

THE RICHARDS LIBRARY



The Board of Trustees Meeting Agenda

Tuesday, July 5, 2022 @ 10:00 AM

In the Jeffrey M. Levine Community Room

- I Call to Order and Roll Call of Members
- II Consent Agenda
 - Approval of Mtg. Agenda
 - Approval of Prior Mtg. Minutes
 - Treasurer's Report: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: Community Room Requests
- V Director's Report: *See attached*
- VI Committee Reports
 - a. Personnel: n/a
 - b. Budget & Finance: n/a
 - c. Building & Grounds: n/a
 - d. Ad Hoc: n/a
 - e. Outreach: John
 - f. Policy: n/a
- VII Old Business
 - Barrier Free Elevators- *contract sent, scheduling*
- VIII New Business
 - FY2022-2023 State Aid for Library Construction
 - Adams Foundation Re-Grant for Capital Projects
- IX Other Business
 - No report from Warrensburg Town Board Meeting (6/8).
 - Esther attending Thurman Town Board Meeting (7/21 @ 7:00p). Need volunteer for Warrensburg Town Board Meeting (8/10 @ 7:00p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, July 19, 2022
- XII Next Board Meeting: Tuesday, August 2, 2022
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, June 7, 2022 @10:00 am

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

Excused: Mary Beadnell

Meeting called to order at 10:11am

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

Public Expression: None

Correspondence: None.

Director's report:

- Initial videos of Library completed
 - Discussed taking video of ceiling and storage off-site
- Donor recognition sign posted
- Letter sent for Summer Reading Program
- Thank you sent for Shakespeare's Epitaph
- Electric Survey – should have written report for July
- Received donation from Jeffrey Levine
 - Plan to use donation for resources for Community Room
- Riverside Farmers' Market Festival
 - Provided crafts linked to Rhubarb Festival
- SALS Annual Meeting added to Compliance Calendar
- CPR & AED Training for staff on 6/6
- New hours starting on June 13th - starting at 9am
- Programs scheduled for June
- Community Conversations – low attendance
 - Beefing up YA offerings – more graphic novels
 - Need to improve YA space

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: n/a
- Outreach: Lynn covered last time, John will go next week
- Policy: worked on Policies at last board workshop – move to accept by John seconded by Suzanne, approved by board
 - Code of Conduct Policy
 - Building Use Policy for the Jeffrey M. Levine Community Room
 - Whistleblower Policy
 - Internet and Equipment Use Policy

Old Business

- That's my Brick – display posted in library
- Bev working on Girl with Pearls restoration

New Business

- Barrier Free Elevators – servicing will be more expensive
 - Motion to exceed budgeted amount – John, seconded by Susan approved by board
- Board decided not to add/change Videoconferencing to bylaws
 - Will not be counted for quorum
 - Need to archive for 5 years and provide transcription for 5 years

Other Business:

- Report from Esther on Thurman Town Board Meeting
- Sue attending Warrensburg Town Board Meeting ~~6/15~~ (*6/8)
- Esther will go to July Thurman Town Board Meeting
- Challenge binder – not complete
- Hickory Mountain – no response
- Juneteenth
 - display information regarding Juneteenth to promote black authors
 - library will stay open

Board thanked Shelby for doing such a good job.

Public Expression: none

Next Board Workshop: Not necessary for June

Next Board Meeting : Tuesday, July 5, 2022 at 10:00am

Meeting adjourned at 11am (Motion by John, seconded by Susan).

Approved by The Richards Library Board of Trustees on

Richards Library

Monthly Statement of Revenues & Expenses

Accrual Basis

June 2022

	<u>Jun 22</u>
Ordinary Income/Expense	
Income	
OPERATING RECEIPTS	154
NON-OPERATING RECEIPTS	<u>6</u>
Total Income	<u>160</u>
Gross Profit	160
Expense	
OPERATING EXPENSES	2,831
PAYROLL, WAGES, BENEFITS & EX...	10,961
COLLECTION & OTHER CAPITAL EX...	<u>795</u>
Total Expense	<u>14,587</u>
Net Ordinary Income	-14,428
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	<u>2,420</u>
Total Other Expense	<u>2,420</u>
Net Other Income	<u>-2,420</u>
Net Income	<u><u>-16,848</u></u>

Richards Library Monthly Funds Activity Report

Accrual Basis

June 2022

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #-6131 -Operat & DF						
Operating Account - GFNB						
General Journal	06/03/2022	PAYROLL				5,304.40
Check	06/03/2022	6442	WHITFORD, BARBARA L	-MULTIPLE- REIMBURSE CASH EXPENSES		5.38
Deposit	06/05/2022			Deposit	18.00	
Check	06/12/2022	A/W	SPECTRUM ENTERPRISE #142279801	5/25/22-6/24/22		93.46
Check	06/12/2022	A/W	TIME WARNER CABLE #2501	06/04/2022-07/03/2022		129.98
Bill Pmt -Check	06/12/2022	6436	BAKER & TAYLOR			493.30
Bill Pmt -Check	06/12/2022	6437	BRALEY & NOXON			15.32
Bill Pmt -Check	06/12/2022	6438	NATIONAL BUSINESS TECHNOLOGIES*	4/30/2022-5/29/2022		59.03
Bill Pmt -Check	06/12/2022	6439	SOUTHERN ADIRONDACK LIBRARY SYSTEM	AUTOMATION FEES - MAY 2022		368.70
Bill Pmt -Check	06/12/2022	6440	SUN COMMUNITY NEWS	CARD OF THANKS COL		48.00
Bill Pmt -Check	06/12/2022	6441	WARRENSBURG EMS	AHA HEARTSAVER CPR AND AED		245.00
Deposit	06/12/2022			Deposit	27.00	
Bill Pmt -Check	06/14/2022	6443	BRALEY & NOXON			46.52
Bill Pmt -Check	06/14/2022	6444	CURTIS LUMBER	WASHERS, SCREWS		27.69
Bill Pmt -Check	06/14/2022	6445	DUNKLEY, MICHAEL	HAULED AWAY BARK		120.00
Bill Pmt -Check	06/14/2022	6446	MODERN MARKETING	TATTOO'S		198.34
Check	06/15/2022	A/W	NATIONAL BUSINESS LEASING	5/15/22 - 6/14/22 INVOICE #76419605		96.56
Check	06/15/2022	A/W	VERIZON	5/22/22-6/21/22		31.99
General Journal	06/17/2022	PAYROLL		-MULTIPLE-		5,632.17
Deposit	06/19/2022			Deposit	51.00	
Check	06/19/2022	6447	COMMERCE BANK	#--1705		899.41
Deposit	06/21/2022			Deposit	69.12	
Bill Pmt -Check	06/21/2022	6448	BAKER & TAYLOR			94.72
Bill Pmt -Check	06/21/2022	6449	BOLTON FREE LIBRARY			5.00
Bill Pmt -Check	06/21/2022	6450	CINTAS			53.85
Bill Pmt -Check	06/21/2022	6451	FILOMENA RIVIELLO	BEGINNING FELTING		144.00
Bill Pmt -Check	06/21/2022	6452	MODERN MARKETING	2" STICKERS		199.38
Bill Pmt -Check	06/21/2022	6453	NYS CONSERVATIONIST			21.00
Credit Card Char...	06/24/2022	5833865	AMAZON.COM	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT	1,704.77	
Deposit	06/26/2022			Deposit	58.00	
Credit Card Char...	06/26/2022	90105402	JUNIOR LIBRARY GUILD	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT	274.96	
Credit Card Char...	06/26/2022	90105403	JUNIOR LIBRARY GUILD	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT	274.96	
Credit Card Char...	06/26/2022	8263454	AMAZON.COM	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT	34.57	
Credit Card Char...	06/26/2022	8974631	AMAZON.COM	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT	84.00	
Credit Card Char...	06/26/2022	9111461	AMAZON.COM	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT	28.63	
Credit Card Char...	06/26/2022	3257014	AMAZON.COM	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT	18.56	
Bill Pmt -Check	06/26/2022	6454	BAKER & TAYLOR			59.24
Bill Pmt -Check	06/26/2022	6455	G & B PARTNERED ACCOUNTING	REIMB FOR ORDERING CHECKS		138.00
Check	06/27/2022	A/W	NATIONAL GRID	5/6/22-6/7/22		362.64
Total Operating Account - GFNB					2,643.57	14,893.08
ALA Grant Funds						
Credit Card Char...	06/24/2022	5833865	AMAZON.COM	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT		1,704.77
Credit Card Char...	06/26/2022	90105402	JUNIOR LIBRARY GUILD	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT		274.96
Credit Card Char...	06/26/2022	90105403	JUNIOR LIBRARY GUILD	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT		274.96
Credit Card Char...	06/26/2022	8263454	AMAZON.COM	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT		34.57
Credit Card Char...	06/26/2022	8974631	AMAZON.COM	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT		84.00
Credit Card Char...	06/26/2022	9111461	AMAZON.COM	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT		28.63
Credit Card Char...	06/26/2022	3257014	AMAZON.COM	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT		18.56
Total ALA Grant Funds					0.00	2,420.45
Total GFNB #-6131 -Operat & DF					2,643.57	17,313.53
RESERVE FUNDS						
GFNB Reserve Sav #40392707						
Director's Discretionary Fund						
General Journal	06/07/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	0.85	
General Journal	06/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	1.27	
General Journal	06/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	1.06	
General Journal	06/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	1.27	
General Journal	06/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	1.27	
Total Director's Discretionary Fund					5.72	0.00
Total GFNB Reserve Sav #40392707					5.72	0.00
RESERVE FUND CD's @ GFNB						
CD #839682 (1 YEAR LADDER)						
General Journal	06/07/2022	CD #839...		RESERVE CD INTEREST EARNED	0.85	
General Journal	06/07/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		0.85
Total CD #839682 (1 YEAR LADDER)					0.85	0.85
CD #839683 (1 YEAR LADDER)						
General Journal	06/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.27	
General Journal	06/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		1.27
Total CD #839683 (1 YEAR LADDER)					1.27	1.27
CD #839684 (3 YEAR LADDER)						
General Journal	06/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.06	
General Journal	06/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		1.06
Total CD #839684 (3 YEAR LADDER)					1.06	1.06
CD #839685 (3 YEAR LADDER)						
General Journal	06/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.27	
General Journal	06/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		1.27
Total CD #839685 (3 YEAR LADDER)					1.27	1.27
CD #839686 (3 YEAR LADDER)						
General Journal	06/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.27	
General Journal	06/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		1.27
Total CD #839686 (3 YEAR LADDER)					1.27	1.27
Total RESERVE FUND CD's @ GFNB					5.72	5.72
Total RESERVE FUNDS					11.44	5.72
TOTAL					2,655.01	17,319.25

THE RICHARDS LIBRARY



Director's Report

July 1, 2022

- CPR & AED Training completed 6/6
- Juneteenth Display
- Updated work list for Andy- *see attached*
- Received 2022 Jr/Sr High and Elementary School Yearbooks
- Received check for Warren County Aid- *will send thank you*
- ALA Grant purchases finalized and notice posted to community- *see attached*
- Programs and events calendar available for July and August- *see attached*
- Summer Reading Registration Online 6/27 - 7/2 (can register in Library any time during Summer)
- New Hours Started Monday, June 13th
 - Monday, Wednesday, Friday 9a-5p
 - Tuesday, Thursday 9a-7p
 - Saturday 9a-12p
- Programs:
 - Stretching for Teens - *offered*
 - Story Time & Activity with master gardener
 - Read at Small Tales
 - Take and Make Crafts
 - Tech Help
 - Needle Felting w/Filomena

Upcoming Events & Programs

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

- Tech Help, Tuesdays & Thursdays, 2:00-5:00p
- New *Take and Make Crafts* each Friday

See attached July/August events calendar for a full list of upcoming programs

Statistics for the Year

See attached *2022 Monthly Statistics*. Increase in attendance, especially with juveniles.

Respectfully submitted,

Shelby Burkhardt

Library Director

Andy's Summer Job List 2022

- Order and install black fencing along wall
- Gutter repair
- Mend wall and border marker
- Paint chalkboard wall in Community Room
- Move shelf from JUV to YA and YA to Community Room
- Fire-proof book return box
- Install or acquire variance for employee handrail
- Paint in Archive

(When able)

Completed for Spring:

- Washed front of Library
- Spring clean-up and seeded lawn as needed
- Water-proofed back of library by furnace room with tar and gravel
- Installed tobacco free property signs by doors
- Replaced lightbulbs in Adult Room
- Trimmed branches blocking security camera

Painting by Kristine Greenizen

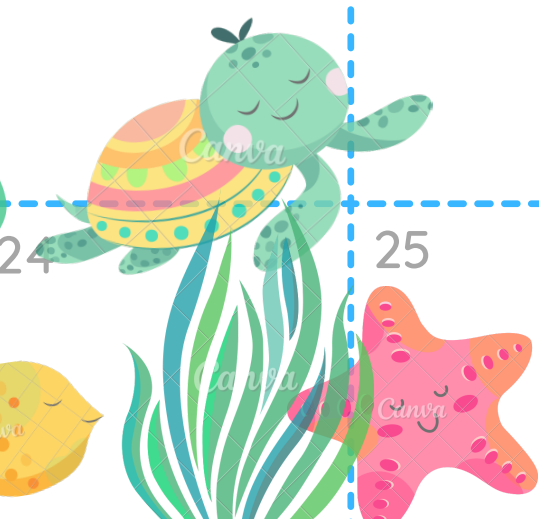


THE RICHARDS LIBRARY: PAST, PRESENT, AND FUTURE

In May, we held two community conversations to brainstorm resources to enhance our young adult section and programming. We are ecstatic to share supplies that were purchased with the American Library Association grant! The room across from the Circulation Desk will be developed and filled with materials devoted to young adults. Book subscriptions were placed to help fill our shelves! The Jeffrey M. Levine Community Room will be utilized for young adult programming and future clubs. We are adding a magnetized chalkboard wall to the Community Room and an air scrubber to improve air quality. Supplies were purchased to offer a variety of programs that are calming and expressive.



THE RICHARDS LIBRARY UPCOMING PROGRAMS & EVENTS JULY 2022




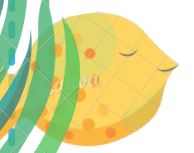



- Summer Reading Program, *Oceans of Possibilities*, June 27th to September 5th.
- Events will be held in the Jeffrey M. Levine Community Room.
- Adult Book Club. Call the Circulation Desk for details.
- Bring Your Own Cup (BYOC) for tea during our *Relaxation Hour*. Lid recommended. Coloring supplies, relaxing music, and tea will be provided. Age 12+.
- *Story time* will focus on ages 3-5. Younger is welcome. Supervision required.
- *Computer Basics for Beginners* will be hosted by Logan and will focus on adults.
- *Build your own Tie Dye Teddy* is limited to 10. Please pre-register. Event may be held outside. Supervision required. Age 3+.
- Popcorn provided for *Paw Patrol: Rescue Knights*. Please bring water to drink and a comfy blanket. Supervision required.
- Presentation, *Gone, But Not Forgotten: Burials & Archaeology*, by Marie.
- *Basic Coding Logic with Cubetto* will be hosted by Logan and will focus on ages 3-6. Supervision required.

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6 11a-12p Trip Photos of Paris, Normandy, and Brittany 3:30-4:30p Relaxation Hour	7 2-2:45p Story time	8	9
10	11	12 4-5p The Richards Library Book Club, discussing, <i>The Mother-In Law</i>	13 2-3p <i>Computer Basics for Beginners</i> 3:30-4:30p Relaxation Hour	14 10-11a Build your own Tie Dye Teddy, age 3+	15	16
17	18	19 3-5p Film, <i>Paw Patrol: Rescue Knights</i>	20 3:30-4:30p Relaxation Hour	21 2-2:45p Story time	22	23
24 	25	26 4-5p Presentation <i>Gone, But Not Forgotten: Burials & Archaeology</i>	27 2-2:45p <i>Basic Coding Logic with Cubetto</i> 3:30-4:30p Relaxation Hour	28 10-10:45a Story time	29 	30 

Face mask requirements are based upon the current Warren County Community Level. This is checked weekly at [cdc.gov](https://www.cdc.gov). For information, call the Circulation Desk at (518) 623-3011.

THE RICHARDS LIBRARY UPCOMING PROGRAMS & EVENTS AUGUST 2022

- Summer Reading Program, *Oceans of Possibilities*, June 27th to September 5th.
- Events will be held in the Jeffrey M. Levine Community Room.
- Adult Book Club. Call the Circulation Desk for details.
- Bring Your Own Cup (BYOC) for tea during our *Relaxation Hour*. Lid recommended. Coloring supplies, relaxing music, and tea will be provided. Age 12+.
- *Story time* will focus on ages 3-5. Younger is welcome. Supervision required.
- *Intro to Tech Talk* will be hosted by Logan. He will demonstrate how to use this resource.
- *Virtual Underwater Tour of Lake George* will be hosted in-person with live narration by Warren County Soil and Water.
- *Ozobots: Coding Robots* will be hosted by Logan and focus on ages 7-13.
- *Ted Lawrence's Trunkside Tales* will be an interactive story telling experience of Ted's time as a Ringling Clown.
- Popcorn provided for *Dreambuilders*. Please bring water to drink and a comfy blanket.
- *Painting w/Patrice* will focus on Georgia O'Keeffe and Lake George. Painting instruction and supplies will be provided. Limited to 12 spots. Please pre-register.

SUN	MON	TUE	WED	THU	FRI	SAT
31 	1	2 4-5p The Richards Library Book Club, discussing, <i>Girl, Woman, Other</i>	3 2-3p <i>Intro to Tech Talk</i> 3:30-4:30p Relaxation Hour	4 2-2:45p Story time	5 10-11a Sand art bracelets and butterflies age 8+	6
7	8	9	10 3:30-4:30p Relaxation Hour	11 10-10:45a Story time	12	13
14	15	16 6-7p <i>Virtual Underwater Tour of Lake George</i>	17 2-2:45p <i>Ozobots: Coding Robots</i> 3:30-4:30p Relaxation Hour	18 2-2:45p Story time 5:30-7p <i>Ted Lawrence's Trunkside Tales</i>	19 10-11a DIY Paper Bag Journals age 10+	20
21	22	23 3-5p Film, <i>Dreambuilders</i>	24 3:30-4:30p Relaxation Hour	25 10-10:45a Story time 3-5p <i>Painting w/Patrice</i> , age 10+	26	27 
28  	29	30	31 3:30-4:30p Relaxation Hour			 

Face mask requirements are based upon the current Warren County Community Level. This is checked weekly at [cdc.gov](https://www.cdc.gov). For information, call the Circulation Desk at (518) 623-3011.

2022 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holds Placed	Holds Sat	Items W/D	Items Acc	WiFi Conn
January	497	46	76	4	1137	20	370	368	1	97	175
February	379	51	73	0	1084	18	373	341	4	106	148
March	631	87	105	1	1332	20	468	436	44	117	196
April	561	85	92	2	1267	12	431	447	2	101	242
May	530	110	89	1	1209	6	351	334	16	67	243
June	611	121	109	0	1362	8	420	387	6	113	317
July											
August											
September											
October											
November											
December											
2022 TOTALS	3209	500	544	8	7391	84	2413	2313	73	601	1321
	O/A Att 3709		O/A Comp 552		O/A Circ. 7391						

FY2022-2023 State Aid for Library Construction: Application Portal Opens June 8th

Smith, Colleen <csmith@sals.edu>

Tue 6/7/2022 3:29 PM

To:

- sals-directors (All directors at all SALS libraries) <sals-directors@sals.edu>

Cc:

- Dallas, Sara <sdallas@sals.edu>;
- Scott, Jack <JScott@sals.edu>;
- Freudenberger, Erica <EFreudenberger@sals.edu>;
- DelSignore, Pamela <pdelsignore@sals.edu>;
- Ryder, Jill <jryder@sals.edu>;
- SALS Board of Trustees <salsboard@sals.edu>;
- Smith, Colleen <csmith@sals.edu>

Good afternoon,

The application portal for FY2022-2023 State Aid for Library Construction will open **tomorrow, June 8**. Applications must be completed online and submitted for System review by **August 31, 2022**.

SALS has been allocated a total of [\\$962,584](#) in funding for eligible projects -- out of the appropriation of \$34 million in capital funds for public library construction in the FY2022-2023 State Budget. These funds can provide up to 75 percent of approved costs of broadband installation and/or approved costs for the acquisition, construction, renovation, or rehabilitation of public libraries or public library system headquarters. Starting with this cycle, the 2020 Census figures were used as part of the allocation process.

New for 2020-2023 and later:

Chapter 389 of the Laws of 2019 allows public library systems to apply for Coordinated Projects and Chapter 381 of the Laws of 2019 also provides library systems with a limited dollar amount to fund projects up to 90 percent of approved costs for libraries serving economically distressed communities. Review the program guidelines and the FAQ for more information.

You can log in to the portal [here](#). Please note that passwords expire periodically and may need to be reset. For username/password questions or help with login, please contact LibDevGrants@nysed.gov.

For an overview of the State Aid for Library Construction, including links to FAQs, checklists, and more, visit the State Library's website [here](#). The helpful "Understanding SHPO: A Primer for Library Construction Projects" webinar offered in April has been archived at the NYSL website [here](#).

Please make sure the Project Manager portion of the application contains the correct information. The Project Manager is the main contact for all information regarding the application. Also please verify the contact information for the Library Director.

Questions about applying for FY2022-2023 State Aid for Library Construction Program capital funding should be directed first to your public library system: either me or Sara Dallas.

Thank you,



Adams Foundation Re-Grant for Capital Projects

THIS FUNDING OPPORTUNITY IS AVAILABLE BY INVITATION ONLY TO PREVIOUS LEAGUE GRANT RECIPIENTS.

The Adams Foundation Re-Grant for Capital Projects is a partnership between the Preservation League of New York State and the Arthur F. and Alice E. Adams Charitable Foundation to fund the rehabilitation, restoration, and repair of historic arts and cultural venues.

The Adams Foundation, created in 1985, honors its founders, Mr. and Mrs. Adams, by supporting the arts, culture, humanities, and education. This grant is an extension of a partnership between the League and the Adams Foundation to document historic opera houses in New York State in 2019-2020.

Please read through these grant guidelines carefully before submitting your pre-application below.

Eligible applicants are local municipal entities or 501(c)(3) nonprofit organizations in New York State directly engaged in the stewardship of historically significant buildings that are open to the public, house arts and/or



The grant will support capital projects, such as window repair, exterior restoration, accessibility improvements, and HVAC systems, or other physical building preservation projects that meet the Secretary of the Interior's Standards & Guidelines for the Treatment of Historic Buildings. Priority will be given to projects leading to greater public access to the arts, especially in traditionally underserved communities. Applicants must demonstrate their readiness to begin the project. Grant funds cannot be used toward applicant staff time or overhead costs or to reimburse project expenses already incurred. Funds will be disbursed upon receipt of contractor's invoice(s).

The maximum grant is \$20,000, with a one-to-one funding match required from the applicant.

In addition to the requirements listed above, selection criteria will include:

- the significance and visibility of the resource within its community
- the applicant's demonstrated understanding of the building's needs
- the urgency of the project
- and the proposed plan's adherence to the Secretary of the Interior's Standards for the Treatment of Historic Properties.