2.15)	17
2.17	Audio - Downloadable Units	5,354
2.18	Video - Downloadable Units	1
2.19	Other Electronic Materials (Include items that are not included in the above categories, such as e-series; electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)	17
2.20	Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19)	16,822

### Non-Electronic Materials

2.21	Audio - Physical Units	809
2.22	Video - Physical Units	2,070
2.23	Other Circulating Physical Items	73
2.24	Total Physical Items in Collection (Total questions 2.21 through 2.23)	2,952

### Grand Total/Additions to Holdings

2.25	<b>GRAND TOTAL HOLDINGS</b> (Total questions 2.12, 2.20 and 2.24)	32,675
------	---	--------

### ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.26	Cataloged Books	766
2.27	All Other Print Materials	366
2.28	Electronic Materials	2,122
2.29	All Other Materials	160
2.30	Total Additions (Total questions 2.26 through 2.29)	3,414

## 3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

### Visits/Borrowers/Policies/Accessibility

Report all information on questions 3.1 through 3.29 as of the end of the fiscal year reported in Part 1; report information on questions 3.30 through 3.82 for the 2021 calendar year. Please click [here](#) to read general instructions before completing this section.



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

LIBRARY USE

3.1	Library visits (total annual attendance)	6,248
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week CT - Annual Count or weeks?	
3.2	Registered resident borrowers	1,548
3.3	Registered non-resident borrowers	216

Please report information on WRITTEN POLICIES as of 12/31/21.

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

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

Please report information on ACCESSIBILITY as of 12/31/21.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13	Does the library have large print books?	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y
3.15 - If so, what do you have?		
	screen reader, such as JAWS, Windoweyes or NVDA	Yes
	refreshable Braille commonly referred to as a refreshable Braille display	No
	screen magnification software, such as Zoomtext	No
	electronic scanning and reading software, such as OpenBook	No
3.16	Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	N

## Library Sponsored Programs/Summer Reading Program

### SYNCHRONOUS PROGRAM SESSIONS and ATTENDANCE

For Questions 3.19, 3.19a, 3.19b,

- If you have broken out Synchronous Program Sessions for Children by age group, 0–5 and 6–11, please complete Q3.19a and Q3.19b. Enter the total in Q3.19.
- If you have not broken out Synchronous Program Sessions by age group, enter the Number of Children's Programs in Q3.19, and enter N/A in Q3.19a and Q3.19b.

For Questions 3.26, 3.26a, 3.26b,

- If you have broken out Synchronous Children's Program Attendance by age group, 0–5 and 6–11, please complete Q3.26a and Q3.26b. Enter that total in Q3.26.
- If you have not broken out Synchronous Children's Program Attendance by age group, enter the Children's Program Attendance in Q3.26, and enter N/A in Q3.26a and Q3.26b.

3.17	Number of Synchronous Program Sessions Targeted at Adults Age 19 or Older	27
3.18	Number of Synchronous Program Sessions Targeted at Young Adults Ages 12-18	4
3.19	Number of Children's Programs	10
3.19a	Number of Synchronous Program Sessions Targeted at Children Ages 0-5	7
3.19b	Number of Synchronous Program Sessions Targeted at Children Ages 6-11	3
3.20	Number of Synchronous General Interest Program Sessions	0
3.21	<b>Total Number of Synchronous Program Sessions (Total questions 3.17, 3.18, 3.19a, 3.19b, 3.20)</b>	41
3.21a	Number of Synchronous In-Person Onsite Program Sessions	32
3.21b	Number of Synchronous In-Person Offsite Program Sessions	3
3.21c	Number of Synchronous Virtual Program Sessions	6
3.22	One-on-One Program Sessions	30
3.23	Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.24	Attendance at Synchronous Programs Targeted at Adults Age 19 or Older	104
3.25	Attendance at Synchronous Programs Targeted at Young Adults Ages 12-18	1
3.26	Children's Program Attendance	92
3.26a	Attendance at Synchronous Programs Targeted at Children	54

	Ages 0-5	
3.26b	Attendance at Synchronous Programs Targeted at Children Ages 6-11	38
3.27	Attendance at Synchronous General Interest Programs	0
3.28	<b>Total Attendance at Synchronous Programs (Total questions 3.24, 3.25, 3.26a, 3.26b, 3.27)</b>	197
3.28a	Synchronous In-Person Onsite Program Attendance	148
3.28b	Synchronous In-Person Offsite Program Attendance	24
3.28c	Synchronous Virtual Program Attendance	25
3.29	One-on-One Program Attendance	30
3.29a	Total Number of Asynchronous Program Presentations	58
3.29b	Total Views of Asynchronous Program Presentations within 7 Days	690

Please report information on SUMMER READING PROGRAMS for the 2021 calendar year.

## SUMMER READING PROGRAM

3.30 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2021 (check all that apply):

a.	Program(s) for children	Yes
b.	Program(s) for young adults	No
c.	Program(s) for Adults	No
d.	Summer Reading at New York Libraries name and/or logo used	Yes
e.	Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)	No
f.	N/A	No

3.31	Library outlets offering the summer reading program	1
3.32	Children registered for the library's summer reading program	16
3.33	Young adults registered for the library's summer reading program	0
3.34	Adults registered for the library's summer reading program	0
3.35	<b>Total number registered for the library's summer reading program (total 3.32 + 3.33 + 3.34)</b>	16
3.36	Children's program sessions - Summer 2021	0
3.37	Young adult program sessions - Summer 2021	0
3.38	Adult program sessions - Summer 2021	0
3.39	<b>Total program sessions - Summer 2021 (total 3.36 + 3.37 + 3.38)</b>	0
3.40	Children's program attendance - Summer 2021	10
3.41	Young adult program attendance - Summer 2021	0
3.42	Adult program attendance - Summer 2021	0
3.43	<b>Total program attendance - Summer 2021 (total 3.40 + 3.41 + 3.42)</b>	10

## COLLABORATORS

3.44	Public school district(s) and/or BOCES	0
3.45	Non-public school(s)	0
3.46	Childcare center(s)	0
3.47	Summer camp(s)	0
3.48	Municipality/Municipalities	0
3.49	Literacy provider(s)	0
3.50	Other (describe using the State note)	0
3.51	Total Collaborators (total 3.44 through 3.50)	0

Early/Adult/English Speaker/Digital Literacy

Please report information on EARLY LITERACY PROGRAMS for the 2021 calendar year.

EARLY LITERACY PROGRAMS

3.52	Did the library offer early literacy programs? (Enter Y for Yes, N for No)	Y
3.53	- Indicate types of programs offered (check all that apply)	
a.	Focus on birth - school entry (kindergarten)	Yes
b.	Focus on parents & caregivers	No
c.	Combined audience	No
d.	N/A	No
3.54	- Number of sessions	
a.	Focus on birth - school entry (kindergarten)	4
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.55	Total Sessions	4
3.56	- Attendance at sessions	
a.	Focus on birth - school entry (kindergarten)	30
b.	Focus on parents & caregivers	0
c.	Combined audience	0
d.	N/A	0
3.57	Total Attendance	30

3.58	- Collaborators (check all that apply):	
a.	Childcare center(s)	Yes
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Health care providers/agencies	No
e.	Other (describe using the State note)	No

Please report information on ADULT LITERACY for the 2021 calendar year.

ADULT LITERACY

3.59	Did the library offer adult literacy programs?	No
3.60	Total group program sessions	0

3.61	Total one-on-one program sessions	0
3.62	Total group program attendance	0
3.63	Total one-on-one program attendance	0
3.64	Collaborators (check all that apply)	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public Schools	No
d.	Other (see instructions and describe using Note)	No

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2021 calendar year.

#### PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.65	Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No)	N
3.66	Children's program sessions	0
3.67	Young adult program sessions	0
3.68	Adult program sessions	0
3.69	<b>Total program sessions (total 3.66 + 3.67 + 3.68)</b>	0
3.70	One-on-one program sessions	0
3.71	Children's program attendance	0
3.72	Young adult program attendance	0
3.73	Adult program attendance	0
3.74	<b>Total program attendance (total 3.71 + 3.72 + 3.73)</b>	0
3.75	One-on-one program attendance	0
3.76	Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	No
b.	Public School District(s) and/or BOCES	No
c.	Non-Public School(s)	No
d.	Other (describe using the Note)	No

Please report information on DIGITAL LITERACY for the 2021 calendar year.

#### DIGITAL LITERACY

3.77	Did the library offer digital literacy programs?	N
3.78	Total group program sessions	0
3.79	Total one-on-one program sessions	0
3.80	Total group program attendance	0
3.81	Total one-on-one program attendance	0
3.82	Did your library offer teen-led activities during the 2021 calendar year?	N

#### 4. LIBRARY TRANSACTIONS

##### Circulation/Electronic Use/Reference Transactions

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

CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	4,169
4.2	Adult Non-fiction Books	1,687
4.3	Total Adult Books (Total questions 4.1 & 4.2)	5,856
4.4	Children's Fiction Books	1,559
4.5	Children's Non-fiction Books	316
4.6	Total Children's Books (Total questions 4.4 & 4.5)	1,875
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	7,731

CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	3,085
4.9	Circulation of Children's Other Materials	663
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	3,748
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	11,479

ELECTRONIC USE

4.12	Use of Electronic Material	1,707
4.13	Successful Retrieval of Electronic Information	11
4.14	Electronic Content Use (Total questions 4.12 & 4.13)	1,718
4.15	Total Circulation of Materials (Total questions 4.11 & 4.12)	13,186
4.16	Total Collection Use (Total questions 4.13 & 4.15)	13,197
4.17	Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9)	2,538

REFERENCE TRANSACTIONS

4.18	Total Reference Transactions	97
4.18a	Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
4.19	Does the library offer virtual reference?	N

Interlibrary Loan

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.20	TOTAL MATERIALS RECEIVED	4,107
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.21	TOTAL MATERIALS PROVIDED	3,573
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5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2021.

SYSTEMS AND SERVICES

5.1	Automated circulation system?	Y
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5.2	Online public access catalog (OPAC)?	Y
5.3	Electronic access to the OPAC from outside the library?	Y
5.4	Annual number of visits to the library's web site	48,673
5.5	Does the library use Internet filtering software on any computer?	N
5.6	Does your library use social media?	Y
5.7	Does the library file for E-rate benefits?	N
5.8	Is the library part of a consortium for E-rate benefits?	N
5.9	If yes, in which consortium are you participating?	N/A
5.10	Name of the person responsible for the library's Information Technology (IT) services	MVLS-SALS Joint Automation Staff
5.11	IT contact's telephone number (enter 10 digits only and hit the Tab key)	(518) 584-7300
5.12	IT contact's email address	computersupport@sals.edu

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1	The number of hours per workweek used to compute FTE for all paid library personnel in this section.	40
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2	Library Director (certified)	0.93
6.3	Vacant Library Director (certified)	0
6.4	Librarian (certified)	0
6.5	Vacant Librarian (certified)	0
6.6	Library Manager (not certified)	0
6.7	Vacant Library Manager (not certified)	0
6.8	Library Specialist/Paraprofessional (not certified)	0
6.9	Vacant Library Specialist/Paraprofessional (not certified)	0
6.10	Other Staff	2.45
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	3.38
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14	FTE - Entry Level Librarian (certified)	0
6.15	Salary - Entry Level Librarian (certified)	\$0
6.16	FTE - Library Director (certified)	1
6.17	Salary - Library Director (certified)	\$38,871



6.18	FTE - Library Manager (not certified)	0
6.19	Salary - Library Manager (not certified)	\$0

7. MINIMUM PUBLIC LIBRARY STANDARDS

As of January 1, 2022 all public, free association and Indian libraries in New York State will be required to meet the minimum standards listed below. Please indicate which of these standards your library already meets as of **December 31, 2021**. This 2021 data will be helpful in informing statewide and regional efforts to ensure that all of New York's libraries are able to successfully comply with the new minimum standards. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website. Questions about the new standards should be directed to your library system.

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



10. Provides

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

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

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

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6	Minimum Weekly Total Hours - Main Library	36.00
8.7	Minimum Weekly Total Hours - Branch Libraries	0.00
8.8	Minimum Weekly Total Hours - Bookmobiles	0.00
8.9	Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	36.00
8.10	Annual Total Hours - Main Library	2,107.00
8.11	Annual Total Hours - Branch Libraries	0.00
8.12	Annual Total Hours - Bookmobiles	0.00
8.13	Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,107.00

8A. COVID

NOTE: This section of the survey (8A) collects data on the impact of the COVID–19 pandemic. Report all information in Part 8A from January 1, 2021 to December 31, 2021.

CV1	Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?	No
CV2	Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?	Yes
CV3	Did the library allow users to complete registration for library cards online without having to come to the library during the Coronavirus (COVID-19) pandemic?	No
CV4	Did the library provide reference service via the Internet or telephone when the building was physically closed to the public during the Coronavirus (COVID-19) pandemic?	No
CV5	Did the library provide 'outside' service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?	Yes
CV6	Did the library intentionally provide Wi-Fi Internet access to users outside the building at one or more outlets during COVID-19 pandemic?	Yes
CV7	Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?	No
CV8	Did library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the Coronavirus (COVID-19) pandemic?	No
CV9	Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19	21

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible. br> Report all information as of the end of the fiscal year reported in Part 1. Please click [here](#) to read general instructions before completing this section.

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

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking [here](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com)

1.	Outlet Name	Richards Library
2.	Outlet Name Status	00 (for no change)
3.	Street Address	36 Elm St.
4.	Outlet Street Address Status	00 (for no change)

5.	City	Warrensburg
6.	Zip Code	12885
7.	Phone (enter 10 digits only)	(518) 623-3011
8.	Fax Number (enter 10 digits only)	(518) 623-2426
9.	E-mail Address	war_director@sals.edu
10.	Outlet URL	research.sals.edu/war
11.	County	Warren
12.	School District	Warrensburg Central
13.	Library System	Southern Adirondack Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	2,107
16.	Number of Weeks This Outlet is Open	52
16a	Number of weeks an outlet closed due to COVID-19	0
16b	Number of weeks an outlet had limited occupancy due to COVID-19	21
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	52
20.	Enter the appropriate outlet code (select one):	LO
21.	Who owns this outlet building?	Library Board
22.	Who owns the land on which this outlet is built?	Library Board
23.	Indicate the year this outlet was initially constructed	1901
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2013
25.	Square footage of the outlet	8,530
26.	Number of Internet Computers Used by General Public	8
27.	Number of uses (sessions) of public Internet computers per year	603
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Cable
29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	11 Greater than or equal to 100 mbps and less than 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	7 Greater than or equal to 10 mbps and less than 15 mbps
31.	Internet Provider	Spectrum/Time Warner Cable
32.	WiFi Access	No restrictions to access
33.	Wireless Sessions	2,532
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y

35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your <b>outlet</b> have a Makerspace?	N
37.	<i>LIBID</i>	7600636770
38.	<i>FSCSID</i>	NY0631
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Trustees and Terms/Board President/Trustee Names

Report information about trustee meetings as of December 31, 2021. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1	Total number of board meetings held during calendar year (January 1, 2021 to December 31, 2021)	12
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NUMBER OF TRUSTEES AND TERMS

10.2	Does your library have a range of trustees stated in the library's charter documents (incorporation)?	Yes
10.3	If yes, what is the range?	5-15
10.4	If your library has a range, how many voting positions are stated in the library's current by-laws?	7
10.5	If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)?	
10.6	Does your library's charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note.	Yes
10.7	If yes, what is the trustee term length, as stated in your library's charter documents (incorporation)?	5 years

BOARD MEMBER SELECTION

10.8 Enter Board Member Selection Code (select one): O - other (specify using the State note)

List Officers and Board Members as of February 1, 2022. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT

10.9	First Name	Sarah
10.10	Last Name	Gebbie-Measeck
10.11	Mailing Address	7 Echo Lane
10.12	City	Warrensburg
10.13	Zip Code (5 digits only)	12885
10.14	Phone (enter 10 digits only)	(518) 744-7554
10.15	E-mail Address	richardslibrarysarah@gmail.com

10.16	Term Begins - Month	July
10.17	Term Begins - Year (yyyy)	2019
10.18	Term Expires - Month	July
10.19	Term Expires - Year (yyyy)	2024
10.20	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
10.21	The date the Oath of Office was taken (mm/dd/yyyy)	N/A
10.22	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
10.23	Is this a brand new trustee?	Y

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#). Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com).

1.	Status	Filled
2.	First Name of Board Member	John
3.	Last Name of Board Member	Schroeter
4.	Mailing Address	339 South Johnsbury Rd
5.	City	Warrensburg
6.	Zip Code (5 digits only)	12885
7.	E-mail address	kentschroet@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2026
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Esther
3.	Last Name of Board Member	McTague
4.	Mailing Address	29 River Rd
5.	City	Warrensburg

6.	Zip Code (5 digits only)	12885
7.	E-mail address	richardslibraryemct@gmail.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	April
10.	Term Begins - Year (year)	2017
11.	Term Expires	April
12.	Term Expires - Year (yyyy)	2022
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Becky
3.	Last Name of Board Member	Smith-Lawler
4.	Mailing Address	25 King Street
5.	City	Warrensburg
6.	Zip Code (5 digits only)	12885
7.	E-mail address	blsmithlawler@yahoo.com
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2021
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2026

13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	Y

1.	Status	Filled
2.	First Name of Board Member	Suzanne
3.	Last Name of Board Member	Glebus
4.	Mailing Address	166 State Rte. 28
5.	City	Warrensburg

6.	Zip Code (5 digits only)	12885
7.	E-mail address	richardslibrarysuzanneg@outlook.com
8.	Office Held or Trustee	Trustee
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2027
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Susan
3.	Last Name of Board Member	Matzner
4.	Mailing Address	P.O. Box 361
5.	City	Warrensburg
6.	Zip Code (5 digits only)	12885
7.	E-mail address	richardslibrarysue@gmail.com
8.	Office Held or Trustee	Secretary
9.	Term Begins - Month	December
10.	Term Begins - Year (year)	2021
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2026
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	N

1.	Status	Filled
2.	First Name of Board Member	Mary
3.	Last Name of Board Member	Beadnell
4.	Mailing Address	913 Schroon River Rd
5.	City	Warrensburg

6.	Zip Code (5 digits only)	12885
7.	E-mail address	richardslibrarymary@gmail.com
8.	Office Held or Trustee	Vice President
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	January
12.	Term Expires - Year (yyyy)	2027
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes
14.	The date the Oath of Office (mm/dd/yyyy) was taken	N/A
15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	N/A
16.	Is this a brand new trustee?	Y

#### Trustee Education

Complete one record for each person serving as a trustee as of December 31, 2021. These trustees will not be exactly the same as the trustees listed in the section above.

1.	Trustee Name	Sarah Gebbie-Measeck
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y

1.	Trustee Name	John Schroeter
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y

1.	Trustee Name	Susan Matzner
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	N

1.	Trustee Name	Suzanne Glebus
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y

1.	Trustee Name	Esther McTague
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y

1.	Trustee Name	Becky Smith-Lawler
2.	Has the trustee participated in trustee education in the last calendar year (2021)?	Y



11. OPERATING FUNDS RECEIPTS

Local Public Funds/System Cash Grants/Other State

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

LOCAL PUBLIC FUNDS

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

11.1	Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	Y
1.	Source of Funds	School District
2.	Name of funding County, Municipality or School District	Warrensburg Central School District
3.	Amount	\$214,030
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N
1.	Source of Funds	County
2.	Name of funding County, Municipality or School District	Warren County
3.	Amount	\$532
4.	Subject to public vote held in reporting year or in a previous reporting year(s).	Y
5.	Written Contractual Agreement	N
11.2	<b>TOTAL LOCAL PUBLIC FUNDS</b>	\$214,562
<b>SYSTEM CASH GRANTS TO MEMBER LIBRARY</b>		
11.3	Local Library Services Aid (LLSA)	\$1,944
11.4	Record all Central Library Services Aid monies received from system headquarters	\$4,683
11.5	Additional State Aid received from the System	\$0
11.6	Federal Aid received from the System	\$0
11.7	Other Cash Grants	\$2,800
11.8	<b>TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)</b>	\$9,427
<b>OTHER STATE AID</b>		
11.9	State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0

Federal Aid/Other Receipts

FEDERAL AID FOR LIBRARY OPERATION

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	<b>TOTAL FEDERAL AID</b> (Add Questions 11.10 and 11.11)	\$0
11.13	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$0
<b>OTHER RECEIPTS</b>		
11.14	Gifts and Endowments	\$25,632
11.15	Fund Raising	\$998
11.16	Income from Investments	\$28
11.17	Library Charges	\$2,034
11.18	Other	\$689
11.19	<b>TOTAL OTHER RECEIPTS</b> (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$29,381
11.20	<b>TOTAL OPERATING FUND RECEIPTS</b> (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$253,370
11.21	<b>BUDGET LOANS</b>	\$0

Transfers/Grant Total

TRANSFERS

11.22	From Capital Fund (Same as Question 14.8)	\$0
11.23	From Other Funds	\$0
11.24	<b>TOTAL TRANSFERS</b> (Add Questions 11.22 and 11.23)	\$0
11.25	BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 12.40 of previous year if fiscal year has not changed)	\$64,724
11.26	<b>GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE</b> (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$318,094

12. OPERATING FUND DISBURSEMENTS

Staff/Collection/Capital/Operation and Maintenance

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

STAFF EXPENDITURES

Salaries & Wages Paid from Library Funds

12.1	Certified Librarians	\$38,871
12.2	Other Staff	\$75,908

12.3	<b>Total Salaries &amp; Wages Expenditures</b> (Add Questions 12.1 and 12.2)	\$114,779
12.4	<b>Employee Benefits Expenditures</b>	\$10,656
12.5	<b>Total Staff Expenditures</b> (Add Questions 12.3 and 12.4)	\$125,435

**COLLECTION EXPENDITURES**

12.6	Print Materials Expenditures	\$10,824
12.7	Electronic Materials Expenditures	\$429
12.8	Other Materials Expenditures	\$2,764
12.9	<b>Total Collection Expenditures</b> (Add Questions 12.6, 12.7 and 12.8)	\$14,017

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10	From Local Public Funds (71PF)	\$0
12.11	From Other Funds (71OF)	\$0
12.12	<b>Total Capital Expenditures</b> (Add Questions 12.10 and 12.11)	\$0

**OPERATION AND MAINTENANCE OF BUILDINGS**

**Repairs to Building & Building Equipment**

12.13	From Local Public Funds (72PF)	\$9,296
12.14	From Other Funds (72OF)	\$0
12.15	<b>Total Repairs</b> (Add Questions 12.13 and 12.14)	\$9,296
12.16	Other Disbursements for Operation & Maintenance of Buildings	\$17,604
12.17	<b>Total Operation &amp; Maintenance of Buildings</b> (Add Questions 12.15 and 12.16)	\$26,900

**MISCELLANEOUS EXPENSES**

12.18	Office and Library Supplies	\$6,403
12.19	Telecommunications	\$1,575
12.20	Postage and Freight	\$113
12.21	Professional & Consultant Fees	\$4,975
12.22	Equipment	\$5,194
12.23	Other Miscellaneous	\$6,369
12.24	<b>Total Miscellaneous Expenses</b> (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22 and 12.23)	\$24,629

**Contracts/Debt Service/Transfers/Grand Total**

12.25	<b>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</b>	\$4,809
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**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

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

Other Loans

12.29	Budget Loans (Principal and Interest)	\$0
12.30	Short-Term Loans	\$0
12.31	<b>Total Debt Service</b> (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32	<b>TOTAL OPERATING FUND DISBURSEMENTS</b> (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$195,790

TRANSFERS

Transfers to Capital Fund

12.33	From Local Public Funds (76PF)	\$0
12.34	From Other Funds (76OF)	\$0
12.35	<b>Total Transfers to Capital Fund</b> (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36	<b>Transfer to Other Funds</b>	\$37,640
12.37	<b>TOTAL TRANSFERS</b> (Add Questions 12.35 and 12.36)	\$37,640
12.38	<b>TOTAL DISBURSEMENTS AND TRANSFERS</b> (Add Questions 12.32 and 12.37)	\$233,430
12.39	BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2021	\$84,664
12.40	<b>GRAND TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</b> (Add Questions 12.38 and 12.39; same as Question 11.26)	\$318,094

ASSURANCE

12.41	The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	03/01/2022
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FISCAL AUDIT

12.42	Last audit performed (mm/dd/yyyy)	02/24/2021
12.43	Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2020 - 12/31/2020
12.44	Indicate type of audit (select one):	Other (specify using the State note)

CAPITAL FUND

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

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

REVENUES FROM LOCAL SOURCES

13.1	Revenues from Local Government Sources	\$0
13.2	All Other Revenues from Local Sources	\$0

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

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0

13.5 Other State Aid \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

INTERFUND REVENUE

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

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

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

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

13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2021 (Same as Question 14.11 of previous year, if fiscal year has not changed) \$0

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

14. CAPITAL FUND DISBURSEMENTS

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

PROJECT EXPENDITURES

14.1 Construction \$0

14.2 Incidental Construction \$0

Other Disbursements

14.3 Purchase of Buildings \$0

14.4 Interest \$0

14.5 Collection Expenditures \$0

14.6 **Total Other Disbursements** (Add Questions 14.3, 14.4 and 14.5) \$0

14.7 **TOTAL PROJECT EXPENDITURES** (Add Questions 14.1, 14.2 and 14.6) \$0

14.8 **TRANSFER TO OPERATING FUND** (Same as Question 11.22) \$0

14.9 **NON-PROJECT EXPENDITURES** \$0

14.10 **TOTAL CASH DISBURSEMENTS AND TRANSFERS** (Add Questions 14.7, 14.8 and 14.9) \$0

14.11 **BALANCE IN CAPITAL FUND** - Ending Balance for the Fiscal Year Ending 2021 \$0

14.12 **TOTAL CASH DISBURSEMENTS AND BALANCE** (Add Questions 14.10 and 14.11; same as Question 13.13) \$0

15. CENTRAL LIBRARIES

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

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

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

16.1	Total ALA-MLS	0.93
16.2	Total Librarians	0.93
16.3	All Other Paid Staff	2.45
16.4	Total Paid Employees	3.38
16.5	State Government Revenue	\$6,627
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$32,181
16.8	Total Operating Revenue	\$253,370
16.9	Other Operating Expenditures	\$56,338
16.10	Total Operating Expenditures	\$195,790
16.11	Total Capital Expenditures	\$0
16.12	Print Materials	12,850
16.13	Total Registered Borrowers	1,764
16.14	Other Capital Revenue and Receipts	\$0
16.15	Number of Internet Computers Used by General Public	8
16.16	Total Uses (sessions) of Public Internet Computers Per Year	603
16.17	Wireless Sessions	2,532
16.18	Total Capital Revenue	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	LIB ID	7600636770
17.2	Interlibrary Relationship Code	ME
17.3	Legal Basis Code	NP
17.4	Administrative Structure Code	SO
17.5	FSCS Public Library Definition	Y
17.6	Geographic Code	OTH
17.7	FSCS ID	NY0631
17.8	SED CODE	631201700010
17.9	INSTITUTION ID	800000035969

SUGGESTED IMPROVEMENTS

Library Name:	The Richards Library
Library System:	Southern Adirondack Library System
Name of Person Completing Form:	Shelby Burkhardt
Phone Number:	(518) 623-3011

I am satisfied that this resource (Collect) is meeting library needs:	Agree
Applying this resource (Collect) will help improve library services to the public:	Agree
Please share with us your suggestions for improving the <i>Annual Report</i> . When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	None

**2022 Construction Challenge Grant**  
**Southern Adirondack Library System**  
**Deadline: April 4, 2022**

SALS will offer Construction Challenge Grants of up to \$5,000 per project to improve the function of member library buildings. All SALS member libraries are encouraged to apply. These funds can be used to work with architects, engineers, or other professionals to develop plans, or to perform repairs, renovations, or touch ups to improve the libraries' physical space.

The SALS Board aims to fund projects at their requested levels, but demand for funds may require projects to be funded at less than 100%.

**GRANT REQUIREMENTS:**

- **WALK-THROUGH:** You must conduct a walk-through of your building with someone from your community. This should be someone who makes use of the library regularly, or who would like to make use of it but a building element prevents them from doing so. A one-page narrative with the community member's name and observations while participating in the walk-through must be attached to the application, and should be used to help you determine what construction project you will undertake. We have provided a guide you may use for the walk-through.
- **APPLICATION:** The application must state a clear goal and objectives. Grant funds may be used to purchase equipment, materials, supplies, labor, professional services (for example, design services needed in order to apply for NYS Construction Grants later in the calendar year or the following year).
  - Examples:
    - Wiring (JA must be looped into these projects)
    - Lighting
    - Accessibility
    - Furniture
    - Shelving
    - Roof or masonry repair
    - Hiring a professional (architect, engineer, etc.) for plan development
    - Project may take place in building, parking lot or property owned by the library
  - The funds cannot be used to pay for library staff.
  - The proposed project can be in conjunction with a larger building project.
  - Projects cannot have started prior to this application being made available, and must be completed prior to the Final Report deadline of April 4, 2023.
  - The project must fit into the library's Long Range Plan of Service. The Long Range Plan of Service must either be on file with the System or attached to the application.
- **BUDGET:** Matching funds are encouraged, but not required. Requested grant funds, and any matching funds, should be detailed on the provided Project Budget form. It must be signed by your Board President.



- **PHOTO DOCUMENTATION:** Provide photographs of the proposed project area.
- **FINAL REPORT:**
  - A final report, including receipts, a written narrative, and photos of the completed project area, is required and due by April 4, 2023. The goal and objectives identified in the project application must be referenced in this report.
  - Failure to complete a project as outlined in your application or to not submit a final report on time may result in forfeiting grant funds or make your library ineligible for future grants.

### **APPLICATION QUESTIONS:**

The online form (link below) does not have a “save” function, so you will need to complete it all in one session. The application questions are listed here, and we recommend you craft your responses in Word prior to filling out the online form.

- What are the goals and objectives of your project?
- How will this project change the library building?
- How will this project benefit your patrons?
- What is the timeline for the project?
- What tools will you use to evaluate the program quantitatively (i.e. Statistics)?
- What tools will you use to measure the program’s success qualitatively?

### **APPLICATION CHECKLIST:**

- ☐ WALK-THROUGH NARRATIVE
- ☐ COMPLETED APPLICATION
- ☐ PROJECT BUDGET
- ☐ PHOTO DOCUMENTATION
- ☐ LONG RANGE PLAN OF SERVICE (if not already on-file with SALS)

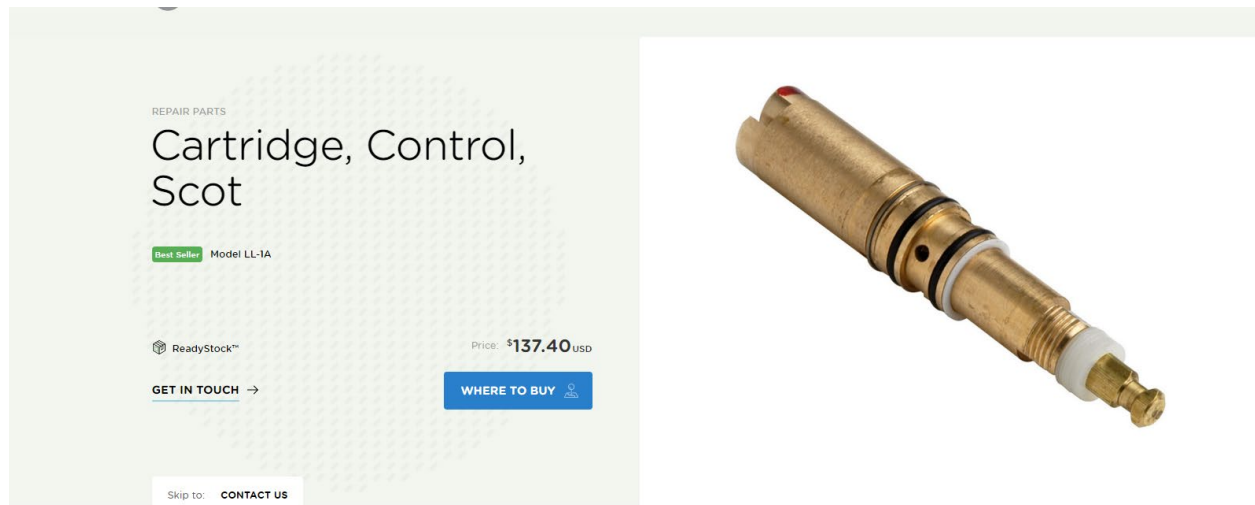
Complete the online application and submit all documents as PDFs through the online application portal by April 4, 2022:

<https://www.surveymonkey.com/r/YV9VH3H>

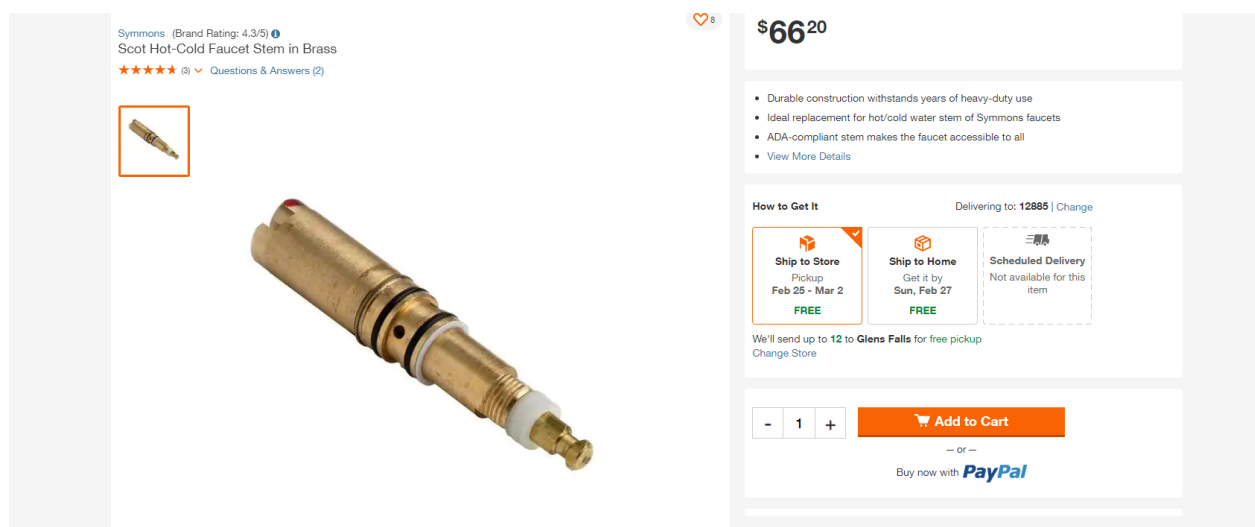
The SALS Board of Trustees meets April 18, 2022. Libraries with approved projects can expect to receive grant funds the last week of April or the beginning of May 2022.

Hand-written applications will not be accepted.

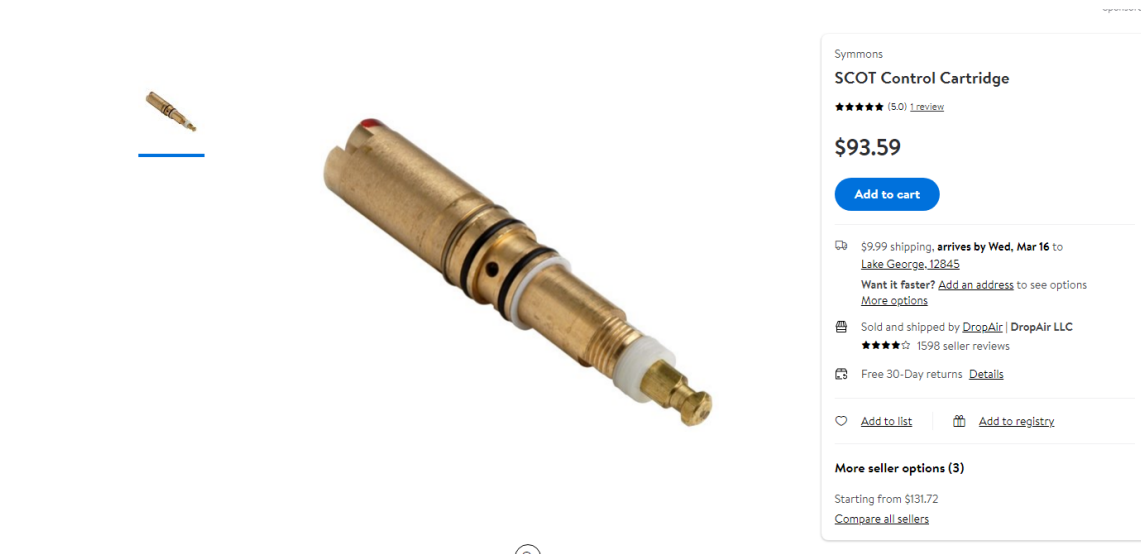
Please direct any questions regarding the application or process to Sara Dallas ([sdallas@sals.edu](mailto:sdallas@sals.edu)) or Pamela DelSignore ([pdelsignore@sals.edu](mailto:pdelsignore@sals.edu)). If you plan on including wiring or cabling and/or technology upgrades in your project, make sure you discuss the project with Michele Largeteau prior to submitting.



<https://www.symmons.com/products/cartridge-control-scot-ll-1a/>

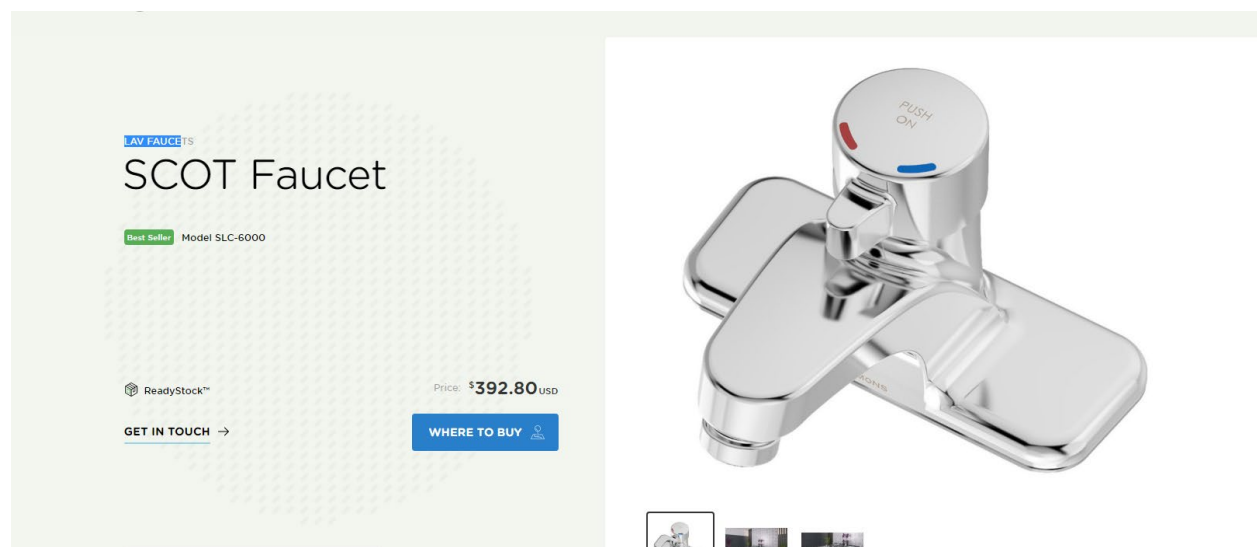


[https://www.homedepot.com/p/Symmons-Scot-Hot-Cold-Faucet-Stem-in-Brass-LL-1A/100070132?=&irgwc=1&cm\\_mmc=afl-ir-78091-1155214-&clickid=0J4T2SRnlxylUXTzH0VWsUnYUkGRacze8wJrxM0](https://www.homedepot.com/p/Symmons-Scot-Hot-Cold-Faucet-Stem-in-Brass-LL-1A/100070132?=&irgwc=1&cm_mmc=afl-ir-78091-1155214-&clickid=0J4T2SRnlxylUXTzH0VWsUnYUkGRacze8wJrxM0)

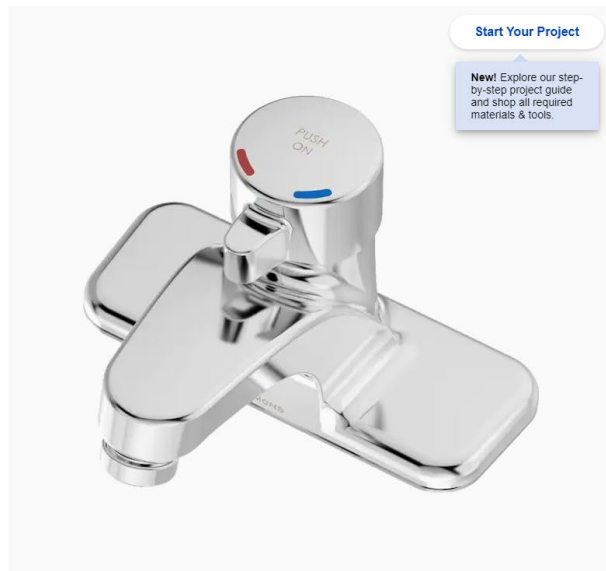


[https://www.walmart.com/ip/SCOT-Control-Cartridge/35589874?irgwc=1&sourceid=imp\\_winQ3c3VUxyIWsjTq9SrI0ZtUkGRadyO8wJrxM0&veh=aff&wmlspartner=imp\\_78091&clickid=winQ3c3VUxyIWsjTq9SrI0ZtUkGRadyO8wJrxM0&sharedid=&affiliates\\_ad\\_id=565706&campaign\\_id=9383](https://www.walmart.com/ip/SCOT-Control-Cartridge/35589874?irgwc=1&sourceid=imp_winQ3c3VUxyIWsjTq9SrI0ZtUkGRadyO8wJrxM0&veh=aff&wmlspartner=imp_78091&clickid=winQ3c3VUxyIWsjTq9SrI0ZtUkGRadyO8wJrxM0&sharedid=&affiliates_ad_id=565706&campaign_id=9383)

No cartridge available at Lowe's.



<https://www.symmons.com/products/scot-faucet-slc-6000/>



#### Shop Symmons

Symmons SCOT Polished Chrome 1-handle 4-in Centerset Bathroom Sink Faucet

Item #1298411 Model #SLC-6000

**\$254.<sup>04</sup>**



**\$241.<sup>34</sup>**

Save 5% on eligible purchases made with your Lowe's Advantage Card.

[Learn how](#)

- Brass metering faucet with lever handle
- 4-in Centerset mount
- 3/8-in Copper hot and cold supply lines

— 1 +

Minimum Qty of 1  
Please Select in multiples of 1

**Add to Cart**



**Free Store Pickup**

Pickup on **Mon, Feb 28 (Est.)** at **Glens Falls Lowe's**




**Free Delivery**


<https://www.lowes.com/pd/Symmons-SCOT-Polished-Chrome-1-handle-4-in-Centerset-Bathroom-Sink-Faucet/1000817112>


Home / Bath / Bathroom Faucets / Bathroom Sink Faucets / Centerset Bathroom Faucets

Internet #300622512 Model #SLC-6000 Store SO SKU #1002166616

Symmons (Brand Rating: 4.3/5) 


Scot 4 in. Centerset Single Handle Metering Bathroom Faucet with Adjustable Flow Time in Chrome

★★★★★  Questions & Answers



### SCOT® Faucet

SLC-6000





**ONE-HANDLE DESIGN**  
Easily control water flow and temperature with lever handle

**CONSISTENT METERED CYCLES**  
Easily adjust the wash cycle time with simple washer technology


**CONSERVE WATER**  
WaterSense Certified 0.25 GPC (0.95 l/min) standard at 0.5 GPM flow rate (1.9 l/min)

**LOW MAINTENANCE**  
Self-cleaning cartridge, and the single-lever handle means fewer parts and lower maintenance

**COMFORTABLE TEMPERATURE**  
Tempered or user-adjustable water temperature options


Designed to Last  Built Without Compromise 


**\$233<sup>65</sup>**


 **Save up to \$100** on your qualifying purchase.  
Apply for a Home Depot Consumer Card

- Brass metering faucet with lever handle
- 0.25 GPC (0.95 l/min) standard at 0.5 GPM low flow rate
- 4 in. centerset mount
- [View More Details](#)

**How to Get It** Delivering to: 12885 | [Change](#)

 **Ship to Store**  
Pickup **Mar 1 - Mar 2**  
**FREE**

 **Ship to Home**  
Get it by **Tue, Mar 1**  
**FREE**

 **Scheduled Delivery**  
Not available for this item

We'll send up to **25** to **Glens Falls** for **free pickup**  
[Change Store](#)

— 1 + **Add to Cart**

— Or —  
Buy now with **PayPal**

<https://www.homedepot.com/p/Symmons-Scot-4-in-Centerset-Single-Handle-Metering-Bathroom-Faucet-with-Adjustable-Flow-Time-in-Chrome-SLC-6000/300622512>

Faucet at Walmart \$274.96.



22 Feb 22 Scot Faucet  
SLC-6000

Faucet # S 6000 392.80 through Symmons

Cartridge # LH-1A 137.40 " "

Case # 2202961535

to order from Symmons go to  
orders @ symmons.com.

however I was told by customer  
assistance at Symmons that  
we may be able to order it  
through Leows or Home Depot

Our model was discontinued  
and there may be a good reason  
like many units failed and  
the design needed an upgrade

I suggest buying the  
S 6000 upgrade its cheap  
insurance against future failure  
Customer Service # 1800 796 6667

Andy



Shelby,  
Faucet info

Feb. 28, 2022

Model S 60 old  
S 6000 new  
Cartridge LL 1A

Home depot 518 798 8310 Not Available

Security plumbing  
518 793 4171

Not in stock Can order will cost  
more than direct from Symmons

I suggest going with aFaucet  
from Symmons directly.

New unit easy install.

Audy