CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM

BOARD OF TRUSTEES MEETING

Monday, November 22, 2021 at 4:30 p.m.

Link for this Zoom meeting:
Cefls.org/cefls-board
Meeting number: 894 7999 1288
Password: CEFLS

AGENDA
as of November 19, 2021

I. Call to Order
II. Roll Call
III. Consent Agenda
   A. Approval of absences
   B. Approval of November 22, 2021 agenda
   C. Approval of Minutes of October 25, 2021 meeting
   D. Committees for which there are no reports at this time – Advocacy, Executive, Health Plan, Personnel, and Property
IV. Public Comment Period
V. Communications
   A. Thank you letter- SPCA
   B. Keene Library Merger
VI. President’s Remarks
VII. Plattsburgh Public Library Report
VIII. Director’s Report
IX. Financial Reports
X. Committee Reports
   A. Nominating- 2022 Nominations
   B. Negotiating- Approval of 2021-2024 Union Contract-
      1. Vote to take place after Executive Session
   C. Finance- 2020 IRS Form 990
XI. Unfinished Business
XII. New Business
   A. 2022 Board Meeting Schedule
   B. Review /Approval of 2021 CLDA Budget
XIII. Executive Session
   A. Discussion of Performance/ Salaries of Management Confidential Employees
   B. Discussion of Ratification of Proposed Union Contract
XIV. Adjournment
Please RSVP to Brenda Mooney, bmooney@cefls.org, by Thursday, November 18, 2021 to help us to determine if there will be a quorum. If it is necessary to cancel the meeting due to lack of a quorum, we would like to notify everyone as early as possible.
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Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, October 25, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Mary “Lisa” Minnich, President. Due to the Corona Virus Pandemic, some members of the Board of Trustees attended at CEFLS and others attended via Zoom.

Roll Call

Present at CEFLS: Christopher Drennan, Andrew Lomanto

Present via Zoom: Hope Allen, Nicky Bryant, Gayla LePage, Tom Mandeville, Scott McDonald, Lisa Minnich, and Tim Rowland

Excused Absences: Mary Abendroth, Linda Crosby, Liz DeFonce, Darcy Purick

Unexcused Absences: Dorothy Latta

Staff Present at CEFLS: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant; Anja Bouchard, Outreach Librarian III

Staff Present via Zoom: David Fuller, Library Computer Specialist

Others present: Anne de la Chapelle, PPL Director; Karen Glass, CEFDA Liaison attended via Zoom.

Consent Agenda

Nicky Bryant motioned approval of the consent agenda, seconded by Scott McDonald.

Consent Agenda includes:

- Approval of today’s excused absences.
- Approval of today’s Agenda.
- Approval of the minutes of the September 27, 2021 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Finance, Negotiating, Personnel, and Property.

Consent agenda was approved unanimously.

Public Comment

No public comment to report.
Communications

A letter of resignation from Lisa Minnich was read to the board. She wrote that although she has enjoyed her time on the board, she is ready to step away from her role at this time. Even though her term ends on 12/31/2023, she has decided to resign as of 12/31/2021.

Ms. Minnich pointed out that a representative from Franklin County will be necessary to fill the remainder of her term.

President’s Remarks

Lisa Minnich informed everyone they should be receiving the proposed 2022 calendar of meeting dates soon. She advised everyone to review the schedule for possible conflicts before the next board meeting.

Gayla LePage is currently working on a slate of officers that she would like to present to the board at the November meeting.

Nicky Bryant thanked Ms. Minnich for her dedication and service. She expressed to her that she will be missed greatly.

Plattsburgh Public Library (PPL) Report

Anne de la Chapelle reported:

Activities at PPL

The shared driveway repair has been successfully completed. Anne thanked Steve Kenworthy for overseeing the project.

Plattsburgh Public Library is advancing with its plan to replace the roof. Currently, AEDA is preparing the bidding documents in preparation for the next step in the process.

Ms. de la Chapelle recently attended the newly reinstated CEFDA group. The fall meeting was held at Keene Memorial Library. She commented on how nice it was for the directors to meet once again.

Director’s Report

Steve Kenworthy reported on:

CEFDA

Steve Kenworthy introduced Karen Glass of Keene Valley as the new CEFDA board liaison.

Karen began by saying the CEFDA group was recently revived due to a restored interest from several directors. The first meeting was held at Keene
Memorial Library on October 18th, 2021. The purpose of the group is to mentor and assist with challenges typically faced by inexperienced directors. She gave E-Rate as one example in particular that library directors often struggle with.

Ms. Glass pointed out that member libraries recognize that CEFLS has been operating with considerably FEWER resources than in past years. On behalf of the group, she thanked CEFLS for its support and in particular, David Fuller. They expressed appreciation for his ongoing assistance with grants and computer technology.

The next CEFDA meeting has been scheduled for January.

Mr. Kenworthy mentioned the CEFDA report would be added to the CEFLS agenda in future meetings.

**Direct Access Plan Update**

To date, 14-member library boards have approved the Direct Access Plan. The plan requires the approval of 2 additional library boards before it can be approved by CEFLS. Mr. Kenworthy felt confident the plan would be ready to present at the November CEFLS board meeting.

**Member Library Personnel Changes**

Steve highlighted the recent vacancies and personnel changes among the member libraries. As a result, he anticipated the new staff will experience difficulties with preparing the annual reports. Anja Bouchard, Outreach Librarian, has developed a mentoring program as one approach to aide new librarians with this and many other matters. The program was designed as a resource for new librarians by pairing them with an experienced librarian who can provide support when needed.

**Professional Development Hours**

Tom Mandeville asked what qualified as a professional development opportunity to fulfill the 2-hour annual requirement for trustees. Steve responded it had to be specific training for trustees and that it had to be given by an acceptable presenter. He indicated that CEFLS was considered an eligible presenter and could assist the board members with fulfilling the annual requirement.
Financial Report

Gayla LePage motioned to approve the August 2021, Financial Report, as presented by Michael Spofford, seconded by Hope Allen.

*Michael Spofford highlighted:*

- Michael continues to work diligently on the financial reports to get them up to date.
- Reports are in preparation for the auditors in hopes of obtaining the IRS Form 990, by November 15, 2021.
- A correction to the payroll system has been somewhat time-consuming but he hoped to have the issue resolved soon.
- Although CEFLS has received several funding reports, no funds have been received thus far.
- Preparation of the 2022 budget is still in progress.

Lisa Minnich questioned some budget adjustments in the financial report and asked Mr. Spofford if he was able to balance the budget overall. Mr. Spofford confirmed for her that the budget was indeed balanced. In addition, he shared that CEFLS has only spent 53% of the budget to date.

Motion carried unanimously.

Committee Reports

*Nominating Committee:*

Gayla LePage reported that she hasn’t received any recommendations for the upcoming Clinton County board vacancies. She asked board members to think about any recommendations they may have and please forward them to her.

Lisa Minnich asked if any progress has been made in obtaining officers for next year. Gayla responded that she is actively working on a list. She stated that no one has expressed an interest in accepting an officer role so far. Gayla encouraged the board members to please consider serving as an officer and to contact her if they are interested.

Unfinished Business

No unfinished business to discuss.
New Business

A. Snow Removal Quotes 2021-2022 Season

Mr. Spofford reviewed the price quote and contract terms for BM Specialty Waterworks. Michael pointed out CEFLS contracted with them last year and they chose not to raise their rates for the 2021-2022 season.

Mr. Spofford confirmed for Gayla Lepage that CEFLS was pleased with the services they provided last year.

Motion to approve BM Specialty Waterworks as the snow removal contractor for 2021-2022 was made by Nicky Bryant, seconded by Gayla LePage.

Motion carried unanimously.

Adjournment

There being no further business to come before the Board, Lisa Minnich adjourned the meeting at 4:55 p.m.

Respectfully submitted,

Gayla LePage
Secretary
COMMON LIBRARY-RELATED ACRONYMS

ACCA – Dedicated to serving the cultural, artistic, historical, and museum communities of the Adirondack Coast of New York through collaboration, communication, networking, professional development, and advocacy in order to promote the area as a vibrant and attractive cultural destination.

BHSN – Behavioral Health Services North – A behavioral health care system providing an integrated continuum of essential, responsive and cost-effective prevention and treatment services

BOT - Short for "robot" and also called an internet bot -- is a computer program that operates as an agent for a user or other program, or to simulate a human activity. Bots are normally used to automate certain tasks, meaning they can run without specific instructions from humans.

CSS – Cascading Style Sheets - style format, defining type, background color, etc. that is consistent on all pages on a given website

CVES – Champlain Valley Educational Services

CEFCAT – Clinton Essex Franklin CATalog User's Group - Formally defined in the automation contract signed by each automated library, existing for the purpose of allowing members to participate in group decisions, render advice and guidance, refine procedures and policies, and participate in planning for expansion and improvement of the automated library system. The scope of the group has been expanding into other library management areas, allowing more general discussion and feedback by the System's members.

CEFDA – Clinton-Essex-Franklin Director's Association

CEWW – Clinton-Essex-Warren-Washington (BOCES)

CSLP - Collaborative Summer Library Program: Welcome

COSLA - Chief Officers of State Library Agencies – consortium of states working together to provide high quality summer reading programs materials

COAC – Coordinated Outreach Advisory Council (CEFLS)

DLD - Division of Library Development - New York State Library

DASNY - DASNY - Dormitory Authority of the State of New York – The State authority providing construction, financing, and allied services which serve the public good, involved in library construction program

DK – (Dorling Kindersley) - British multinational publishing company specializing in illustrated reference books for adults and children in 62 languages

EBSCO – A database provider- EBSCO Publishing -- EBSCOhost Online Research Databases

EDC – Economic Development Corporation

EAS – Employee Assistance Services - Plattsburgh - BHSN

ESL – English as a Second Language

E-rate - Universal Service Fund, administered under the direction of FCC - Schools and Libraries Program - Universal Service..

FEH - Franklin-Essex-Hamilton

FCG – French Conversation Group

GIS – Geographic Information Systems

GMD – General Material Designator
HTML – (HyperText Markyp language) – describes and defines the content of a web page
HATs - Library Trustees Curriculum – Helping All Trustees Succeed
HRA – Health Reimbursement Account – A pretax payroll deduction offered at CEFLS for reimbursement of health-related expenses. Participants must submit their own receipts for reimbursement.
HUB (Not an acronym) - Our regional correctional facilities
ICICILL – A union catalog of all type of libraries in the area, members of the Northern New York Library Network. It helps librarians manage interlibrary loan transactions quickly and easily. It will be soon replaced by DueNorth, a more versatile and more up-to-date version.
ILEAD USA - ILEAD USA -- New York State Libraries: Division of Library - Innovative Librarians Explore, Apply and Discover- nationwide leadership immersion program utilizing web technologies, expanding library staff's leadership skills and their ability to use participatory technology. Participants work in teams to address an identified community need and will be assisted by Mentors/Instructors in developing a successful project.
IMLS - Institute of Museum and Library Services - Primary source of federal support for the nation's 123,000 libraries and 17,500 museums
ILS - Integrated library system - Wikipedia definition
ILL - Interlibrary Loan
JCEO – Joint Council for Economic Opportunity
LibGuide - LibGuides also called Infostreams are guides to collections, apps and online resources prepared by CEFLS staff
LSTA - Library Services and Technology Act (LSTA) | American Library ...
LTA – Library Trustees Association of New York State
LVA – Literacy Volunteers of America
LLSA - §90.9 Local Library Services Aid: Regulations of the Commissioner of Education ...
MAC – Members’ Advisory Committee
MYLS – Mid-York Library System
NAMI - NAMI: National Alliance on Mental Illness
NEH - National Endowment for the Humanities
NNLM MAR – National Network/Libraries and Medicine, Middle Atlantic Region
NYCSP – NYS College Savings Plan - New York's 529 College Savings Program Direct Plan
NYSED – New York State Education Department
NYSERDA - NYSERDA – New York State Energy Research and Development Authority
NYLA – New York Library Association
NYLTO – A granted program - New York Libraries Trustees Online
NCLS – North Country Library System
NNYLN – Northern New York Library Network
NYS – New York State Library - Home page
NOVELNY - New York Online Virtual Electronic Library - NYS residents can find answers to any imaginable question by using their library. NOVELNY is only one of many ways libraries organize the books, articles, and other information sources they hold. NOVELNY makes all this information
available to you – wherever you are – if you have access to the Internet and hold a public library card, New York driver license, or New York non-driver ID.

**OCLC** – OCLC website – Online Cooperative Library Center - Nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world’s information and reducing library costs

**OPAC** – Online Public Access Catalogue

**PAC** – New Yorkers for Better Libraries Political Action Committee

**PCORI** – Patient-Centered Outcomes Research Institute – A non-profit, non-governmental organization supported by a trust fund that is financed in part by fees from health plan insurers (for fully insured plans) and plan sponsors (for self-funded plans).

**PLA** – Public Library Association (PLA)

**PPL** - The Plattsburgh Public Library

**PULISDO** – Public Library Systems Directors Organization

**RDA** – Resource Description Access - About RDA - OCLC

**SAG** - Consumer Health Special Advisory Group

**SALS** – Southern Adirondack Library System

**SAM** – System for Award Management - SAM is consolidating the government wide acquisition and award support systems to eliminate the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient.

**SLS** – School Library System

**SPARCC** – Substance Abuse and Recovery of Clinton County

**STACO** - State Correctional Facility Aid

**SRP** – Summer Reading Program

**STEM** – Science Technology Engineering and Math

**TS staff** – Technical Services staff

**TBBL** - New York State Talking book and Braille Library (TBBL)

**UPS** – Universal Power Source (System)

**VOAD** – Voluntary Organizations Active in Disaster

**WIB** – Workforce Investment Board - OneWorkSource

**YA** – Young Adult
Director's Report
November 2021
~ Submitted by Steve Kenworthy

Five-Year Plan of Service

A majority of member libraries have approved the Direct Access policy (16 libraries & counting). The CEFLS Board can approve it and give final approval to the 5-Year Plan of Service.

Personnel

Heather Bellinger (our newest hire) tendered her resignation Friday, November 5. We have begun the paperwork for a new hire.

Grant News

We will be participating along with NCLS in the NNYLN’s ARPA grant to address digital inequities. Basically this will allow our member libraries to provide seniors curriculum through the nonprofit Older Adult Technology Services (OATS)’s Senior Planet. The plan calls for the purchase of computers, and software, as well as training for librarians. This is an ambitious proposal with a grant total of $237,092. The grant proposal will be (was?) submitted by November 18.

We received a communication from the Adirondack Education Foundation that informed us that they were interested in granting an additional amount to CEFLS and its member libraries. We are in the process of writing a grant that will be principally for materials purchasing including physical items as well as electronic resources.

NYLA Annual Conference

This year’s NYLA Conference was an interesting hybrid conference. It had virtual only on October 28 & 29, and an in-person conference on November 3-6 held in Syracuse. Several staff members took part in the virtual conference. I attended both the virtual and in-person conference. Materials presented in sessions from the conference will be available virtually on the NYLA website for 60 days. Some of the sessions I attended (descriptions are from the program):

Transform Your Workday with Email Overhaul
Sponsors: PLS LAMS, NMN
Is the daily onslaught of listserv messages, patron inquiries, vendor contacts, app reminders, and staff requests stressing you out? Have you tried, and failed, to achieve “inbox zero”? Learn six practical strategies leveraging little known features of several popular productivity and email apps to transform your chaotic email inbox into a tidy productivity powerhouse you’ll actually want to log into every day. Attendees will walk out of the session with an email and task organization system any staff member at any library can put into place right away to improve their stress levels at work, accomplish more across multiple job functions, present a professional image to the community, and collaborate effectively with partners and colleagues.
Track: PLS
Speakers: Nathaniel B. Heyer, William K Sanford Town Library
How to Run an Effective Meeting
Sponsors: LAMS, FLS, LTA, NMN, ESLN
Attendees will learn how to construct an effective meeting by deciding what structure will meet the meeting’s needs. We will discuss when and if, using Robert’s Rules of Order is necessary, and give a quick introduction into best practices when using that structure. Key meeting management tips will be introduced, including how to empower all meeting attendees to participate; communicate effectively with a large group; value the attendees’ time; stay on task; tactfully end off-topic discussions; and finish meetings in a timely matter.
Track: LAMS
Speakers: Jen Park, Ramapo Catskills Library System

Confronting Burnout in Libraries: Fostering Mental Wellness, Boundaries, and Advocacy in the Library Profession
Sponsor: Public Library Section (PLS)
9:30am-12:30pm
Library staff is dedicated to their positions and to the communities they serve, but what are we doing to take care of the mental health of the people who are staffing our library systems? Vocational awe, and the resulting consequence of burnout, were already prevalent terms prior to COVID-19. However, the pandemic has emphasized the need to closely examine how vocational awe is negatively affecting our library staff during a global health crisis, and the need for staff to set boundaries to preserve personal mental health. In this workshop, we will discuss what vocational awe and burnout are, how to practice mental wellness and creating professional boundaries, and how to advocate for your personal and professional wellbeing.

Hidden Valley Road: Inside the Mind of An American Family
Robert Kolker recounts how he plumbed libraries, universities, and exclusive archives around the country to learn the secrets of one extraordinary family for his tour de force HIDDEN VALLEY ROAD, an Oprah’s Book Club selection that became an instant #1 New York Times best-seller and one of the most celebrated narrative books of 2020.

A New Way to RAC
Sponsors: SED/NYSL
Building on the success of the Vision 2020 plan, RAC (Regents Advisory Council on Libraries) is looking at newer ways to improve services. This program will include a discussion and we need your input. The RAC Vision Plan 2020 presented strategic directions for New York’s libraries and library systems and was developed in partnership with the state’s library community. It provided a clear vision of what excellent libraries should look like, and affirmed the ongoing value of the library system.
Speakers: Lauren Moore, New York State Library, Nate Hill, Regents Advisory Council on Libraries

Shared Vocabulary for a Supportive Workplace
Sponsors: ESLN
On-the-ground employees, management, and trustees serve their libraries with passion, dedication, and creativity—but often see things very differently. How do dedicated people with very different emphases have meaningful discussions about workplace conditions? How can
they develop shared methods to address the needs of the library as budgets, community needs, and services change? Join us for a dive into ten legal tips to promote, anticipate, and meet employee needs in your library. The session is designed to be equally useful to employees, management, and trustees.

Track: ESLN

Speakers: Stephanie "Cole" Adams, The Law Office of Stephanie Adams (LOSA), PLLC

Emerging Technologies for Lifelong Learning & Success

Sponsors: SMART

SUNY's Exploring Emerging Technologies for Lifelong Learning and Success (#EmTechMOOC) is an online learning opportunity targeted to the needs of college students, faculty, and anyone interested in learning about the value and implications of using emerging technologies for personal and professional growth. #EmTechMOOC is a Massive Open Online Course that is complemented by EmTechWIKI, a socially-curated collection of established and emerging technologies. Learn how libraries located anywhere in the world can take advantage of this project to benefit students, faculty, and patrons from a variety of library types. Participants in the MOOC earn digital badges and are encouraged to build an ePortfolio as a culminating project activity.

Track: SMART

Speakers: Roberta (Robin) Sullivan, University at Buffalo, Cherie van Putten, Binghamton University

Library Trustees [Not In] Legal Jeopardy!

Sponsors: LTAS, FLS

Being a trustee takes dedication, awareness, and a willingness to learn the ropes of library and not-for-profit legal considerations. Since that is a lot of work, this session will make it fun, promoting awareness of the most critical aspects of library trustee ethics and responsibilities through a game-show format: "What is...a fiduciary?" "What is...a conflict of interest?" "What is...Director's & Officer's Insurance?" You will wager all of your late fees as you test and build your trustee skills in this fun and highly informative session! (Non-trustees also welcome.)

Track: LTAS

Speakers: Stephanie Cole Adams, The Law Office of Stephanie Adams, PLLC

Intellectual Freedom Breakfast: War and Censorship in the 21st Century

Sponsor: Intellectual Freedom Round Table (IFRT)

Join World Socialist Web Site reporter Andre Damon for an in-depth examination of the nexus between war and censorship in the 21st century. "Over the past four years, major U.S. technology companies have vastly expanded their control over what their users can say and read. Responding to the demands of politicians that they stop "foreign meddling," Facebook, Twitter and Google have added tens of thousands of content moderators, and have admitted to directly manipulating their algorithms to promote some viewpoint and diminish others. These companies, originally functioning as "common carriers" -- impartially delivering communications of their users regardless of their content -- now work to directly shape the political discourse. What lies behind this transformation? Throughout history, war has always been accompanied by censorship, America has been at war during the entire 21 years of the new century. In 2018, the U.S. military national security strategy stated that "great-power conflict" against Russia and
China is its primary objective. The preparations for a new war are bringing on new forms of censorship."
Presenter: Andre Damon, World Socialist Web Site

Technical Services Department
October 2021
By Anne Jobin-Picard

Daily Pull List / OCLC/ Due North

- Sept. pulled 372 items for member libraries for delivery
- Sept. pulled 94 items for correctional facilities for delivery
- OCLC items 21 loaned, items borrowed
- Due North items 3 loaned, items borrowed
- Cataloging
  - Items cataloged 846
  - Includes some items needing original cataloging
  - Weekly Horizon Bib Report for odd diacritics, capitalization, misspellings GMD’s
  - Weekly Enterprise genre error check
- Assist/Coverage for Delivery/ILL/OCLC/Due North (keep current on new processes & training for vacation & other coverage)
- Staff Training
  - Provided and Facilitated Training to new Library Clerk (Heather B.)
  - Supervisory Role (Heather B.)
  - Provide support when needed to library page
  - Covered for staff vacations/etc.
- Zoom French Conversation Group- Mondays
  - Averaged 4 people per session
  - Prep time about 30 minutes per week
  - Helped patrons with library questions such as e books, tech, and resources
- Emails/Consulting/Phone calls –
  - Member libraries questions on cataloging, reference, various inquiries
  - Provided support to consulting libraries
  - Provided support and facilitated training to new hire H.B. (supervisory role)
- Webinars/Training/Zoom/Misc.-
  - Oct. 28,2021 by NYLA 2021 Conference Libraries +Journalism + Info
  - Oct. 28,2021 by NYLA 2021 Conference Environmental Programming in Virtual World
  - Oct. 29,2021 by NYLA 2021 Conference Collaborative Solutions for the Busy Librarian
  - Oct. 29,2021 by NYLA 2021 Conference Engaging Immigrants in Digital Realm
- Attend Team Meetings/Member Library Meetings
- CEFLS Member Library Zoom meetings
- CEFLS Staff Meetings
- View recording of monthly board of trustee meeting
- Run Monthly System ILL Loan Activity
  - SQL Query ILL
  - Document OCLC/Due North monthly stats (query produced by Kim L.)
  - Maintain Excel spreadsheet for Annual report stats

Kim Latour-Principal Library Clerk

- Daily Pull List (as needed)
- Overdues
  - Generate weekly reports
  - Monitor overdue status of items
- ILL Requests
  - OCLC
  - Due North
  - Generate reports for monthly stats
  - Monitors status of items for Due North and OCLC
  - Prepare and Coordinate Empire Delivery
- New book orders
  - Prepared CF MCN order for CF meeting
  - Placed CF MCN order (203 books)
  - Order CF Books with CF discretionary funds
- Repair books
- Staff Training/Supervisor
  - Katelynn H. (library page)
- Staff Training
  - Provide training and support to coworkers as needed
- Cataloging
  - Items cataloged 237
  - Includes some items needing original cataloging
- Emails/Phone calls
  - Address member library questions on cataloging, reference, and various inquiries
  - Provided support to Member Libraries and CEFLS staff
- Webinars/Training/Meetings/Misc.
  - Attend weekly staff meetings

Eli Haynes – Library Page

- Shelving
- Assist with weeding as generated from list
- Webinars/Training/Zoom/Misc.
  - Attended Weekly Staff Meeting
Library Computer Specialist Report

October 2021

~ Submitted by David Fuller

OCTOBER

- Assisted 11 patron with library card and/or online resource access issues.
- 2 Book Club in a Bag kits were sent out to libraries and correctional facility libraries this month.
- Assisted Upstate Correction Facility's library with access to information regarding Global Diversity Month so they could put together a display.
- Repaired Facebook and Instagram integration into our website (cefls.org) after Facebook experienced a major outage.
- Anja and I ensured that all documentation was provided to the State on their construction portal for the 4 libraries applying for construction grant funds for the next cycle. Additional paperwork will be provided as needed.
- Produced bookmarks, flyers, and crafts for the Trick-or-Treat for Books being hosted at the mall later in the month.
- Produced 10 Routes to Recovery and Community Connections booklets to be sent out.
- Assisted Black Watch Memorial Library with rules applied to certain DVDs in their collection, ensuring that Horizon sets the proper due date.
- Fixed a glitched record for Wead Library in Malone that affected an item and a patron's account.
- Attended the Horizon Administrator Webinar on 10/12. This was mostly a refresher on how to edit settings in the backend of the program.
- Fixed an issue with the website that would not allow people who entered the unnecessary "www" before the address to get to the main page.
- Attended a Cybersecurity webinar on 10/14 going over current malicious attacks and prevention techniques.
- Attended a webinar on Open Access Materials on 10/14. This covered resources provided by SirsiDynix.
- Provided additional masks to Plattsburgh Public Library and Peru Free Library so they would have some on hand to give to patrons if they did not arrive with one. The masks were provided by the United Way free of charge.
- Set up Chromebook laptops for the correctional facility librarians who attended the meeting in person on 10/15. All set up the Zoom meeting for those who were not attending in person.
- Sent 6 Chromebook laptops to Plattsburgh Public Library on 10/18.
- Attended a webinar pertaining to Backup Solutions on 10/19. This covered tactics on how to backup and restore computer data as needed.
- Assisted with the replacement of the Konica Minolta copier on 10/19. While it was originally thought that no new software would need to be installed for the new copier
to work, this was unfortunately not the case. I managed to install new drivers on all staff computers to ensure the disruption was kept to a minimum.

- Attended the Public Library System's Zoom meeting on 10/21 to share insights on the Public Library Broadband Assessment Pilot Program that Schroon Lake Public Library was a part of.
- Fixed an issue with the new copier not scanning documents to staff email accounts on 10/21.
- Used unorthodox means to repair issue with Brenda's printer that was not pulling paper from the bottom drawer.
- Reset Keeseville Free Library's juvenile collection from "CSA" status which blocked them from being requested while they were undergoing maintenance.
- Attended a Ransomware Awareness webinar on 10/27 that covered the latest in ways to protect computers from being attacked.
- Set up and sent out two kiosks to Plattsburgh Public Library for their Halloween plans. The kiosks were Surface tablets that automatically connected to the text adventure game produced by their staff.
- Attended NYLA online presentations on 10/28 and 10/29. I sat in on Email Overhaul, which discussed how to set up and organized email platforms. I attended How to Tackle a Construction Project in which multiple library directors discussed how they dealt with construction projects, particularly during COVID-19. Attended Graphic Design for Small Libraries that had information about some tools available online. I watched Environmental Programming in the Virtual World which discussed how a library was able to provide sessions to the public online. I attended a session on Library of Things, which highlighted how some libraries have been providing untraditional materials to patrons. I watched Gaming in Libraries, which was about how libraries can provide board games and video games to the public. I sat in on Basics of Accessible Virtual Programs which detailed the different ways we can provide services to individuals with disabilities. And I attended Building Your Library's Digital Branch which was on how to provided online resources to library patrons.
- Reprogrammed a scanner for Paine Memorial Library in Willsboro for use with Horizon.
- Reconfigured settings provided by Brodart to allow access to records Kim uses to process some incoming materials. Due to issues on their end, our previous setup was no longer working.
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**Increase/Decrease**  
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Increase/Decrease: 0%
- Submitted by Anja Bouchard on behalf of the Outreach Department consisting of David Fuller, Juliette Brookfield, Bill Bowen, Deb Price, Bob Favro, and Katelynn Haynes (shared position with Tech Services).

Deliveries:

- 54 rotating collections were delivered in October.
- Our drivers handled over 14,600 items during this time period. Please note that this number does not reflect unique items, since a portion of them are handled as incoming materials and then moved again on another day for delivery to the next location.
- Bill Bowen is removed from the van delivery schedule for September through at least November.
- A delivery run on October 27th was cancelled due to a lack of drivers.
- Anja delivered the adult rotating collections to Chateaugay Memorial Library, Mooers Free Library, and Dodge Memorial Library.

Meetings:

- Anja attended the CEWW School Library System meeting. She shared information about the new Brainfuse HelpNow service.
- We hosted the fall meeting and training session for the correctional facility senior librarians. This included negotiations regarding the revised contract. Attendees approved the proposed budget.
  - Preparations for the meeting included the following: Anja prepared an agenda for the day, developed a revised budget proposal due to receipt of additional funds, and identified a training webinar. David set up the Chromebook workstations and the Zoom meeting (as it was a hybrid event). Kim provided the McNaughton book selection packets.
- Michael generated information about the remaining correctional facility funds. Anja sent emails to each correctional facility with this information and requested that they encumber all funds remaining from 2020 and prior, by December 31, 2021.
- Thanks to a connection made by Dorothy Latta, Anja spoke with Kate Gardner, Project Director for AmeriCorps Seniors, regarding a partnership to connect homebound seniors with library materials. Anja agreed to prepare a flyer and connect again in early December. Kate connected Anja with Nicole Locklin with the Home Delivered Meals program to resume pre-pandemic discussions about delivering books with the meals to interested seniors. Nicole would like to pursue the project with CEFLS.
• Anja scheduled Sue Matton from the North Country Chamber of Commerce to speak at the Coordinated Outreach Advisory Council meeting on October 21st. Unfortunately, Sue had to cancel and the meeting was rescheduled for November 10th.
• Anja attended a Digital Inclusion meeting with NNYLN, North Country Library System, OATS, Steve, and David.

Advocacy/Publicity/Outreach:

Our department continues to promote member libraries and the library system in various ways.

• Juliette and Anja set up a story book walk featuring Biscuit’s Earth Day Celebration at Point Au Roche State Park for their Earth Fair event. We also provided a Litter Scavenger Hunt handout (created by Juliette) that included a QR Code which provides access to our LibGuide on recycling (authored by Anne).
• Anja and Juliette attended the Trick or Treat for Books event at the Champlain Centre Mall. We handed out over 150 grab-and-go bags to children of all ages. The bags included a flying ghost craft kit and information about Brainfuse, Wonderbooks, and ebooks. Some of the families made their craft at our table and colored on our Halloween activity tablecloth. The leftover bags were distributed to member libraries receiving deliveries prior to Halloween.
• Anja provided additional information about Brainfuse HelpNow to Robin Caudell from The Press Republican, per her request.
• Anja and Juliette distributed flyers that David designed to area organizations and businesses. A Brainfuse HelpNow flyer was provided to ETC Housing, St. Joseph’s Community Outreach Center, Stewarts on Route 9 North, and the MHAB Life Skills transitional housing community. We discussed the new early literacy kits while we were at ETC Housing. We also organized the book bench and dropped off some bilingual books at St. Joseph’s Community Outreach Center to fill a need at the center. Flyers about our collection for the Elmore SPCA as part of the Great Give Back were posted at a dog park, a veterinarian office, Tractor Supply, Lake City Books and Writers’ Nook, and the Adirondack Pet Lodge.
• Juliette and Anja delivered the Great Give Back donations to the Elmore SPCA. Juliette received a very nice thank you letter acknowledging the donation of $67.00, pet food, treats, toys, and various supplies.

We continued to post a variety of content on social media with the goal of promoting CEFLS, member libraries, and reading.

• As of 11/9/21, we have 391 followers on Instagram. Two of our posts in October tied for the top spot in popularity. One was a pic of a folded book art tree that Christine Egeland from Waverly Reading Center crafted. The other showed us hard at work prepping 300 grab-n-go crafts for the Trick or Treat for books event.
• As of 11/9/21, we have 1,243 likes on our Facebook page. The graph below shows the number of people who received organic (unpaid) content from or about our page since the last report. Our announcement about Autism Alliance of Northeastern NY donating
a copy of *I am Odd, I am New* to each of our member libraries and reading centers was shared 11 times had the greatest reach (2,538 people).

**Post Reach**

The number of people who saw any of your posts at least once. This metric is estimated.

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**Training/Continuing Education:**

- Due to low enrollment and cancellations, the STEAM workshop for member libraries will be rescheduled in the spring.
- Anja set up E-rate training with Robert Drake from the Nassau Library System in response to a request by member libraries.
- Anja set up active shooter training with the New York State Police in response to a request by member libraries.
- Anja worked on setting up a Narcan training with Alliance for Positive Health.
- Juliette attended the following webinars:
  - READsquared training sessions for NY state public libraries
  - Programs and Performers Webinar by State library: overview of the website and how to access and find performers
  - Libby Training webinar: how to host your own Libby training session in your library
  - NYLA Virtual Sessions:
    - Welcome to the Teen Center!
    - Environmental Programming in the Virtual World
    - Transform Your Workday with Email Overhaul
• Comic Book Programming in the Virtual World

• Anja attended the following webinars:
  o Programs and Performers Webinar by State library: overview of the website and how to access and find performers
  o Libby Training webinar: how to host your own Libby training session in your library
  o Reducing Workplace Stress with Mindfulness (watched with the Senior Librarians from the correctional facilities)
  o NYLA Virtual Sessions:
    ▪ Transform Your Workday with Email Overhaul
    ▪ Ask Me About Mutual Aid! – Discussed how libraries are a natural match for community-driven mutual aid. Examples included a range of efforts including community fridges, senior aid, and even creating more public spaces in cities.
    ▪ Collaboration Solutions for the Busy Librarian
    ▪ ABCs of Best Practices for Friends Groups

Projects:

• Anja met with Evan Mack from *We are Instrumental* to discuss additional future collaborations with libraries.

• Anja continued to coordinate the gnome transfers for our “Gnoming Around” event and assembled prize bags for the winners at participating libraries.

• Anja wrote a grant requesting $500.00 from Rotary to support materials and programs on adulting for teens. Juliette initiated discussions with a school librarian at the Plattsburgh City School District regarding teen programming in preparation for the project.

• Our participation in the Sustainable Shelves Program continued through the efforts of Heather, Katelynn, and Anja.

Construction:

• Anja followed up with Keene Public Library and Mooers Free Library regarding a request for paperwork by DLD.

Miscellaneous:

• Anja provided consultant support to a trustee from Saranac Lake Free Library regarding a request for information on library director salaries and member library health insurance.

• Outreach provided advertising support for member libraries seeking new directors including Belden Noble Memorial Library in Essex, Dannemora Free Library, and Keeseville Free Library. Anja posted the job descriptions to the New York’s Libraries Information Network (NYLINE), CEFLS social media accounts, and the North Country Job
Seek & Employer Facebook group. Juliette sent the description to member libraries. David posted the information on the CEFLS website.

- Anja provided information regarding the education minimum library standards to Sherman Free Library.
- We distributed the 2021 Voters Guide to member libraries for the League of Women Voters of the North Country.
- The Town of Minerva reported that users of the book bench have read all of the materials and would like everything switched out with new titles. We are very pleased that the bench is so popular. However, since the book bench contains withdrawn and donated items, CEFLS does not have enough newer titles to do that on a routine basis. Therefore, Anja offered to provide a rotating collection to them as that might better meet the needs of their avid readers. We are waiting for their response to the offer.

2021 Board Meeting Dates
(Fourth Monday of the Month)

4:30 P.M. in CEFLS Board Room
(Until noted otherwise)

November 22, 2021

December 2021

Whether or not to have a December meeting will be determined at a later date.
2022 BOARD MEETING DATES
(Fourth Monday of the Month)

4:30 p.m. in CEFLS Board Room
(UNLESS NOTED OTHERWISE)

January 24, 2022
February 28, 2022

March
Usually there is no meeting in March

April 25, 2022
May 23, 2022
June 27, 2022
July 25, 2022
August 22, 2022
September 26, 2022
October 24, 2022
November 28, 2022

December 2022
Whether to have a December meeting will be determined at a later date.
The roofing project has gone out to bid. Bids are due December 3rd. The Advertisement for Bids ran in the Press Republican November 11, 12 and 13. We held the pre-bid roofing contract meeting Wednesday, November 17th. Three contractors showed up and toured the roof with Joseph Krupka from AEDS. We are planning for the project to be completed sometime between next May and November. Our grant extends until 2023.

Hyde-Stone performed our fall preventative maintenance and turned the heat on November 8th.

We will be hosting an Active Shooter training here on December 3rd at 10 a.m. The New York State Police will be conducting the training for staff who did not attend the same training held at CEFLS on November 18th. We will not have to close the library.

We hosted the Margaret Street Visioning meeting held by the City November 8th. It was supposed to be held at the Strand Theatre, but their COVID rules require proof of vaccination in order to enter their buildings. It was last minute, but we all managed to get the Auditorium set up for them in time for their meeting. It was good to see Department Heads and City Councilors here!

The legislation affecting our CBA and CLDA was signed by the Governor last week. This gives Central Libraries greater freedom to spend the book money on items other than adult nonfiction.

We have put together the CLDA budget for 2021 based on the old legislation since we did not know when it would change. It is included for your approval in this meeting’s packet. It was send to CEFLS for their approval last week.

The Mayor has asked each department to put together a Year End Report for his office to share with the Council and public. We are working on ours, which I expect to be similar to what we produced last year.

We are maintaining our mask mandate for the near future as case numbers continue to remain high for our area.

Submitted by: Anne de la Chapelle, Library Director
Provide reference and information services to members of the CEF system and unchartered and unserved areas of the system. Collect and make available a well-rounded adult nonfiction collection to include titles requested by smaller libraries. Efficiently process and lend adult titles to member libraries.

Reference Services: PPL will provide information services to benefit member libraries and the residents of the Clinton, Essex and Franklin counties.

- Online/in person/telephone/mail
- 51 hrs./month x 2 staff x 12 month = 1,224 hours @ $26/hour $31,824 /$7,956 Annual/quarterly
- Partial 2 librarians

PPL will continue to be a net lender and lending of adult NF materials will continue to increase and will be analyzed to inform future purchases.

Partial librarian and partial clerk – 1,264 hours @$22/hour $27,808/$6,952

- PPL will develop collections in accessible formats to allow the Central Library to function as a major information and resource sharing provider. CBA collection will be assessed and updated as needed to assure access to a comprehensive adult nonfiction collection within the system. Central Library resources and services will be promoted to the member libraries and public by the PPL Outreach Librarian via traditional and social media.
- Collection development and maintenance/assessment
  70 hrs./month x 1 staff x 12 month = 840 hours @ $26/hour $21,840/$5,460
  Partial librarian

Additional Open hours beyond mandate
- 104 hrs./year @ $53/hour $5,512/$1,378

Partial share Employee benefits $6,299 /$1,574.75

Paid Directly by CEFLS:
Syndetics software for integrated OPAC annual subscription $3,465

Total allocation for Central Library Development Aid $96,748

Shirley O'Connell, PPL President
Mary Minnich, CEFLS President