

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, May 2, 2023 @ 10:00 AM

In the Jeffrey M. Levine Community Room

- 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: FitzGerald Morris Baker Firth Attorneys & Counselors
- 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: *John*
 - f. Policy: *n/a*
- VII Old Business
 - Trustee term dates
 - Cyber Insurance through Cowbell Insurance
- VIII New Business
 - Planning Services Project with Butler Rowland Mays Architects, LLP
- IX Other Business
 - Town Board Meetings
 - o Report from Sarah for Thurman meeting (4/20 @ 5:00p).
 - o Sue or Mary attending Warrensburg meeting (5/10 @ 7:00p).
 - o Need volunteer for WCSD BOE meeting (6/12 @ 6:00p).
 - Public Expression guidelines
 - Reminder: Tuesday, May 16 Tax levy vote at WCSD
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, May 16, 2023 @ 10:00a
- XII Next Board Meeting: Tuesday, June 6, 2023 @ 10:00a
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, April 4, 2023**

Present: John Schroeter, Sarah Gebbie-Measeck, Susan Matzner, Gina Colburn, Becky Lawler, and Shelby Burkhardt, Library Director

Excused: Suzanne Glebus, Esther McTague, and Mary Beadnell

Meeting called to order at 10:16am

Consent agenda approved. Motion made by John and seconded by Sarah and approved by board.

Education: Responsibilities of Trustees

Correspondence:

- Letter from Fitzgerald Morris Baker Firth Attorneys & Counselors regarding probate of estate
- Invitation to Lake George Library Dinner
- Thank you from staff for staff recognition

Director's report:

- NYS Annual Report submitted to NYS
- Library closed 3/4 and 3/14 due to weather
- SALS Challenge grant submitted
- Girl with Pearls painting hanging in Adult Room
- Shifting of Adult non-fiction section discussed
- Monthly statistic discussed
- March programs and upcoming April programs and events discussed

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: Planned picture hangings discussed
- Outreach: outreach is going well despite construction
- Policy: Emergency Preparedness Policy is a work in progress

Old Business

- NBT Copier purchased and installed
- Trustee Term dates proposed to be adjusted to all end on December 31 of appropriate year. Motion by Becky, seconded by Sarah. One trustee abstained from vote. Only three votes to approve. Motion not passed due to lack of quorum. Will vote again in May.
- WCSD Board of Education meeting in March
 - Shelby presented proposition to the Board of Education to increase the current tax levy for the May 2023 School District election

New Business

- 2022 Tax return and annual financials discussed. Motion made to approve the return and annual financials by Becky. Seconded by Sarah and approved by board.

Other Business:

- Discussed Cyber Insurance initial estimates
 - More information needed. Shelby will reach out to our insurance company.
- Discussed rotating attendance at town meetings to include WCSD Board of Education Meetings.
- Someone will attend the Thurman Town Meeting in April
- Susan will attend the Warrensburg Town Meeting in May
- SALS Annual Trustee Meeting on May 15
 - Sarah and John will attend along with Shelby

Public Expression: none

Next Board Workshop will be April 18: Annual Sexual Harassment Prevention training at 9:00am

Next Board Meeting : Tuesday, May 2, 2023 at 10:00am

Meeting adjourned at 11:15 following a motion by Susan, seconded by John and approved.

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
April 2023

Accrual Basis

	<u>Apr 23</u>
Ordinary Income/Expense	
Income	
PUBLIC GRANTS	1,500
OPERATING RECEIPTS	<u>216</u>
Total Income	<u>1,716</u>
Gross Profit	1,716
Expense	
OPERATING EXPENSES	2,687
PAYROLL, WAGES, BENEFITS & EX...	12,285
COLLECTION & OTHER CAPITAL EX...	<u>1,056</u>
Total Expense	<u>16,029</u>
Net Ordinary Income	-14,313
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>309</u>
Total Other Expense	<u>309</u>
Net Other Income	<u>-309</u>
Net Income	<u><u>-14,622</u></u>

Richards Library

Monthly Funds Activity Report

April 2023

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
Operating Account - GFNB						
Credit Card Ch...	04/01/2023	2811157	GAYLORD ARCHIVAL		308.75	
Deposit	04/02/2023			Deposit	69.00	
Bill Pmt -Check	04/04/2023	6587	BAKER & TAYLOR	INVOICE #2037417653		41.81
Bill Pmt -Check	04/04/2023	6588	BRALEY & NOXON	R&M SUPPLIES		34.98
Bill Pmt -Check	04/04/2023	6589	CHS WEALTH MANAGEMENT & CPA's LLC	2022 Tax Prep & Financials		5,275.00
Bill Pmt -Check	04/04/2023	6590	FILOMENA RIVIELLO	FELT EGGS 4-1-23		75.00
Bill Pmt -Check	04/04/2023	6591	HOMETOWN OIL	ACCOUNT 235010		801.24
Bill Pmt -Check	04/04/2023	6592	WARRENSBURG WATER DISTRICT	1ST QUARTER 01/01/23-03/31/23		48.75
Bill Pmt -Check	04/04/2023	6593	BRALEY & NOXON	R&M SUPPLIES		21.67
Bill Pmt -Check	04/04/2023	6594	SOUTHERN ADIRONDACK LIBRARY SYSTEM			407.97
General Journal	04/07/2023	PAYROLL		-MULTIPLE-		6,243.58
Deposit	04/09/2023			Deposit	29.00	
Check	04/15/2023	A/W	SPECTRUM ENTERPRISE #142279801	3/25/22-4/24/23		95.71
Check	04/15/2023	A/W	VERIZON	03/22/23-04/21/23		34.32
Check	04/15/2023	A/W	SPECTRUM ENTERPRISE #143161701	04/04/2023-05/03/2023		129.98
Check	04/15/2023	A/W	NATIONAL GRID	3/7/22-4/6/23		800.68
Deposit	04/16/2023			Deposit	57.00	
General Journal	04/21/2023	PAYROLL		-MULTIPLE-		5,924.02
Deposit	04/23/2023			Deposit	157.56	
Bill Pmt -Check	04/27/2023	6600	BAKER & TAYLOR	PRINTED & AUDIO BOOKS		789.17
Bill Pmt -Check	04/27/2023	6601	BRALEY & NOXON			103.53
Bill Pmt -Check	04/27/2023	6602	CINTAS	JANITORIAL		67.28
Bill Pmt -Check	04/27/2023	6603	NATIONAL BUSINESS TECHNOLOGIES*	4/9/23-5/8/23 + OVERAGE		69.57
Bill Pmt -Check	04/27/2023	6604	SOUTHERN ADIRONDACK LIBRARY SYSTEM	2023 ANNUAL TRUSTEE MEETING		60.00
Total Operating Account - GFNB					621.31	21,024.26
Director Discretionary Funds						
Credit Card Ch...	04/01/2023	2811157	GAYLORD ARCHIVAL			308.75
Total Director Discretionary Funds					0.00	308.75
OATS Grant Funds						
Deposit	04/09/2023			Deposit	1,500.00	
Total OATS Grant Funds					1,500.00	0.00
Total GFNB #--6131 -Operat & DF					2,121.31	21,333.01
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	04/02/2023			Deposit	16.67	
Total Non-Designated Funds - S/A					16.67	0.00

Richards Library

Monthly Funds Activity Report

April 2023

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Total Special Acc't #5976 - GFNB					16.67	0.00
Total TEMPORARY - RESTRICTED BY BOARD					16.67	0.00
Total RESTRICTED FUNDS					16.67	0.00
TOTAL					2,137.98	21,333.01

THE RICHARDS LIBRARY



Director's Report

April 28, 2023

- Northern Mechanical Services – *cleaned HVACs, need part replaced*
- Followed-up with Barrier Free Elevators about part replacement
- Sexual Harassment Prevention Training – *for Trustees and staff, Library opened at 11a*
- YA shelving completed and materials redistributed – *upcoming audiobook shelves/donation*
- Community Room – Head Start Parenting Group (6 Fri classes from March-May), yoga class request, tutoring
- Programs:
 - Felt Victorian Eggs Craft w/Filomena
 - The Richards Library Book Club
 - Children's STEM craft - LED coin battery
 - Read at Small Tales
 - Lego Day (2)
 - Story time (1)

Upcoming Events & Programs

** Events can be found on The Richards Library website, our Facebook page, or at the Library. **

- Tech Help, Tuesdays & Thursdays, 2:00-5:00p
- New *Take and Make Crafts* each Friday
- Reading at Small Tales (5/18)
- Technology Classes in Partnership with Senior Planet from AARP (see flyer attch.)
- Riverside Farmers' Market – 6 festivals (see flyer attch.)

Statistics for the Year

See attached *2023 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director



FREE Technology Classes!

The Richards Library is partnering with Senior Planet from AARP to help older adults use technology to learn new skills, save money, get in shape, and make new friends.

Classes are hosted in the Jeffrey M. Levine Community Room at the Richards Library in Warrensburg, NY, and are intended for adults 60 and over.

Upcoming Topics:

5/9 Benefits of Connecting to the Internet @ 10:30 (Lecture)

5/16 Affordable Home Internet @ 10:30 (Lecture)

5/18 Affordable Connectivity Program @ 10:30 (Workshop)

Sign Up Today!

Call: [518] 623-3011

Email: lkeith@sals.edu



Benefits of Connecting to the Internet

Date: Tuesday, May 9, 2023

Time: 10:30 AM

**Location: Jeffrey M. Levine Community Room at the Richards Library
in Warrensburg, NY**

This presentation offers real life examples of the ways that home internet access can help you save money, connect with others, and make everyday tasks easier. In this lecture, we'll review common terminology associated with an internet connection, as well as how fast a connection you need to do some of the most common online activities like stream videos and music, check email, and video chat. We'll also explore different ways of connecting to the internet as well as resources for available service in your area.

Sign Up Today!

Call: [518] 623-3011

Email: Ikeith@sals.edu



Warrensburgh Riverfront Farmers' Market

Since 1998... "Bringing the Farm to You"

~Twenty-Fifth Season~

Every Friday from 3-6 p.m., June 2nd thru October 6th
in the heart of the Warrensburgh Mills Historic District
on the banks of the scenic Schroon River

*Producer Only...Organically Grown, Raised and Prepared Foods...
Gluten Free Foods...Master Gardener Station...Farm Fresh Recipes...
Picnic Area...Bathroom...Community/Regional Event Information...
Non-Profit and Local Business Information Table*

LIVE MUSIC THROUGHOUT THE SEASON

*In addition...Food Sampling; Wine, Beer and Spirits Tasting; Educational Exhibits,
Crafter Demonstrations, Children's Activities and much more...*

2023 FESTIVAL SCHEDULE

- Rhubarb – June 2nd
- Strawberry – June 23rd
- Blueberry - July 21st
- A Gathering of Artisans-
August 11th
- Apple - September 15th
- Garlic - October 6th



Sponsored by Warrensburgh Beautification Inc.

Follow us on Facebook!

FURTHER INFO: Teresa Whalen, Market Manager, 518-466-5497, taawhalen@yahoo.com
<https://www.facebook.com/Warrensburgh-Riverfront-Farmers-Market-1623999057868045/>

2023 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	592	112	112	30	1255	27	522	452	31	129	190
February	545	101	55	18	1201	14	286	329	2	94	199
March	683	112	89	22	1415	23	399	393	63	149	202
April	638	100	91	12	1224	13	292	256	6	86	248
May											
June											
July											
August											
September											
October											
November											
December											
2023 TOTALS	2458	425	347	82	5095	77	1499	1430	102	458	839
	O/A Att 2883		O/A Comp 429		O/A Circ. 5095						

Name	Term Start (Month)	Term Start (Year)	Term End (Month)	Term End (Year)	Notes	Revised Term End (Month)	Revised Term End (Year)
Sarah Gebbie-Measeck	July	2019	July	2024	Board President	December	2024
Becky Smith-Lawler	January	2021	December	2025	Financial Officer	December	2025
Susan Matzner	December	2021	December	2026	Secretary	December	2025
John Schroeter	January	2021	December	2025		December	2026
Suzanne Glebus	January	2022	December	2026		December	2026
Esther McTague	April	2022	April	2027		December	2027
Mary Beadnell	January	2022	December	2026	Vice President	December	2027

RE: Cyber Insurance Quote request

Jenna Cooper <jenna@carpenterinsuring.com>

Fri 4/28/2023 4:30 PM

To: Burkhardt, Shelby <SBurkhardt@sals.edu>

 1 attachments (173 KB)

Richards Library Enhancement Endorsement.pdf;

Caution: This email appears to have originated from outside the organization. Do not open attachments or click links from unknown or unexpected sources.

Hi Shelby- I'm hoping to answer all your questions, I hope I don't miss anything

- Your umbrella insurance would not cover a cyber event-. An umbrella covers your liability, and should you have a cyber attack, you usually would not be liable (legally speaking), unless the attack was found to be directly your liability, in which case it would be covered under the umbrella, with the underlying policy.
- Currently your Commercial package insurance covers up to \$50,000 , per the enhancement endorsement. The policy language reads as follows: 1. Computer Fraud and Funds Transfer We will pay up to \$50,000 for loss caused by: a. Computer Fraud We will pay for loss to "money", "securities", or business personal property and personal property of others resulting directly from "computer fraud". b. Funds Transfer Fraud We will pay for loss to "money" and "securities" resulting directly from a "fraudulent instruction" directing a financial institution to transfer, pay, or deliver "money" or "securities" from your "trans[1]fer account".
- What is NOT covered, is under section D. subsection 3 which reads as follows: 3. Under Computer Fraud and Funds Transfer Fraud, we do not cover: a. Loss resulting from the use or purported use of credit, debit, charge, access, convenience, identi[1]fication, stored-value, or other cards or the infor[1]mation contained on such cards; b. Intentionally misleading by a person to induce you or your employees to transfer "money", "se[1]curities", or business personal property and per[1]sonal property of others by someone pretending to be you, your employee, vendor, or client; c. Any loss or that part of any loss, where the proof of its existence or amount is dependent upon: 1) An inventory computation; or 2) A profit and loss computation. d. Loss by an indirect result of any act or "occur[1]rence" covered by "computer fraud" or funds transfer fraud including, but not limited to, loss caused by: 1) Your inability to realize income that you would have realized had there been no loss of, or loss from damage to, covered prop[1]erty; 2) Payment of damages of any type for which you are legally liable. We will pay compen[1]satory damages arising from a loss covered by this Extension of Coverage; or 3) Payment of costs, fees, or other expenses you incur in establishing either the existence or the amount of loss under this Extension of Coverage. e. Loss by expenses related to any legal action
- I cannot remove this coverage singularly without removing the entire form- I've attached the form for your records and coverage review.

I look forward to speaking with you, and am still looking into being able to obtain a copy of the application.

Best,
Jenna

Jenna Cooper
Carpenter & Associates Insuring LLC

Phone- (518)494-8691

Fax- (518)494-8713

Email – jenna@carpenterinsuring.com

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

GENERAL SELECT ENHANCEMENT

This endorsement modifies insurance provided under the following:

ERIESECURE BUSINESS PROPERTY COVERAGE PART

A. Blanket Coverages

We will pay up to \$250,000 as a Blanket Coverage Amount of Insurance which applies to the following coverages or combination of the following coverages:

1. Under **Section IV – Additional Coverages – Electronic Data Processing Equipment and Electronic Data Coverage**:
 - a. Electronic Data Processing Equipment - Computer Virus; and
 - b. Electronic Data – Expenses for Reproduction or Replacement.
2. Under **Section VI – B. Extensions of Coverage**:
 - a. Accounts Receivable;
 - b. Debris Removal;
 - c. Fine Arts;
 - d. Motor Truck Cargo;
 - e. Temporarily Off Premises - Business Personal Property and Personal Property of Others;
 - f. Transportation; and
 - g. Valuable Papers and Records.

The Blanket Amount of Insurance is in addition to the Amount of Insurance provided for these coverages in **Section IV – Additional Coverages** and **Section VI – B. Extensions of Coverage**.

This Blanket Amount of Insurance may be applied to any one coverage or combination of coverages shown above. However, the most we will pay for "loss" or damage resulting from any one occurrence at any premises described in the "Declarations" is \$250,000. The Blanket Amount of Insurance applies separately to each premises described in the "Declarations".

B. Brands And Labels

Under **Section VI – B. Extensions of Coverage – Brands and Labels** is added:

We will cover branded or labeled merchandise damaged by a peril insured against.

If we take your damaged merchandise at an agreed or appraised value, we may also pay expenses you incur to:

1. Stamp salvage on the merchandise or its containers, if the stamp will not cause further damage to the merchandise; or
2. Remove any brands or labels, if doing so will not cause further damage to the merchandise or its containers. You must relabel the merchandise or its containers to comply with the law.

The most we will pay for Brands and Labels is the Amount of Insurance shown in the "Declarations" for Business Personal Property and Personal Property of Others.

The property deductible does not apply to this extension.

C. Check, Credit, or Debit Card Forgery or Alteration

The Amount of Insurance under **Section VI – B. Extensions of Coverage - Check, Credit, or Debit Card Forgery or Alteration** is increased from \$5,000 to \$15,000 for any one loss.

D. Computer Fraud and Funds Transfer Fraud

Under **Section VI – B. Extensions of Coverage - Computer Fraud and Funds Transfer Fraud**, is added:

1. Computer Fraud and Funds Transfer

We will pay up to \$50,000 for loss caused by:

a. Computer Fraud

We will pay for loss to "money", "securities", or business personal property and personal property of others resulting directly from "computer fraud".

b. Funds Transfer Fraud

We will pay for loss to "money" and "securities" resulting directly from a "fraudulent instruction" directing a financial institution to transfer, pay, or deliver "money" or "securities" from your "transfer account".

2. Under **Section I – Business Personal Property and Personal Property of Others – Coverage 2 - Property Not Covered**, Paragraph **B.3.** "money" and "securities" is deleted, but only for this coverage.
3. Under **Computer Fraud and Funds Transfer Fraud**, we do not cover:
 - a. Loss resulting from the use or purported use of credit, debit, charge, access, convenience, identification, stored-value, or other cards or the information contained on such cards;
 - b. Intentionally misleading by a person to induce you or your employees to transfer "money", "securities", or business personal property and personal property of others by someone pretending to be you, your employee, vendor, or client;
 - c. Any loss or that part of any loss, where the proof of its existence or amount is dependent upon:
 - 1) An inventory computation; or
 - 2) A profit and loss computation.
 - d. Loss by an indirect result of any act or "occurrence" covered by "computer fraud" or funds transfer fraud including, but not limited to, loss caused by:
 - 1) Your inability to realize income that you would have realized had there been no loss of, or loss from damage to, covered property;
 - 2) Payment of damages of any type for which you are legally liable. We will pay compensatory damages arising from a loss covered by this Extension of Coverage; or
 - 3) Payment of costs, fees, or other expenses you incur in establishing either the existence or the amount of loss under this Extension of Coverage.
 - e. Loss by expenses related to any legal action.

4. **Deductible**

We will pay the amount of loss resulting directly from any one "occurrence" which is in excess of a \$1,000 deductible for this coverage.

5. Under **Section VIII - Commercial Property Conditions**, the following are added, but only for this coverage:

Limit Of Protection For Specified Property

We will pay up to \$5,000 for any one "occurrence" for "loss" to:

- a. Precious metals, precious or semi-precious stones, pearls, furs, or completed or partially

completed articles made of or containing such materials that constitute the principal value of such articles; or

- b. Manuscripts, drawings, or records of any kind or the cost of reconstructing them or reproducing any information contained in them.

Discovery Period For Loss

We will pay for a covered loss discovered no later than one year from the end of the policy period.

6. Under **Section IX – Definitions**, the following are added, but only for Computer Fraud and Computer Funds Transfer:

- "Banking premises" means the interior of that portion of any building occupied by a banking institution or similar safe depository.
- "Computer fraud" means theft of property following and directly related to the use of any computer to fraudulently cause a transfer of that property from inside the premises described in the "Declarations" or "banking premises" to a place outside those premises or to a person (other than a messenger) outside those premises.
- "Fraudulent instruction" means:
 - a. An electronic, telegraphic, cable, teletype, telefacsimile, or telephone instruction which purports to have been transmitted by you, but which was in fact fraudulently transmitted by someone else without your knowledge or consent;
 - b. A written instruction issued by you, which was forged or altered by someone other than you without your knowledge or consent, or which purports to have been issued by you, but was in fact fraudulently issued without your knowledge or consent; or
 - c. An electronic, telegraphic, cable, teletype, telefacsimile, telephone, or written instruction initially received by you which purports to have been transmitted by an employee, but which was in fact fraudulently transmitted by someone else without your or the employee's knowledge or consent.
- "Occurrence" means an:
 - a. Act or series of related acts involving one or more persons; or
 - b. Act, event, or a series of related acts or events not involving any person.
- "Transfer account" means an account maintained by you at a financial institution from which you

can initiate the transfer, payment, or delivery of "money" or "securities":

- a. By means of electronic, telegraphic, cable, teletype, telefacsimile, or telephone instructions communicated directly through an electronic fund transfer system; or
- b. By means of written instructions establishing the conditions under which such transfers are to be initiated by such financial institution through an electronic funds transfer system.

E. Contract Penalty

Under **Section VI – B. Extensions of Coverage – Contract Penalty** is added:

We will pay up to \$25,000 for contractual penalties that you are required to pay your customers. These contractual penalties must be a result of any clause in your contracts for failure to timely deliver your products according to the contract terms. These contractual penalties must result from "loss" or damage to your covered property by a peril insured against.

The property deductible does not apply to this extension.

F. Counterfeit Money

The Amount of Insurance under **Section VI – B. Extensions of Coverage - Counterfeit Money** is increased from \$1,000 to \$11,000 for any one loss.

G. Employee Dishonesty

The Amount of Insurance under **Section VI – B. Extensions of Coverage - Employee Dishonesty** is increased from \$10,000 to \$50,000 for any one loss.

H. Income Protection – Off-Premises Utility Properties Failure

The Amount of Insurance under **Section VI – B. Extensions of Coverage - Income Protection – Off-Premises Utility Properties Failure** is increased from \$25,000 to \$50,000 for any one loss.

I. Merchandise – Deferred Payment

Under **Section I – Coverages – Business Personal Property and Personal Property of Others – Coverage 2 - Merchandise – Deferred Payment** is added:

We will pay up to \$5,000 for "loss" or damage to merchandise which you have sold under a conditional sale or trust agreement or any installment or deferred payment plan after delivery to buyers provided "loss" or damage is caused by a peril insured against.

When a total "loss" to covered property occurs, deferred payments are valued on the amount shown on your books as due from the buyer.

When partial "loss" to covered property occurs and the buyer refuses to continue payment, forcing you to repossess, deferred payments are valued as follows:

1. If the realized value of the repossessed property is greater than or equal to the amount shown on your book, as due from the buyer, we will make no payment; but
2. If the realized value of the repossessed property is less than the amount shown on your books as due from the buyer, we will pay the difference.

When a total or partial "loss" occurs and the buyer continues to pay you, we will make no payment.

The property deductible does not apply.

J. Outdoor Radio and Television Antennas and Satellite Dishes

Under **Section VI – B. Extensions of Coverage - Outdoor Radio and Television Antennas and Satellite Dishes** is added:

1. We will pay up to \$2,500 for "loss" or damage to outdoor radio and television antennas (including satellite dishes) and lead-in wiring, masts, or towers caused by windstorm or hail at the premises described in the "Declarations".
2. Under **Section III – Exclusions**, Paragraph **B.12** is deleted, but only to the extent coverage is provided in this Extension of Coverage.

A \$200 deductible applies to this extension.

K. Sewer And Drain Back-Up

Under **Section VI – B. Extensions of Coverage - Sewer And Drain Back-Up** is added:

1. We will pay up to \$25,000 for any one "loss" to covered property caused by water or sewage that backs up through sewers and drains, or which enters into and overflows or is otherwise discharged from a sewer, drain, sump pump, sump pump well, or any other system designed to remove subsurface water which is drained from the foundation area.
2. Under **Section III – Exclusions**, Paragraph **A.6.c.** is deleted, but only to the extent coverage is provided in this Extension of Coverage.

A \$500 deductible applies to this extension.

L. Unauthorized Business Card Transactions

Under **Section VI – B. Extensions of Coverage - Unauthorized Business Card Transactions** is added:

We will pay up to \$5,000 for your loss to "money", charges, or expenses you incur resulting directly from the unauthorized use of credit, debit, charge, access,

convenience, funds transfer, stored valued, or similar cards issued to another person or organization.

A \$500 deductible applies to this extension.

M. Utility Properties – Direct Damage

Under **Section VI – B. Extensions of Coverage - Utility Properties - Direct Damage** is added:

We will pay up to \$50,000 for direct physical "loss" or damage to covered property at the premises described on the "Declarations" caused by the interruption in utility service to the premises described in the "Declarations".

The interruption in utility service must result from direct physical "loss" or damage by a peril insured against to the following property not on the premises described in the "Declarations":

1. Communication Supply Property, meaning property supplying communication services, including telephone, radio, microwave, or television services to the premises described in the "Declarations", such as:
 - a) Communication transmission lines including fiber optic transmission lines;
 - b) Coaxial cables; and
 - c) Microwave radio relay, except satellites.
2. Power Supply Property, meaning the following types of property supplying electricity, steam, or gas to the premises described in the "Declarations":
 - a) Utility generating plants;
 - b) Switching stations;
 - c) Substations;
 - d) Transformers; and
 - e) Transmission lines.

3. Water Supply Property meaning the following types of property supplying water to the premises described in the "Declarations":

- a) Pumping stations; and
- b) Water mains.

4. Wastewater Removal Property, meaning a utility system for removing wastewater and sewage from the premises described in the "Declarations", other than a system designed primarily for draining storm water. The wastewater removal property includes sewer mains, pumping stations, and similar equipment for moving the effluent to a holding treatment or disposal facility, and includes such facilities.

Coverage does not apply to "loss" or damage to covered property at the premises described in the "Declarations" due to an interruption in service caused by or resulting from a discharge of water or sewage due to heavy rainfall or flooding.

Transmission lines include all lines which serve to transmit communication service or power, including lines which may be identified as distribution lines.

We will not pay for loss or damage to "electronic data" including destruction or corruption of "electronic data".

The property deductible does not apply to this extension.



Cowbell Cyber Insurance Quote - Prime 100

NAMED INSURED	Richards Library	AGENCY NAME	Carpenter & Associates Insuring ...
REVENUE	\$200,000.00	QUOTE NUMBER	QCB-100-FIYPNNBP
# OF EMPLOYEES	3		
YEAR ESTABLISHED	1901	EXPIRES ON	2023-04-12 (12:01 AM) Insured Local Time
INSURED STATE	NY		

Thank you for trusting Cowbell for your cyber coverage. Below is the detail of your quoted cyber policy based on the truthfulness and accuracy of the information provided to Cowbell in response to the questions on the insurance application entered into our underwriting system. After quote expiration date, underwriters generally reserve the right to revise the offered quotes. All quotes are subject to signed Cowbell application and confirmation of loss history.

PROPOSED POLICY DETAILS

AGGREGATE LIMIT	\$1,000,000	POLICY PERIOD	03/22/2023 to 03/22/2024
DEDUCTIBLE	\$2,500	ESTIMATED ANNUAL PREMIUM	\$1,189.00
WAITING PERIOD	6 Hrs	BROKER FEES	\$100.00
RETROACTIVE PERIOD	Full Prior Acts	TOTAL AMOUNT	\$1,289.00

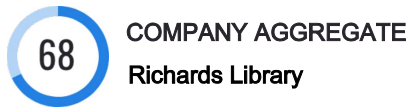
COVERAGES

	0	1M
<input checked="" type="checkbox"/> Security Breach Expense		1M
<input checked="" type="checkbox"/> Security Breach Liability		1M
<input checked="" type="checkbox"/> Restoration of Electronic Data		1M
<input checked="" type="checkbox"/> Extortion Threats	50K	
<input checked="" type="checkbox"/> Public Relations Expense	50K	
<input checked="" type="checkbox"/> Business Income & Extra Expense Sublimit \$1M		1M
<input checked="" type="checkbox"/> Computer & Funds Transfer Fraud		1M
<input type="checkbox"/> Ransom Payment Limit		
<input checked="" type="checkbox"/> Social Engineering Limit \$100K Deductible \$10K	100K	
<input type="checkbox"/> Hardware Replacement Costs		
<input type="checkbox"/> Telecommunications Fraud		
<input type="checkbox"/> Post Breach Remediation Coverage		
<input checked="" type="checkbox"/> Website Media Liability	100K	



We included below your Cowbell Factors rating which gives you visibility into your security posture, how you compare to peers, and where to improve your security. Cowbell's platform assesses your threats and risk exposure using Cowbell Factors and automatically tailors the coverage offered to your specific business needs. Scores range from 0 to 100, 100 being the highest and representing the lowest level of risk.

AGGREGATE COWBELL FACTORS



Average of all the various Cowbell Factors for this company. This score ranges from 0 to 100, 100 being the highest. A company with a score of 85 represents less risk than one with a score of 64. This ACF is a good metric to benchmark a company against peers, but it is not used for underwriting.



Measures an industry overall cyber risk factor. This is calculated from the pool of organizations in the Cowbell database for the specific industry. This score ranges from 0 to 100, 100 being the best. An industry with a score of 80 represents less risk than one with a score of 56.

INDIVIDUAL COWBELL FACTORS



Measures the strength of the organization's network infrastructure and whether security best practices are deployed such as use of encryption, secure protocols, patching frequency, and use of threat mitigation tools. This factor also checks for vulnerabilities, malware, misconfigurations and other weaknesses.



This factor tracks risk markers related to hacking of email and phishing that commonly leads to nefarious activities such as funds transfer.



Measures the strength of an organization's cloud security based on its security practices and footprint on commonly used public clouds and cloud storage (i.e. AWS, Azure, GCP, Box). This factor incorporates configuration for security best practices such as the use of multi-factor authentication.



Measure of an organization's potential exposure to extortion related attacks such as ransomware. This factor shares some data sources with network security and endpoint security presence of malware on the network, patching cadence, use of encryption and more.



Measure of endpoints preparedness (servers, mobile devices, IoT endpoints) towards cyberattacks. This factor incorporates the number of endpoints as well as the level of security hygiene applied to them - patching cadence and presence of vulnerabilities or malware.



Measures an organization's level of compliance to security standards such as CIS (Center of Internet Security) benchmarks, NIST CSF (Cyber Security Framework), CSC-20 (Critical Security Controls), HIPAA, PCI, EU GDPR and CCPA (future).



Measure of an organization's exposure to the darknet, taking into account the type and volume of data exposed and its value for criminal activity (examples: stolen credentials, PII).



Cowbell Cyber Coverages - Prime 100



SECURITY BREACH EXPENSE

Coverage for losses and expenses directly associated with recovery activities in the aftermath of a cyber incident. This can include investigation and forensic services, notification to customers, call center services, overtime salaries, post-event monitoring services such as credit monitoring for impacted customers and more.



SECURITY BREACH LIABILITY

Coverage for third party liability directly due to a cyber incident and that the insured becomes legally obligated to pay. This includes defense expenses, compensatory damages, and settlement amounts, and fines or penalties assessed against the insured by a regulatory agency or government entity, or for non-compliance with the Payment Card Industry Data Security Standards.



RESTORATION OF ELECTRONIC DATA

Coverage for the costs to replace or restore electronic data or computer programs in the aftermath of an incident. This can also include the cost of data entry, reprogramming and computer consultation services to restore lost assets.



EXTORTION THREATS

Coverage for loss resulting from an extortion threat that is discovered during the policy period. This can include approved firms and resources that determine the validity and severity of threat, interest costs associated with borrowing for the ransom demand, reward payment that leads to conviction and arrest of party responsible, the ransom payment and other reasonable expenses.



PUBLIC RELATIONS EXPENSE

Coverage for the fees and costs to restore reputation in response to negative publicity following a cyber incident or a security breach. This includes, for example, the fees associated with the hiring of a public relations firm that handles external communications related to the breach.



COMPUTER AND FUNDS TRANSFER FRAUD

Coverage for the losses due to a fraudulent computer operation that causes money (or other property) to be transferred from an insured's account. This also covers losses incurred by a fraudulent instruction directing a financial institution to debit money from the insured's transfer account.



BUSINESS INCOME AND EXTRA EXPENSE

Coverage for the losses and costs associated with the inability to conduct business due to a cyber incident or an extortion threat. Business income includes net income that would have been earned or incurred. Note that business interruptions due to system failure or voluntary shutdown are not covered.



SOCIAL ENGINEERING

Coverage for a loss resulting from a social engineering incident where the insured is intentionally misled to transfer money to a person, place or account directly from good faith reliance upon an instruction transmitted via email by an imposter. A documented verification procedure requirement needs to have been completed in order to be provided coverage.



RANSOM PAYMENTS

Coverage for the reimbursement of the monetary value of any ransom payment made by the insured to a third party in response to a ransom demand to resolve an extortion threat.



HARDWARE REPLACEMENT COSTS

Coverage for the cost to replace computers or any associated devices or equipment operated by the insured that are unable to function as intended due to corruption or destruction of software or firmware, resulting from a cyber incident.



TELECOMMUNICATIONS FRAUD

Coverage for the cost of unauthorized calls or unauthorized use of the insured's telephone system's bandwidth, including but not limited to phone bills.



POST BREACH REMEDIATION COVERAGE

Coverage for labor costs incurred to resolve vulnerabilities or weaknesses in the insured's computer system that are identified by an independent security firm after a cyber incident. Identified upgrades or improvements must reduce the probability or potential damage of a future incident to qualify.



WEBSITE MEDIA LIABILITY

Coverage for a loss and defense expenses from intellectual property infringement, other than patent infringement, related to media content on the company website or its social media accounts only.



Cowbell Cyber Insurance Quote - Prime 100

NAMED INSURED	Richards Library	AGENCY NAME	Carpenter & Associates Insuring...
REVENUE	\$200,000.00	QUOTE NUMBER	QCB-100-ON2GC1VP
# OF EMPLOYEES	3		
YEAR ESTABLISHED	1901	EXPIRES ON	2023-04-06 (12:01 AM) Insured Local Time
INSURED STATE	NY		

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PROPOSED POLICY DETAILS

AGGREGATE LIMIT	\$1,000,000	POLICY PERIOD	03/16/2023 to 03/16/2024
DEDUCTIBLE	\$2,500	ESTIMATED ANNUAL PREMIUM	\$1,531.00
WAITING PERIOD	6 Hrs	BROKER FEES	\$100.00
RETROACTIVE PERIOD	Full Prior Acts	TOTAL AMOUNT	\$1,631.00

COVERAGES

	0	1M
✓ Security Breach Expense		1M
✓ Security Breach Liability		1M
✓ Restoration of Electronic Data		1M
✓ Extortion Threats	50K	
✓ Public Relations Expense	50K	
✓ Business Income & Extra Expense Sublimit \$1M		1M
✓ Computer & Funds Transfer Fraud		1M
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✓ Social Engineering Limit \$250K Deductible \$10K	250K	
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✓ Telecommunications Fraud	50K	
✓ Post Breach Remediation Coverage	50K	
✓ Website Media Liability		1M

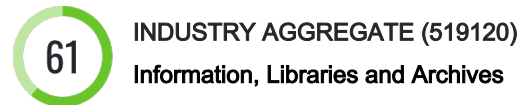


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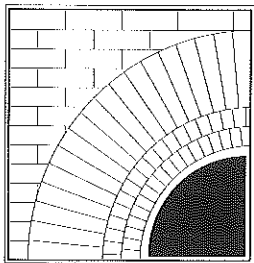
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SERVICES AUTHORIZATION

Re: Planning Services
Richards Library - Warrensburg, NY

March 06, 2023

**BUTLER
ROWLAND
MAYS**

**ARCHITECTS,
LLP**

57 West High Street
Ballston Spa, NY
12020

PH: 518 885 1255
FAX: 518 885 1266

www.brmarcitects.com

ARCHITECTURE

INTERIORS

PLANNING

Steven G. Rowland, RA
Paul K. Mays, RA
Licensed NY/CT

Between the Owner: Richards Library
36 Elm Street
Warrensburg, New York 12885

and the Architect: Butler Rowland Mays Architects, LLP
57 West High Street
Ballston Spa, NY 12020

PROJECT NAME AND SERVICES DESCRIPTION:
Richards Library - Planning Services Project

SCOPE OF PLANNING SERVICES

BRMA, based on our collected library project experience, proposes to perform the following scope of work services, pursuant to preparation for phasing grant-writing and fundraising campaign(s).

Existing Conditions Related

- Review of existing drawings and documents, provided by the Library, defining the existing site and building as a base map. Recommendations regarding solicitation of a property boundary and topography survey, if necessary.
- Review of existing conditions to identify specific spaces and features that will require particular consideration in the development of Library programming.
- A general review of the maintenance, repair, and energy conservation needs of the existing facility and building envelope, and discussions with staff and facility maintenance personnel regarding physical upgrades made necessary by aging or weathering of building systems.
- Review of potential for future expansion strategies, in phases or at one time.
- Evaluation of potential sustainable design strategies and mechanical/comfort system improvements, including solar access, daylight harvesting, geothermal, etc., and their financial and political paybacks.
- Development of an Existing Conditions Report summarizing the above reviews, documenting the condition, age, life expectancy, replacement/upgrade cost options, grant applicability, and recommendations for major building systems (building envelope from foundation through roof, window and door systems, exterior cladding systems, interior slab issues, interior finishes and structures, and mechanical, electrical, and data systems). This prioritized list of recommended physical building improvements (from "requires immediate attention," to "requires attention within 2-5 years," to "may be deferred up to ten years.") is separate and distinct from programming and space needs, but becomes part of the overall Master Plan for addressing the building program and long-term requirements. It also provides a checklist for annual review by the Buildings and Grounds Committee, to maintain awareness of upcoming required maintenance or obsolescence of systems.
- Conceptual Drawings shall be prepared to develop the potential for phasing (related to grant cycles, budgeting, fundraising, and/or referenda), beginning with improvements within the existing building footprint, and extending to other potential upgrades or additions.
- Preparation of one to two Preliminary Floor Plan Schemes, with options and with various program areas color-coded, for review and comment by the Building

Committee and staff, for further consolidation. A conceptual site plan will also be included.

- A Preliminary Opinion of Probable Construction Cost will be prepared with this Phase for each Scheme. These estimates will be based upon typical square footage construction costs for buildings of this type, and will be broken down into hard and soft costs. Hard costs will include breakdown by trades (general construction, plumbing, mechanical, and electrical) into renovation costs, addition costs, and general conditions. Soft costs will include furnishings costs, fees, bonding, legal, testing and surveys, etc. Combined, the two categories (hard and soft costs) will represent the potential total project costs.

FEE STRUCTURE

Planning Services and Grant Assistance Services Fees (this proposal):

Planning and 2023 DLD Grant Assistance	Lump sum fee of:	\$6,200.00
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The fees above do not include standard reimbursables (mileage, copies, printing, faxes, etc.) as defined by the AIA Standard Form of Agreement Between Owner and Architect. Reimbursables are estimated **not to exceed \$200 for these services.**

Continuing Services – Implementation of all or part of the Planning:

Continuing Services, if necessary (depending on the scope of each phased component of work), include the preparation of construction documents, bidding, and construction administration of elements of the Plan, either separately per phase, or as one or multiple renovation /addition projects. These fees are currently incalculable, until scopes and budgets are developed and approved as part of the Planning process. All Estimates of Project Cost included in the Plan for each phase will include soft costs, including appropriate fees, so that such services are budgeted as part of the planning. Some basic maintenance projects may need only minimal construction documents or administration, but others may require production of a bid set. BRMA will review with the Director and the Committee these requirements for any phase to be pursued.

ASSUMPTIONS & LIMITATIONS FOR PRELIMINARY DESIGN SERVICES

1. This offer is valid for a period of thirty days after the date of this letter.
2. Consultant services are not included as part of the evaluation services for mechanical, and electrical engineering. Initial site and structural recommendations will be provided in-house. If existing conditions issues become apparent which require the use of a consultant engineer (eg.: HVAC upgrades) for detailed technical evaluation, such services will be discussed with and approved by the Owner prior to commencement of such services.
3. The following items are not included in the basic scope of services described above. **If deemed necessary**, BRMA will assist the Owner with the selection of qualified professionals to provide these additional services.
 - a. Traffic studies
 - b. Environmental impact statements, wetlands identification, and storm water drainage studies
 - c. Other special studies (archaeological, etc.) or special agency requirements
 - d. Topographic and boundary surveys
 - e. Geotechnical surveys (soil borings, etc.) to determine subsurface conditions and water levels
 - f. Emergency services related to existing conditions uncovered during the course of this planning work (eg.: structural deficiencies which might lead to imminent failure, etc.)
4. Professional services relating to discovery, design and/or remediation of any hazardous or otherwise unsuitable materials, such as asbestos (frequently found in roofing and insulation systems, sealants, fire-proofing, plasters and other finishes, or pre-fabricated panels), lead (frequently found in paints and roofs), or PCB's (frequently

found in window glazing compounds and sealants), or contaminated soils (from underground fuel tanks, previous industrial uses, etc.) are not included in this proposal. **If deemed necessary**, BRMA will assist the Owner with the selection of qualified professionals to provide these additional services.

5. Services related to any specialized testing, such as insect inspection, geotechnical borings, destructive or non-destructive material testing, or thermal or nuclear moisture surveying, that may be deemed necessary following initial investigations, are not included at this time. We will review any recommendation for the implementation of these services with the Board of Trustees for approval prior to commencement.
6. BRMA and the design team will have access to all existing building documentation, drawings, and reports as well as reasonable access to the building and site to conduct an assessment of existing conditions. This proposal includes provisions for observation of existing conditions from the ground, from the roof, or from the interior of the building. Should access to specific building issues require scaffolding, mechanical lifts, excavation equipment, selective demolition, etc., coordination of such access will be provided as an additional service.
7. The approval and review processes are limited to the Owner (Richards Library Board of Trustees) for the purposes of the Planning Services. Services related to the submission and presentation of this Project, beyond those already specifically listed above, to officials from any municipality or review board or hearing (Zoning, Planning, Architectural Review, Historic Review, State Education Department, etc.), are not included herein, but may be provided as an additional service.
8. BRMA may rely upon the accuracy and completeness of the site boundary and topography survey, or other documentation of existing conditions, provided by the Owner. It is assumed, based on previous conversation, that some existing drawings, floor plans, or sections of the building exist for use as base drawings, and that BRMA will be checking overall measurements of the building in the field for the purposes of the Planning and Design services.
9. Basic furnishings layouts will be included on all schematic floor plans.
10. If this Proposal is accepted, please execute on the last page, authorizing BRMA to proceed with these services. At such time as the Project and our services proceed to Continuing Design Services (Design Development, Construction Documents, Bidding, and Construction Administration of some or all elements of the Master Plan), we anticipate using the AIA Standard Form of Agreement Between Owner and Architect as appropriate for the project size and scope.
11. It is understood that if the scope of the Planning Project in whole or in part is materially changed, fees will be adjusted accordingly as mutually agreed upon, prior to commencement of the work.
12. It is understood that funding for professional fees is available to the Library, and is accessible for this work. **A Planning project such as this is typically billed monthly by the Architect, based on a percentage of completion for each scope above, with payment due on a 30-day basis.**
13. Grant Assistance (NYS DLD Construction Grants) services, for the purpose of this proposal, include strategizing eligible projects, developing budgets based on available local match and reasonable expectations for grant award, procurement of contractor estimates for submission with the application, and writing of narratives for submission with the application. The submission itself is submitted by the Library Director through an online portal.

We appreciate the opportunity to present this proposal to your Board of Trustees, and look forward to working with you on this important project. If you have any questions regarding this agreement, please feel free to call. If this Proposal meets with your acceptance, please execute below and return one original copy to our office, keeping one original for your file.


I/We authorize Butler Rowland Mays Architects, LLP to perform the listed services on pages 1-3.

Owner:

For the Richards Library

Date:

Architect:



Paul K Mays, RA, Principal Butler Rowland Mays Architects, LLP

Date:

03-06-2023
