LARCHMONT PUBLIC LIBRARY

BOARD OF TRUSTEES

March 11, 2026

The Larchmont Public Library Board of Trustees will hold its next regularly scheduled meeting on March 11, 2026, at 6:30 PM. Please call Andrew Farber (914-834-1977) or e-mail him (afarber@larchmontlibrary.org) if you are unable to attend.

AGENDA

- Friends of the Library Report
- Approval of Library Board Meeting Minutes for February 11, 2026.
- Committee Reports
    - Finance
        - Approval of bills
    - Facilities
        - Update on facilities issues
    - Centennial
        - Update on committee
- Library Director's Report
- Hear Members of the Public
- Executive Session to discuss a personnel matter
- Adjournment

Larchmont Public Library
Board of Trustees
Minutes of Meeting
February 11, 2026

The Larchmont Public Library Board of Trustees met on 2/11/26, attended by Library Board Chair Lauren Gottfried (LG), Library Trustees Linnet Tse (LT), Galit Lopatin Bordereau (GLB), Barbara Liptack (BL), Barbara Flickinger (BF), Jill Brennick (JB) and Village of Larchmont Liaison Ian Post (DP), Town of Mamaroneck Liaison Robin Nichinsky (RN), Friends Liaison Ellie Berlin (EB), Library Director Andrew Farber(AF), Library Staff Assistant Janet Regan (JR). Library Trustee Celeste Sharpe (CS) and Head of Reference Paul Doherty (PD) were not present.

Library Board Chair LG called the meeting to order at 6:32 pm.

Minutes
The Board unanimously approved the minutes for the 1/14/26 Library Board meeting.

Board
LG welcomed everyone to the meeting.

Friends
The Friends of the Larchmont Library will host a fundraising event on March 25 as part of their centennial capital campaign.

<u>Committee Reports</u>
Finance
Schedule of Bill: The Board unanimously approved the schedule of bills and the additional list of bills dated 2/11/26.

Centennial
1. Library History Page
- A chronological timeline of the library's history has been created.
- Website adjustments are currently being made before the history page goes live.
- Evgenia is providing photos and related information to include on the page.
- Liam is updating the content and putting the final touches on the page.
- Laura E. has started compiling historical materials.

2. Merchandise
- Stickers and bookmarks are being ordered.
- A sample batch will be reviewed before placing a larger bulk order.

3. Book Clubs & Programming

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- Caroline and Evgenia are planning book clubs aligned with different decades of the library's history.
- Flyers will be created.
- Programs connected to the anniversary will be grouped together in a display section.
- The anniversary logo will be used across materials.

4. Anniversary Banner

- Auriyanna is creating mockups for the banner.
- Banner will be used indoors and outdoors.
- Planned indoor location: wall above the seed container.
- Sizing will match the Westchester banner currently displayed.

Outdoor Banner Considerations

- Must consider weathering and wear.
- Placement may follow the model used during the Library Restoration banners.
- Possible timing:
    - Install closer to the anniversary in November, or
    - Install for the May community event, then put up and take down as needed to extend the banner's life.

5. Photo Exhibit

- Considering a photo reproduction exhibit, potentially using the same format as the current photo exhibit.
- Need to identify a printer/vendor to reproduce photos.
- Possible contact: John at a shop in Larchmont (name unclear, possibly "Home…").
- Plan to feature photos from each decade of the library's history.

6. Publications & Historical Materials

- Copies of the Larchmont Library history book will be made available.
- A note will be added to the history page indicating that the book and an ebook version are available.
- Linette suggested creating a photobook, since photos are already being scanned.

Postcards

- Possible book of old postcards.
- Need to locate original postcards or identify who created them.

7. Artifacts & Memorabilia

- Ongoing search for artifacts from different decades.
- Special effort to expand the 1920s section of the library's history.
- A public call for artifacts and memorabilia may be issued.

8. Next Steps

- Finalize and launch the library history webpage.
- Review merchandise samples before bulk ordering.
- Develop banner mockups and placement plan.

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- Identify photo reproduction vendor.
- Continue collecting photos, artifacts, and historical materials.
- Coordinate with Mamaroneck Historical Society and other local contacts.

Facilities
The security cameras have been installed. Digital Provisions completed the job in three days, and AF is very pleased with the work.
The new facets are working well, and no new floods have been reported.
During the recent snowstorm, DPW did not plow the sidewalks. The Library does not have a snowblower and will purchase one to prevent this from happening again.
The Library's oil was delivered to the wrong address, and as a result, the Library lost heat. The lack of oil also caused boiler 2 to fail, and a failure of the fire alarm relay caused boiler 1 to fail as well. Boiler 1 is now working, but boiler 2 is still nonfunctional.

Resolutions
BL made a motion to accept the Office Dynamics copier proposal. BF seconded. It was approved unanimously.

Directors Report
Technology & AV
Our copier lease ends on April 4th. AF has received multiple proposals and recommends that the library continue using Office Dynamics.
WLS's new app is ready for testing. They are working with Apple to transfer ownership of the existing app, enabling the old app to upgrade directly to the new version.
Due to budget constraints at WLS, Hoopla has been reduced to 3 credits. WLS gave less than 1 month's notice to the member libraries. This has also caused a new patron issue: they may run into trouble borrowing titles, regardless of how many credits they have left. There is a system-level limit on check-outs per day, which can be hit as early as 8:30 am. Previously, no limits were in place.

Library Services & Programs
WLS has experienced a 10% budget cut from the county and is awaiting a possible state budget cut. If it does, they may reduce the number of days the delivery service goes to member libraries.
The children's department's Winter Blues Lists are available online, in the library, and have been sent to Murray, Chatsworth, & Central Elementary Students & Teachers.
The Chatsworth Elementary Visits were scheduled for Monday Feb 9 - Wednesday Feb 11, seeing 31 classes and 775 students.
The adult department had 6 centennial programs in January with a total attendance of 118.
We had our 2nd-highest Overdrive ebook checkout total ever, at 8124, behind only August 2025, which had 8370.
We had the highest number of Online New York Times articles read by our patrons: 5,476.

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The meeting was adjourned at 7:35. The next scheduled board meeting will be on 3/11/26 at 6:30 pm.

Respectfully Submitted,
Andrew Farber
Library Director

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ADDITIONAL LIST OF BILLS TO BE APPROVED FOR PAYMENT 3/11/26
OPERATING EXPENSE

PERSONNEL

PAYROLL (2.20.26)	**$ 50,204.95**		
EMERG COMP	**$ 863.00**		
SOC SEC	**$ 3,906.70**		
		$	**54,974.65**
PAYROLL (3.6.26)	**$ 49,267.55**		
EMERG COMP			
SOC SEC	**$ 3,768.97**		
		$	**53,036.52**

HEALTHCARE

ELECTRICITY

JANUARY	**$ 4,229.70**		
		$	**4,229.70**

CHECK # DATE

CAPITAL

H1-719-7410-500-13

DIGITAL PROVISIONS - SECURITY CAMERA PURCHASE/INSTALL	**$**	**59,998.23**

3/11/2026
FY 26

LARCHMONT PUBLIC LIBRARY

CHECK REGISTER

Check No	Vendor Name	Check Date	Description	Amount
	AMAZON		LIBRARY SUPPLIES, BOOKS, DVDS (and Credits applied)	$ 6,886.47
	ANDREU REMODELING		MISCELLANEIOUS REPAIRS - INSTALL PEOPLE COUNTER, PATCH/PAINT, ROOF DOOR, MONTIOR REMOVAL, BB INSTALL	$ 1,500.00
	ATLANTIC WESTCHESTER		ADJUSTMENTS MADE TO CORRECT FOR PROGRAM ROOM OVERHEATING	$ 330.00
	ATLANTIC WESTCHESTER		ADJUSTMENTS MADE TO DIRECTOR'S OFFICE OVERHEATING; DAIKIN SYSTEM TECH	$ 825.00
	ATLANTIC WESTCHESTER		BOILER MALFUCTION - FIRE ALARM RELAY NOT WORKING; LACK OF OIL	$ 6,882.26
	CHASE		SEE ATTACHED	$ 469.36
	CITRON BROTHERS		FINAL PAYMENT FOR AUTOMATIC FAUCETS	$ 5,397.50
	CLEANING SYSTEMS		BUILDING CLEANING SUPPLIES	$ 447.40
	DAVID RICHY		MILEAGE REIMBURSEMENT 3.10.26 - WLS MEETING	$ 19.87
	FOLEY HARDWARE		LIBRARY /BUILDING SUPPLIES	$ 15.28
	JAMISON THEURICH		CHILDREN'S PROGRAM- JUMP INTO DINOSAURS	$ 400.00
	MIKE NORRIS		ADULT PROGRAM-GILBERT STUART & HIS PORTRAITS OF THE FOUNDING FATHERS	$ 150.00
	MILBURN FLOORING		INSTALLATION OF BLUE RUBBER TILE - TECH VESTIBULE AREA	$ 5,333.16
	OPEN SYSTEMS METRO		SERVICE CALL - REPEATER NOT FUNCTIONING PROPERLY	$ 824.98
	OPEN SYSTEMS METRO		SERVICE CALL - FIRE ALARM RELAY NOT OPERATIONAL, NEEDED TO BE REPLACED	$ 569.76
	OVERDRIVE INC.		E-BOOKS & E-AUDIO	$ 5,248.82
	PLAYAWAY PRODUCTS		E-AUDIO BOOKS	$ 127.98
	PRONGHORN SOCCER LLC		CHILDREN'S ROOM PROGRAM - 2 SESSIONS - SOCCER SUPERSTARS	$ 200.00
	RICHARGE FEINGOLD		ADULT PROGRAM - WOMAN'S AIRFORCE SERVICE PILOTS	$ 200.00
	ROBERT MARKOWITZ		CHILDREN'S PROGRAM - GUITAR GUY - 8 SESSIONS - 2.3.25-3.30.26	$ 1,400.00
	SEBCO BOOKS		CHILDREN'S BOOKS	$ 910.62
	SPRAGUE		OIL DELIVERIES - 1.8.26 & 2.3.26	$ 4,687.63
	SPRAGUE		OIL DELIVERIES - 2.13.26 & 2.19.26	$ 2,582.39
	SPRAGUE		OIL DELIVERY 3.3.26	$ 1,212.99
	ST. AUGUSTINE'S CHURCH		PARKING - MARCH	$ 312.50
	STAPLES		VARIOUS SUPPLIES 2.25 STATEMENT	$ 273.61
	T-MOBILE		MONTHLY HOTSPOT - PROGRAMS	$ 30.80
	VERIZON		STATEMENT - 2/18/26	$ 314.17
	VERIZON BUSINESS		STATEMENT 2/10/26	$ 0.30
	WB MASON		LIBRARY & BUILDING SUPPLIES	$ 396.39
	WESTCHESTER COUNTY HISTORICAL SOCIETY		RENEWEAL "THE WESTCHESTER HISTORIAN" MAG 2026	$ 50.00
	WESTCHESTER LIBRARY SYSTEMS		5000 LABELS	$ 401.16
				$ 48,400.40

Chase Card Breakdown FY 2025-26

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	FY END	FY Total
Programs	3816.55	250.00	527.44	103.80	213.87	357.89	51.63	45.63	72.61					$ 5,439.42
Conf and Dues	213.52	113.77			595.00	10.00	212.68							$ 1,144.97
Library Supplies	325.90			100.79		10.28		43.34						$ 480.31
Communications	1444.10	250.69			38.19		58.33		372.00					$ 2,163.31
Office Equipment					169.99									$ 169.99
Postage	74.00	146.00		156.00			234.00		24.75					$ 634.75
Comp. Supplies														$ -
Books														$ -
DVD														$ -
Periodicals	73.79			1426.80			1948.83							$ 3,449.42
Build. Maint.														$ -
B & G Supplies							150.91							$ 150.91
Misc.														$ -
Bldg. Equipment														$ -
Credits														$ -
E books														$ -
service contract				41.99										$ 41.99
circulation maintenance														$ -
														$ -
Total	$ 5,947.86	$ 760.46	$ 527.44	$ 1,829.38	$ 1,017.05	378.17	$ 2,656.38	$ 88.97	$ 469.36	$ -	**$ -**	**$ -**		$ 13,675.07

Amazon Breakdown FY 2025-26

Programs	466.73	$ 120.22	$ 279.46	20.86		195.08	849.15	126.91	303.26					$ 2,361.67
Conf and Dues														$ -
Library Supplies	23.98	$ 325.14	$ 87.45	207.98	193.25	266.68	214.35	105.42	862.53					$ 2,286.78
Office Equipment									418.97					$ 418.97
DVDs	301.67	$ 337.86	$ 601.40	319.54	451.46	463.79	310.65	153.43	443.93					$ 3,383.73
Books	2552.42	$ 1,718.51	$ 2,924.26	1502.11	7447.18	6147.48	3405.09	2314.17	4857.78					$ 32,869.00
Comp Supplies	98.89					438.68	87	22.08						$ 646.65
Publicity														$ -
CDs														$ -
Audiobooks														$ -
B & G Supplies	51.39			568.65		74.33	74.75	163.48						$ 932.60
Bldg Equip				292.04	131.92									$ 423.96
CREDITS														$ -
Total	$ 3,495.08	$ 2,501.73	$ 3,892.57	$ 2,911.18	$ 8,223.81	7586.04	$ 4,940.99	$ 2,885.49	6886.47	$ -	$ -	$ -		$ 43,323.36

LAN ASSOCIATES | Engineering, Planning, Architecture, Surveying LLP

February 25, 2026

Larchmont Public Library
121 Larchmont Avenue
Larchmont, NY 10538

Attention: Mr. Andrew Farber
Library Director

Email: afarber@larchmontlibrary.org
T: 914-834-1977

Subject: Proposal for Architectural Design Services
Window Replacement at 1995 Building
Larchmont Public Library
121 Larchmont Avenue
Larchmont, NY 110538
LAN Job #4.1710.0-LP26-107

Dear Mr. Farber:

Pursuant to your request, LAN Associates, Engineering, Planning, Architecture, Surveying, LLP (LAN) offers to provide you with architectural design services for window replacement at the Larchmont Public Library located at 121 Larchmont Avenue, Larchmont, New York.

1.0 PROJECT SUMMARY

It is LAN's understanding that the Larchmont Public Library has received an $82,500 grant for roughly 50% of the anticipated construction cost for the window replacement at the 1995 building. As part of a report LAN issued on 9/17/24, LAN estimated the window replacement would cost $165,000.

The design approach will start with a site visit to inspect, field measure, and carefully document the existing window conditions. It is LAN's understanding that windows will be replaced like in kind. Upon completion of the fieldwork, LAN will prepare existing head, jamb, and sill details of each window type in the 1995 building and Oresman Gallery. After existing conditions are documented, LAN will research various window manufacturers to determine the proper window specifications for the project. At the conclusion of our research, LAN will meet with you to discuss the proposed window specifications. Once a window manufacturer is determined for this project, LAN will proceed with the construction documents.

2.0 PROFESSIONAL SERVICES

1. Field Documentation
   - North Elevation: eight (8) double hung windows at the main and upper levels.
   - Oresman Gallery (Monumental Windows), fixed glass aluminum clad wood windows. The mulled window configuration consisted of two (2) windows wide by three (3) windows high.
   - South Elevation: eight (8) double hung windows on the main and upper levels and four (4) windows on the lower level.

2. Construction Drawings
   - Prepare demolition and proposed floor plans.
   - Prepare demolition and proposed building elevations.

- Typical window details for the head, jamb, and sill depicting the existing wall construction and new installation requirements for various window types required for the building.
- Window schedules and notes.
- Lintel schedule and notes.
- A finish schedule will be provided for the interior finish areas around the new windows that will be impacted by the window installation. A soap stone sill will be included for each window from the second floor through the sixth floor to match the sills on the first floor.
- Written technical specifications for window replacements suitable for soliciting bids.

3. Bidding & Award

- During bidding, LAN will answer all contractor questions or requests for information (RFI) via addendum. LAN will participate in any scope review meetings with prospective bidders, if necessary.
- LAN will chair all pre-bid meetings, collect, and respond to contractor RFIs and requests for substitutions. All items will be distributed to bidders and the Larchmont Public Library for their review and input, and responses in the form of bid addenda will be coordinated through LAN's Project Manager to ensure conformance with the design documents.
- Bid results will be reviewed amongst the team and prior experience with proposed contractors for recommendation prior to bid award.

4. Construction Administration

LAN's construction observation services will be performed by a professional architect/engineer or a construction administrator. Once the construction contract is awarded, a construction administrator will be assigned to the project. The construction administrator will be responsible for all liaisons with your office and the contractor. During the Construction Administration Phase, the following tasks would be performed:

- Contract award.
- Assist with construction contracts.
- Conduct pre-construction meetings.
- Conduct construction progress meetings, as required, during active construction.
- Review contractor's submission of required documents.
- Review technical data (including shop drawings) and comment appropriately.
- Evaluate alternatives and substitutions proposed.
- Review and approve the contractor's payment breakdown schedule.
- Review and approve Applications and Certificates for Payment for further processing after verifying work has been completed.
- Obtain weekly payroll reports for verification of Prevailing Wage Rates.
- Review contract change orders from a technical perspective, evaluate costs, and determine why the condition was unforeseen.
- Process requests for changes in the work and maintain records of change orders.
- Conduct periodic site observations generating both written and photographic documentation for distribution. Site observations will be performed a minimum of once a week during active construction.
- Resolve technical questions on clarification of plans and specifications.
- Provide notification of substantial completion.
- Development of punchlist based upon bidding documents, plans, specifications, and associated field changes, if any.
- Verification of completed punch list items.
- Administer the contractor's close-out package (warranties, guarantees, maintenance bonds, the release of liens, etc.).
- Review and make a recommendation for contractor's request for final payment.

- LAN estimates a total of 60 hours at Senior Associates rate for the Construction Administration phase.

3.0 QUALIFICATIONS

LAN is a full-service Engineering, Planning, Architect, and Surveying firm with our main office located in Midland Park, New Jersey and our satellite office located in Goshen, New York specializing in new construction and renovation/alteration work. LAN has completed hundreds of new and renovation/alteration projects in both New York and New Jersey.

LAN is a multi-disciplined Architectural and Engineering firm founded in 1965. Presently LAN employs ~130 architects, engineers, project managers, intern architects, engineers in training, designers, CAD operators, field observers, and secretarial support staff. LAN is presently responsible for approximately $250 million worth of construction per year for Boards of Education, universities, federal, state, county, municipal governments, housing authorities, Fortune 500 companies, foreign companies, churches and private clients.

4.0 PROJECT TEAM

The work on this project will be performed under the overall supervision of Mr. Peter Manouvelos, AIA and will serve as the Project Architect and direct LAN's architectural designer, Mr. Jeff Grebeldinger, to prepare the as-built construction documents.

5.0 SCHEDULE

LAN estimates that it will take approximately two (2) weeks to complete the existing conditions for generating base drawings, followed by one (1) week for window manufacturer research, and three (3) weeks for construction documents. Upon completion of the construction documents, it will take three (3) weeks for the bid phase.

6.0 FEES

Phase 1 – Field Documentation (Plans, Elevations & Section)	$ 12,500.00	
Phase 2 – Construction Drawings	$ 26,000.00	
Phase 3 – Bidding & Award (Optional)	$ 8,200.00	Billed Hourly NTE
Phase 4 – Construction Observation (Optional)	$ 12,000.00	Billed Hourly NTE

7.0 DELIVERABLES

LAN will provide you with three (3) copies of the construction drawings signed and sealed by a design professional licensed in New York. LAN will exchange the set of construction drawings for full payment up to the permitting phase.

8.0 EXCLUSIONS

1. Preparation of an Environmental Impact Statement or Long Form EAF
2. Permit Fees
3. Surveying
4. Independent 3rd Party Testing and Inspections
5. Interior Design
6. Redesign due to owner's changes, or others, after approval of design development drawings and budget, including value engineering efforts
7. Hazardous Material Sampling, Testing, Abatement and Air Monitoring
8. For field verification, point-cloud scanning, and CAD services to prepare existing floor plans, it is LAN's understanding that Larchmont Public Library will provide the existing base floor plans of the 1995 building.

9.0 TERMS & CONDITIONS

LAN's Standard Terms and Conditions are attached to this proposal. LAN will perform all work in accordance with the care and skill ordinarily exercised by members of the profession practicing under similar conditions.

This proposal is valid for (60) days. After (60) days, LAN reserves the right to re-evaluate staffing, scheduling commitments and fees offered in this proposal.

Should you find this proposal to be acceptable, please sign below and return the executed copy to our office along with a purchase order. An executed copy of this proposal along with the purchase order will serve as LAN's formal authorization to proceed to render the services offered herein.

10.0 SUMMARY

LAN appreciates the opportunity to work with you on this important project. If any questions or concerns regarding this proposal should arise upon review, please do not hesitate to contact me at (845) 615-0350 or peter.manouvelos@lanassociates.com.

Respectfully submitted,

LAN Associates, Engineering, Planning,
Architecture, Surveying, LLP

Peter Manouvelos, AIA, LEED AP

Attachments: #1 - Standard Terms and Conditions
#2 - Hourly Rate Schedule

cc: File #4.1710.0-LP26-107, w/att.

Accepted By:

Signature	Title/Name of Organization
Printed Name	Date

LAN ASSOCIATES

STANDARD TERMS AND CONDITIONS FOR ARCHITECTURAL/ENGINEERING SERVICES

1. **Entire Agreement:** This Agreement is the offer of LAN Associates, Engineering, Planning, Architecture, Surveying, LLP. (hereinafter referred to as "LAN"), to perform the consulting services described in the attached Scope of Services. Acceptance by the Client is strictly limited to these Terms and Conditions which when acknowledged in writing, is authorization to proceed. Client is defined as the person or business entity signing the Agreement authorizing LAN to proceed.

This Agreement supersedes all prior written proposals and/or negotiations not referenced herein between the parties and is expressly conditioned upon the Client's agreement of the Terms and Conditions hereof. This Agreement may only be modified in writing executed by both parties.

2. **Services to be Performed:** The services to be performed are described in the preceding Scope of Services. Unless otherwise specified in the Scope of Serves or in the Terms and Conditions, LAN shall furnish all technical and professional services, including labor, materials, supplies, equipment, transportation and supervision to perform all task listed in the Scope of services and in accordance with the target schedules.

3. **Compensation**: The Scope of Services describes the tasks, phases and compensation terms.

Terms of Payment: Invoices shall be submitted upon completion of a phase or monthly based on percentage complete at that time. Payment is due thirty (30) days from the date of invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of 1 ½% per month. Invoices over ninety (90) days old are subject to attorney review for collection. The client will be responsible for all legal fees necessary to collect the account.

Payment Withheld: No deductions shall be made from LAN's compensation on account of penalty, liquidated damages or other sums withheld from payments to the contractor(s), or on account of the cost of changes in the contractor's services other that those which LAN is adjudged to be liable.

Suspension: If any payment is more than thirty (30) days past due, LAN may, after giving seven (7) days written notice to the owner, suspend services under this Agreement until full payment is made for all amounts due for services, expenses, and other related charges.

Additionally, in the event of suspension, the Client shall waive all rights, claims, etc. which it might otherwise have against LAN as a direct or indirect result of such suspension.

Additional Services: Any verbal or written direction by Client shall entitle LAN to an equitable adjustment in contract price and schedule for any changed work or other work affected by the changed work. The following are additional services, unless specified in the scope of services that are considered beyond the basic scope of services.

Public Hearings/Municipal Filings: In the event a Public Hearing is required for a municipal agency (Zoning Board of Appeals, Planning Board, Architectural Review Board, etc.), LAN shall invoice the Client on an hourly basis for *both* the preparation and time spent at the meeting. LAN shall *not* be required to file drawings with the Building Department or pay any municipal fees.

Cost Estimates: LAN and its consultants do not warrant, guarantee or certify the construction cost for the project or any part of the project.

Redesign to meet Project Budget Costs: LAN shall not be liable to redesign to meet the project budget costs unless this is a pre-condition to the Agreement and LAN has agreed to the Project Budget Costs.

4. **Additional Services:** LAN can provide additional services beyond those listed in the Scope of Services by a negotiated sum or on an hourly basis. Our hourly rate schedule is attached.

LAN's hourly rates are valid for one (1) year from the date listed on the Scope of Services and shall be increased five percent (5%) on the first day of each subsequent year to reflect market conditions, employee benefits and salary compensation.

Reimbursables: LAN's hourly rates include direct labor, computer costs, overhead, general and administrative costs, local travel, telephone calls, routine postage and profits. Reimbursable items shall include printing and reproductions beyond that specified in the scope of services, express mail, messenger or courier services, or other project related out-of-pocket expenses. These reimbursable items will be billed at actual cost plus 18%.

5. **Client's Responsibilities:** The Client shall provide full information regarding the project and shall be responsible for its accuracy and completeness. LAN shall not be responsible for the work or services of others.

Right of Entry: Client will provide for right of entry for LAN personnel, its subcontractors and equipment necessary to complete the work. While LAN will take all reasonable precautions to minimize any damage to the property, it is understood by the Client that in the normal course of work some damage may occur, the correction of which is not part of this Agreement.

Base Building Drawings or Surveys: Unless otherwise specified, Base Building Drawings or Surveys are not included in the Scope of Services. LAN shall assume that the Base Building Drawings and Surveys, if required, shall be readily available. LAN assumes all information on these documents are accurate and is not responsible for any information completed by others. LAN does have the capability to provide these services if required.

Project Representative: The Client shall designate and authorize a project Representative to answer field questions and make timely decisions (within five (5) business days). If the Client replaces or selects a new Project Representative, any time spent by LAN to bring the new Project Representative current shall represent Additional Services.

Client's Consultants: If the Client engages an outside consultant(s) to interact with LAN, the time spent coordinating issues or concerns with the Client's Consultant(s) shall be considered an Additional Service.

6. **Schedule:** Professional fees developed for this project shall be based on this schedule. Modifications such as accelerated schedules, project delays or extensions which are not under control of LAN are subject to an increase to our compensation.

7. **Ownership of Documents:** All documents prepared or furnished by LAN pursuant to this Agreement are instruments of LAN's professional services, and LAN shall retain an ownership and property interest therein. LAN grants Client a license to use instruments of LAN's professional service for the purpose of construing, occupying and maintaining the Project. Reuse or modification of any such documents by Client, without LAN's written permission, shall be at Client's sole risk, and Client agrees to indemnify and hold LAN harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client.

8. **Publicity:** LAN and its consultants shall have the right to photograph the project and to use the photographs in the promotion of its professional practices through advertising, public relations, brochures, or other marketing material.

9. **Insurance, Indemnity & Limitations:**

Insurance: LAN shall maintain Workman's Compensation, General Liability, and Professional Liability Insurance throughout the period of this agreement. Certificates of insurance are available on request.

The Client shall require the contractor to name LAN, as an Additional Insured on the contractor insurance policy.

Limitation of Liability: For any damage on account of error, omission of other professional negligence, LAN's liability shall be limited to LAN's fee received under this Agreement.

The expense of additional insurance coverage or increased policy limits of liability beyond, including professional liability insurance, requested by the Client in excess of the standard coverage of LAN and its consultants shall be borne by the Client.

Indemnification: LAN shall be responsible for all damage to life and property due to negligent activities of LAN, its subcontractors, agents or employees, in connection with its services under this AGREEMENT. LAN specifically agrees that its subcontractors, agents or employees shall possess the experience, and knowledge necessary to qualify them individually for the particular duties they perform. Moreover, LAN shall indemnify and save claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against it by reason of any negligent

omission or negligent act of LAN, its agents, employees, or subcontractors in the execution of this Agreement.

The Client will indemnify and hold harmless LAN from and against any and all loss, claim or suit, including expenses and reasonable attorney fees which result from any negligent act or omission of the client, its agents, servants and employees; or any claim for liability against LAN for professional services, assistance or advice rendered to the Client where the existence or possible existence of hazardous substances may create a danger to the public or to the environment unless it is subsequently proven that LAN was solely negligent.

Job Site: Client shall furnish or cause to be furnished to LAN all documents and information known to the Client that relate to the identity, location, quantity, nature or characteristics of any hazardous or toxic substances at, on, or under the site. In addition, the Client will furnish or cause to be furnished such other information on surface and subsurface site conditions required by LAN for proper performance of its services. LAN shall be entitled to rely on Client provided documents and information in performing the services required under this Agreement; however, LAN assumes no responsibility or liability for their accuracy or completeness.

LAN will not direct, supervise, or control the work of Client's contractors or their subcontractors. LAN's services will not include a review or evaluation of the contractor's (or subcontractor's) safety measures.

LAN shall be responsible only for its activities and that of its employees on any site. Neither the professional activities nor the presence of LAN or its employees or subcontractors on a site shall imply that LAN controls the operations of others, nor shall this be construed to be an acceptance by LAN of any responsibility for jobsite safety.

Waiver of Consequential Damage: LAN and the Client waive consequential damage for claims, disputes and other matters in questions arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with the provisions defining termination.

Hazardous Substances: LAN shall not be responsible for the identification, removal, testing, and/or certification of removal relative to any hazardous substance including, but not limited to, PCB, petroleum, mold infestation, radon, mercury, hazardous waste, asbestos, lead paint, lead piping, and similar substances.

The Client shall further assume any and all responsibility and expenses that may be incurred with regard to the removal, remediation or disposal of any wastes or other hazardous substances as may be disclosed as a result of any site investigation or site work.

LAN and the Client acknowledge that the Scope of Services does not include any items related to a Hazardous Environmental Condition.

Utilities: In the execution of any subsurface work, LAN will take all reasonable precautions to avoid damage or injury to subterranean structures or utilities. The Client agrees to hold LAN harmless and indemnify for any claims or damages to subterranean structures or utilities, which have not been marked-out under the One-Call system and or not shown or correctly shown on the plans furnished.

Unforeseen, Latent or Hidden Conditions: Certain assumptions will be made of existing conditions and materials when verification would require investigations beyond reasonable visual observation. Unforeseen, latent or hidden conditions may not be readily ascertainable regardless of the extent of the investigation. Such conditions may impact the design and necessitate extensive revisions to the design. When architectural or engineering services are required to address these conditions, those services shall be deemed Additional Services.

10. **Standard of Practice:** Services performed by LAN under this Agreement shall be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of their respective professions practicing in the same locality under similar conditions.

No other representation expressed or implied, and no warranty or guarantee is included or intended in this Agreement, or any report, opinion, document, or otherwise.

11. **Dispute Resolution**

Mediation and Arbitration: It is mutually agreed that the terms of this Agreement shall be binding upon both parties and their successors, executor, administrators and assigns.

Any dispute or claim arising in connection with this Agreement shall be submitted to Mediation for resolution in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. The Mediation and Arbitration shall take place in Orange County, New York.

12. **Miscellaneous Provisions:**

Termination: Either party may elect to terminate this Agreement with not less than seven (7) days notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

The Client shall hold LAN harmless for delays, clarifications or non-conformance with the Contract Documents if LAN has been terminated prior to the Construction Administration portion or phase of the work.

Proposal Validity: This proposal shall remain in effect for four (4) months from the date listed on the Scope of Services. After this date, LAN shall be afforded the opportunity to reevaluate the fee to determine if the fee at a later day of execution is appropriate.

Method and Means of Construction: If this Agreement provides for any construction phase services by LAN, it is understood that the contractor, not LAN, is responsible for the construction of the project, and that LAN is not responsible for the acts or omissions of any contractor, subcontractor or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the contractor.

Storage of Materials: The contractor is responsible for the storage and protection of materials brought to the site. Materials shall be stored in an area that is adequately ventilated and free from excessive moisture and condensation that may be conductive to mold contamination.

13. **Services Provided to Contractors:** LAN and the contractor agree that if the contractor authorizes or constructs deviations, recorded or unrecorded, from the documents prepared by LAN, the contractor shall not bring any claim against LAN and shall indemnify and hold LAN, its agents and employees harmless from and against claims, losses, damages and expenses, including but not limited to defense costs and the time of LAN, to the extent such claim, loss, damage or expense arises out of or results in whole or in part from such deviations, regardless of whether or not such claim, loss, damage or expense is caused in part by a party indemnified under this provision.

14. **Document Production and Testimony**: If LAN or any of its employees are requested or authorized by you, or if LAN or any of its employees are required by government regulation, subpoena or other legal process, to produce any documents or files, or to make our employees available as witnesses with respect to any engagement, the Client will (so long as LAN or any of its employees are not a party to the proceeding in which the information is sought) pay LAN for its time and expenses, as well as the reasonable fees and expenses of LAN's counsel, incurred in responding to such requests.

15. **Statute of Limitations:** It is agreed by the parties that any claims shall be governed by a Statute of Limitations of one (1) year from the date of Substantial Completion.

Proposal # 4.1710.0-LP26-107

ACCEPTED BY:

Name/Title (Print)

Signature

DATE:

LAN ASSOCIATES | Engineering, Planning, Architecture, Surveying LLP

HOURLY RATE SCHEDULE FOR 2026

Job Description	($)/Hour
Senior Principal	295
Principal	275
Assistant Vice President	215
Senior Associate Architect/Engineer/Scientist	205
Associate Architect/Engineer/Scientist	200
Senior Architect/Engineer/Scientist	175
Architect/Engineer/Scientist	165
Construction Administrator	165
Senior Job Captain	165
Job Captain	150
Senior Designer/Specialist	125
Designer/Specialist	110
Office Manager	100
Senior Draftsperson/Technician	95
Senior Administrative Assistant	80
Administrative Assistant	70
Draftsperson/Technician	65
Intern	45

Notes:

1. Hourly rates include direct labor, computer costs, overhead, general and administrative costs, local travel, and profit. Out-of-pocket expenses such as reproduction costs, laboratory analysis, sampling and testing, etc. will be billed at actual cost, plus an 18% markup.

2. Costs for professional sub-contractors are subject to an 8% markup.

3. Travel out of the metropolitan area (CT, NY, NJ) including plane, hotel, and lodging is subject to a 12% markup. Local travel and routine document reproduction are included in the above hourly rates.

4. For forensic services or professional testimony, a separate proposal and hourly rate(s) will apply.

5. Payment is due within thirty (30) days. Invoices aged in excess of thirty (30) days are subject to a 1-½% markup per month. Invoices over ninety (90) days old are subject to attorney review for collection. The client will be responsible for all legal fees necessary to collect the account.

6. Hourly rates are subject to change annually.

Proposal # 4.1710.0-LP26-107

Accepted by: _____

Date: _____

Otis Service and Repair Order

2/27/2026

CUSTOMER NAME
Larchmont Public Library
121 Larchmont Ave
Larchmont, NY 10538

OTIS ELEVATOR COMPANY
1 ODELL PLAZA, SUITE 120,
YONKERS, NY 10701

OTIS CONTACT
Rosemary Cline
Phone:
Email: Rosie.Cline@otis.com

PROJECT LOCATION
Larchmont Public Library
121 LARCHMONT AVE
LARCHMONT, NY 10538-3793

PROPOSAL NUMBER
QTE-002376341

OTIS SERVICE AND REPAIR ORDER

We propose to furnish the necessary material and labor on the following units:

Unit	Customer Designation
H26506	

SCOPE OF WORK
PHONE
We propose to furnish and install a new hands-free emergency communication phone in the existing telephone cabinet. The new phone enables communication between persons in the elevator and a 24-hour answering service.

It will automatically dial a preprogrammed number and will inform the answering service of the elevator location via prerecorded digital voice communication. After disclosing the elevator location, the phone will allow two-way voice communication. The phone contains two light-emitting diodes -- one that indicates the call is in progress and another that indicates the call has been acknowledged. After receiving acknowledgment of the call from the answering service, a deaf/mute person can signal the answering service by reactivating the call button. The phone can be easily programmed and allows incoming calls to be received.

At no expense to us, others are to provide a dedicated (non-PBX) touch-tone business telephone line terminated in the machine room.

Clarifications:
If additional coordination is required, it will be the responsibility of the building to schedule their vendors at a mutually agreed upon time. This will be completed upon approval of a change order.

Material provided shall be installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators.

The customer will be responsible for paying local inspection fees if applicable.

Your account representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above. The price quoted below does not include sales tax and is valid for 30 days from the date specified above. The work will be scheduled based on the availability of material and manpower to complete the job efficiently.

The scope proposed herein represents the entire scope that we are contracted for, if additional work is required by others to allow for completion of this work and/or for the inspection to occur, that work is not included. If additional labor and material are needed, a supplemental proposal will be sent.

OTIS SERVICE AND REPAIR ORDER

PRICE
$6,515.98
Six thousand five hundred fifteen and 98/100 dollars

This price is based on a **one hundred** percent **(100%) downpayment** in the amount of $6,515.98.

PAYMENT TERMS:
- The downpayment amount is due in full prior to Otis ordering material and/or mobilizing.
- If you choose the alternative downpayment amount listed below, the corresponding adjustment shall be applied to the base contract amount.

Downpayment Percent	Price Adjustment Percentage	Authorization (Initial)
25%	+ 10%	
75%	+ 5%	

In the event 100% of the contract price is not paid up front, we must be paid the remaining balance no later than the completion of work. Final invoice will be submitted once work is scheduled.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

Accepted in Duplicate

Larchmont Public Library	**Otis Elevator Company**
Date:_____	Date:_____
Signed:	Signed:
_____	_____
Print Name: _____	Print Name: Danielle Stam
Title: _____	Title: Sr Manager & GM, Yonkers
Email: _____	Email: _____
Company Name: Larchmont Public Library	
□ Principal, Owner or Authorized Representative of Principal or Owner	
□ Agent _____ (Name of Principal or Owner)	

TERMS AND CONDITIONS

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described. Furthermore, you agree that the agreed price is subject to increase caused by any reason beyond Otis' reasonable control including but not limited to commodity, fuel, tariff, and/or shipping transportation cost increases.
3. Payments shall be made as follows: A down payment of One Hundred percent (100.0%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty days period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
4. In the event the work is not completed within 180 calendar days from your original authorization to proceed through no fault of Otis, Otis may notify you of an updated price – which may be accepted or rejected by you. If rejected, Otis will not be required to perform work, and no amounts will be due and payable by you hereunder except amounts for any labor, services, or materials that had already been furnished or procured by Otis prior to notice of price increase. If you are not notified of a new price by Otis, then the parties' obligations will be unchanged and each party will be required to perform their obligations hereunder.
5. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
6. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
7. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
8. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
9. Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
10. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the

equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.

THE EXPRESS WARRANTIES SET FORTH HEREIN ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.

11. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
12. To the fullest extent permitted by law, you agree to defend, indemnify, and hold Otis harmless against any claim or suit for personal injury or property damage alleged to arise out of this contract, except to the extent that such damage or injury has been adjudicated as having been caused by Otis' sole negligence. In the event that Otis is requested to provide hoistway cartop/pit access to you, and/or to third parties acting at your request, direction, or control, and which may be subject to additional charges at Otis' sole discretion, then in addition to the foregoing defense, indemnity and hold harmless obligations, you shall carry and maintain the following insurance throughout the duration of such work in the hoistway/cartop/pit areas, and will furnish to Otis a certificate of insurance evidencing the following: Commercial General Liability insurance, written on an occurrence basis, with limits on a per occurrence basis of at least $2,000,000 for personal injury or death, and $2,000,000 for property damage, naming Otis as additional insured. Such insurance shall be issued by an insurer authorized to do business in the state or province where the property is located and the equipment and/or services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this agreement, and a clause pursuant to which the insurer waives any right of subrogation as to Otis. This policy shall be written as a primary policy only, and not contributing to or in excess of any insurance carried by Otis. You shall provide Otis with at least thirty (30) days prior written notice of cancellation or material change in the coverage.
13. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.
14. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.
15. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
16. This Contract will be deemed voidable, even after execution, if it is determined by Otis that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.
17. By accepting delivery of parts incorporating software, you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.