

SERVICES COMMITTEE

February 11, 2009

PRESENT: Erin Apostol, Brian Hartson, Mary Muller, Richard Naylor, Philip Ritter, Heidi Fuge

EXCUSED: Lois Prenovost,

E Apostol convened the meeting at 3:30 PM.

I. GUIDELINES FOR CONSTRUCTION GRANT APPLICATIONS (attached)

Committee members reviewed the new Draft Guidelines developed by P. Ritter and based on discussions at the January meeting. There was extensive discussion about the establishment of the two deadlines for the submission of the applications and supporting materials. B. Hartson asked for clarification of the statement and assurance that the deadlines would apply to every library submitting an application.

P. Ritter pointed out the addition of Line 5, giving the Services Committee, via a unanimous vote, the authority to make any exceptions or additions to the Guidelines.

MOTION: M. Muller moved to recommend that the Board approve the Guidelines for Evaluation of Construction Grant Applications as presented. R. Naylor seconded. Unanimous.

II. RECOMMENDATIONS REGARDING THE OUTREACH MINI-GRANTS (attached)

E. Apostol reviewed the recommendations from the Coordinated Outreach Services Advisory Council (she is the Board representative on that Council). She noted that the other members of the Council are almost all professionally involved in activities/organizations that are affected by the mini-grants. She noted that the 13 mini-grants submitted to the Council totaled \$15,369. The budget allocation for the grants was \$14,500. The total amount of grants awarded was \$14,514.

E. Apostol commended Jo-Ann Benedetti for the grant-writing workshop she held in previous years to assist the member libraries in preparing a variety of grant applications. The Outreach mini-grant application process is treated similarly to that of a larger funding agency so that the libraries would have the experience of writing better and more complete grant applications.

The written recommendations from the Council listed each grant application, the amount requested, the amount awarded, and the comments from the Council members on each application. E. Apostol reported that the Altamont Library submitted two applications with the understanding that only one would be funded. The only other application not given the requested amount of funds was the one from the Guilderland Library and this was questioned by B. Hartson. E. Apostol explained that there were several problems with the grant application including the fact that the amount requested was larger than the acceptable amount and that genealogy research

was not really suited to the spirit of the grant. B. Hartson noted that it appeared that the Library did not understand the purpose of the grant..

MOTION: R. Naylor moved to recommend that the Board approve the Outreach mini-grant allocations as presented. B. Hartson seconded. Unanimous.

NEXT MEETING: Wednesday, March 11th at 3:30 PM

Heidi A. Fuge
2/12/09

Upper Hudson Library System
Guidelines for Evaluation of Construction Grant Applications

Once it has been determined that a construction grant application meets all of the criteria and requirements set forth by the Division of Library Development, the UHLS Services Committee and Board of Trustees will use the following Guidelines for the evaluation of construction grant applications and the recommendations for distribution of funds. These Guidelines will apply to both the \$800,000 and \$14 million pools of money.

1. Once the total amount available is known, the Services Committee will establish a maximum “Cost of Project for Which Funding is Being Requested” (Question 20b on the Application Form). The “Amount of Public Library Construction Program Funds requested for this project” (Question 21) can be no more than 50% of the amount in Question 20b. Please note that the “Total Project Cost” (Question 20a) can be equal to or above that for which funding is being requested (Question 20b).
2. The Services Committee will recommend for funding no more than 50% and no less than 35% of the “Cost of Project for Which Funding is Being Requested” (Question 20b).
3. All qualified projects will be evaluated and ranked in priority order using the following six criteria in this order from most important to least important:
 - a. Brings the library up to, or improves on, the State Minimum Standards (Education Law 90.2).
 - b. Improves access to and use of building services by all library users, including those with physical disabilities.
 - c. Increases the effectiveness of library service due to increased building space capacity.
 - d. Increases the effectiveness of library service due to improved building space.
 - e. Provides for more efficient utilization of the building, e.g. energy conservation.
 - f. Enables the library to provide and/or improve library services to geographically isolated or economically disadvantaged communities.

(Continued)

4. Adherence to the deadline for submission of grant applications to UHLS – After DLD establishes a deadline for the submission of grant applications to the State Library, the UHLS Services Committee will establish an initial deadline for the submission of grant applications to UHLS. The UHLS Services Committee will also establish a second deadline by which time all necessary corrections, additions, and attachments to the grant applications must be submitted. All applications must be totally complete, including all of the required attachments, before they can be considered. Any grant application that is deemed by the Services Committee to be incomplete or incorrect by the second deadline will not be considered for funding.
5. Any exceptions or additions to the above guidelines can be made only by unanimous vote of the members present at a meeting of the Services Committee.

Recommendations from the Coordinated Outreach Services Advisory Council

February 4, 2009

9:00 AM – 12:00 PM

Attendees: E. Apostol (UHLS Board of Trustees), J. Benedetti (UHLS), D. Canzano (Cohoes Public Library), Rose Golden (GoldenLane Associates), Kathleen Grady (Rensselaer County Jail), Deirdre Greco (Samaritan-Rensselaer County Children's Center), Rick Iannello (Albany Guardian Society), N. Lerner (Cornell University Cooperative Extension), J. Winslow (standing in for Barbara Wyman, Literacy Volunteers for Rensselaer County)

Mini-grant review

There are 13 minigrants to review totaling \$15,369. The Coordinated Outreach budget for these grants is \$14,500. The total amount to be awarded is \$14,514. The extra \$14 will come from Coordinated Outreach monies carried over from 2008.

The Council made the following recommendations:

Albany Pubic Library will partner with several neighborhood associations and community centers to distribute information about the remodeled and new branches which will open in the fall of 2009 and spring of 2010. Requested funds for outreach brochures highlighting the libraries' services, especially in areas not previously served by a branch library.

Comments:

COSAC thought that the program was worthwhile especially since some of the targeted communities never had a library before. Requested \$1,500. Recommend full funding.

Altamont Free Library will create a video collection of videos of Altamont-area residents' memories of the area. The library will incorporate the "StoryCorps" model by preparing guidelines and sample questions for conducting the interviews. These interviews will be recorded and the library will become the repository for these memories. The library will target local seniors, the disabled, and citizens of Knox, NY, an unserved area.

The Council liked the idea a great deal, particularly the idea of putting these videos on the library website. Also, COSAC suggested that the director of ALTM talk to the director of RCSC since the latter did a similar program last year. There were concerns that the Library did not consider the cost of video editing software. Requested \$758; Recommend full funding.

Altamont Free Library will hold Wii programming at a local senior center for seniors who are unable to get to the library because of the long flight of stairs. This will strengthen the relationship between the seniors and the library and create an association between the library and fitness.

COSAC did not think that Wii programming in a senior center would enhance the library usage. Requested \$685. Recommend no funding.

Castleton Public Library will expand their services to local teens by providing a variety of programming targeting the varied interest of teens. These include hosting a workshop for budding graphic artists, game nights, concerts, and expanding the collection of audiobook titles that appeal to teens.

The Council agreed that anything that gets teens into the library should be supported fully. Requested \$1,500; Recommend full funding.

Cohoes Public Library will offer help to people in their service area who are either unemployed, or who want to start businesses/find a second job. Working with the City of Cohoes Department of Economic Development, the library will hold classes on resume writing, cover letters, job searching and filling out online applications.

This grant proposal is very worthy, relative to today's economic situation and in the spirit of coordinated outreach. The Council also liked the idea that equipment purchased with last year's funds are being used again to help a target population. Requested \$750; Recommend full funding.

William K. Sanford Town Library will create a manga and anime club for Teens. The Library will plan and present an anime convention, have drawing contests, kanji demonstrations, and also offer a series of workshops on Japanese culture for teens.

Manga/Anime is huge and teens will love this. The Council wondered why the library is focusing on South Colonie teens and not Shaker teens. Hope the library can promote this at both schools. Requested \$1,500; Recommend full funding.

East Greenbush Community Library will engage residents of Hawthorne Ridge Assisted Care Section in a photography/storytelling project. The residents will acquire skills which will help them tell their own story in a book which will then be on display at the Library and at Hawthorne Ridge.

The Council is happy that EGRN is continuing to work with seniors, and that EGRN has a good relationship with Hawthorne Ridge. One member said that facilities for seniors have funding in their activities budget for such programs. Suggests that EGRN invite other program directors to come by and see the finished "books" because they may want to replicate such a program. Requested \$1,500; Recommend full funding.

Guilderland Public Library will partner with the National Archives, Northeast Region, to provide residents with the knowledge and resources to understand French genealogy.

COSAC had many concerns about this grant:

The Library requested \$1,605, and the grant instructions clearly indicated that the largest award would be \$1,500. This really bothered one member of the council.

Approved by the UHLS Services Committee and Board of Trustees on 2/11/2009

Also, the grant writer never answered the question "How many people will benefit?"

There was no survey done enumerating who in the area would be interested in French genealogy.

People on the committee were also concerned that few people, even those of French descent, would be able to understand a genealogy written in French in the late 19th century. They wondered if there weren't resources available in English.

It was noted that in one of the attached e-mails showing support from the National Archives Regional site in Pittsfield, MA, the archivist wrote, "I really don't know much about early French immigration or settlement."

Finally, one member of the council wondered if supporting genealogy research was really "the spirit" of the outreach minigrants.

Because of all of these concerns, the Coordinated Outreach Advisory Council recommended limiting funding for this project.

**note: it has come to the attention of the Council that the Franco-American Club in Cohoes, NY, has the \$1,200 genealogy books that GUIL wants to purchase in a locked case in the Cohoes Library. They can be used by anyone who calls the Franco-American Club.*

Requested \$1,605; Recommend reduced funding for \$750.

Cheney Library (Hoosick Falls) will create 25 circulating "Family Literacy Bags" which will include a book and activities for preschool children. Parents can check these materials out to assist their children on the road to literacy.

This project was appealing to the group, but one member was concerned that parents may not know how to use the items, and it was suggested that a card be enclosed which would explain the kit. It was also suggested that an evaluation sheet might be enclosed for parents to fill out.

Requested \$1,000; recommend full funding

Nassau Public Library intends to build on a project started last year. The library will hire career counselor Joyce Pruett to conduct 11 seminars for the unemployed and guide them through the job search.

COSAC liked the idea a great deal and thinks that anything to help the unemployed is worth funding. Requested \$800; Recommend full funding.

Petersburgh Public Library will purchase story hour materials such as books, felt boards, puppets and manipulatives and will create 15 story hour kits on various subjects such as butterflies, colors, shapes, etc. These kits will be used by library volunteers who host storytimes, but they will also be available throughout the System so that they may be borrowed and used in day care centers and in the home.

Approved by the UHLS Services Committee and Board of Trustees on 2/11/2009

The Council agreed that this would help with volunteers and storytimes, since many on COSAC work with volunteers, and they also liked the idea that they can be checked out. The Council, however, was very concerned that the story hour kits would be used at a daycare in Vermont. This is out of the UHLS service area. PTRB should partner with a local daycare (i.e. within Rensselaer County), and also promote the kits to those who provide daycare in the home. Requested \$1,500; Recommend full funding.

RCS Community Library intends to continue last year's project of working with elders to preserve oral histories. Will try to emulate the StoryCorps model.

This is a continuation of last year's minigrant. They are now involving the school which is an excellent idea. Requested \$1,456; Recommend full funding.

Troy Public Library will sponsor a teen parenting project which will empower underserved and minority teen and young adult parents by providing books, DVDs and workshops on parenting. Workshops will cover topics such as child safety and prenatal care. Participants will receive a diaper bag filled with board books, library registration information and samples from area merchants.

The Council liked this a great deal, although there were questions about how they were going to recruit participants. If there is a problem with recruitment, the Library can contact Community Maternity Services through Catholic Charities or the County Health Department. Members of the Council also recommended that the Library call them if they need help. Requested \$1500; Recommend full funding.