

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, February 3, 2026 @ 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 – *remainder of December 2025 and partial January 2026*
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: *SALS*,
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds:
 - d. Ad Hoc: *Increase Archival Attention Grant – report attached; 125th Anniversary Committee – 123rd Anniversary open house discussed and new ideas for this August*
 - e. Outreach: *John*
 - f. Policy: *Workshop on Emergency Preparedness Draft; Volunteer and Delivery to Homebound Patrons tabled while waiting on info from SALS*
- VII Old Business
 - Adirondack Rural Revitalization Program (ARRP) Grant - *PCC sent contract*
 - Vacancy: maintenance/handyperson – *ad posted*
 - Princh – *e-printing from laptops, mobile devices, etc.*
 - DASNY Diligence Letter/Application
 - Library Speakers Consortium
- VIII New Business
 - Building Repairs & Maintenance
 - Letter to WCSD BOE
 -
- IX Other Business
 - Town Board Meetings
 - o Report from Esther for the Thurman meeting (1/15 @ 4:30 PM)
 - o Susan attending the Warrensburg meeting (2/11 @ 7:00 PM)
 - o Need volunteer for the WCSD BOE meeting (3/9 @ 6:00 PM)
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, February 17, 2026 @ 10:00 AM
- XII Next Board Meeting: Tuesday, March 3, 2026 @ 10:00 AM
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, January 6, 2026**

Present: Sarah Gebbie-Measeck, Susan Matzner, Mary Beadnell, Samantha Newcomb, Esther McTague, John Schroeter, and Shelby Burkhardt, Library Director

Excused: Becky Lawler, Gina Coburn

Meeting called to order at 10:05am

Motion to accept and approve the consent agenda and meeting minutes was made by John, seconded by Samantha, and approved by Board.

Period of Public Expression:

- None

Correspondence:

- Sun Community News – request to place an ad
- ASL Deafined
 - Received a pamphlet about an on-line resource for the hard of hearing
 - Cost is \$799 per year
 - Director will email to get more information
- National Grid – information on energy usage

Director's report:

- A lot of time was spent working on vacation programming with no participation
- Plan to be open from 9:00-3:00 on MLK Jr Day and Presidents' Day
- Food for Fines Donation was taken to First Presbyterian Community Pantry
- Ordered "crawl-thru cabinet" for Children's Room
- Issue with private group using the Community Room and making excessive noise, safety concerns and rifling through library supplies
 - Email sent
- Discussed December Programs and upcoming Programs for January
- Statistics for the month and 2025 were discussed

Committee Reports

- Personnel Committee: n/a
- Ad Hoc:
 - Archives
 - 3 sessions, unique items discovered
 - Changing displays in Adult Room
 - Shelby will ask Marie to provide a simple report recording actions at each session
 - 125 Anniversary Committee
 - Will celebrate in August
 - Samantha has volunteered to chair the Ad Hoc committee

- Budget and Finance: n/a
- Building and Grounds:
 - Estimate from Mr. Electric approved
 - Waiting on parts – 2026 to finalize repair
 - Ice Melt for Courtyard
 - Reached out to Darryl (snow removal) – Magnesium Chloride is safe enough on stonework, sand recommended
- Outreach
 - John – continuing on as usual at Countryside Adult Home
- Policy
 - Workshop on Volunteer and Homebound Patrons scheduled for Jan. 20

Old Business

- Adirondack Rural Revitalization Program Grant
 - PCC proposal signed and submitted, awaiting contract
 - Discussed \$980 funding shortage for project – need to determine where to designate funds from in near future.
- Staff Vacancy
 - Continue to look for maintenance/handyman
 - Director put together a draft help wanted ad
 - Will advertise in SUN and Chronicle
- 2026 Board Meeting Schedule
 - Submitted to The Sun and The Chronicle
- 2026 Compliance Calendar
 - Distributed to Board
- Election of 2026 Board Officers
 - Term started January 1
- Princh
 - Director is waiting for a response

New Business

- DASNY Diligence Letter/Application
 - Will not fund repairs, mortar, or sealant
 - Will resubmit with new estimate and reworking of scope
- Library Speakers Consortium
 - Monthly author talks
 - 12 talks per year
 - 2 series cost \$1250 = all on-line
 - A motion was made by Sarah, seconded by John and approved by the Board to take unspent funds from 2025 Collections budget to get an annual subscription for 2 series

Other Business:

- Town Board Meetings
 - Esther will attend the Thurman Town meeting on 1/15/26
 - Susan will attend the Warrensburg Town Meeting on 2/11/26
 - Susan reported on the Warrensburg CSD BOE meeting 12/8/25

Motion was made by Susan, seconded by Samantha and approved by Board at 11:16am to go into Executive Session. Library Director asked to exit the Community Room.

Motion was made by Susan, seconded by Samantha and approved by Board to exit Executive Session at 11:26am. Library Director was asked to return to the Community Room.

Public Expression: none

Next Board Meeting set for February 3, 2026 at 10:00am

Next Committee Workshop scheduled for January 20 at 10:00am

Motion was made by Mary, seconded by Samantha and approved by Board to adjourn at 11:27am.

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
December 2025

Accrual Basis

	<u>Dec 25</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	90
NON-OPERATING RECEIPTS	3,705
NON-CASH DONATIONS	<u>1,673</u>
Total Income	5,468
Expense	
OPERATING EXPENSES	5,736
PAYROLL, WAGES, BENEFITS & EXPE	21,788
COLLECTION & OTHER CAPITAL EXPE	<u>-11,463</u>
Total Expense	<u>16,061</u>
Net Ordinary Income	-10,593
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>-14,559</u>
Total Other Expense	<u>-14,559</u>
Net Other Income	<u>14,559</u>
Net Income	<u><u>3,967</u></u>

Richards Library

Monthly Funds Activity Report

December 2025

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #-6131 -Operat & DF						
12.39a · Operating Account - GFNB						
Bill Pmt -Check	12/03/2025	7045	BAKER & TAYLOR	BOOKS		25.08
Bill Pmt -Check	12/03/2025	7046	CINTAS	JANITORIAL		17.01
General Journal	12/05/2025	PAYR...		-MULTIPLE-		6,087.52
Deposit	12/07/2025			Deposit	28.00	
Bill Pmt -Check	12/09/2025	7047	CINTAS	JANITORIAL		30.72
Bill Pmt -Check	12/09/2025	7048	SOUTHERN ADIRONDACK LIBRARY SYSTEM	NOVEMBER 2025 JA FEES		442.46
Bill Pmt -Check	12/09/2025	7049	SOUTHERN ADIRONDACK LIBRARY SYSTEM	STAFF COMPUTER		500.00
Check	12/11/2025	AWW	SPECTRUM ENTERPRISE #142279801	11/25/25-12/24/25		63.98
Check	12/12/2025	AWW	VERIZON	11/22/25-12/21/25		50.88
Deposit	12/14/2025			Deposit	20.00	
Check	12/16/2025	7050	COMMERCE BANK	#--5609		1,850.83
Bill Pmt -Check	12/16/2025	7051	MEAD'S LOCK SHOP	ENTRY DOOR BAR SYSTEM JAM		200.00
Credit Card Ch...	12/16/2025	#38281...	STAPLES	MOVEMENT OF DESIGNATED FUNDS FOR CC PAYMENT	149.99	130.00
Check	12/17/2025	AUTO	SPECTRUM ENTERPRISE #143161701	12/4/25-1/3/26		6,296.53
General Journal	12/19/2025	PAYR...		-MULTIPLE-		
Credit Card Ch...	12/19/2025	#27603...	GAYLORD ARCHIVAL	MOVEMENT OF DESIGNATED FUNDS FOR CC PAYMENT	255.60	
Deposit	12/21/2025			Deposit	29.00	
Credit Card Ch...	12/22/2025	#29380...	GAYLORD ARCHIVAL	MOVEMENT OF DESIGNATED FUNDS FOR CC PAYMENT	209.89	
Bill Pmt -Check	12/24/2025	7052	BRALEY & NOXON	SHOVEL, SALT		141.95
Check	12/26/2025	AWW	NATIONAL GRID	11/5/25-12/8/25		703.81
Check	12/28/2025	226	RICHARDS LIBRARY	BRODART #668591 TRANSFER DESIGNATED FUNDS FOR CC PAYMENT	525.25	
Deposit	12/30/2025			Deposit	21.00	
Deposit	12/31/2025			Deposit	945.00	
Transfer	12/31/2025			Designate Operating Funds per Board Approval to Library Speakers Consortium	20.00	
Bill	12/31/2025	REPLE...	PETTY CASH	-MULTIPLE-	6.31	
Total 12.39a · Operating Account - GFNB					2,210.04	17,790.77
12.39c · OATS Grant Funds						
General Journal	12/19/2025	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	107.45	
Total 12.39c · OATS Grant Funds					107.45	0.00
ACF-Archiving & Young Adult Col						
General Journal	12/05/2025	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE		54.82
General Journal	12/19/2025	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE		114.88
Credit Card Ch...	12/19/2025	#27603...	GAYLORD ARCHIVAL	MOVEMENT OF DESIGNATED FUNDS FOR CC PAYMENT		255.60
Credit Card Ch...	12/22/2025	#29380...	GAYLORD ARCHIVAL	MOVEMENT OF DESIGNATED FUNDS FOR CC PAYMENT		209.89
Total ACF-Archiving & Young Adult Col					169.70	465.49
Director Discretionary Funds						
Credit Card Ch...	12/16/2025	#38281...	STAPLES	MOVEMENT OF DESIGNATED FUNDS FOR CC PAYMENT		149.99
Total Director Discretionary Funds					0.00	149.99
DF-Library Speakers Consortium						
Transfer	12/31/2025			Designate Operating Funds per Board Approval to Library Speakers Consortium	1,250.00	
Total DF-Library Speakers Consortium					1,250.00	0.00
Total Arrow Bank #-6131 -Operat & DF					3,737.19	18,406.25

(12.39) · OPERATING SAVINGS #9012
12.39d · Non-Designated Operating Saving

Richards Library Monthly Funds Activity Report December 2025

Type	Date	Num	Name	Memo	Debit	Credit
Deposit	12/31/2025	INTER...		INTEREST EARNED	3.52	
					3.52	0.00
Total 12.39d	Non-Designated Operating Saving				3.52	0.00
Total (12.39)	OPERATING SAVINGS #9012					
RESERVE FUNDS						
Arrow Reserve Sav #40392707						
Director's Discretionary Fund						
General Journal	12/02/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...	58.45	
General Journal	12/19/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...	267.34	
General Journal	12/19/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...	293.32	
General Journal	12/19/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...	1,019.23	
Deposit	12/31/2025	INTER...		INTEREST	4.07	
					1,642.41	0.00
Total Director's Discretionary Fund					1,642.41	0.00
Total Arrow Reserve Sav #40392707					1,642.41	0.00
RESERVE FUND CD's @ ARROW BANK						
CD #8777706355 (6 months)						
General Journal	12/31/2025	CD INT...		TO RECORD INTERST EARNED AS OF 12/31/25	81.33	
					81.33	0.00
Total CD #8777706355 (6 months)						
CD #8777706356 (14 months)						
General Journal	12/31/2025	CD INT...		TO RECORD INTERST EARNED AS OF 12/31/25	100.87	
					100.87	0.00
Total CD #8777706356 (14 months)						
CD #8777706357 (23 months)						
General Journal	12/31/2025	CD INT...		TO RECORD INTERST EARNED AS OF 12/31/25	80.04	
					80.04	0.00
Total CD #8777706357 (23 months)						
CD #8777706500 (14 months)						
General Journal	12/31/2025	CD INT...		TO RECORD INTERST EARNED AS OF 12/31/25	41.14	
					41.14	0.00
Total CD #8777706500 (14 months)						
CD #8777706501 (23 months)						
General Journal	12/31/2025	CD INT...		TO RECORD INTERST EARNED AS OF 12/31/25	39.86	
					39.86	0.00
Total CD #8777706501 (23 months)						
Total RESERVE FUND CD's @ ARROW BANK					343.24	0.00
Total RESERVE FUNDS					1,985.65	0.00
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	12/14/2025			Deposit	50.00	
Deposit	12/21/2025			Deposit	250.00	
Deposit	12/28/2025			Deposit	66.00	
Total Non-Designated Funds - S/A					366.00	0.00
Children's Rm Furniture(Stewart						

Richards Library Monthly Funds Activity Report December 2025

Type	Date	Num	Name	Memo	Debit	Credit
Check	12/28/2025	226	RICHARDS LIBRARY	TRANSFER DESIGNATED FUNDS FOR CC PAYMENT		525.25
Total Children's Rm Furniture/Stewart					0.00	525.25
Total Special Acct #5976 - GFNB					366.00	525.25
Total TEMPORARY - RESTRICTED BY BOARD					366.00	525.25
PERMANENT RESTRICTED FUNDS						
RICHARDS LIBRARY ENDOWMENT FUND						
Vanguard Investment Account						
General Journal	12/02/2025	VANG...		TO RECORD REALIZED VANGUARD INCOME	58.45	
General Journal	12/02/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...		58.45
General Journal	12/19/2025	VANG...		TO RECORD REALIZED VANGUARD INCOME	267.34	
General Journal	12/19/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...		267.34
General Journal	12/19/2025	VANG...		TO RECORD REALIZED VANGUARD INCOME	293.32	
General Journal	12/19/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...		293.32
General Journal	12/19/2025	VANG...		TO RECORD REALIZED VANGUARD INCOME	1,019.23	
General Journal	12/19/2025	VANG...		TO RECORD TRANSFER OF REALIZED VANGUARD INCOME TO DIRECTOR'S DISC...		1,019.23
General Journal	12/31/2025	VANG...		TO ADJUST TO ACTUAL AS OF 12/31/25	1,349.59	
Total Vanguard Investment Account					2,987.93	1,638.34
Total RICHARDS LIBRARY ENDOWMENT FUND					2,987.93	1,638.34
Total PERMANENT RESTRICTED FUNDS					2,987.93	1,638.34
Total RESTRICTED FUNDS					3,353.93	2,163.59
TOTAL					9,080.29	20,569.84

Richards Library
Monthly Statement of Revenues & Expenses
January 2026

Accrual Basis

	<u>Jan 26</u>
Ordinary Income/Expense	
Income	
LOCAL PUBLIC FUNDS	207,533
OPERATING RECEIPTS	<u>109</u>
Total Income	207,642
Expense	
OPERATING EXPENSES	3,248
PAYROLL, WAGES, BENEFITS & EXPE	11,624
12.36a - Transfers Reserve CapEx	13,350
Transfers Between Oper Acc'ts	<u>3,000</u>
Total Expense	<u>31,223</u>
Net Ordinary Income	176,420
Other Income/Expense	
Other Income	
TRANSFERS	<u>16,350</u>
Total Other Income	16,350
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>1,974</u>
Total Other Expense	<u>1,974</u>
Net Other Income	<u>14,376</u>
Net Income	<u><u>190,796</u></u>

Richards Library Monthly Funds Activity Report January 2026

Type	Date	Num	Name	Memo	Debit	Credit
Arrow Bank #--6131 -Operat & DF						
12.39a - Operating Account - GFNB						
General Journal	01/02/2026	PAYR...		-MULTIPLE- RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	8,257.71
General Journal	01/02/2026	PAYR...		Deposit	207,533.48	
Check	01/04/2026	7053	WARRENSBURG SEWER DISTRICT	1/1/26-12/31/26 PD FOR THE ENTIRE YEAR		451.00
Check	01/06/2026	7054	CINTAS	DECEMBER 2025 JA FEES		30.72
Bill Pmt -Check	01/06/2026	7055	SOUTHERN ADIRONACK LIBRARY SYSTEM	VOID: WRONG PAYMENT AMOUNT #W0020	0.00	442.46
Bill Pmt -Check	01/06/2026	7056	WARRENSBURG WATER DISTRICT	12/25/25-1/24/26		63.98
Check	01/11/2026	AWW	SPECTRUM ENTERPRISE #142279801	Deposit	25.00	
Check	01/12/2026	AWW	VERIZON	12/22/25-1/21/26		50.88
Check	01/13/2026	7058	RICHARDS LIBRARY	ANNUAL BUDGETED CAP EX TRANSFER		13,350.00
Check	01/13/2026	7061	RICHARDS LIBRARY	TRANSFER UNUSED 2025 BUDGETED FUNDS		4,500.00
Check	01/13/2026	TRAN...	OPERATING ACCOUNT	TRANSFER OF DESIGNATED SAVINGS TO COVER 2026 OPERATING NEEDS	3,000.00	
Bill Pmt -Check	01/13/2026	7064	PETTY CASH	REPLENISH PETTY CASH		66.31
Bill Pmt -Check	01/13/2026	7065	SHELBY BURHARDT	2025 MILEAGE REIMBURSEMENT @ SMR -16 MILES \$0.70 / MILE		11.20
Check	01/15/2026	AWW	SPECTRUM ENTERPRISE #143161701	1/4/26-2/3/26		130.00
General Journal	01/16/2026	PAYR...		-MULTIPLE-		6,391.24
General Journal	01/16/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
Bill Pmt -Check	01/17/2026	7070	BROAD REACH	BOOKS		276.44
Bill Pmt -Check	01/17/2026	7071	KNOW BUDDY RESOURCES	BOOKS		595.63
Bill Pmt -Check	01/17/2026	7072	LOOKOUT BOOKS	BOOKS		240.31
Deposit	01/18/2026			Deposit	69.00	
Check	01/20/2026	7073	COMMERCE BANK	#--5609		2,171.90
Bill Pmt -Check	01/20/2026	7074	WARRENSBURG WATER DISTRICT	#W0020		60.00
Bill Pmt -Check	01/21/2026	7075	AMERICAN LIBRARY ASSOCIATION	4/1/26 MEMBERSHIP RENEWAL		160.00
Bill Pmt -Check	01/21/2026	7076	NATIONAL BUSINESS TECHNOLOGIES*	1/9/26-2/8/26		66.41
Bill Pmt -Check	01/22/2026	7077	NATIONAL BUSINESS TECHNOLOGIES*	12/9/25-1/8/26 + NO OVERAGE		66.41
Deposit	01/25/2026			Deposit	15.00	
Bill Pmt -Check	01/27/2026	7079	WARRENSBURG CHAMBER OF COMMERCE	ANNUAL DUES		110.00
Check	01/28/2026	AWW	NATIONAL GRID	12/8/25-1/8/26		843.87
General Journal	01/30/2026	PAYR...		-MULTIPLE-		6,692.91
General Journal	01/30/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
Check	01/30/2026	7080	RICHARDS LIBRARY	TRANSFER EOY SURPLUS FUNDS TO OPERATING SAVINGS		25,845.17
Total 12.39a - Operating Account - GFNB					210,642.48	70,874.55
12.39c - OATS Grant Funds						
General Journal	01/02/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
General Journal	01/16/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
General Journal	01/30/2026	PAYR...		RECLASSIFY PAYMENT OF OATS PAYROLL EXPENSE	0.00	
Total 12.39c - OATS Grant Funds					0.00	0.00
12.39k - 2022 Grant Sponsored CapEx DF						
Check	01/13/2026	7057	RICHARDS LIBRARY	TRANSFER UNUSED FUNDS BACK TO OPERATING SAVINGS		
Total 12.39k - 2022 Grant Sponsored CapEx DF					0.00	5,238.17
ACF-Archiving & Young Adult Col						
General Journal	01/02/2026	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	53.32	
General Journal	01/16/2026	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	125.49	
General Journal	01/30/2026	PAYR...		RECLASSIFY - PAYMENT OF ARCHIVAL GRANT PAYROLL EXPENSE	125.49	
Total ACF-Archiving & Young Adult Col					304.30	0.00

Richards Library Monthly Funds Activity Report January 2026

Type	Date	Num	Name	Memo	Debit	Credit
DF - 2026 Buildings & Grounds						
Bill Pmt -Check	01/27/2026	7078	DAVIS-ULMER	SPRINKLER SYSTEM MALFUNCTION		1,932.50
					0.00	1,932.50
Total DF - 2026 Buildings & Grounds					210,946.78	78,045.22
Total Arrow Bank #-6131 -Operat & DF						
(12.39) · OPERATING SAVINGS #9012						
12.39d · Non-Designated Operating Saving						
Check	01/13/2026	7057	RICHARDS LIBRARY	TRANSFER UNUSED FUNDS BACK TO OPERATING SAVINGS	5,238.17	
Check	01/30/2026	7080	RICHARDS LIBRARY	TRANSFER EOY SURPLUS FUNDS TO OPERATING SAVINGS	25,845.17	
Total 12.39d · Non-Designated Operating Saving					31,083.34	0.00
12.39f · 2026 Operating Budgeted Needs						
Check	01/13/2026	TRAN...	OPERATING ACCOUNT	TRANSFER OF DESIGNATED SAVINGS TO COVER 2026 OPERATING NEEDS		3,000.00
Total 12.39f · 2026 Operating Budgeted Needs					0.00	3,000.00
Total (12.39) · OPERATING SAVINGS #9012					31,083.34	3,000.00
RESERVE FUNDS						
Arrow Reserve Sav #40392707						
Reserve for Computers						
Check	01/13/2026	7061	RICHARDS LIBRARY	2025 UNUSED BUDGETED FUNDS	4,500.00	0.00
Total Reserve for Computers					4,500.00	0.00
Reserve - Depreciable Expenditu						
Check	01/13/2026	7058	RICHARDS LIBRARY	ANNUAL BUDGETED CAP EX TRANSFER	13,350.00	8,870.00
Check	01/21/2026	TRAN...	RICHARDS LIBRARY	PAY BACK EMERGENCY FUND FOR 2025 HEATING/IAC SYSTEM BORROWING		
Total Reserve - Depreciable Expenditu					13,350.00	8,870.00
Reserve Emergency Fund						
Check	01/21/2026	TRAN...	RICHARDS LIBRARY	PAY BACK EMERGENCY FUND FOR 2025 HEATING/IAC SYSTEM BORROWING	8,870.00	0.00
Total Reserve Emergency Fund					8,870.00	0.00
Total Arrow Reserve Sav #40392707					26,720.00	8,870.00
Total RESERVE FUNDS					26,720.00	8,870.00
TOTAL					268,750.12	89,915.22



2026 Preventing Workplace Harassment training opportunity

From sals-business <sals-business@sals.edu>

Date Thu 01/29/2026 2:28 PM

To sals-business <sals-business@sals.edu>

Good afternoon SALS Directors,

SALS is once again offering the opportunity to attend online Workplace **Harassment Prevention training** through the vendor, Traliant, to assist libraries in complying with the NYS law requiring annual training of its employees. It is recommended that trustees receive this training, as well. The Traliant course includes interactive videos and viewer engagement in an episode-based format.

The training is about 45 minutes long and requires only a connection to the internet, so it can be completed anywhere you'd like. The cost is \$19 per participant. If your library chooses to participate, SALS will invoice you based on the participant list you provide. Once training is set up, the participants will receive email invitations to access the training.

If your library is interested, again or for the first time, please email me a list with the names & email addresses of the staff/trustees who will attend training.

Please reply to this email by **Friday, February 13**.

If you won't be participating in this SALS offering, please be sure you are providing annual training in some other way.

Pamela DelSignore
Finance and Administration Manager
Southern Adirondack Library System
22 Whitney Place, Saratoga Springs, NY 12866
pdelsignore@sals.edu
(518) 584-7300 x201
<https://salsblog.sals.edu/>



THE RICHARDS LIBRARY



Director's Report

January 31, 2026

- Closed for New Year's Day
- Closed 1/26 due to snowy conditions; opened at 10:00 AM on 1/7 due to snowy conditions; Homeschool Meet-up internally cancelled their 1/7 program.
- Closed 1/14 from 11:45 AM – 1:15 PM for staff training
- For MLK Jr. Day, open 9:00 AM to 3:00 PM. Also, Presidents' Day.
- Emergency visit (1/12) from Davis Ulmer/SRI due to the sprinkler system losing air pressure and flooding Utility Room A. Temporary air compressor in place. Scheduling work for part replacement with Davis Ulmer/SRI and Mr. Electric. Suggested by Wbg. Vol. Fire Company that we install a Knoxbox so they could gain access prior to staff's arrival.
- In person meeting with Kim Bolan to tour our Library and introduce herself (1/5).
- SALS/MVLS/JA are in the process of hiring a replacement JA manager due to upcoming retirement. Three virtual meet & greet sessions in January – did not attend.
- Director's Evaluation with Sarah. Sending my responses soon. Next annual contract needed.
- Community Room Use – *Girl Scouts, private meetings*
- January Programs:
 - The Richards Library Book Club
 - In the Zone – *2 sessions: Sewing with Sarah Project Edition (2 In the Zone sessions being rescheduled due to cold temperatures)*
 - Small Tales
 - Winter Sowing Gardening Workshop
 - Tech help – *3 sessions recorded*

Upcoming Events & Programs

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

- See programming calendar and event flyers attached
- Reading at Small Tales on 2/19 – *school-age kids will also be in attendance*
- In the Zone – *multiple sessions*
- The Richards Library Seed Library – *drop-in hours start Tuesdays 3:00 - 5:00 PM*
- Extra programs scheduled for the week of Presidents' Day – *comprehensive flyer coming soon*

Statistics for the Year

Monthly statistics for January will be added once all are available after February 1.

Respectfully submitted,

Shelby Burkhardt

Library Director

MECHANICAL PRODUCT SHEET



PRICES (U.S. DOLLARS) EFFECTIVE JANUARY 3, 2023

Pricing and availability subject to change without notice. Shipping and handling not included.

The Knox Rapid Access System is the premier first responder system, offering secure master key access to support safety and reduce property damage.

BUILDING ACCESS

KNOXVAULT® 4400

Shipping Weight: 29 lb

Available in single and dual lock models, it secures up to 50 keys, or a combination of keys, access cards, and other items. Tamper Alert feature available.

Lock Type	Mount Type	Tamper Alert	Color	Model #	Price
SINGLE LOCK	Surface	✓	Aluminum	4410	\$834
		✓	Black	4402	\$794
		✓	Dark Bronze	4414	\$834
			Aluminum	4409	\$819
			Black	4401	\$781
			Dark Bronze	4413	\$819
	Recessed	✓	Aluminum	4440	\$915
		✓	Black	4431	\$874
		✓	Dark Bronze	4444	\$915
			Aluminum	4439	\$900
DUAL LOCK	Surface	✓	Aluminum	4412	\$930
		✓	Black	4404	\$889
		✓	Dark Bronze	4416	\$930
			Aluminum	4411	\$916
			Black	4403	\$876
			Dark Bronze	4415	\$916
	Recessed	✓	Aluminum	4442	\$1,011
		✓	Black	4433	\$967
		✓	Dark Bronze	4446	\$1,011
			Aluminum	4441	\$996
			Black	4432	\$953
			Dark Bronze	4445	\$996

KnoxVault Accessories and Options

Knox FDC Wrench/Card Holder	4472	\$20
Multipurpose Electrical Switch	4471	\$42
Recess Mounting Kit (for new concrete or masonry construction)	4470	\$165

KNOXBOX® 3200

Shipping Weight: 10 lb

Accommodates up to ten standard sized keys/access cards, or six large keys. The tamper alert feature connects to an existing alarm system for added security.

Type	Mount Type	Tamper Alert	Color	Model #	Price
HINGED	Surface	✓	Aluminum	3264	\$496
		✓	Black	3262	\$469
		✓	Dark Bronze	3266	\$496
			Aluminum	3263	\$488
			Black	3261	\$459
			Dark Bronze	3265	\$488
	Recessed	✓	Aluminum	3273	\$558
		✓	Black	3271	\$527
		✓	Dark Bronze	3275	\$558
			Aluminum	3272	\$550
			Black	3270	\$518
			Dark Bronze	3274	\$550

KnoxBox Accessories and Options

Multipurpose Electrical Switch	3291	\$40
Recess Mounting Kit (for new concrete or masonry construction)	3290	\$137

INTERIOR ACCESS

KNOX ELEVATOR BOX™

Shipping Weight: 14 lb

Designed for lobby use to provide first responders with access to two elevator drop keys and accommodates up to 18 keys.

Type	Tamper Alert	Color	Model #	Price
	✓	Aluminum	1434	\$592
	✓	Dark Bronze	1438	\$592
	✓	Red	1404	\$571
	✓	Red	1442	\$571
		Aluminum	1433	\$528
		Dark Bronze	1437	\$528
		Red	1403	\$510
		Red	1441	\$510

(Models 1441/1442)

- Models 1441/1442 labeled: Fire Dept Use Only - Elevator Keys
- All other models labeled: Fire Dept Use Only

KNOX DOCUMENT CABINET™

Shipping Weight: 67 lb

Accommodates up to 231 keys/access cards with space for additional building documentation.

Type	Lock Type	Tamper Alert	Model #	Price
	Dual Lock	✓	1308	\$1,613
	Dual Lock		1306	\$1,552
	Single Lock	✓	1304	\$1,521
	Single Lock		1302	\$1,461
Document Cabinet Options				
Swing Hook Panel/Mounting Assembly for up to 78 Keys			1352	\$278
Rear Hook Panel for up to 48 Keys			1351	\$137
Large Decal			1005	\$18



FIRE • EMS • LAW ENFORCEMENT • GOVERNMENT
AUTHORIZATION ORDER FORM

800.566.9269 • orders@knoxbox.com • Fax: 623.687.2290 • knoxbox.com

EFFECTIVE
JANUARY 3, 2023

23-009245

SECTION 1 ORDERED BY: ☐ CONTRACTOR ☐ PROPERTY OWNER ☐ GOVERNMENT | MILITARY

COMPANY / AGENCY

ORDER DATE (MM/DD/YY)

STREET

SUITE / BUILDING

CITY, STATE, ZIP CODE

CONTACT NAME

P.O. NUMBER (GOV. AGENCIES ONLY)

PHONE NUMBER

EMAIL ADDRESS

NEED RUSH SHIPPING?
Call 800.566.9269 for rates.

OFFICE USE ONLY
O/N
REC'D

Email completed form to:
Orders@KnoxBox.com
or mail to:
KNOX COMPANY
1601 W. Deer Valley Rd
Phoenix, AZ 85027
Payment info must be included.

SECTION 2 AUTHORIZED FIRE DEPARTMENT
OFFICIAL USE ONLY SIGNATURE REQUIRED

Incomplete orders will not be processed

SIGNATURE REQUIRED

3089

Warrensburg Vol Fire Co
18 ELM ST
WARRENSBURG, NY 12885-1619

[Signature]

Fire Department/Authorized Agency Signature and Date

Clearly Print Authorized Name

PS-42-0814-06-14

System Code

IMPORTANT NOTE: Knox Master Keys are provided to authorized agencies or other registered entities on an as needed basis solely for use with the Knox Rapid Access System. No other use of the Knox Master Keys or their associated codes is authorized or permitted. Knox Master Keys and Key Codes associated with Knox Master Keys and Keyways remain the exclusive property of the Knox Company. Key Codes associated with the Knox Master Keys and Keyways are maintained by the Knox Company. For questions regarding this policy, contact Knox at 800-552-5669.

AUTHORIZED AGENCY SIGNATURE REQUIRED FOR ALL SUB-MASTER PRODUCTS

☐ Check here to Sub-Master
Sub-master fee \$7.00 per keyed item.

Authorized Agency Signature

SECTION 3 PAYMENT
INFORMATION REQUIRED

☐ Make Checks payable to:
KNOX COMPANY Federal I.D. #95-3617858

EXP. DATE (MM/YY)

CARD NUMBER

NAME ON CARD



Credit Card Orders can be
FAXED or scanned and emailed
to: orders@knoxbox.com

Cardholder Signature

SECTION 5 INSTALLATION ADDRESS - REQUIRED BY AUTHORIZED AGENCY

BUILDING NAME (WHERE ITEM WILL BE INSTALLED) - LIST AND ATTACH ADDITIONAL INSTALL ADDRESSES ON A SEPARATE SHEET (REQUIRED BY FIRE DEPT.)

STREET ADDRESS (NO P.O. BOXES)

CITY, STATE, ZIP CODE

SECTION 6 SHIP TO ADDRESS IS REQUIRED

☐ SAME AS INSTALL ADDRESS

SHIP TO CONTACT NAME

COMPANY NAME

SUITE

STREET ADDRESS (NO P.O. BOXES)

CITY, STATE, ZIP CODE

SECTION 4 ORDER ENTRY (See attached product sheet)

Quantity	Model #	Weight Ea.	Price Ea.	Extended Price
			\$	\$
			\$	\$
			\$	\$

Sub-Master Fee (if required, \$7.00 ea.) \$

Shipping and Handling \$

Subtotal \$

NY TAX Required Sales Tax \$

Pre-Payment Total \$

Ground Shipping & Handling

1 lb to 7 lb	\$20.00	Call for quote for weights 75lb+ and also for all AK, HI, and Canadian orders
8 lb to 16 lb	\$32.00	
17 lb to 30 lb	\$46.00	
31 lb to 50 lb	\$55.00	
51 lb to 75 lb	\$65.00	

PRODUCT FOR: (Select one)

- ☐ Commercial Property
- ☐ Campus | Schools
- ☐ Government
- ☐ Hospitality | Hotels
- ☐ Military
- ☐ Healthcare
- ☐ Residential ☐ Other

DETACH HERE TO FAX OR MAIL - DETACH HERE TO FAX OR MAIL - DETACH HERE TO FAX OR MAIL - DETACH HERE TO FAX OR MAIL

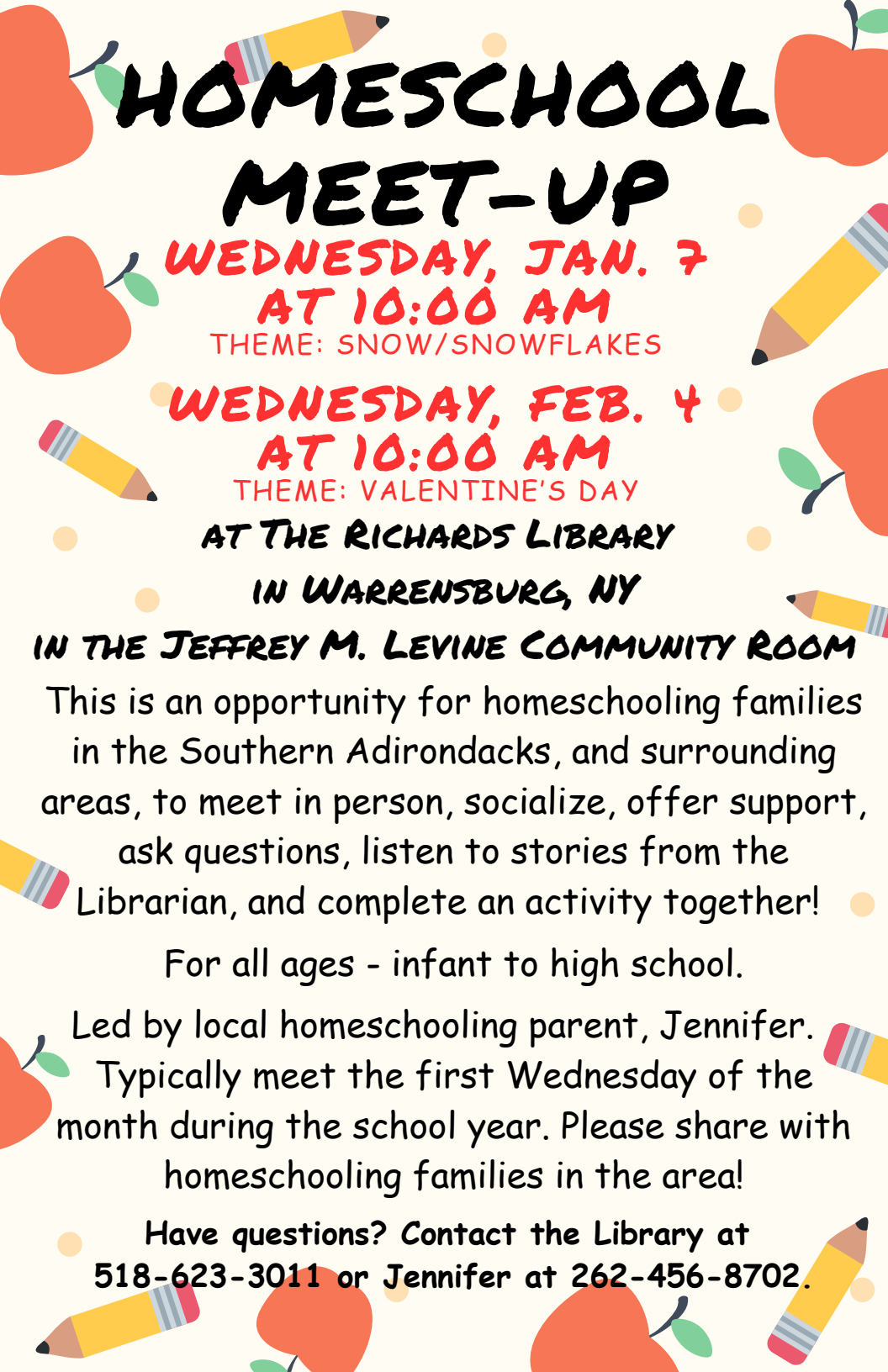
THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS FEBRUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 	3 TRL Board Meeting @ 10:00a	4 Homeschool Meet-up @ 10:00a	5 TRL Book Club @ 4:00p	6	7
8	9	10	11	12	13	14 
15	16 Closing at 3:00 PM for Presidents' Day	17 Storytelling w/Mr. K @ 3:00p	18 Story Time & Activity @ 10:30a	19 STEM: Bristle Bots @ 3:00p	20 Children's Film @ 2:30p	21
22	23	24	25	26	27	28
		Stop by our Seed Library! Tuesdays 3-5p or by appointment. Staff will assist in gathering seeds.		Stay tuned for our line-up of free gardening workshops throughout the growing season!		UPCOMING Saturday, May 2, 9:30-11:30 AM, next Warrensburg Repair Cafe!

- *Homeschool Meet-up* meets monthly for the school year. See flyer for more details.
- *OATS Classes* are tech classes geared towards seniors 60+, but open to any ages interested in the topic. Will resume in March!
- *TRL Book Club* is discussing, *The Nickle Boys*.
- *Story Time & Activity*, 1 session for FEB, we will read stories and complete a themed activity. Child supervision required. Morning start time.
- *Storytelling w/Mr. K*, focused on youths age 10-15. See flyer for more details
- *STEM: Bristle Bots* are open to all youths interested.
- Watch a *Children's Film, TBD*, on the big screen! Bring comfy blankets and water to drink. We will provide popcorn.

To pre-register for programs, or ask questions, contact the Circulation Desk at 518-623-3011.





HOMESCHOOL MEET-UP

**WEDNESDAY, JAN. 7
AT 10:00 AM**

THEME: SNOW/SNOWFLAKES

**WEDNESDAY, FEB. 4
AT 10:00 AM**

THEME: VALENTINE'S DAY

AT THE RICHARDS LIBRARY

IN WARRENSBURG, NY

IN THE JEFFREY M. LEVINE COMMUNITY ROOM

This is an opportunity for homeschooling families in the Southern Adirondacks, and surrounding areas, to meet in person, socialize, offer support, ask questions, listen to stories from the Librarian, and complete an activity together!

For all ages - infant to high school.

Led by local homeschooling parent, Jennifer. Typically meet the first Wednesday of the month during the school year. Please share with homeschooling families in the area!

Have questions? Contact the Library at 518-623-3011 or Jennifer at 262-456-8702.

Ideas for Celebrating 125th at Your Library

Library Website. Create a special page on the library's website for all library history related information. Label the page "History" and place it under the "About" menu heading.

1. Develop a timeline of your library's history.
2. Write a brief history of your library. Include photographs and other visual materials. (Revise, update a previously written history.)
3. Create/adapt a WLA 125th anniversary logo- how many have existed?
4. Create a special page on the library's Web site for all anniversary related information.
5. Provide a link to the WLA 125th anniversary webpage.

Social media. Establish an anniversary blog/social media site and seek stories from people in the community about the library's past and their involvement with the library.

1. Request 'Library Love Letters' (how the library has made a difference) from patrons and display in library and/or throughout the community.
2. Host an Instagram photo contest, with submissions featuring some aspect of the library building.
3. Share "Then and Now" photos, compare "Then and Now" news stories about the library

Programs and activities. Conduct a variety of events and programs throughout the anniversary celebration.

1. Develop an exhibit of historical artefacts related to the library or to the community. Use old library photos.
2. Organize an art exhibit to be displayed in the library and/or throughout the community. Old photos, staff pics, pics of events
3. Create a time capsule.
4. Have someone wear authentic clothing and relate library history
5. Create "125 books we love"- display or chart

6. Other possibilities- music, scavenger hunt, artwork display, storywalk, tech demo, author talk
7. Any special relationship of book or author to Warrensburg Community?
8. Golden tickets - prizes
9. Chart with approximate yearly attendance through the years

Advocacy/public relations. Promote the ongoing value of libraries to children, community members and especially to local elected and appointed officials.

4. Designate one day as the date for the special event. Have an open house with tours. (Previously invitations were sent to Suzanne Tyler, Wrbg Chamber to share with her network. Individually written invitations to local and state dignitaries.)
5. Work with the local post office to create a pictorial postmark related to the library's anniversary. Create a souvenir envelope to go with the postmark and include an insert with the history of the library.
6. Involve outside groups and organizations such as the local historical society and the municipal government.
7. Ask businesses to participate by displaying a favorite book with info for event
8. Arrange for regular stories in the local media.

Budget: Decide on amount, What line item could be used for supplies, catering, etc?

Comments/Wording: The Library's 125th anniversary is a moment to celebrate and reaffirm the enduring power of libraries. Our values of trust, respect, and free and open access to knowledge and opportunity are as essential today as ever before. (NYPL.org)

** Library is relevant, tech-savvy and forward thinking

** Library's goal to nurture minds of the people and lay foundation of a better civilization for the future (Brooklyn Public Library)

Plan:

Trustees, Director and Staff are invited to be involved in the event

- Establish an overall plan with a timeline.
- The plan should include a strong public relations/marketing component.

Adirondack Sun, The Chronicle, Library website

The Richards Library

Maintenance Position Ad

The Richards Library is looking to hire a dependable maintenance person to maintain our beautiful building and grounds. The Richards Library is a small, association library that opened in 1901, growing over the years, serving the communities of Warrensburg and Thurman, NY.

Hours & Compensation: This is a part-time, hourly paid position that reports to the Library Director. Likely a few half-day shifts per month, possibly less, possibly more if there is a bigger job that needs completion. We also need you to be available, in a timely manner, for building and grounds emergencies. Please include your hourly compensation request in your cover letter.

Areas of experience preferred: Masonry, painting, carpentry, basic plumbing, basic electrical, some grounds maintenance (such as gutter cleaning, etc.), carrying heavier weights (sometimes on a ladder), and more.

Equipment: The Library has some tools on hand, and the ability to purchase materials and some tools for jobs, within our budget; however, it would be useful if you have a variety of your own tools for various projects.

Please send your resume, cover letter, and multiple professional references to:

- war-director@sals.edu, OR
- The Richards Library, 36 Elm Street, Warrensburg, NY 12885

Please submit by February 13, 2026. All applicants will be offered an in-person interview.

Follow-up with Princh:

1. Are patrons only able to pay for their prints electronically/ by credit card while using Princh?
 - a. We can offer a “pay at the desk” option which will allow patrons to pay by cash. We can either leave the electronic payments on as additional options or remove them to only allow payments by cash.
2. Are there any fees charged to the patron when paying electronically?
 - a. There are no fees for the patron to pay electronically. There is a transaction fee for each electronic transaction, which will be deducted automatically before the generated revenue is returned to the library.
 - i. How much is the transaction fee for each electronic transaction?
 1. We can't predict exactly what the price for a card transaction will be as it depends on many factors e.g. card issuing bank, card type (VISA, Diners, Master, Maestro etc.), and whether it's credit/debit or private/corporate card. We generally see costs between 15-30 cents per transaction. One transaction can include multiple print jobs. The average transaction cost per document is around 7 cents.
3. We turn our printers off when we close. Would this have any negative impact on the Princh process since, "The only thing to consider is that when a patron pays electronically, this will come out of the printer straight away once the payment has been completed."
 - a. If the printers are disabled, and you don't have manual release, they will be rejected at the print-web-app. However, if you do have manual release enabled, you will be able to submit it (and then go to the library and print once the printer has been enabled again).



Outlook

Archives Activity

From Ellsworth, Marie <MEllsworth@sals.edu>
Date Thu 01/29/2026 11:52 AM
To Burkhardt, Shelby <SBurkhardt@sals.edu>

January - closed

January 8 - took down ocean exhibit, packed items, cleaned display cases.

January 15 - selected items for ceramics exhibit, discussed signage, did background research. Decided to add other items - theme of exhibit is how Chinese and Japanese decorative art changed and developed as there was more contact and more markets in the west. This happened at the same time the Richards were travelling and purchasing.

January 22 - started putting out display, made signage, Continued labelling, identifying and accessioning objects.

January 28 worked on display, improved signage, continued labelling, identifying and accessioning objects.

Marie Ellsworth
Richards Library

THE RICHARDS LIBRARY



“A GATEWAY TO KNOWLEDGE AND ADVENTURE”

ESTABLISHED 1901

36 ELM STREET

WARRENSBURG, NEW YORK 12885-1625

(518) 623-3011

(518) 623-2426 – FAX

Board of Education
Warrensburg Central School District
103 Schroom River Road
Warrensburg, NY 12885

February 3, 2026

Dear Superintendent Langworthy & Members of the Board of Education:

The Richards Library Board of Trustees, after a review of the Library’s budget for FY2027, and having established said budget for FY2027, have found that there is no reason for an increase to the current budget of \$269,524.00, nor to increase the current tax levy for The Richards Library.

Therefore, a proposition on the Annual Budget Vote and School Board Election, slated for Tuesday, May 19, 2026, will not be required.

However, The Richards Library Board of Trustees, reserves the right to post a proposition on any future Annual Budget Vote and School Board Election, IAW NYS Education Law, Section 259, if an increase in the tax levy is found to be warranted.

Sincerely yours,

Sarah Gebbie-Measeck
President
The Richards Library Board of Trustees, *et al*

SRI Fire & Security
2392 Route 9
Mechanicville, NY 12118
518.459-2776



Quote Proposal

Attn: Richards Library

Project: 36 Elm Street Warrensburg, NY

SRI Fire & Security is pleased to on the above referenced project, provide labor and material to perform the scope of work described below. All work to be performed during regular work hours 7:00am-3:30pm.

We propose the sum of \$3,438.80 tax not included

- *Replace failed electric pressure switch on air maintenance device on dry fire sprinkler system*
- *Owner to provide electrician*

Exclusions:

1. Painting of Pipe
2. Cutting or patching of sheetrock/wood/metal walls
3. Electrical wiring of fire protection devices
4. Premium/ overtime/shift work
5. Floor protection for lifts
6. Pe stamped drawings and calculations
7. Sales Tax. If you are tax exempt, you are required to provide us with a state sales tax certificate.
8. Unknown or concealed physical conditions, including but not limited to asbestos and lead, that require an increase to our cost and/or time in performance of the above scope of work. Any abatement work is specifically excluded.



SRI Fire & Security
2392 Route 9
Mechanicville, NY 12118
518.459-2776



9. Seismic Bracing of any piping.
10. Permit, Fees, or Bonds
11. Plumbing and copper piping or fittings
12. Underground
13. Attic or concealed space protection
14. Dry system
15. Testing fire sprinkler system in temperatures below 45 degrees
16. If fire watch is required, it will be provided by others.
17. ***Davis-Ulmer Enterprise, for formal bid documents, is not a Disadvantaged Business Enterprise. Furthermore, no DBE, MWBE or other minority program participation goals or requirements are included or inferred. Should this project involve DBE, MWBE or other minority program participation goals or requirements please advise in writing regarding the specific nature of those goals or requirements and specifically how they impact Davis-Ulmer Enterprise.***

Credit Approval must be established before work is scheduled.

*** Payments can be made [Pay Your Invoice Online](#).**

Ask your sales representative on ACH information

This proposal is valid for **30 days** from the date of proposal and our price is based on mutually agreeable contract terms and conditions.

Due to the recent implementation of tariffs on goods originating from China, Mexico and Canada, and other announced actions, prices will be modified as costs are passed to us by our vendors. The increase will represent the increased cost that Davis Ulmer incurs on affected products and will vary by product category based upon a variety of factors as dictated by the manufacturers of such products.

TERMS AND CONDITIONS :

1. **SERVICE OF THE FIRE PROTECTION EQUIPMENT:** The Client agrees to purchase and Company agrees to provide in accordance with these terms and conditions services for the purpose of inspecting and testing Client's fire protection equipment in accordance with the terms and condition of this agreement. The Company will be permitted, at all reasonable times, to enter the Property indicated above to conduct the inspection and testing as outlined in this Agreement. The Company will be permitted to gather information, data on the Subscriber's systems (outlined in this agreement) and retain that information, data for use as the Company deems necessary. The Company may or may not use software to collect, view and or store collected information, data in any format necessary to use as needed.
2. **TERMS AND RENEWAL OF AGREEMENT:** Client agrees and acknowledges that this Agreement shall commence on the Effective Date or from the date of acceptance by Company whichever occurs later unless terminated as provided herein and continue for the term indicated by customer in Section III: TERM (the initial term). At the conclusion of the Initial Term, this Agreement shall automatically extend for successive terms equal to the Initial Term unless either party gives written notice to the other party at least thirty (30) days prior to the end of the then current term.
3. **PRICE AND PAYMENT:** The charge for the work agreed to be performed herein shall include all labor, as described in paragraph 4.A, per diem and travel. Client agrees to pay company for the Term(s) of this Agreement, Company's applicable charges for testing and inspection services and for service calls as set forth under this Agreement. With approved credit, all invoices are due and payable in full according to the stated terms, net 30 days and interest at a rate of (1 ½%) on all unpaid invoices (30) days past due. If payment for work provided in this agreement is not paid



SRI Fire & Security
2392 Route 9
Mechanicville, NY 12118
518.459-2776



ML25-A000 FQ

when due, Client agrees to pay all costs of collection including attorneys' fees. Charges for inspection services or rates for basic or emergency service in any subsequent year of this agreement shall not exceed 115% of the prior year.

4. INSPECTIONS AND SERVICE: For the agreed on amount, as shown on the attached Proposal, during the term(s) of this Agreement, Company agrees to provide inspection, certification, service and parts as follows:

A. Periodic inspections of the fire protection equipment described in our attached Proposal means to inspect, test, and adjust the systems to assure components thereof are operating within the manufacturer's acceptable standards. Client will be notified, in writing, of any components found not to be within accepted operating standards. Sprinkler inspections are not intended to and will not address the adequacy of the system design or installation of systems not installed by Davis Ulmer Fire Protection. Davis Ulmer Fire Protection performs inspections of the sprinklers, pipe, fittings, and other components that are accessible and not in concealed spaces visually and from the floor of the facility, and only for the conditions listed in this report or as otherwise required by NFPA 25. Components will be repaired or replaced only upon written authorization of the Client and invoiced at the service rates (s) set forth under the Clarifications of the Proposal. The frequency of each inspection shall be identified within the Proposal, beginning with the first inspection.

B. Any additional work, material or services outside the scope of this Agreement, which is requested by the Client and furnished by the Company, may be provided by the Company at its sole discretion. Further, such additional work, material or services shall be delivered under the terms of this Agreement, and by execution hereof. Client acknowledges that this Section V shall be incorporated into and become a part of any order for such additional work, equipment or services.

C. If in the sole determination of the Company, and at any time prior to or during the term of this Agreement, the equipment or any portion of it cannot be adequately inspected, repaired or adjusted on-site to bring it to an acceptable condition, Company shall have the right, at its discretion, to cancel this Agreement. If, alternatively and in the sole determination of the Company, portions of the system cannot be brought up to acceptable level of operation through service and maintenance, in lieu of canceling the Agreement, Company may reduce the scope of the work and the inspection and maintenance charge shall be adjusted accordingly.

D. Repair(s), diagnosis, addition(s) change(s), relocation(s) or emergency services are not included within the inspection amount quoted. These services will not be provided without the authorization of the Client and will be invoiced at the company's then current hourly rate for services, including travel charges and per-diem. Service calls during normal working hours will be invoiced based upon cost portal to portal and a (2) hour minimum. After hours service calls will be based upon portal to portal and a (3) hour minimum. Client also agreed to pay Company an overtime rate of (1 ½) times the hourly rate for service(s) required at other than normal working hours for the Company except for Sundays and Holidays which will be at an overtime rate of (2) times the hourly rate of service. Normal working hours for the Company are, 8:00 AM – 5:00 PM, Monday through Friday, excluding holidays. Service parts and applicable material will be charged out in accordance with Company's current established pricing, not to exceed the Manufacturer's current published list price.

E. 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.

5. LIMITATION OF LIABILITY: CLIENT ACKNOWLEDGES THAT COMPANY IS NOT AN INSURER, THAT CLIENT SHALL OBTAIN THE TYPE AND AMOUNT OF INSURANCE COVERAGE WHICH IT DETERMINES NECESSARY, AND THAT THE PAYMENTS MADE TO COMPANY BY CLIENT ON THIS PROJECT ARE BASED UPON THE VALUE OF THE SYSTEM AND/OR SERVICES PROVIDED AND ARE UNRELATED TO THE VALUE OF CLIENT'S PROPERTY OR BUSINESS OR ANY POTENTIAL LIABILITY OF DAMAGE TO CLIENT ARISING OUT OF THE WORK PERFORMED BY COMPANY. IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS TO THE CLIENT AND TO COMPANY RESULTING FROM THE WORK PERFORMED BY COMPANY, THE RISKS HAVE BEEN ALLOCATED SUCH THAT THE CLIENT, AS WELL AS THE CLIENT'S ASSIGNS, AGENTS, AND REPRESENTATIVES, AGREE, TO THE FULLEST EXTENT PERMITTED BY LAW, TO LIMIT THE LIABILITY OF COMPANY, ITS OFFICERS, DIRECTORS, EMPLOYEES AND COMPANY'S PARENT, SUBSIDIARIES, AFFILIATES, CONSULTANTS, SUBCONTRACTORS, VENDORS, TO A MAXIMUM OF \$5,000 OR THE AMOUNT OF THE CONTRACT/PRICE OF WORK BEING PERFORMED, WHICHEVER IS LESS, AND CLIENT DOES HEREBY RELEASE DAVIS ULMER FIRE PROTECTION FROM ANY CLAIMS IN EXCESS OF SAID LIMIT. THIS LIMITATION OF LIABILITY SHALL APPLY TO ALL JUDGMENTS, CLAIMS, LIABILITY, COSTS, CLAIM EXPENSES, AND ALL OTHER DAMAGES OR LOSSES OF ANY NATURE, INCLUDING ATTORNEYS' FEES (COLLECTIVELY "DAMAGES") SUSTAINED BY CLIENT OR ANY OTHER PARTY CLAIMING BY OR THROUGH CLIENT. THIS LIMITATION OF LIABILITY SHALL APPLY, 1.) REGARDLESS OF THE AMOUNT OF ANY DAMAGES SUSTAINED, IF ANY, AS A RESULT OF THIS WORK; AND, 2.) EVEN IF THE DAMAGES ARE ACTUALLY CAUSED OR ALLEGED TO BE CAUSED BY THE NEGLIGENCE, BREACH OF WARRANTY, VIOLATION OF A STATUTE, ORDINANCE, REGULATION, STANDARD OR RULE, DEFECTIVE PRODUCTS, , OR OTHER FAULT OF COMPANY OR COMPANY'S PARENT, SUBSIDIARIES, AFFILIATES, CONSULTANTS, SUBCONTRACTORS, VENDORS, OR THEIR RESPECTIVE EMPLOYEES, AGENTS OR REPRESENTATIVES. SHOULD CLIENT DESIRE A DIFFERENT LIMITATION OF LIABILITY, SUCH IS AVAILABLE AS AN ADDITIONAL SERVICE AT AN ADDITIONAL COST. CLIENT AGREES TO REQUIRE IT INSURANCE POLICIES TO BE ENDORSED SO AS TO WAIVE ALL RIGHTS OF SUBROGATION AGAINST COMPANY.

6. WARRANTIES:

A. EXCEPT AS SPECIFICALLY SET FORTH IN THIS AGREEMENT, THE COMPANY MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATEVER, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND THERE ARE NO WARRANTIES OR REPRESENTATIONS WHICH EXTEND BEYOND THE FACE OF THIS AGREEMENT.



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B. COMPANY DOES WARRANT THAT SERVICE UNDER THIS AGREEMENT WILL BE COMPETENT AND THAT PARTS INSTALLED ON THE SYSTEM IN CONNECTION WITH SERVICE PROVIDED UNDER THIS AGREEMENT WILL MEET MANUFACTURER'S SPECIFICATIONS AT THE TIME THEY ARE INSTALLED. FAILURES TO PERFORM CONSISTENTLY WITH THIS WARRANTY WILL BE REMEDIED SOLELY BY THE COMPANY DURING THE TERM OF THIS AGREEMENT, BY CORRECTLY RE-PERFORMING NONCOMPLYING SERVICE(S) OR REPAIRING OR REPLACING DEFECTIVE MATERIALS PROVIDED BY THE COMPANY, UPON WRITTEN NOTICE TO THE COMPANY BY THE CLIENT DURING THE TERM(S) OF THIS AGREEMENT.

C. THE COMPANY DOES NOT KNOW AND DOES NOT REPRESENT THAT THE CURRENT FIRE PROTECTION SYSTEM ON THE PROPERTY OF CLIENT WAS ORIGINALLY DESIGNED AND INSTALLED IN SUCH A WAY THAT THE SYSTEM WILL PERFORM AS ORIGINALLY INTENDED OR IS SUITABLE AND SUFFICIENT FOR ITS INTENDED PURPOSE GIVEN THE WAY IN WHICH THE PROPERTY HAS BEEN OR WILL BE USED, RECONFIGURED OR MAINTAINED. THIS AGREEMENT IS NOT A GUARANTEE OR WARRANTY THAT THE SYSTEM WILL IN ALL CASES (i) PROVIDE THE LEVEL OF PROTECTION FOR WHICH IT WAS ORIGINALLY INTENDED, (ii) IS FREE OF ALL DEFECTS AND DEFICIENCIES, AND (iii) IS IN COMPLIANCE WITH ALL APPLICABLE CODES. CLIENT AGREES THAT IT HAS NOT RETAINED COMPANY TO MAKE THESE ASSESSMENTS AS PART OF THIS AGREEMENT. ANY SUCH ASSESSMENT MUST BE BY A SEPARATE AGREEMENT SUBJECT TO THESE TERMS AND CONDITIONS. COMPANY FURTHER DOES NOT REPRESENT, GUARANTEE OR WARRANT THAT ANY EQUIPMENT REFERRED TO IN THIS AGREEMENT OR ANY SERVICE OR INSPECTION PROVIDED BY IT UNDER THIS AGREEMENT WILL RESULT IN A SYSTEM WHICH WILL OPERATE AS DESIGNED, OR IS SUITABLE FOR ANY PARTICULAR PURPOSE, OR WILL PREVENT ANY LOSS BY BURGLARY, FIRE OR OTHERWISE, OR WILL IN ALL CASES OR ANY PARTICULAR CASE AVERT OR PREVENT RISKS, LOSSES, OR OTHER OCCURRENCES, OR THE CONSEQUENCES THEREFROM, WHICH THE EQUIPMENT OR SERVICES WERE OR ARE DESIGNED TO PERFORM, DETECT OR AVERT.

D. The Company is not responsible for any damages due to: (1) incompatibility of materials within a CPVC piping system, or (2) corrosion, or deterioration of piping due to Customer's water supply, atmospheric conditions, soil quality, or any other condition at Customer's facility that adversely affects the integrity of the fire protection system.

E. 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.

7. REDUCED PRESSURE BACKFLOW PREVENTER: BY SIGNING BELOW, CLIENT ACKNOWLEDGES THAT REDUCED PRESSURE BACKFLOW PREVENTERS (RPBP), ARE DESIGNED TO DISCHARGE WHEN CHECK VALVES ARE FOULED OR DUE TO WATER PRESSURE FLUCTUATIONS FROM CITY WATER SUPPLIES. ANY MAINTENANCE, REPAIR OR INSPECTION ON A FIRE SPRINKLER SYSTEM COULD RESULT IN WATER FLOW THROUGH THE RPBP AND POSSIBLE DISCHARGE. BY SIGNING BELOW, CLIENT AGREES TO RELEASE, DEFEND, INDEMNIFY AND HOLD HARMLESS DAVIS ULMER FIRE PROTECTION FROM ANY CLAIM OR LIABILITY FOR ANY DAMAGES INCURRED BY THIS DISCHARGE OR LACK OF PROPER RPBP DRAIN PIPING AND OR RPBP DRAIN EQUIPMENT OR FAILURE OF THIS PIPING OR EQUIPMENT DAVIS ULMER FIRE PROTECTION WAS SPECIFICALLY CONTRACTED TO DESIGN AND/OR INSTALL THIS EQUIPMENT.

8. RESPONSIBILITIES OF CLIENT: The Client agrees to:

A. Promptly notify Company of any known or suspected trouble or malfunction in the equipment, request a hazard evaluation if there are changes in occupancy, use, processes or materials, and promptly approve correction of impairments and critical deficiencies found during any inspection. All replaced parts become the property of the Company.

B. Maintain the system per original installers instructions and manufacturer's specifications.

C. Authorize Company, its agents and employees, for purposes of this Agreement, to enter upon the premises of Client, to repair or inspect the equipment and to make any changes or alteration to the equipment, as authorized by Client. Client also agrees to provide Company with ready accessibility to all components of systems requiring inspection and testing and appropriate working space, including adequate light, electricity, telephone access, ladders or lifts as required for Company's use in providing service(s) under this Agreement. In addition, Client agrees to provide one individual to monitor the control panel during testing and certification.

D. Designate suitable representative(s) satisfactory to the Company as exclusive contact(s) between Company and the Client, who shall have authority to make decisions on behalf of Client concerning service of the equipment by Company.

E. Neither authorize nor permit maintenance, repairs or modifications of any kind to be made to the equipment, except by the Company or as specified and approved in advance by the Company.

F. Assume complete responsibility for the maintenance and repair of the system except as is set forth in this agreement.

9. INDEMNIFICATION. COMPANY AND CLIENT SHALL DEFEND, INDEMNIFY AND HOLD ONE ANOTHER HARMLESS FROM ANY EXPENSE, LIABILITY, LOSS, CLAIM OR DAMAGE, FOR PERSONAL INJURIES AND DEATH OR PROPERTY DAMAGE ASSERTED BY ANY THIRD PARTY, CAUSED BY THE ALLEGED NEGLIGENCE OF ITSELF, ITS AGENTS, EMPLOYEES, OR ANY OTHER INDIVIDUAL OR ENTITY AFFILIATED WITH IT, AND RESULTING FROM THE SERVICES PROVIDED HEREIN ,OR OVERALL FUNCTIONALITY OF THE SYSTEM IDENTIFIED IN THIS AGREEMENT.

10. ADDITIONAL COMPANY RESPONSIBILITY.

A. Company will provide service calls and emergency service, upon request of the Client, subject to any delay which may be occasioned by strike, riot, acts of God or any other circumstances beyond the control of the Company, as soon as it is reasonably practical to do so. Company will make reasonable efforts to attend promptly to the emergency needs of the Client, but it can make no guaranty of response time by the company or what may be required to properly service the equipment.



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B. In the event a malfunction of a type covered by this Agreement has not been remedied before this Agreement has terminated for whatever reason, any service requested by the Client thereafter may be provided by the Company in its sole discretion and at the Company's then-current rates for services, including travel charges, per diem and materials.

C. Company will provide necessary test equipment required to perform service(s) under this Agreement.

D. If replacement parts are necessary under this Agreement, Company may provide new and /or used replacements.

11. NO CONFLICT WITH OTHER CLIENT AGREEMENTS. Client warrants that the negotiation, execution and implementation of this Agreement will not conflict with any other agreement of which the Client is aware with any other person or firm. Client agrees to defend, indemnify and hold harmless the Company from claims of any sort by any person or firm alleging that this Agreement violates, interferes with or infringes upon any other Agreement in any way.

12. LICENSES, TAXES, PERMITS AND FALSE ALARMS. Client shall identify any rules, regulations, standards or codes with which the equipment must comply, and shall obtain and pay for any necessary licenses or other certificates of compliance for same. Client is solely responsible for any fees, taxes (including sales taxes), false alarm fines, and any other governmental assessments related to the equipment or system operation and shall reimburse and indemnify the Company for any such expenses incurred by the Company. Client and Company are each responsible for obtaining any necessary licenses or permits needed to perform their respective obligations under this Agreement.

13. ASSIGNMENTS AND DELEGATIONS. Neither the Company nor the Client may assign this Agreement to any other person, firm or corporation without notice to or approval by the other, but Company may subcontract any activities that it may perform under this Agreement.

14. ENGINEERING CHANGES. Occasionally, manufacturers may issue non-warranty engineering changes to equipment necessary to assure proper operation of system components. If, in the opinion of the Company and Client, installation of such engineering changes requires service(s) or material(s) in excess of those incidental to a normal preventive maintenance inspection, such excess shall be paid for by the Client at Company's applicable charges for on-call and emergency services as set forth under this Agreement provided that company will remain responsible for performance of its obligations under this agreement. Failure by the Client to have factory recommended engineering changes installed on the system will relieve the Company from further performance under this Agreement, but will not relieve the Client of its obligations hereunder. No other engineering changes or system modification are covered by this Agreement except as may be otherwise specifically provided herein.

15. INVALID PROVISIONS. If any of the parts of this Agreement shall be determined by a court of competent jurisdiction to be invalid or inoperative, all of the remaining parts shall remain in full force and effect.

16. ENTIRE AGREEMENT. This writing is intended by the parties as the final expression of their Agreement and as a complete and exclusive statement of the terms thereof. This Agreement supersedes all prior representations, understandings or agreements between the parties; there are no prior writings, verbal negotiations, understandings, representations or agreements not expressed in this Agreement, and the parties rely only upon the contents of this Agreement in executing it, and have not relied on any other representations, oral or otherwise, made by the parties, their agents or employees. Only a writing signed by each of the parties or their duly authorized agents may modify this Agreement. No waiver of breach of any term or condition of this Agreement shall be construed to be a waiver of any succeeding breach. This agreement shall bind and benefit the heirs, successors and assigns for the respective parties. A written Service Agreement Proposal is provided for clarification purposes and is hereby made a part of this contract.

17. RECEIPT AND REVIEW OF AGREEMENT. The Client specifically acknowledges that it has received a copy of these Terms and Conditions in its entirety, represents that it has authority to enter into this Agreement, and has read the same, understood it and agreed to its contents before signing it. Further the person executing these Terms and Conditions has the full authority of the Client to bind the Client, to the fullest extent provided by law, to these Terms and Conditions.

A. This Agreement may not be assigned by Customer without the written consent of Company.

B. 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.

C. The Company for formal bid documents, is not a Disadvantaged Business Enterprise. Furthermore, no DBE, MWBE or other minority program participation goals or requirements are included or inferred. Should this project involve DBE, MWBE or other minority program participation goals or requirements please advise in writing regarding the specific nature of those goals or requirements and specifically how they impact Davis Ulmer Fire Protection .

Other inclusions, exclusions or attachments:

***General Exclusions:** Painting, patching, underground and/or trenching, after hour, weekend and holiday labor rates, fire watch, prevailing wage/certified payroll, abatement including but not limited to asbestos and lead, water containment/disposal, conduit and wire, permit fees, scissor lifts, dampers, ground faults.

*** Pricing:** The pricing set forth in this Agreement is based on the number of devices set forth in Section II: Scope of Work. If for any reason the actual number of devices is higher than the number set forth in Section II: Scope of Work, the price will be adjusted accordingly.

***Coverage:** Proposal above is for Test & Inspect only of above systems. All repairs, parts and services outside of above testing & inspecting scope of work is billable at Davis Ulmer Fire Protection current Time & Material Rates.

***Access:** During inspection, inspectors must have access to control valves, and alarm information, buried and/or non-accessible FDC check valves will be listed on the report and a recommendation for relocation under a separate contract. Inspectors must have access to all suites, apartments, units, etc. Customer responsible for notifying tenants of inspection and for gaining access in to each and every unit/apartment on scheduled inspection date(s). **If multiple inspections are required due to "no access" customer will be responsible for hourly rates of inspectors at Davis Ulmer Fire Protection current Time & Material Rates.**

ACCESS ACKNOWLEDGEMENT CUSTOMER INITIAL

***On Site Inspection Repairs:** Client authorizes Davis Ulmer Fire Protection to perform repairs or component replacements, found to be necessary during the course of inspection, the amount of \$500.00 or less, ONLY IF TECHNICIAN HAS THOSE PARTS READILY AVAILABLE ON HIS TRUCK. Any necessary repairs for an amount exceeding \$500.00 will be first submitted in writing for written approval. Any repairs performed

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while on site during inspection will be billed on a "Time & Material" basis and subject to the terms of this Agreement. Hourly rates are provided in ½ hour increments. All labor rates are subject to change with a thirty (30) day written notice to the client.

ON SITE REPAIRS ACKNOWLEDGEMENT CUSTOMER INITIAL

***Cancellation/Reschedule Notice:** Should the customer cancel or reschedule all or any portion of the inspection/scope without giving 3 business days' notice to the Davis Ulmer Fire Protection we will assess a scheduling impact fee. The fee shall be equal to 4 hours of our current set Time and Material rate.

***Termination:** Either party may cancel this agreement with 30 days written notice, with the exception that The Company may cancel without advance notice due to non-payment of amounts due within billing terms. Cancellation of any Service Type without Client account balance being paid in full voids any Warranty and official reports and certifications issued to the Client under this agreement

With Appreciation,
Mandi LaMond
Service Sales/Project Manager
mandi.lamond@davisulmer.us

If our quotation is acceptable, please sign below and return to my attention.
Additionally, if this project is tax exempt, require certified payroll please let us know and include any forms necessary.

Signature _____ Date _____

Purchase Order#: _____

