

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, February 7, 2023 @ 10:00 AM

In the Jeffrey M. Levine Community Room

- I Call to Order and Roll Call of Members
- II Consent Agenda
 - Approval of Mtg. Agenda
 - Approval of Prior Mtg. Minutes
 - Treasurer's Report: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: Thank you from Presbyterian Church
- V Director's Report: *See attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *reviewed letters for WCSD Board of Education*
 - c. Building & Grounds: *n/a*
 - d. Ad Hoc: *n/a*
 - e. Outreach: *John*
 - f. Policy: *n/a*
- VII Old Business
 - SALS Construction Challenge Grant 2023 - *updates*
- VIII New Business
 - Green New York Energy Study
 - Senior Planet OATS – *trainer stipend, training starts 2/14*
- IX Other Business
 - Trustee vs. Director Roles
 - Library Advocacy Day 2/28
 - Town Board Meetings
 - o Report from Esther for Thurman meeting (1/19 @ 5:00p).
 - o Sue attending Warrensburg meeting (2/8 @ 7:00p).
 - o Need volunteer for Thurman meeting (3/16 @ 5:00p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, February 21, 2023 @ 10:00a
- XII Next Board Meeting: Tuesday, March 7, 2023 @ 10:00a
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, January 3, 2023 @ 10:00 am

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

Meeting called to order at 10:02am

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

Public Expression: None

Education: Difference between an Association Library and a Public Library discussed.

Correspondence: Christmas Cards received from vendors and patrons passed around. Request from LaBella Associates to use the Community Room to discuss town plan.

Director's report:

- Bev Saunders returned two pieces and sent 4 more
- Library closed 12/16 due to weather conditions
- Food for Fines donations
- Warren County Volunteer duties discussed
- Reviewed updated list for Andy
- December programs reviewed
- Statistics for year discussed
- Upcoming programs and events discussed

Committee Reports:

- Personnel Committee: Director's evaluation to be discussed in executive session
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: n/a
- Outreach: going well, John is doing an earlier drop off
- Policy: Emergency Preparedness to be reviewed in February

Old Business

- 2023 Meeting Calendar reviewed
- SALS Construction Challenged Grant 2023 – will have answers for next meeting
- Archives – discussed what pieces need to be cleaned next.

New Business

- 2023 Compliance calendar reviewed
- Fax and copy prices discussed
 - Will decrease fax price. New price to be determined.
 - Copy charges: B/W now \$0.10 per side, Color still \$0.25 per side.

Other Business:

- Mary reported on the December Warrensburg Town Meeting.
- Esther will attend the January Thurman Town meeting.
- Susan will attend the February Warrensburg Town meeting.

Public Expression: none

Motion to go into Executive session made by John and second dd by Suzanne at 11:08

Motion to end Executive session made by Susan and seconded by John at 11:45

Next Board Workshop: Tuesday, January 17, 2023 at 10:00am

Next Board Meeting : Tuesday, February 7, 2023 at 10:00am

Meeting adjourned at 11:46 (Motion by Mary, seconded by Suzanne).

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses
January 2023

Accrual Basis

	Jan 23
Ordinary Income/Expense	
Income	
PUBLIC FUNDING	149,821
OPERATING RECEIPTS	189
NON-OPERATING RECEIPTS	85
Total Income	150,095
Gross Profit	150,095
Expense	
OPERATING EXPENSES	2,712
PAYROLL, WAGES, BENEFITS & EX...	8,527
COLLECTION & OTHER CAPITAL EX...	1,197
Total Expense	12,436
Net Ordinary Income	137,659
Net Income	137,659

Richards Library
Monthly Funds Activity Report
January 2023

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #--6131 -Operat & DF						
Operating Account - GFNB						
Check	01/01/2023	6537	WARRENSBURG SEWER DISTRICT	1/1/23-12/31/23 PD FOR THE ENTIRE YEAR		451.00
Bill Pmt -Check	01/03/2023	6531	BAKER & TAYLOR	BOOKS		116.51
Bill Pmt -Check	01/03/2023	6532	CINTAS	JANITORIAL		40.10
Bill Pmt -Check	01/03/2023	6533	HOMETOWN OIL	ACCOUNT 235010		987.05
Bill Pmt -Check	01/03/2023	6534	NATIONAL BUSINESS TECHNOLOGIES*	11/30/22-12/30/22		53.06
Bill Pmt -Check	01/03/2023	6535	SHELBY BURHARDT	2022 MILEAGE REIMBURSEMENT		1.70
Bill Pmt -Check	01/03/2023	6536	WARRENSBURG WATER DISTRICT	4TH QUARTER 10/1/22-12/31/22		48.75
Bill Pmt -Check	01/06/2023	6538	BAKER & TAYLOR	BOOKS		25.03
Bill Pmt -Check	01/06/2023	6539	SOUTHERN ADIRONDACK LIBRARY SYSTEM	DECEMBER AUTOMATION FEES		368.70
Deposit	01/08/2023			Deposit	76.00	
Check	01/11/2023	TRANSFER	OPERATING ACCOUNT	TRANSFER OF DESIGNATED SAVINGS TO COVER 2023 DEFICIT	26,891.00	
General Journal	01/13/2023	PAYROLL		-MULTIPLE-		5,582.87
Deposit	01/13/2023			Deposit	149,821.00	
Check	01/15/2023	A/W	VERIZON	12/22/22-1/21/23		33.91
Check	01/15/2023	A/W	SPECTRUM ENTERPRISE #142279801	12/25/22-1/24/23		95.14
Check	01/15/2023	A/W	NATIONAL BUSINESS LEASING	12/15/22-1/14/23 CONTRACT #25538315		96.56
Deposit	01/15/2023			Deposit	43.00	
Check	01/15/2023	A/W	SPECTRUM ENTERPRISE #143161701	01/04/2023-02/03/2023		129.98
Bill Pmt -Check	01/17/2023	6540	BAKER & TAYLOR	BOOKS		661.09
Bill Pmt -Check	01/17/2023	6541	HOMETOWN OIL	ACCOUNT 235010		793.41
Deposit	01/22/2023			Deposit	33.00	
Bill Pmt -Check	01/24/2023	6542	BRALEY & NOXON			57.33
Bill Pmt -Check	01/24/2023	6543	COMMERCE BANK	#--1705		726.25
Bill Pmt -Check	01/24/2023	6544	CURTIS LUMBER	ICE MELT		21.99
Check	01/24/2023	6545	CRANDALL, LYNN	L/P - RETRO HOURS		160.00
Check	01/27/2023	A/W	NATIONAL GRID	12/7/22-1/6/23		725.80
General Journal	01/27/2023	PAYROLL		-MULTIPLE-		5,316.10
Check	01/27/2023	A/W	SPECTRUM ENTERPRISE #142279801	1/25/22-2/24/23		95.14
Bill Pmt -Check	01/27/2023	6546	BAKER & TAYLOR	BOOKS		216.30
Bill Pmt -Check	01/27/2023	6547	BRALEY & NOXON	ICE MELT		18.58
Bill Pmt -Check	01/27/2023	6548	CINTAS	VOID: JANITORIAL	0.00	
Bill Pmt -Check	01/27/2023	6549	LAWLER, BECKY	POSTAGE TO MAIL TAX INFO TO ACCOUNTANT		9.35
Bill Pmt -Check	01/27/2023	6550	NATIONAL BUSINESS TECHNOLOGIES*	12/30/22-1/30/23		60.09
Bill Pmt -Check	01/27/2023	6551	CINTAS	JANITORIAL		46.36
Deposit	01/29/2023			Deposit	37.00	
Total Operating Account - GFNB					176,901.00	16,938.15
Total GFNB #--6131 -Operat & DF					176,901.00	16,938.15
OPERATING SAVINGS #9012						
2023 Operating Budgeted Needs						
Check	01/11/2023	TRANSFER	OPERATING ACCOUNT	TRANSFER OF DESIGNATED SAVINGS TO COVER 2023 DEFICIT		26,891.00
Total 2023 Operating Budgeted Needs					0.00	26,891.00
Total OPERATING SAVINGS #9012					0.00	26,891.00
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB						
Non-Designated Funds - S/A						
Deposit	01/08/2023			Deposit	50.01	
Deposit	01/17/2023			Deposit	35.00	

Richards Library
Monthly Funds Activity Report
January 2023

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Total Non-Designated Funds - S/A					85.01	0.00
Total Special Acc't #5976 - GFNB					85.01	0.00
Total TEMPORARY - RESTRICTED BY BOARD					85.01	0.00
Total RESTRICTED FUNDS					85.01	0.00
TOTAL					176,986.01	43,829.15

THE RICHARDS LIBRARY



Director's Report

January 31, 2023

- Carpet cleaning by Briggs – *downstairs and some upstairs*
- Opened at noon on 1/23 due to weather conditions (11A/1J)
- Accepted into OATS Program through SALS
- Overdrive/Libby blocks reinstated – *Director's Council*
- New fax and copy prices – *see attached*
- NBT – *meeting with Michelle about copier*
- NYS Annual Report - *portal opened, due to system by 3/1*
- Community Room - Girl Scouts, La Bella Associates for Warrensburg Comprehensive Planning
- Programs:
 - Read at Small Tales
 - Take and Make Crafts
 - Microsoft Office Basics with Logan

Upcoming Events & Programs

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

- Tech Help, Tuesdays & Thursdays, 2:00-5:00p
- New *Take and Make Crafts* each Friday
- Reading at Small Tales (2/16)

****See attached February calendar for full list of upcoming programs****

Statistics for the Year

See attached *2023 Monthly Statistics*. Increase in JUV using computers.

Respectfully submitted,

Shelby Burkhardt

Library Director

Services

Copies:

B&W \$0.10 per side

Color \$0.25 per side

Computer Print-Outs:

B&W \$0.10 per side

Color \$0.25 per side (must be printed from staff computer)

You pay for what you print. Double check before you click!

Faxes:

- Sending: \$1.00 per 10 pages, our cover sheet is free

1-10 pages = \$1.00

51-60 pages = \$6.00

11-20 pages = \$2.00

61-70 pages = \$7.00

21-30 pages = \$3.00

71-80 pages = \$8.00

31-40 pages = \$4.00

81-90 pages = \$9.00

41-50 pages = \$5.00

91-100 pages = \$10.00

- Receiving: B&W \$0.10 per side
Color \$0.25 per side

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS FEBRUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1 How to Use Parental Controls, 3:30-4:30p	2 Story time & activity @ 2:00p Lego Day, 3:00- 6:30p TRL Book Club @ 4:00p	3	4
	5	6	7 TRL Board Meeting @ 10:00a	8	9 Story time & activity @ 10:00a Lego Day, 3:00- 6:30p	10 Microsoft Office Basics, 10:00-11:00a
	12	13	14	15 Intro to Tech Talk, 3:30-4:30p	16 Story time & activity @ 2:00p Lego Day, 3:00- 6:30p	17 Craft Workshop, 10:00-11:00a
	19	20 Closed for Presidents' Day	21 Ozobot Workshop, 3:30-4:30p	22	23 Story time & activity @ 10:00a Lego Day, 3:00- 6:30p	24
	26 	27	28			

- Story time & activity will focus on children ages 3-5. Other ages welcome. Child supervision required.
- Lego Day open to all ages. Free build or theme.
- Craft Workshop open to all ages. For project, see our Facebook page or example at Library.
- Ozobot Workshop will focus on ages 7-13. Other ages welcome. Child supervision required.



The Richards Library in Warrensburg, NY will be offering free programs in the Jeffrey M. Levine Community Room to help people feel more confident with technology. Please reach out to the Circulation Desk with any questions at (518) 623-3011.

Some upcoming classes with Logan:

1/14 Computer Basics, 10:00-11:00a, learn to use your computer (mouse and keyboard), find your files, pictures and programs, and browse the internet.

1/18 Microsoft Office Basics, 3:30-4:30p, learn basics for Word and Excel.

1/28 What's Inside a Computer, 10:00-11:00a, see the inside of a computer as we open up the tower and examine the components.

2/1 How to Use Parental Controls, 3:30-4:30p, learn how to set up and use parental controls on Windows PC, Iphone/Ipad, and Netflix/Hulu.

2/11 Microsoft Office Basics, 10:00-11:00a, learn basics for Word and Excel.

2/15 Intro to Tech Talk, 3:30-4:30p, learn to use Tech Talk, a self-guided resource for learning technology, provided by the Library.

2/21 Ozobot Workshop, 3:30-4:30p, learn simple coding concepts through fun, engaging activities using coding robots, Ozobots! Workshop will focus on ages 7-13. Other ages welcome. Child supervision required.

****Classes will be offered on rotation with new ones added. Stay tuned for March and April!****

2023 Monthly Statistics											
Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holds Placed	Holds Sat	Items W/D	Items Acc	WiFi Conn
January	592	112	112	30	1255	27	522	452	31	129	190
February											
March											
April											
May											
June											
July											
August											
September											
October											
November											
December											
2023 TOTALS	592	112	112	30	1255	27	522	452	31	129	190
	O/A Att 704		O/A Comp 142		O/A Circ. 1255						

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 Schroon River Road
Warrensburg, NY 12885

January 17, 2023

Dear Superintendent Langworthy & Members of the Board of Education:

In accordance with NYS Education Law, Section 259, the members of the Richards Library Board of Trustees voted unanimously at their October 4, 2022 Board meeting to exceed the 2% Tax Cap for the upcoming May 2023 Tax Levy vote for FY 2024.

Attached you will find a copy of the Approved Board minutes reflecting the aforementioned vote (highlighted). Please enter into the official record of the Board of Education meeting scheduled for February 13, 2023.

Sincerely,

Sarah Gebbie-Measeck

President

The Richards Library Board of Trustees, *et al*

Attached: Approved October 4, 2022 Board Minutes of the Richards Library

cc: File

Mr. Kevin Geraghty

The Richards Library

Board of Trustees Meeting Minutes

Tuesday, October 4, 2022 @ 10 AM

Present: Suzanne Glebus, John Schroeter, Mary Beadnell, Becky Lawler, Esther McTague, Sarah Gebbie-Measeck, and Shelby Burkhardt, Library Director.

Excused: Sue Matzner and Gina Colburn.

The meeting was called to order at 10:07 AM. Motion to approve consent agenda by John, 2nd by Suzanne. Motion was approved.

There was no public expression and no correspondence.

Director's report was presented.

- Received estimate from NY Fire & Security for CO detectors, alarm inspections completed
- Update on Building and Grounds items was presented.
- Report on WLGS spaces given
- Conversation held with Sara Dallas & NYSED rep regarding questions on NYS Construction Grant
- Program information, both current and upcoming, was presented
- Statistics for month down a bit

Outreach report given by John.

Old Business

- Updates given on 2022-23 State Aid for Library Construction (signage and handicap items will be submitted).
- Electrical Survey (invoice received).
- No update on Hickory Mountain Chimney and Masonry at this time.

New Business

- 2022, 2023 and 2024 budgets were reviewed and voted on. John made motion to accept amended 2022 and 2023 budgets, and proposed 2024 budget- 2nd by Mary. Motion passed.
- NY Fire & Security estimate discussed. Motion made by John to exceed budgeted safety amount for carbon monoxide detectors, 2nd by Mary. Motion passed.
- Motion to exceed 2% of tax cap as shown in 2024 budget. Motion by Sarah, 2nd Esther. Motion passed.

Other Business

- Esther attended Thurman Town Board (9-15).
- Sarah will attend Wrbg Town Board (10-12).
- That's My Brick fundraiser ideas discussed.
- October 18th- zoom workshop with Paul Mayes to discuss and gain information on grant funding 10 am

No public expression.

Next Board meeting Tuesday, November 1, 2022 at 10 am.

Adjournment – Motion by John, 2nd Sarah 11:07 AM

Approved by The Richards Library Board of Trustees on November 1, 2022.

THE RICHARDS LIBRARY



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

February 7, 2023

Dear Superintendent Langworthy & Members of the Board of Education:

The Richards Library Board of Trustees request that, pursuant to Section 259 of the New York State Education Law, the Warrensburg Central School District Board of Education place the following proposition before the voters at the May 2023 School District election:

“Resolved that pursuant to Education Law, Section 259, the Board of Education of the Warrensburg Central School District is authorized to increase the current levy and collect an annual tax, year after year, separate and apart from the annual school district budget, to the amount of \$246,624, which shall be paid to the Richards Library for the support and maintenance of the library, with this appropriated amount to be the annual appropriation until thereafter modified by a future vote of the electors of the Warrensburg Central School District.”

The above request is prompted by the increased payroll expenses in adherence to NYS mandatory employment law changes, ever-increasing operating expenses, as well as our desire in the continuance of providing enhanced library services to all residents of the School District.

We would be happy to provide you with additional information or respond to any question you may have regarding the above.

Sincerely,

Sarah Gebbie-Measeck
President

The Richards Library Board of Trustees, *et al*

Green Jobs – Green New York

Energy Study



GET ADVICE
on energy efficiency
improvements

**RECEIVE A
CUSTOM STUDY**
completed by
impartial energy
efficiency
professionals

Eligible participants

- Small Commercial Businesses (100 Full Time Employee Equivalents or Less) with \$100,000 or less in annual energy expenses
- Not-For-Profit Organizations (any size) with \$100,000 or less in annual energy expenses

email:

[info@
NYEnergyStudy.com](mailto:info@NYEnergyStudy.com)

call:

1-888-338-0089

Understand energy use and costs

Green Jobs – Green New York Energy Study

Your custom energy study will include:

- Comprehensive facility walk through
- Site staff interviews
- Utility bill analysis
- Fuel-neutral, unbiased evaluation of potential low-cost/no-cost and capital improvement energy efficiency upgrades
- Report that outlines potential energy and cost savings opportunities for your facility

Once the study is complete, we will help identify potential utility incentives and low-cost financing options so you can take the next steps toward implementing energy saving projects.

Customer Study Contribution

Customer FTE	Cost-Share per Building	
	Small Commercial	Not-For-Profit
10 FTE or less	\$100	\$100
Over 10 FTE and 50 FTE or less	\$250	\$250
Over 50 FTE and 100 FTE or less	\$500	\$500
Over 100 FTE	n/a	\$500

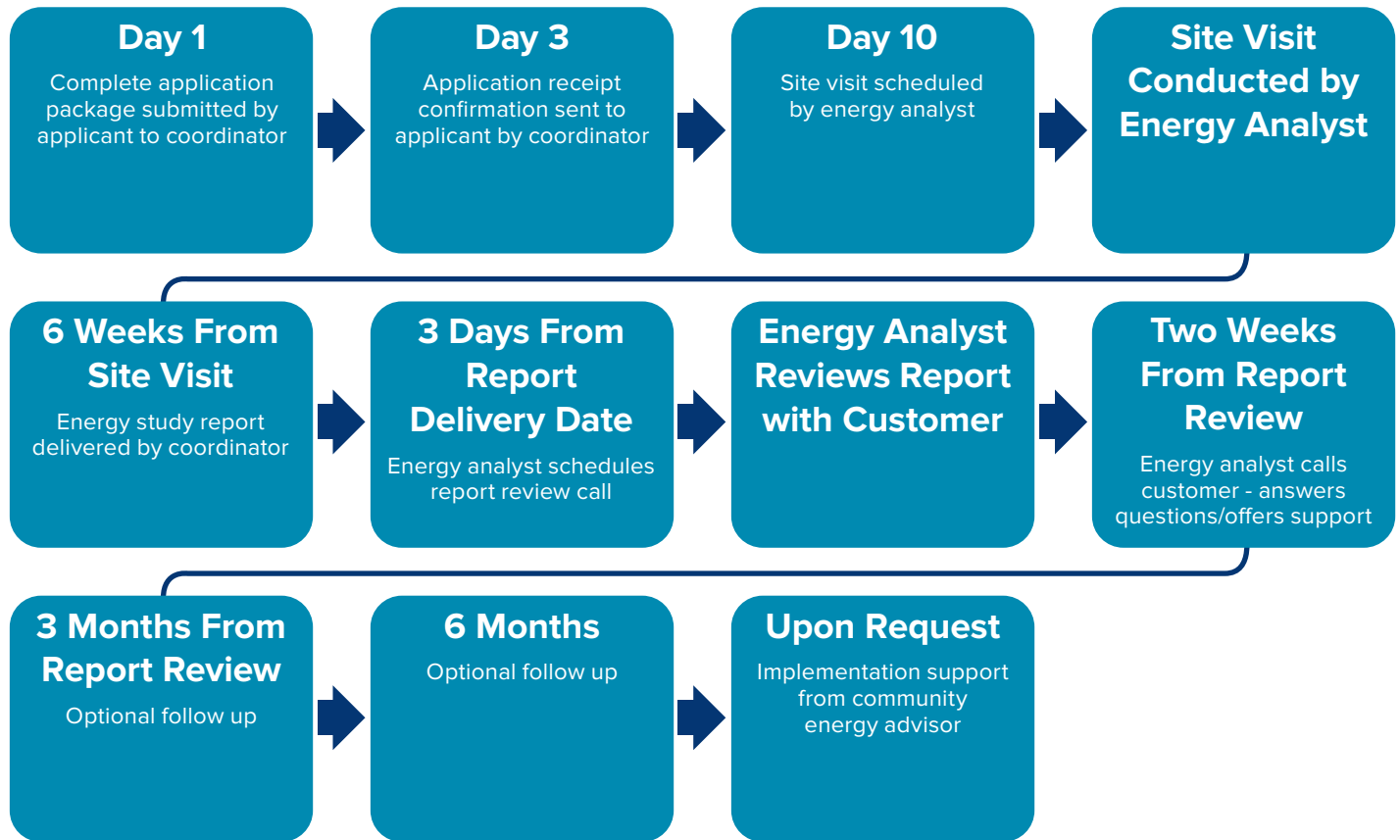
The cost of the study is subsidized by NYSERDA.



NEW YORK
STATE OF
OPPORTUNITY.

NYSERDA

Green Jobs – Green New York Energy Study Customer Journey Map



NOTE: Time-line defines maximum time frames. Milestones may be completed sooner.
Site Visit Date and Report Review Call scheduled at customer's convenience.

Ready to get started?

Reach out to the Green Jobs – Green New York Energy Study Coordinator for an energy study at **1-888-338-0089** or email **info@NYEnergyStudy.com**.

Independent Contractors to NYSERDA



C.J. Brown Energy, P.C.
Energy Utilization & Commissioning Specialists



The Daylight Savings Company



Green Jobs Green New York Energy Study Application

Applicant	Organization			
	Contact Name			
	Street Address			
	City	State	Zip	
	Phone	E-Mail		
	The Applicant Organization is:	Building Owner	Leases Whole Building	Leases Space Within Building

Facility	Facility Name	Contact Name		
	Street Address			
	City	State	NY	Zip
	Phone	E-Mail		
	Building Square Footage			
	Fuel Type(s) Used:	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Oil - No. 2 <input type="checkbox"/> Oil - No. 4 <input type="checkbox"/> Oil - No. 6 <input type="checkbox"/> Electricity <input type="checkbox"/> LPG <input type="checkbox"/> Wood <input type="checkbox"/> Coal <input type="checkbox"/> Kerosene <input type="checkbox"/> Steam <input type="checkbox"/> Other		

Eligibility	Sector: Small Business Not-For-Profit
	Small Business is defined to be one which is resident in the State of New York, independently owned and operated, not dominant in its field and employs one hundred persons or less.
	Not-For-Profit is defined to be a corporation formed exclusively for purpose or purposes, not for profit or financial gain, and where no part of the assets, income or profit is distributable to or benefits its members, directors, or officers except as allowed by statute.
	No. Full Time Equivalent Employees _____ Customer's Annual At Applicant Organization _____ Energy Expenditure _____

I, the Applicant, certify that I am authorized to act on behalf of the facility and that the information as part of this application, including Number of Employees and Sector are true to the best of my knowledge.

I, the Applicant, also certify that NYSERDA does not provide any endorsement of the Consultant's capabilities to provide services outside of the Green Jobs Green New York Energy Study to be conducted pursuant to this agreement. The Customer acknowledges that neither NYSERDA nor its consultant is responsible for assuring that the design, engineering or installation of any recommendation of the technical service is proper or complies with any particular laws (including patent laws), codes, or industry standards. Overall NYSERDA does not make any representations of any kind regarding the results to be achieved or the adequacy or safety of any recommendation. NYSERDA does not endorse, guarantee, or warrant any particular manufacturer or product, and NYSERDA provides no warranties, expressed or implied for any product of service.

I authorize the New York State Energy Research and Development Authority (NYSERDA), and its designated representatives, to access energy billing and consumption data for my site(s). This authorization automatically terminates at the end of eight years following the date of Application. As an authorized representative of the site(s) listed in this Application, I authorize NYSERDA, and its designated representatives, to access and utilize any and all energy consumption information and data. I understand that this information will be used to evaluate energy use patterns for the purpose of measuring energy performance and determining the potential and actual energy savings resulting from evaluated or implemented energy projects. I agree to cooperate with activities designed to evaluate program effectiveness, such as responding to questionnaires and allowing on-site inspection and measurement of installed measures. I understand that NYSERDA is subject to the NYS Freedom of Information Law, Public Officers Law, Article 6, and that NYSERDA cannot guarantee confidentiality of any information submitted.

I authorize the release of my information provided on this application, as well as information regarding my project status, to the following: NYSERDA and its representatives; any community-based organizations or contractors working on behalf of NYSERDA programs; and my electric and natural gas utilities. I understand that the information provided by me may be used to contact or assist me to utilize any current or future program offerings I may be eligible for and for the purposes of determining eligibility for NYSERDA and/or utility programs and financial incentives.

Authorized Applicant Signature _____ Date: _____

Name and Title _____

Revised January 2021

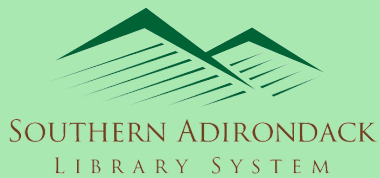
Return the completed form to NYSERDA's designated Green Jobs Green New York Energy Study Administrator:

L&S Energy Services, 58 Clifton Country Road, Suite 203, Clifton Park, NY 12065

1-888-338-0089

info@NYEnergyStudy.com

MA



Memorandum

OF UNDERSTANDING

SALS HAS BEEN AWARDED \$56,000 TO IMPLEMENT SENIOR PLANET'S OATS PROGRAM. PLEASE COMPLETE AND RETURN THIS MEMORANDUM OF UNDERSTANDING TO SALS BY FEBRUARY 1, 2023.

THERE IS AN ADDITIONAL SENIOR PLANET LICENSING PROGRAM COMMITMENT FORM THAT WILL BE SUBMITTED SEPARATELY.

THIS MOU OUTLINES THE EXPECTATIONS AND RESPONSIBILITIES OF ALL PARTIES.

Senior Planet Responsibilities

- Provide license, training & funding for participating member libraries

SALS Responsibilities

- Implement and administer the Senior Planet grant
- Assemble Technology Kits for use by member libraries
- Schedule deliveries of Technology Kits to member libraries in a timely manner
- Ensure all necessary records and reports for the cohort are submitted to Senior Planet
- Support member libraries in implementing the OATS program (e.g. provide press release templates, training to support initiative)

➤
Southern Adirondack
Library System

➤
22 Whitney Pl
Saratoga Springs, NY

➤
www.sals.edu

➤
518-584-7300

MOU CONTINUED

Participating Library Responsibilities

- Fill two positions to implement the grant (may be done by one or two people):
 - Program lead: Handling all administrative duties (scheduling programs, requesting tech kits, attending monthly cohort meetings, statistical information, and reporting on programs, including collecting anecdotal stories from participants)
 - Trainer: Attending the train-the-trainer series, implementing 15 programs at the library for seniors, attending monthly cohort meetings, ensuring tech kits are returned promptly
- Trainer attends the OATS train-the-trainer series beginning on February 14 or 15, 2023, and completes all out-of-class work
- Implement 15 programs at the library for seniors
- Attend monthly virtual SALS cohort meetings
- Attend four mandatory Senior Planet trainer trainings each year to maintain trainer status
- Ensure tech kits are returned promptly
- File all required reports
- Use the SALS elearning platform to:
 - Access links to OATs documentation
 - Access links to technology kit scheduling
 - Additional resources
- Participating libraries will be given a \$3,000 stipend to cover the costs of up to two staff per library to help implement the program. The first \$1,500 stipend will be given upon completion of the MOU between participating libraries and SALS; the second \$1,500 stipend will be released after staff complete the train-the-trainer sessions. Trainers should be paid a minimum of \$20 an hour for training, reporting & program delivery.
- Completion of the Senior Planet OATS's Licensing Program Commitment Form (link to form will be shared in email).

TIMELINE & DEADLINES

FEBRUARY 2023

- Complete & submit SALS MOU by February 1
- Complete & submit OATS Commitment by February 1
- Once paperwork is submitted, libraries receive \$1,500 from SALS
- Register & attend Train-the-Trainer weekly session (75 minutes).
 - Tuesday Option: 12 pm February 14th – March 14th
 - Wednesday Option: 5 pm February 15 – March 15

MARCH 2023

- Conclude the Train-the-Trainer sessions with Senior Planet
- Complete a practice teaching session prior to the first public class
- Landscape Review: Identify potential community partners to help promote the program
- After completing the Train-the-Trainer sessions, participating libraries will receive \$1,500 from SALS

APRIL 2023

- Establish class schedule (Each library must host a minimum of 15 sessions before July 15, 2024)
- Create marketing plan to promote classes
 - Social media
 - Press release
- Send press release to local press, ask partner organizations to spread the word, recruit adult learners

MAY 2023

- 2 pm May 17, 2023: Senior Planet Quarterly Meeting
- Promote class on social media & with press release
- Host public class
- Collect qualitative & quantitative data on program

JUNE & JULY 2023

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program

AUGUST 2023

- 2 pm August 16, 2023: Senior Planet Quarterly Meeting
- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program

TIMELINE & DEADLINES



SEPTEMBER 2023

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program



OCTOBER 2023

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program
- Prepare & send out PR release about first six months of program



NOVEMBER 2023

- 2 pm November 15: Senior Planet Quarterly Meeting
- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program



DECEMBER 2023 & JANUARY/FEBRUARY 2024

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program



MARCH 2024

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program
- Prepare & send out PR release about first year of program



APRIL, MAY & JUNE 2024

- Promote class on social media & through community partners
- Host public class
- Collect qualitative & quantitative data on program



JULY 2024

- Host public class
- Write PR about impact of program
- All final reports must be submitted no later than July 15, 2024.

End of program: July 31, 2024

DEADLINES

- **February 1, 2023:** Submit signed SALS MOU
- **February 1, 2023:** Submit signed Senior Planet Commitment Form
- **February 5, 2023:** Participating libraries with submitted paperwork receive \$1,500
- **February 1, 2023:** Choose which Train-the-Trainer sessions to attend
- **February 14 or 15, 2023:** Begin Senior Planet Train-the-Trainer program
- **April 1, 2023:** Participating libraries that successfully complete Senior Planet training receive final \$1,500
- **July 15, 2024:** Final reports must be submitted to Senior Planet

AGREEMENT

The _____ Library agrees to the terms as outlined in the MOU with SALS above to participate in the Senior Planet OATS program.

Failure to meet the deadlines or complete the training will result in the termination of this MOU and the forfeiture of the allocated funds.

Project Coordinator:

Date:

Director:

Date:

Board President:

Date:

Library Development

Handbook for Library Trustees of New York State

Working Together: Roles & Responsibilities Guidelines



	Library Director	Trustees	Friends
General Administrative	Direct responsibility for administration of the library within the framework of the board's plan, policies and budget. Reports at each board meeting and in other ways keeps the board informed of library's progress and problems.	Recruit and employ a qualified library director; maintain an ongoing evaluation process for the director. Routinely keep in touch with what is going on through director's reports, personal use of the library and feedback from the public.	Support quality library service in the community through fundraising, volunteerism and serving as advocates for the library.
Policy	Apprise board of need for new policies as well as policy revisions. Implement the policies of the library as adopted by the board.	Identify and adopt written policies to govern the internal and external operations of the library.	Support the policies of the library as adopted by the library board.

Planning	Coordinate and implement a strategic plan with library board, Friends, staff and community.	Ensure that the library has a strategic plan with implementation and evaluation components.	Provide input into the library's strategic plan and support its implementation.
Fiscal	Prepare an annual budget for the library in consultation with the board; make the Friends aware of the special financial needs of the library. Decide on use of money on the basis of the approved budget.	Secure adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget. Authorize expenditures in accordance with the budget.	Conduct fundraising to support the library's mission and plans.
Advocacy	Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library.	Promote the mission of the library within the community and in society in general.	Promote the mission of the library within the community. Advocate for the library to legislators.
Meetings	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the	Participate in all board meetings. Follow Open Meetings Law. Appoint a liaison to the Friends Board	Maintain a liaison to the library board.

	Friends and vice versa.	and become a member of the Friends.	
Networking	Encourage trustees and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join the New York Library Association (NYLA), Library Trustees Association of New York and United for Libraries (ALA). Attend continuing education sessions at the public library system.	Join Friends of Libraries Section (NYLA) and United for Libraries (ALA). Attend continuing education sessions at the public library system.
<p>Adapted from <i>Working Together: Roles and Responsibilities Guidelines</i>, developed by the Connecticut State Library, Connecticut Library Association, Association of Connecticut Library Boards, and Friends of Connecticut Libraries; and the <i>Handbook for New Public Library Directors in New York State</i>.</p>			