AGENDA

I. Call to Order
II. Roll Call
III. Election of Officers
IV. Oaths of Officers and Reappointments

A. Officers
   Gayla LePage        President
   Thomas Mandeville   Vice President
   Dorothy Latta      Secretary
   Hope Allen          Treasurer
   Elizabeth DeFonce  Member-at-Large

B. Reappointments
   Linda Crosby      Trustee
   Nicky Bryant      Trustee

V. Consent Agenda
   A. Approval of absences
   B. Approval of January 24, 2022 agenda
   C. Approval of Minutes of November 22, 2021 meeting
   D. Committees for which there are no reports at this time – Advocacy, Executive, Finance, Health Plan, Negotiation, Personnel, and Property

VI. Public Comment Period

VII. Communications
   A. Sun Community News article- Black Watch Library
   B. Schroon Lake Public Library- Remembrance of Fran Filshie
   C. Sun Community News article- CEFLS purchases/loans Wi-Fi hotspots
   D. Thank you – Darcy Purick

VIII. President’s Remarks

IX. Plattsburgh Public Library Report

X. Director’s Report

XI. Financial Reports

XII. Committee Reports
A. Nominating – Potential Trustee Candidate

XIII. Unfinished Business

XIV. New Business
   A. Computer Firewall Protection
   B. Bank Resolution and Approval of 2022 Check Signers
   C. Individuals, Entities and Institutions with Whom to Conduct Business in 2022 and Individuals to Conduct Business in 2022
   D. Conflict of Interest Statement

XV. Executive Session-
   A. Management Confidential Salaries

XVI. Return from Executive Session

XVII. Adjournment

Please RSVP to Brenda Mooney, bmooney@cefls.org, by Thursday, January 20, 2022 to help us 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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CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Unofficial Minutes for Board of Trustees Regular Meeting
Held November 22, 2021

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, November 22, 2021 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,

Present via Zoom: Mary Abendroth, Hope Allen, Nicky Bryant, Liz DeFonce, Tom Mandeville, Lisa Minnich, Darcy Purick, and Tim Rowland

Excused Absences: Andrew Lomanto, Gayla LePage, and Dorothy Latta

Unexcused Absences: Linda Crosby, Scott McDonald

Staff Present at CEFLS: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant

Staff Present via Zoom: David Fuller, Library Computer Specialist

Others present: Anne de la Chapelle, PPL Director via Zoom

Consent Agenda

Mary Abendroth motioned approval of the consent agenda, seconded by Hope Allen

Consent Agenda includes:

- Approval of today’s excused absences.
- Approval of November 22, 2021, Agenda as of November 19, 2021
- Approval of the minutes of the October 25, 2021 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Personnel, and Property.

Consent agenda was approved unanimously.
Public Comment
No public comment to report.

Communications

A thank you letter from Elmore SPCA was read aloud thanking CEFLS for its cash donation. The agency expressed appreciation for our support and concern for animals in need.

An article in the Sun Community News discussed the merger of the Keene and Keene Valley libraries.

President’s Remarks

Lisa Minnich encouraged trustees to donate to the Sunshine Fund with a suggested annual donation of $20.00.

Ms. Minnich thanked all of the committees for their hard work. She gave special recognition to the Negotiating, Property, and Nominating Committees.

Plattsburgh Public Library (PPL) Report

Anne de la Chapelle reported:

2021 Central Library Development Aid Budget (CLDA)

- Ms. de la Chapelle encouraged CEFLS to review and approve the 2021 CLDA budget.
- She stressed how important it was for PPL to continue to receive state funding. She detailed how the city of Plattsburgh spends over $750,000 a year to support the library, which in turn, provides services to the 174,000 members in the library community.

- Plattsburgh Public Library board planned on passing the budget on November 23, 2021.

Director’s Report

Steve Kenworthy reported on:

Direct Access Plan

Sixteen member libraries have approved the Direct Access Policy resulting in a majority approval. As a result, CEFLS can now present the Direct Access Policy and the 5-Year Plan of Service to the board for final approval.

Lisa Minnich asked Mr. Kenworthy if he would like a motion to approve the Direct Access Policy and Plan of Service. Mr. Kenworthy confirmed that he would.
Hope Allen made a motion to approve the Direct Access Policy, seconded by Liz DeFonce. Hope Allen made a motion to approve the 5-Year Plan of Service, seconded by Liz DeFonce.

Both motions were approved unanimously.

_Library Clerk Vacancy_

Heather Bellinger tendered her resignation for the Library Clerk position. CEFLS will begin a search after December 13, 2021, to fill the vacant position.

_ARPA (American Rescue Plan Act) Grant_

Steve explained the ARPA Grant is federal grant money that will support grants throughout the United States. New York State has decided to distribute the money through the 3 R Library Resources (Regional Reference and Research Library Resources) which for us is NYLN. NYLN will be applying for the ARPA grant and the North Country Library System and CEFLS will be joining them in the grant.

The grant will allow CEFLS to provide the services of Senior Planet which will include: training, equipment, and hardware. The grant will total $239,000. It was submitted on November 19, 2021, and CEFLS is looking forward to approval.

_NYLA Conference_

CEFLS participated in the NYLA Conference in October 2021. Many staff members participated virtually with Mr. Kenworthy attending in person. Mr. Kenworthy included the classes he attended in his report and offered to address any questions about the classes that he attended.

Nicky Bryant asked Mr. Kenworthy, if the trustee class presented at NYLA would satisfy the mandated two-hour annual training required of trustees. Steve confirmed that it would and suggested that it might be beneficial for a board member to attend a conference in the future. Mr. Kenworthy mentioned the conference offers several classes specifically for trustees.

_MEMBER LIBRARY DIRECTOR CHANGES_

Ten member libraries have had a turnover in directors in recent months. CEFLS would like to plan an orientation for the new directors, accompanied by a site visit in their library.
Nicky Bryant shared that two non for profit agencies were hacked and subjected to ransomware. Ms. Bryant asked if CEFLS had any protection against these types of situations. David Fuller shared what steps have been taken to protect against cyber-attacks within the system. Mr. Kenworthy suggested that CEFLS could explore the option of purchasing insurance against cyber-attacks.

Financial Report

Nicky Bryant motioned to approve the September 2021, Financial Report, as presented by Michael Spofford, seconded by Mary Abandroth.

*Michael Spofford highlighted:*

- Essex County approved the recommended 5% increase for 2022 for a total of $26,240.

Motion carried unanimously.

Committee Reports

*Nominating Committee:*

Mr. Kenworthy read the report for Gayla Lepage in which she expressed concern that little interest has been expressed for filling Officer positions on the board.

Beginning January 1, 2022, the board will have three vacant trustee positions. Gayla encouraged everyone to think of potential candidates and forward them to her.

Lisa Minnich presented the option of voting on the three Officer candidates now or schedule a board meeting in December for the vote.

Lisa Minnich provided the officer candidates for 2022 as presented:

- Vice President: Thomas Mandeville
- Secretary: Gayla LePage
- Member-at-Large: Liz DeFonce

Lisa Minnich asked if there were any other nominations from the floor. There were no other nominations from the floor.

Mary Abendroth made a motion to close nominations for the three offices presented, seconded by Liz DeFonce.

Motion to close nominations for the three offices presented carried unanimously.
Nominations for Treasurer and President will remain open.

Darcy Purick made a motion to cast one vote for the three officers nominated, seconded by Nicky Bryant.

Motion to accept the slate of officers presented carried unanimously. The officers were hereby elected.

Negotiating Committee

Tom Mandeville stated that a tentative agreement with CSEA employees has been reached. The agreement will need to be reviewed and given final approval.

Financial Committee

Darcy Purick made a motion to approve the preliminary IRS 990, seconded by Nicky Bryant.

*Michael Spofford highlighted:*

- CEFLS will have its field audit on December 6th, 2021. Michael is hoping to have the financials and amended 990 ready for submission by January 2022.

Motion to approve the tentative IRS Form 990 carried unanimously.

Unfinished Business

No unfinished business to discuss.

New Business

A. *2022 Board Meeting Schedule*

- The 2022 Board Meeting Schedule was reviewed and approved.

B. *2021 CLDA Budget Review/Approval*

Motion to approve the 2021 CLDA Budget was made by Nicky Bryant, seconded by Darcy Purick.

- Steve explained CEFLS receives money that is then forwarded to the Central Library (PPL) to ensure they can serve patrons within the three counties. The amount totals $94,748. Steve noted the only major change was the elimination of the 24/7 reference service and recommended the budget be passed.
• Lisa Minnich asked Mr. Kenworthy if the budget could be amended at a later date. Mr. Kenworthy confirmed that it could.

Motion to approve the 2021 CLDA Budget carried unanimously.

**Executive Session**

Motion to go into Executive Session to discuss performance/salaries of Management Confidential employees and the ratification of the proposed CSEA Union contract was made by Mary Abendroth, seconded by Hope Allen.

Motion carried unanimously.

Executive Session was entered at 5:05 p.m.

**Return to Regular Session**

The board returned to Regular Session at 5:19 p.m. The board upon return decided to delay the vote on Performance/Salaries of Management Confidential employees until the Director’s evaluation is received and additional financial information could be reviewed.

Thomas Mandeville made a motion to approve the tentative CSEA employee contract, seconded by Nicky Bryant.

Motion carried unanimously.

**Adjournment**

There being no further business to come before the Board, Lisa Minnich adjourned the meeting at 5:21 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

NYSL – 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** – PULISDO | Public Library Systems Directors Organization

**RDA** – Resource Description Access - About [RDA - OCLC](http://www.oclc.org)

**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
January 2022
~ Submitted by Steve Kenworthy

January 2022

Five-Year Plan of Service

The 2022-2026 Plan of Service is completed and approved by the State Library.

Personnel

We are interviewing to fill the full-time Library Clerk position. Civil Service has provided a list of eligible candidates.

Grant News

We will be participating along with NCLS in the NNYLN’s ARPA grant to address digital inequities for seniors 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 first information/organization session will take place January 18. 38 Libraries (including 11 CEFLS Libraries) have shown an interest and will be attending the session on the 18th. NNYLN is hoping for 20 libraries to commit.

Lights

We are replacing our florescent lights with LEDs. This will have 2 effects...our working spaces will be brighter and our electricity bills will be lower.

Trustees Handbook Book Club

The Trustees Handbook Cook Club has set its schedule for the 1st half of 2022. A couple of CEFLS member library directors have attended and the feedback is that these sessions are very informative and invaluable.

2022 Trustee Handbook Book Club Schedule - All Tuesdays, all from 5-6:30pm
January 18 | Topic: Budgets & Finance
Registration link: https://zoom.us/webinar/register/WM_h-O8IVTXTbax4XJ8EUxgLQ
February 22 | Topic: Facilities
Registration link: https://zoom.us/webinar/register/WM_KacE2TMZTa9rDldS3_ljQ
March 29 | Topic: Policies & Risk Management
Registration link: https://zoom.us/webinar/register/WM_Ji0sYwV9TxiHeuWmJgq8v8w
April 19 | Topic: Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy
Registration link: https://zoom.us/webinar/register/WM_TFxfs9Rz-QSk--iswhQw
May 3 | Topic: Planning & Evaluation
Registration link: https://zoom.us/webinar/register/WM_1JWbEj6VTdehLvoa6ls7w
June 14 | Topic: PR & Advocacy
Registration link: https://zoom.us/webinar/register/WM_0EUOGkzIQ3uDPK-qjyOXFA
Library Legislative Advocacy Day

This year’s advocacy day will be held virtually as it was last year. This year’s event will be held March 2, 2022. Anyone who would like to meet with our state elected legislators is invited to participate. We will hold a Zoom session with each legislator covering our three counties (Stec, Jones and Simpson). We encourage all to participate even if it is just to be in on the call...lots of Zoom boxes do have an effect. I will be happy to distribute the schedule and Zoom link information as soon as things are finalized.

Technical Services Department Report
for November 2021
~ Submitted by Anne Jobin-Picard

NOVEMBER

- Daily Pull List / OCLC/ Due North
  - Nov. 393 pulled items for member libraries for delivery
  - Nov. 91 pulled items for correctional facilities for delivery
  - OCLC 22 items loaned, 10 items borrowed
  - Due North 2 items loaned, 7 items borrowed

- Cataloging
  - Items cataloged 741
  - 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
  - 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.-
  - Nov. 4,2021 ERate by Nassau Library System
  - Nov. 18,2021 Active Shooter Training by NY State Police

- Attend Team Meetings/Member Library Meetings
  - CEFLS Member Library Zoom meetings
- At request of PPL Director, meet at PPL 11/8/21 regarding cataloging
- 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
  - 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 113
  - 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
Technical Services Department Report
for December 2021
~ Submitted by Anne Jobin-Picard

DECEMBER

- Daily Pull List / OCLC/ Due North
  - Dec. 371 pulled items for member libraries for delivery
  - Dec. 105 pulled items for correctional facilities for delivery
  - OCLC 35 items loaned, items 14 borrowed
  - Due North 4 items loaned, items 11 borrowed
- Cataloging
  - Items cataloged 511
  - 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
    - Provide support when needed to library page
    - Covered for staff vacations/etc.
- Zoom French Conversation Group- Mondays
  - Averaged 6 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
  - Consultant meeting with Director @ Mooers Public Library 12/6/21
  - Consultant meeting with Director @ PPL 12/10/21
  - Consultant meeting with Director @ Dodge Memorial Public Library Rouses Point 12/21/21
  - Consultant meeting with Director @ Champlain Public Library 12/21/21
  - Provided support to consulting libraries
- Webinars/Training/Zoom/Misc.
  - Dec. 2, 2021 Ask me Anything Omicron Virus by U.S. Chamber of Commerce
  - Dec. 7, 2021 Trauma Involved Library Work by CNYLR
  - Dec. 9, 2021 Digital Privacy for Libraries by Stony Brook College
  - Dec. 13, 2021 Workplace Violence by Bonnie Black PESH
  - Dec. 13, 2021 Vaccine and Mask Policy NYS by NYS Business Office Noah Rayman
- Attend Team Meetings/Member Library Meetings
  - CEFLS Member Library Zoom meetings
  - CEFLS Staff Meetings
• Run Monthly System ILL Loan Activity
  o SQL Query ILL
  o Document OCLC/Due North monthly stats (query produced by Kim L.)
  o Maintain Excel spreadsheet for Annual report stats

Kim Latour - Principal Library Clerk

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  o Prepared CF MCN order for CF meeting
  o Placed CF MCN order
• Repair books
• Staff Training/Supervisor
  o Katelynn H. (library page)
• Staff Training
  o Provide training and support to coworkers as needed
• Cataloging
  o Items cataloged 265
  o Includes some items needing original cataloging
• Emails/Phone calls
  o Address member library questions on cataloging, reference, and various inquiries
  o Provided support to Member Libraries and CEFLS staff
• Webinars/Training/Meetings/Misc.
  o Attend weekly staff meetings
  o Dec. 13, 2021 Workplace Violence by Bonnie Black PESH

Eli Haynes – Library Page

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• Assist with weeding as generated from list
• Webinars/Training/Zoom/Misc.
  o Attended Weekly Staff Meeting
  o Dec. 13, 2021 Workplace Violence by Bonnie Black PESH
Library Computer Specialist Report
November 2021
~ Submitted by David Fuller

NOVEMBER

- Assisted 12 patrons in regards to issues using their library cards over November and December.
- 3 Book Club in a Bag kits were sent out to libraries and correctional facilities during November and December.
- Updated the website as library's staff and hours of operation changed throughout the two months.
- Set up a Linktree for our Instagram account on 11/1. Essentially, this is a small website that lists all of our social media accounts, website, and any other links we'd like to highlight for patrons.
- Installed Horizon on two computers at Keene Valley Library on 11/2.
- Set up a new account in Horizon for Keene Public Library while they use Keene Valley's building on 11/3. Also advised them to change the location of the items that belong to Keene but will stay in Keene Valley. If both of these were not done, items would go into transit to Keene or Keene Valley rather than staying in Keene Valley and being changed to "checked in" status, and fixing the situation would likely be a huge headache for library staff.
- Added new statistical classes for Plattsburgh Public Library in Horizon on 11/3.
- Attended E-rate Training on 11/4 in the event that we can assist libraries that are interested in applying for the funding source.
- Installed Horizon on a computer at Belden Noble Memorial Library in Essex on 11/4.
- Fixed an issue with Horizon on one of Keene Valley Library's computers on 11/4.
- Set up a visitor account on a computer for Belden Noble Memorial Library on 11/5.
- Added the SiteGround Optimizer to our website on 11/9 to help streamline some of the background code and speed up load times.
- Attended a meeting along with Anja and Steve on 11/10 to discuss the possibility of a Digital Equity grant from ARPA that could provide training and technology for libraries to provide classes to seniors in the area.
- Assisted Belden Noble Memorial Library with computer issues on 11/15.
- Installed Horizon on two computers at Schroon Lake Public Library on 11/29.
- Updated the code in the online catalog to facilitate a change in our ebook platform (OverDrive) on 11/29.
- Added new addresses to our firewall to improve functionality of the phone system on 11/30.
- Created new recycling bookmarks and bookmarks to promote Brainfuse HelpNow resources on 11/30.
- Attended a webinar on Identity Security that went over security procedures for computers and networks on 11/30.

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<th>OverDrive Checkouts</th>
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</table>
installed Horizon on two computers for Schroon lake Public Library on 12/1.
- Attended a Zoom call with Anja to discuss construction grant issues with Keene Public Library on 12/1.
- Addressed network downtime in the office by rerouting network cables on 12/1.
- Printed and cut bookmarks for our ebook collection, Brainfuse's HelpNow, and new information resources on 12/3.
- Visited Mooers Free Library with Anne on 12/6 to go over some of the day-to-day concerns of running the library and using Horizon.
- Created a template for mailing labels that include our more modern branding on 12/7 to save money on printing costs.
- Installed Horizon on one of Peru Free Library's computers on 12/7.
- Attended a webinar on digital privacy on 12/9. This covered the topic of how to protect users on the web.
- Helped track down an item for a patron that was stuck in transit status for nearly a month on 12/13.
- Throughout the month, I spent a good portion of time reorganizing the server room. I have been going through various computers, accessories, cables and drives to figure out what to keep and how best to organize them. It will also allow for a space to hold new computers that may be purchased through future grants and a space for me to prepare them for use.
- Upon finding a trove of old backup drives that could contain the Horizon database (and, subsequently, patrons' personal data), I destroyed the drives throughout the month.
- Assisted Peru Free Library with a font issue while using Horizon on 12/15.
- Delivered 150 masks to Plattsburgh Public Library on 12/16 so they could hand them out to patrons who did not bring one to the library.
- Assisted Westport Library and Au Sable Forks Free Library on 12/21 with errors on Horizon while trying to pull items for transit.
- Deployed endpoint security to the fulltime staff computers and server on 12/22. The software will help mitigate risks of viruses and malware and has already been able to deal with 29 instances of malicious software. The software is designed to be controlled from a central browser and is set up to have real-time detections, update hourly, do a quick scan every day, and do a full scan every week.
- Assisted Au Sable Forks Free Library and Rouses Point Dodge Memorial Library with issues regarding Horizon on 12/22.
- Created new bookmarks on 12/28 to promote the French Conversation Group headed up by Anne.
- Addressed issues that arose with the layout of the website due to an update on 12/28.
- Created a new, more interactive version of the library and reading center map on the website on 12/29.
- Updated some non-essential laptops to Windows 11 from Windows 10 in order to test Horizon functionality. Thus far, there have been no major issues that have presented themselves on the new operating system.

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Outreach Department Report

November / December 2021

- Submitted by Anja Bouchard on behalf of the Outreach Department consisting of David Fuller, Juliette Brookfield, Bill Bowen, Deb Price, Terry Soulia, and Katelynn Haynes (shared position with Tech Services).

Deliveries:

- 60 rotating collections were delivered in November and 63 rotating collections were delivered in December.
- Our drivers handled over 15,000 items during the month of November and over 16,000 items in December. 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 returned in December and is taking on the Monday van deliveries.
- Bob Favro decided to move to the substitute driver list. He will be unavailable for driving duties until at least May.
- Terry Soulia was hired to replace Bob Favro on the Wednesday run.

Meetings:

- Anja attended the CEWW School Library System meeting. She shared information about the upcoming Adulting 101 project that will be funded through the Plattsburgh Rotary Club.
- Juliette attended a Youth Services Consultants Meeting.
- Anja participated in a New York Outreach Coordinator call.
- The Outreach Department hosted the Coordinated Outreach Advisory Council meeting on November 10th. Anja scheduled Sue Matton from the North Country Chamber of Commerce as a presenter. During the agency updates, Juliette presented our new yoga kits and the Baby and Me kit, David shared our hotspots that are available for loan, and Anja discussed the Brainfuse HelpNow service.
- Anja attended a meeting along with David and Steve to discuss the possibility of a Digital Equity grant from ARPA that could provide training and technology for libraries to provide classes to seniors in the area.
- Anja attended a PLS Zoom meeting for Steve.

Advocacy/Publicity/Outreach:

Our department continues to promote member libraries and the library system in various ways.
• A number of libraries contributed news for our latest issue of the Pathfinder which was assembled by David. Juliette authored a Youth News article. Anja provided a piece about the new resources available to support area students and families (Brainfuse HelpNow, hotspots, and ebooks), thanks to funding by the Lake Placid Education Foundation.

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

• As of 1/7/22, we have 400 followers on Instagram. Our most popular post in November was about all of our member libraries and reading centers receiving a copy of "I am odd, I am new" thanks to a generous donation by the Autism Alliance of Northeastern NY. This book by local author, Benjamin Giroux, reassures children that it is good to be different. The most popular post in December was a bookface.

• As of 1/7/22, we have 1,269 likes on our Facebook page. The graph below shows the number of people who received organic (unpaid) content from or about our page in November and December. Our most popular posts featuring a member library included the introduction of the new Director at Mooers Free Library and a thank you post by Keeseville Free Library about an anonymous person who filled their flower pots with poinsettias. The CEF posts that received the most response included a staff photo and a Black Friday post reminding people that libraries offer the best deals every day.

Training/Continuing Education:
• Anja delivered a training session on Sexual Harassment Prevention to library staff and trustees at Keene Valley Library Association in response to a request from the Director, Karen Glass.
• Anja attended a seminar offered by the Adirondack Lakes Center for the Arts that is required in order to apply for the Statewide Community Grants program.
• Our new driver, Terry, completed the required sexual harassment prevention training.

Anja attended the following webinars:
  o E-Rate Training presented by Robert Drake from the Nassau Library System (provided for our staff and member libraries)
  o Library Construction 101 (recorded NYLA webinar)
  o The Myth of Work Life Balance for Small Library Directors
  o E-Rate Update for FY 2022 for NYS Libraries presented by Win Himsworth of E-Rate Central
  o Ballot Basics Trustee Training provided by the North Country Library System
  o Digital Inclusion Coalitions and Partnerships
  o Digital Equity Barriers and Strategies
• Juliette attended the following webinars:
  o Responding When a Student Discloses Their LGBTQ+ Identity.
  o E-Rate Training
  o Ballot Basics Trustee Training provided by the North Country Library System
  o Booklist Youth Fiction and Nonfiction Announcements
  o Instagram Basics for Libraries
  o The Myth of Work Life Balance for Small Library Directors
  o CSLP Summer Symposium: sessions with programming ideas for the 2022 theme, Oceans of Possibilities.
• Juliette assisted the New York State Police in getting set up for the Active Shooter Training provided at CEFLS. She also attended the training.
• Anja made arrangements to have a session of the Active Shooter Training provided at Plattsburgh Public Library. She also attended that training session.
• David, Juliette, and Anja attended the PESH (Public Employee Safety and Health) training provided by Bonnie Black.

Projects:
• Anja was notified that we were awarded $6000.00 from the Lake Placid Education Foundation for the Supplementing Resources at Small and Rural Libraries grant application. These funds will enable us to purchase eBooks and eAudiobooks for readers of all ages. An increase in this collection will benefit all of the member libraries and patrons throughout our system. The larger portion of the funding will be distributed to member libraries to purchase additional print materials. The allocations will be
determined using a needs-based approach based the budget allocation for print materials at each library.

- Anja was notified that we received full funding ($500) from the Plattsburgh Rotary Club to design and deliver Adulting 101 life skills programs for teens. There will be four initial focus areas: job preparation and workplace etiquette, healthy living, finances, and household tasks. Juliette and Anja plan to collaborate with local partners to provide presentations and/or events related to the focus areas. In addition, a messenger bag of materials (including books and activities) will be assembled for each topic.

- Anja applied for a grant through the Adirondack Lakes Center for the Arts to support "Creating Oceans of Sounds with RiverJack Z" shows in Franklin County. Juliette and Anja worked on identifying an art project to offer with the shows.

- Former CEFLS staff member, Betsy Brooks, generously donated funds for a new children’s kit called Gardening for the Birds. Juliette collaborated with Betsy to decide on the kit contents which will include a gardening tool set, sunflower seeds, binoculars, a backyard birds matching game, bird protecting window clings, and a book called A Garden to Save the Birds.

- Anja created two flyers for the project to deliver books to homebound seniors. One of them is for the AmeriCorps Seniors program and the other is for the Home Delivered Meals program.

- Anja reached out to NNYLN regarding the possibility of correctional facility libraries becoming associate members so that they can access training and grant opportunities. Meg Backus, Executive Director, stated that they will accept them.

- Anja assembled the remaining prize bags for the winners of our “Gnoming Around” event at participating libraries.

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

Construction:

- Anja and David attended a Zoom call to discuss construction grant issues with Keene Public Library.

- Anja followed up with Wilmington E.M. Cooper Memorial Public Library, Peru Free Library, Keene Public Library, and Mooers Free Library regarding a request for updates by DLD. Anja made updates to the Wilmington application.

Miscellaneous:

- Juliette visited the Dannemora Free Library to meet with new director, Alexander Chase. He provided a tour of the library. They discussed projects, programming ideas, and goals for the library.

- Anja attended a board meeting at Peru Free Library. The library is hosting a Potters Guild through mid-January. The trustees are currently working on revising their bylaws.
• The Corrections Education Coordinator for Clinton and Essex County Jails requested that Clinton County Jail start receiving services through CEFLS. Kim added an account for them and they are now able to request library materials.
• Anja delivered expired Narcan kits to Alliance for Positive Health and picked up replacements for CEF and member library staff who previously attended the Narcan training.
• The Outreach Department continued to put together rotating collections of print materials, audiobooks, and DVDs for member libraries.
• Anja provided coverage to Technical Services by unpacking deliveries on several days during the holidays.
• Juliette and Anja are working on identifying materials for new kits for the preschool to elementary age group.
• Anja, along with Kim, placed orders for the Correctional Facilities to spend their remaining funds from 2020 and prior.
• Anja responded to a reference question request from Upstate Correctional Facility.
• Juliette prepped and sent our collection of Braille books to Wead Library in Malone.
• Anja ordered barcodes for a member library.
• Outreach provided advertising support to Tupper Lake Public Library for the job announcement for the director position. Anja posted it to the New York's Libraries Information Network (NYLINE), shared their post on the CEFLS Facebook page, and forwarded the information to be posted on NYLA's Jobline. David posted the information on the CEFLS website.
Over and Under Report

For period ending September 30, 2021

Submitted by Michael Spofford, Finance Manager

1. 5100 – Certified Librarian Salary – (over) – One of the Librarians who was hired in April of 2021 was not included in the version of the budget. This will be corrected.
2. 5102 – Compensated Absences Expense – (under) - The reserve is partially funded at this time.
3. 5110 – New York State Retirement System Expense – (under) - We have not received an estimated invoice for Retirement yet so figures after March are unknown. We hope to update this line item soon.
4. 5130 – Life Insurance Expense – (under) - We are getting close to full capacity for full time employees and the budget amount was based on us having 9 full time employees.
5. 5250 – Accounts Receivable Billings – (over) - The items that are included in this account are purchased on our member libraries’ behalf and will be billed to them when they receive the goods. The account will end up at a zero balance at the end of the year. A few items will be billed to the member libraries and will clear the account.
6. 5308 – Library Supplies – (under) - Expenditures have been less than anticipated or purchased with other funding streams not included in the operating budget.
7. 5311 – Postage & Freight – (under) - Expenditures have been less than anticipated.
8. 5313 – Publicity & Printing – (over) - Expenditures have been more than anticipated. An adjustment to this line item will be done with the next budget amendment.
9. 5316 – Professional Fees Expense (Under) – The big expense for this line item is the auditors invoice and that is not received until the end of the year after the audit has been completed.
10. 5318 – Conferences/Meetings/Memberships Expense – (under) - Expenditures have been less than anticipated or purchased with other funding streams not included in the operating budget. Also most conferences have been virtual and that has kept the cost down.
11. 5319 – Bank/charges Expense – (under) – We have yet to use our line of Credit which would incur large amounts of interest.
12. 5331 – Vehicle Maintenance Expense – (over) – The two vehicles had pricey repairs so far this year. An adjustment to this line item will be done with the next budget amendment.
13. 5322 – Building & Building Equipment Expense – (over) – We had unexpected expenditures of opening the large garage door to get the Equinox out so it can be driven to events. We will be reviewing this line item in the next adjustment/amendment.
14. 5332 – Vehicle Insurance Expense - (over) – An adjustment to this line item will be requested in the next budget revision.
15. 5405 – 5414 – eBooks, Books, Audio Books, and DVD titles – (over) – We started purchasing these items. In the next budget revision these line items will have a budget amount to be spent in 2021.
16. 5511 – Computer Software Expense – (over) - An adjustment to this line item will be requested in the next budget revision.
Clinton Essex Franklin Library System  
Budget to Date as of September 30, 2021  

<table>
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<tr>
<th>General Ledger Code</th>
<th>Proposed 2021-00 Budget</th>
<th>YTD 2021 Expenditures</th>
<th>% Spent-2021</th>
<th>Proposed 2020-01A Budget</th>
<th>YTD 2020 Expenditures</th>
<th>% Spent-2020</th>
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<tbody>
<tr>
<td><strong>5100 - Certified Librarian Salary Expense</strong></td>
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Clinton Essex Franklin Library System  
Budget to Date as of September 30, 2021

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<th>YTD 2021 Expenditures</th>
<th>% Spent-2021</th>
<th>Proposed Budget 2020-01A</th>
<th>YTD 2020 Expenditures</th>
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<td>5202 - Capital Computer/Servers</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00%</td>
<td>500.00</td>
<td>0.00%</td>
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<tr>
<td>5203 - Capital Plant Expense</td>
<td>0.00</td>
<td>20,920.00</td>
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<td>90,831.78</td>
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<tr>
<td>5205 - Horizon Maintenance Expense</td>
<td>24,354.98</td>
<td>18,063.73</td>
<td>74.17%</td>
<td>23.810.18</td>
<td>75.39%</td>
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</tr>
<tr>
<td>5308 - Library Supplies Expense</td>
<td>1,700.00</td>
<td>105.80</td>
<td>6.22%</td>
<td>500.00</td>
<td>38.73%</td>
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<tr>
<td>5309 - Small Equipment/Tools Expense</td>
<td>0.00</td>
<td>1,545.20</td>
<td>154.52%</td>
<td>0.00</td>
<td>134.91%</td>
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<tr>
<td>5310 - Office Supplies Expense</td>
<td>1,050.00</td>
<td>783.99</td>
<td>74.64%</td>
<td>1,050.40</td>
<td>66.05%</td>
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Subtotal
## Clinton Essex Franklin Library System

### Budget to Date as of September 30, 2021

<table>
<thead>
<tr>
<th>General Ledger Code</th>
<th>Proposed Budget 2021-00</th>
<th>YTD 2021 Expenditures</th>
<th>% Spent-2021</th>
<th>Proposed Budget 2020-01A</th>
<th>YTD 2020 Expenditures</th>
<th>% Spent-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5311 - Postage &amp; Freight Expense</strong></td>
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<td><strong>5312 - Equipment - Rental/Repair/Lease Expense</strong></td>
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<tr>
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<td><strong>5313 - Publicity &amp; Printing Expense</strong></td>
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<td><strong>5314 - Telecommunications Expense</strong></td>
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<tr>
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<td>4,500.00</td>
<td>3,385.76</td>
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<td>3,234.63</td>
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<td><strong>5315 - Travel Expense</strong></td>
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<tr>
<td>Subtotal</td>
<td>2,125.40</td>
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<tr>
<td><strong>5316 - Professional Fees Expense</strong></td>
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<tr>
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<td>7,150.00</td>
<td>2,539.75</td>
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<td>327.50</td>
<td>4.96%</td>
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### Clinton Essex Franklin Library System

**Budget to Date as of September 30, 2021**

<table>
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<tr>
<th>General Ledger Code</th>
<th>Proposed Budget 2021-00</th>
<th>YTD 2021 Expenditures</th>
<th>% Spent-2021</th>
<th>Budget 2020-01A</th>
<th>YTD 2020 Expenditures</th>
<th>% Spent-2020</th>
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</thead>
<tbody>
<tr>
<td><strong>5317 - Contractual Agreements Expense</strong></td>
<td></td>
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<tr>
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<td>10,049.04</td>
<td>6,916.52</td>
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<td>9,998.93</td>
<td>8,940.13</td>
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<tr>
<td><strong>5318 - Conferences/Meetings/Memberships Expense</strong></td>
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<tr>
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<td>4,424.00</td>
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<td>7,228.00</td>
<td>1,389.33</td>
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<tr>
<td><strong>5319 - Bank/Interest Charges Expense</strong></td>
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<tr>
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<td>1,000.00</td>
<td>403.72</td>
<td>40.37%</td>
<td>600.00</td>
<td>416.20</td>
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<tr>
<td><strong>5320 - Business Insurance Expense</strong></td>
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<tr>
<td>Subtotal</td>
<td>9,584.94</td>
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<td>76.86%</td>
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<td>6,238.01</td>
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<tr>
<td><strong>5321 - Custodial Supplies Expense</strong></td>
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<td>Subtotal</td>
<td>450.00</td>
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<td>200.00</td>
<td>432.14</td>
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<td><strong>5322 - Building &amp; Building Equipment Expense</strong></td>
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<tr>
<td>Subtotal</td>
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<td>716.68</td>
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<td>589.38</td>
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<tr>
<td>General Ledger Code</td>
<td>Proposed Budget 2021-00</td>
<td>YTD 2021 Expenditures</td>
<td>% Spent-2021</td>
<td>Budget 2020-01A</td>
<td>YTD 2020 Expenditures</td>
<td>% Spent-2020</td>
</tr>
<tr>
<td>---------------------</td>
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</tr>
<tr>
<td><strong>5323 - Utilities Expense</strong></td>
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<tr>
<td>Subtotal</td>
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<td>5,780.22</td>
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<tr>
<td><strong>5324 - Building Service Contracts</strong></td>
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<tr>
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<td>9,965.71</td>
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<td>19,254.59</td>
<td>7,964.71</td>
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<tr>
<td><strong>5325 - Litigation Expense-Reserve</strong></td>
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</tr>
<tr>
<td>Subtotal</td>
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<td>0.00</td>
<td>0.00%</td>
<td>1,000.00</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>5326 - Special Projects</strong></td>
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<tr>
<td>Subtotal</td>
<td>0.00</td>
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<td>0.00%</td>
<td>124.27</td>
<td>0.00</td>
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<tr>
<td><strong>5330 - Vehicle Fuel Expense</strong></td>
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<tr>
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<td>4,445.00</td>
<td>1,687.90</td>
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<tr>
<td><strong>5331 - Vehicle Maintenance Expense</strong></td>
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<tr>
<td>Subtotal</td>
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<td>2,016.96</td>
<td>80.68%</td>
<td>2,700.00</td>
<td>2,507.23</td>
<td>92.86%</td>
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</tbody>
</table>
Clinton Essex Franklin Library System  
Budget to Date as of September 30, 2021

<table>
<thead>
<tr>
<th>General Ledger Code</th>
<th>Proposed Budget 2021-00</th>
<th>YTD 2021 Expenditures</th>
<th>% Spent-2021</th>
<th>Budget 2020-01A</th>
<th>YTD 2020 Expenditures</th>
<th>% Spent-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>5332 - Vehicle Insurance Expense</td>
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<tr>
<td>Subtotal</td>
<td>2,846.51</td>
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<td>3,900.00</td>
<td>2,785.68</td>
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<td>5405 - E-Book Expense</td>
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<td>Young Adult Books</td>
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<td>2.64</td>
<td>0.00%</td>
<td>746.12</td>
<td>210.31</td>
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<td>Juvenile Books</td>
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<tr>
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<td>21.40</td>
<td>0.00%</td>
<td>746.12</td>
<td>71.95</td>
<td>9.64%</td>
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<td>Adult Books</td>
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<td>1,182.85</td>
<td>4,656.83</td>
<td>393.70%</td>
<td>761.63</td>
<td>1,895.13</td>
<td>248.83%</td>
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<td>Reference Books</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00%</td>
<td>746.13</td>
<td>42.70</td>
<td>5.72%</td>
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<tr>
<td>General Ledger Code</td>
<td>Proposed Budget 2021-00</td>
<td>YTD 2021 Expenditures</td>
<td>% Spent-2021</td>
<td>Budget 2020-01A</td>
<td>YTD 2020 Expenditures</td>
<td>% Spent-2020</td>
</tr>
<tr>
<td>---------------------</td>
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<tr>
<td>5410 - Book Expense</td>
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<tr>
<td>State Correctional Aid</td>
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<tr>
<td>Coordinated Outreach Aid</td>
<td>7,040.80</td>
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<td>0.00%</td>
<td>6,978.00</td>
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</tbody>
</table>

| 5411 - Audio Books on CD Expense |                   |                       |              |                 |                       |              |
| Subtotal             | 126.40                | 12.00                 | 9.49%        |                 | 3,981.44              | 2,711.67     | 68.11%       |

| 5412 - DVD Titles Expense |                   |                       |              |                 |                       |              |
| Subtotal              | 182.81               | 1,085.49              | 593.78%      |                 | 1,250.00              | 1,596.61     | 127.73%      |

<p>| 5413 - Serials Exp.   |                   |                       |              |                 |                       |              |
| Subtotal              | 2,284.00            | 333.03                | 14.58%       |                 | 2,789.00              | 699.71       | 25.09%       |</p>
<table>
<thead>
<tr>
<th>General Ledger Code</th>
<th>Proposed Budget 2021-00</th>
<th>YTD 2021 Expenditures</th>
<th>% Spent-2021</th>
<th>Budget 2020-01A</th>
<th>YTD 2020 Expenditures</th>
<th>% Spent-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>5414 - Book Processing Fee Expense</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td>50.00</td>
<td>173.17</td>
<td>346.34%</td>
<td>90.00</td>
<td>68.40</td>
<td>76.00%</td>
</tr>
<tr>
<td>5417 - Downloadable E-Books Expense</td>
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<tr>
<td>Subtotal</td>
<td>1,000.00</td>
<td>0.00</td>
<td>0.00%</td>
<td>1,050.00</td>
<td>996.10</td>
<td>94.87%</td>
</tr>
<tr>
<td>5511 - Computer Software Expense</td>
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<td>1,009.00</td>
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<td>5512 - Electronic Databases/Serials Expense</td>
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<td>Subtotal</td>
<td>8,828.66</td>
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<td>59.11%</td>
<td>7,777.65</td>
<td>4,128.06</td>
<td>53.08%</td>
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<td>5515 - Miscellaneous Expense</td>
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<td>250.00</td>
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<td>0.00%</td>
<td>250.00</td>
<td>53.53</td>
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<td>965,775.64</td>
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<td>70.97%</td>
<td>987,946.82</td>
<td>698,247.53</td>
<td>70.68%</td>
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</tbody>
</table>
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.