CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING
Monday, May 23, 2022 at 4:30 p.m.

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

AGENDA

I. Call to Order
II. Roll Call
III. Consent Agenda
   A. Approval of absences
   B. Approval of May 23, 2022 agenda
   C. Approval of Minutes of April 25, 2022 meeting
   D. Committees for which there are no reports at this time – Advocacy, Executive, Finance, Health Plan, Negotiating, Personnel, and Property

IV. Public Comment Period
V. Communications
VI. President’s Remarks
VII. Plattsburgh Public Library Report
VIII. Director’s Report
IX. Financial Reports
X. Committee Reports
XI. Unfinished Business
    A. Remote Meeting Sites
XII. New Business
    A. Offsite Board Meetings- Discussion
XIII. Adjournment

Please RSVP to Brenda Mooney, bmooney@cefls.org, by Thursday, May 19, 2022 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 4:40 p.m. on Monday, April 25, 2022, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Dorothy Latta, Board Secretary. Due to the Corona Virus Pandemic, some members of the Board of Trustees attended at CEFLS and others attended via Zoom.

Oath of Office

Dorothy Latta, Secretary, administered the Oath of Office to Lonnie Roth Fairchild and Sarah Vaillancourt, as incoming Trustees representing Clinton County.

Roll Call

Present at CEFLS: Dorothy Latta, Christopher Drennan

Present via Zoom: Mary Abendroth, Nicky Bryant, Hope Cassavaw, Liz DeFonce, Lonnie Roth Fairchild, Sarah Vaillancourt

Excused Absences: Linda Crosby, Gayla LePage, Andrew Lomanto, Tom Mandeville, and Scott McDonald

Unexcused Absences: Tim Rowland

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 Lonnie Fairchild.

Consent Agenda includes:
- Approval of today’s excused absences.
- Approval of April 25, 2022 agenda.
- Approval of the minutes of the February 28, 2022 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Negotiating, Personnel, and Property.
The consent agenda was approved unanimously.

**Public Comment**

No public comment was presented.

**Communications**

There was nothing to report.

**President's Remarks**

Dorothy Latta provided a statement for Gayla LePage, President, that all vacant board positions have been filled or are in the process of.

**Plattsburgh Public Library (PPL) Report**

In addition to her written report, Anne de la Chappelle reported on:

- With the roof repair underway, parking for CEFLS staff will be affected when the contractors begin work on the north side of the building. As a result, CEFLS staff will be asked to park elsewhere during that time.

- The surveillance system for the library is currently being installed.

- Ms. de la Chappelle is currently reviewing the construction cycle for next year.

**Questions to Anne de la Chappelle:**

A question was presented if Plattsburgh Public Library has had any encounters with First Amendment auditors. She stated that they hadn’t and shared how the library expects to address the situation if it occurs. Anne informed the board of an upcoming workshop on this topic in case anyone was interested in attending.

**Director's Report**

In addition to his written report, Steve Kenworthy reported on:

- The Open Meetings Law amendment allowing virtual meetings is set to expire in June 2022. A discussion took place as to how and where future board meetings will be conducted. Ms. Latta reminded the board that in the past, during the summer months, board meetings were held offsite at member libraries. This practice provided an opportunity to visit and interact with member libraries. It was decided that this topic would be discussed at the next board meeting.
• With Clinton County now registering in the high zone for COVID transmission, CEFLS employees are now required to wear masks in the common areas of the building.

• North Hudson has requested public access to the internet. CEFLS has installed a computer in the town office to provide internet access for town residents. When asked if there were any financial implications for CEFLS, Steve stated that there were not. CEFLS will provide the equipment, and the town will provide the internet link. A memorandum of understanding with the town was created. Steve felt that this agreement has the potential to become a pilot program for other underserved communities in the CEFLS area.

• Mr. Kenworthy provided a follow-up to last month’s discussion about replacing the roof for CEFLS. To obtain bids, an engineer’s report will be required at an estimated expense of $2,500. CEFLS intends to apply for a construction loan, with an anticipated 50% in matching funds. If funded, the cost of the report would be included in the matching funds. Ms. de la Chappelle offered some suggestions as to how to best manage the project.

Questions to Steve Kenworthy:

A question was presented about the project’s timeline citing fluctuating construction costs as an area of concern. Mr. Kenworthy stated that CEFLS is preparing for this by building these fluctuations into the cost of the project.

Financial Report

Nicky Bryant motioned to approve the partial Preliminary Financial Report for December 2021, as presented by Michael Spofford, seconded by Hope Cassavaw.

_Michael Spofford reported:_

• CEFLS expenditures for 2021 essentially matched the proposed budget at 100.21%.

• Mr. Spofford shared that in the next two weeks, basic financial reports will be available to the board for January, February, and March 2022. The basic reports will contain the Revenue & Expenditures and Balance Sheet. The condensed reports would allow the financial reports to become current, with a full financial report planned for April 2022. When asked if these reports would have an impact on the information that would be provided to the board, Mr. Kenworthy stated that it would be a bottom-line report which would show where we are now financially. More specifically, it will highlight our profit and loss and balance sheet to date. Full reports would be available upon request.

Motion carried unanimously.
Questions to Michael Spofford:

A question was presented inquiring why publicity and printing expenses increased 3000% for 2020 and 2021. Mr. Spofford stated that he would look into it and send an email to the board with an explanation.

A member of the Finance Committee informed the board that a typo was found on the audit report. The details would be discussed during the Finance Committee portion of the meeting.

Committee Reports

Finance Committee: 2020 Auditors’ Report and Financial Statements

Ms. Cassavaw reported that the 2020 audit went as well as could be expected. She pointed out that there was a typo on the report to be aware of.

Ms. Cassavaw pointed out that on number 15, page 19, Departure from Generally Accepted Accounting Principles, CEFLS could not provide a figure for projected post-retirement benefits due to the cost. The auditors explained that this was not an uncommon occurrence for an organization our size.

Mr. Spofford added that our original IRS Form 990 was filed on November 15th but because the auditors completed the report after that filing, another form IRS Form 990 will be filed with the IRS in the next few weeks.

Our three-year contract with Hoffman-Eells will be ending this year. As a result, CEFLS will need to obtain accounting bids for the 2021 audit year. Mr. Spofford reiterated that the audit went well for the year 2020.

A question was presented to the committee to clarify a statement in the report which highlighted inadequate segregation of duties of financial reporting. Mr. Kenworthy stated that this has been an item on audits in prior years due to our small staffing. He shared that the auditors explained this is quite common for small companies.

Necessary corrections to the report were pointed out. It was confirmed for the board, that a corrected page 18 would be obtained from the auditors and shared with the board.

The 2020 Financial Audit was presented for approval.

Hope Cassavaw motioned to accept the 2020 Financial Audit as corrected, seconded by Mary Abendroth.

Motion carried unanimously.
**Nominating Committee: Potential Franklin County Trustee**

Dorothy Latta presented the resume of Jennifer Yando for the Franklin County board seat.

Nicky Bryant motioned approval of sending Ms. Yando’s resume to the Franklin County Board of Legislators requesting an appointment to the CEFLS board, seconded by Lonnie Fairchild.

Motion carried unanimously.

**Unfinished Business**

A question was presented as to the status of Senior Planet coming to CEFLS. David Fuller stated most of the technology is present at CEFLS, and he is currently working to set it up. Five libraries from CEFLS are participating in the Senior Planet programming. The first program will be in May, at the Mooers Library.

**New Business**

A. **2022 Season Lawn Care Quotes/Selection**

Lawn care quotes for the 2022 season were presented to the board. Mr. Kenworthy wanted to point out that CEFLS has been satisfied with Small Jobs in prior years.

Nicky Bryant made a motion to accept the bid from Small Jobs, seconded by Hope Allen.

Motion carried unanimously.

**Adjournment**

There being no further business to come before the Board, Dorothy Latta adjourned the meeting at 5:32 p.m.

Respectfully submitted,

Dorothy Latta
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** - 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
May 2022
~ Submitted by Steve Kenworthy

May 2022

Staff

We continue to seek an employee to fill the full-time Library Clerk position. Civil Service still is the bottleneck, but we are almost through with their list of Clerk candidates. If we do not find what we need in the last batch of candidates, we will then be able to publicly advertise for this position. One factor causing many to decline even an interview is the pay offered.

Annual Report

After the push to get our member libraries to finish their Annual Reports, our focus has turned to the CEFLS Annual Report (which I hope will be completed before the Board Meeting. If so, I will forward to the Board.)

Open Meetings Law

There is nothing new (as of this writing) that indicates that the provision for common videoconferencing board meetings will be extended. The current situation expires on June 8, 2022. I will be attending a webinar May 19th given by the Committee on Open Government. Two memos from the Committee on Open Government are helpful. You can find the memos at


ALA and the June Board Meeting

I plan on attending the ALA meetings from June 22 – 27. This extends over the June meeting date (June 27). I may be able to Zoom in to attend, depending on my travel. Either way, I will make sure there is someone acting in my place (probably Michael).
Technical Services Department
APRIL 2022
By Anne Jobin-Picard

APRIL

- Daily Pull List / OCLC/ Due North
  - 411 pulled items for member libraries for delivery
  - 99 pulled items for correctional facilities for delivery
  - OCLC 45 items loaned, 32 items borrowed
  - Due North 8 items loaned, 8 items borrowed

- Cataloging
  - Items cataloged 1116
  - 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/Delivery (keep current on new processes & training for vacation & other coverage)

- Staff Training
  - Supervise Temp Clerk
  - 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
  - Facilitated Lions Eyeglass pickup
  - Provided support to consulting libraries for AR and other inquiries

- Webinars/Training/Zoom/Misc.
  - April 26, 2022 Libraries and First Amendment Audits by Empire State Library Network
  - Professional Collection Weeding

- Attend Team Meetings/Member Library Meetings
  - CEFLS Member Library Zoom meetings
  - CEFLS Staff Meetings
  - CEFCAT/MAC Meeting 4/28/22

- 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
- Repair books
- Staff Training/Supervisor
  - Katelynn H. (library page)
- Staff Training
  - Provide training and support to coworkers as needed
- Cataloging
  - Items cataloged 299
  - 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
  - CEFCAT/MAC Meeting 4/28/22
  - OCLC Holdings deletions

Eli Haynes – Library Page

- Shelving
- Assist with weeding as generated from list
- Unpack Rotating Collections
- Webinars/Training/Zoom/Misc.
Library Computer Specialist Report
April 2022
~ Submitted by David Fuller

APRIL

- Assisted 7 patrons with issues regarding their library cards and/or PIN numbers.
- 1 Book Club in a Bag kit went out to a correctional facility library this month.
- Set up Keeseville Public Library to have their transit slips print more effectively to be used for interlibrary loan.
- Transferred the domain "emergency-preparedness.org" under our SiteGround account. This will save us over $100 per year in hosting fees.
- Attended the "NYS SBRG Program & SAM.gov is Ditching DUNS" webinar on 4/4. I primarily focused on the removal of DUNS and the new internal number system SAM.gov will now use. This will affect libraries as they apply for construction grant funding through New York State. Thankfully, libraries that have already applied for funding in the recent past should be largely unaffected.
- Invited Keene Valley and Tupper Lake to the LibraryAware platform on 4/4 to create marketing materials based on templates.
- Closed our account through Dreamhost as we've transferred our last remaining website (emergency-preparedness.org) off of their system.
- Attended "Top Security Threats Worldwide" webinar on 4/5. This webinar was a basic overview in the types of attacks seen around the world, especially with heightened risk from state-sponsored bad actors.
- Attended "Understanding SHPO" webinar on 4/6. This webinar served as a refresher for me on the ins and outs of dealing with the State Historic Preservation Office during a construction project. This largely only affects libraries that are 50 years of age or older.
- Cancelled our account with BuzinessApps, which held the platform we built the Routes to Recovery app for Android and iOS on. Since we've replaced it with a far more cost-effective solution (creating routestorecovery.org cost approximately $17, as opposed to well over $600), it made sense to discontinue the account. I also made sure to lock down the app store entries for the apps, directing users to the new website.
- The software necessary to allow patrons to verify their library card number to use ebooks along with other services was installed on the new server hosted at NCLS. We will soon swap over to the new server to ensure it continues to get security updates.
- Brought an internet-connected kiosk over to North Hudson's town hall on 4/14. It was requested by a community member to have a terminal at this location as Internet connectivity is sparse in the area.
- Fixed an issue with Horizon at Wells Memorial Library on 4/14.
- Assisted Keene Valley Library Association with construction grants on 4/15.
- Sent the first Chromebook for the Senior Planet programming to Mooers Public Library on 4/18 so the staff could acclimate themselves to the laptop. The sessions will begin early next month. I sent out 14 more Chromebooks, 1 projector, and 1 projector screen to Mooers on 4/27 so they could prepare for their sessions.
- Replaced our calendar subscription service for our website (cefls.org) with a new onetype-purchase calendar. This should save us money in the long term and the calendar system will also be able to be used on routestorecovery.org at no extra charge.
- Printed 100 copies of the updated Routes to Recovery booklet and dropped them off at the Family Resource Day and Opioid Overdose Prevention event at the MHAB Life Skills Campus on 4/28.
- Reviewed and updated the list of databases available on our website. I also added clarification to show which resources require geolocation or library card numbers to use.

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Outreach Department Report

April 2022

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

Deliveries:

- 64 rotating collections were delivered in April.
- Anja delivered a small rotating collection to Lake Forest Seniors as they are reinstating this service. The extra delivery enabled them to have some books right away, rather than waiting until the special collections run later in the month.
- Our drivers handled over 18,800 items during the month of April. 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.

Meetings:

- Juliette attended the CEFCAT and MAC meetings hosted by CEF.
- Anja attended a NYLA Membership Committee meeting.
- Anja attended a VOAD (Voluntary Organizations Active in Disasters) meeting at which we learned that there was an extension of expiration dates for COVID tests. Anja shared this information with member libraries, as we recently distributed COVID tests throughout the System.
- Anja met with representatives from WPBS TV in Watertown to collaborate on their Green It Up project. This is a hands-on program designed for children ages 6-8 to inspire an appreciation for nature, build STEM skills, and help them feel empowered to take action in their communities to care for the planet. Activity themes include food waste, gardening, composting, pollinators, deforestation, and more. As a partner, we will receive materials that can be used to offer programs on these topics at events and at interested member library locations.
- Anja attended the Substance Abuse Prevention and Recovery of Clinton County (SPARCC) meeting. She shared an update on Routes to Recovery, our guide to local and online resources for those needing services related to substance abuse and for the professionals and loved ones providing support. Thanks to David’s efforts, the app version of the guide has a new home at routestorecovery.org. Anja checked the links and other content in the guide. She also revised the booklet that we maintain. As a result of this announcement, CEF was invited to share copies of the booklet at the Family Resource Day held at MHAB. David printed and delivered copies for the event.
- Anja met with We Are Instrumental to discuss future collaborative opportunities.
**Advocacy/Publicity/Outreach:**

- Juliette prepared and set up one of our Storybook Walks, *Biscuit’s Earth Day Celebration*, and the accompanying litter scavenger hunt for Point Au Roche State Park for their Earth Day celebration.
- Amy Davies of the Peru PTO contacted us about participating in their Kids Clubs and Activities Fair. Juliette provided flyers featuring some of our parenting ebook resources to hand out to parents.

- We continued to post a variety of content on social media with the goal of promoting System resources, member libraries, and reading. As of 5/11/22:
  - We have 116 followers on Twitter.
  - We have 430 followers on Instagram. Our most popular post in April was about the seedlings that we distributed throughout the System, thanks to a partnership with Neighborhood Forest.
  - We have 1,298 likes on our Facebook page. The graph below shows the number of people who received organic (unpaid) content from or about our page in April. The CEFLS post with the greatest reach promoted the record player and vinyl record sets in our Library of Things collection. It reached over 1200 people. One of our most popular shares was an announcement by Akwesasne Library and Cultural Center welcoming their new director (Justin Cree), and wishing a happy retirement to the outgoing Director (Glory Cole).

**Post Reach**

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

![Chart showing organic reach over time]

Organic 942
Apr 12, 2022
Training/Continuing Education:

- Anja attended the following webinars:
  - Libraries & First Amendment Audits: Ask the Lawyer (provided by NNYLN).
    - First Amendment Audits are now happening in the North Country, having recently occurred at the Roswell P. Flower Memorial Library in Watertown, the Gouverneur Public Library, and the Clinton County Government Center. This process typically involves filming in public spaces with the stated intent of testing constitutional rights. The “audits” are often confrontational. Member libraries were encouraged to attend this webinar to be better prepared for such an event.
  - SAM.gov is Ditching DUNS
    - SAM.gov is transitioning from the DUNS number to a new identification called a Unique Entity ID as of April 4, 2022. Anja attended this session since it is necessary to be registered on SAM.gov. in order to obtain funding from the federal government.
- Juliette attended the YSS Spring 2022 Conference in Schenectady NY. Activities included:
  - A session on Screen Free Week
  - Censorship from All Sides with author Chris Crutcher
  - Empowering Teen Leaders & Teen Leadership Councils
  - Opportunities to network with other youth services consultants and colleagues
- Juliette and Anja worked on planning the STEAM workshop for our member libraries.

Projects:

- Anja wrote a grant proposal for the Clinton County Tobacco Settlement Funding in the amount of $6200.00. If awarded, these funds would cover a series of events in partnership with the Tsi etsenthà (GeeYeh Jon' Ta)/Plattsburgh Art Project to be held at various library locations in Clinton County. The project would include two events (one for children and one for adults) by the Native North American Travelling College, four story time and craft events for children, a film screening of Without a Whisper, and a performance by The Akwesasne Women Singers. In addition, a portion of the funding would be used to purchase relevant books and CDs that could be added to member library collections. A separate grant application is planned to provide some of these events in Essex and Franklin Counties as well.
- Anja worked with member libraries and The Wild Center to coordinate the purchase of Discovery Passes or to reimburse libraries who had already purchased them. This project was made possible thanks to the Generous Acts grant from the Adirondack Foundation. The passes provide discounted admission to the Wild Center.
- Mary assisted the Outreach Department by die cutting book shapes for the Dannemora Federal Credit Union for use in their CEF fundraiser.
- Area families requested 105 free trees for their children through our partnership with Neighborhood Forest. Anja notified all of the families and their local libraries once the trees arrived. She bagged and distributed the trees with assistance from Anne and Mary.
Anja found an activity page to include with each tree and identified some related library resources. David created a flyer featuring this information.

- Chelsea Sprague from the AVCS Summer Youth Program contacted us to provide some activities and story times at the summer day program, as we did in 2019. Juliette and Anja are planning a couple of visits.
- Weeding at CEF and our participation in the Sustainable Shelves Program continued through the efforts of Juliette, Anja, Anne, Mary, Kim, and Eli.

Construction:

- Anja responded to a construction inquiry from Westport Library Association.

Miscellaneous:

- Anja divided and distributed over 1000 rapid COVID-19 kits to member libraries based on their requests. These kits were supplied by the Office of Assemblyman Jones.
- Juliette sorted and distributed the Collaborative Summer Library Program promotional material to member libraries including reading records, reading certificates, posters, and bookmarks. Anja distributed the lawn signs. These materials were purchased using Family Literacy funds.
- Anja applied to the Free comic Book Day Library Partner Program and CEF was accepted. We were provided with over 120 comic books as well as event merchandise. We decided to divide these materials into four prize drawings at our STEAM event for member libraries.
- Juliette promoted ideas for Screen Free Week to member libraries based on information that she learned during the YSS Spring Conference. As a result, Keeseville Free Library created a Teen Photography Contest in partnership with Screen Free Week.
- Anja sent information to member libraries regarding what libraries can and can't do when publicizing an upcoming proposition vote.
- Anja planned a working group meeting with the Senior Correctional Facility Librarians in preparation for the upcoming contract negotiations. As part of that meeting, Anja made arrangements with Meg Backus to discuss the benefits of NNYLN memberships that include free training and professional development opportunities. Correctional Facilities could use some of their funds from DLD to cover the membership fees.
- Anja provided consultant support to Westport Library Association.
- The Outreach Department continued to put together rotating collections of print materials, audiobooks, and DVDs for member libraries. In addition to routine collections, we pulled several special collections (Anja prepared one on gardening for Akwesasne Library and Cultural Center, Juliette prepared one on sign language for Keeseville Free Library and one on gardening for Schroon Lake Public Library).
2022 Board Meeting Dates

(FOURTH MONDAY OF THE MONTH)

4:30 p.m. in CEFLS Board Room

(UNLESS NOTED OTHERWISE)

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 roof replacement project is moving along. The main roof has been done and they are working on the newer front part now. We change entrances as they work around the building, and CEFLS has been great about letting them use the full driveway as needed. The area under the chiller needs a new metal roof deck, so that will be an additional time and materials cost.

The camera security system has been installed. We have three outdoor cameras in addition to the full surveillance of the interior space. The cameras are from Eagle Eye and provide very clear images. Video can be downloaded and saved in their archive.

AEDA is working on a proposal for the front brickwork to submit for NY State Library Construction funding. The application is due in June.

We have had a problem with a group of middle school females lately. They are rude, disrespectful and swear loudly in the library. They have been banned from the library for the time being.

I have begun getting quotes for new carpet for the Children’s section and the main floor. The second floor needs a lot of painting done first. The current carpet is over 20 years old.

Our Page Sally Kehoe has resigned. She will be missed! We have hired Catherine Hernandez whom we laid off at the start of the pandemic as our new Page.

Pete Benson, the Director of the Saranac Free Library was awarded the Excellence in Library Service Award by the Northern New York Library Network at their Annual Meeting May 5th. Pete has been an important part of our library system since he started at Saranac Lake many years ago. He will be retiring May 31st.

Submitted by: Anne de la Chapelle, Library Director
# Clinton Essex Franklin Library System

**Revenue vs. Expenditure Comparison Report as of January 31, 2022**

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<tr>
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<th>January 2022 Actual</th>
<th>January 2021 Actual</th>
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<th>Current Period % Change</th>
<th>FYTD 2022 Actual</th>
<th>FYTD 2021 Actual</th>
<th>Current Year Change</th>
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<td>27,572.05</td>
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<td><strong>Total Revenue</strong></td>
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<td>194,944.05</td>
<td>(167,372.00)</td>
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<td>27,572.05</td>
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<td>(148.84)</td>
<td>(57,895.83)</td>
<td>118,535.05</td>
<td>(176,430.88)</td>
<td>(148.84)</td>
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</tbody>
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# Clinton Essex Franklin Library System
## Balance Sheet as of January 31, 2022

### Current Period Balance

#### Assets

**Current Assets**

- Cash In Chocking (CBNA) 12,129.03
- Petty Cash 150.00
- Cash - Payroll (CBNA) 1,510.34
- Cash in Money Market (CBNA) 843,937.67
- M.M. Account# 1300212287 166,251.27
- Accounts Receivable-Other (1,754.41)
- Accounts Receivable 25,822.60
- Pre-Paid Expense 125,122.54
- Due From Operating Fund 800.10
- Total Current Assets 1,173,969.14

**Fixed Assets**

- Fixed Assets 1,708,927.26
- Accumulated Depreciation (1,113,013.78)
- Investments 9,888.18
- Collections 28,000.00
- Total Fixed Assets 633,801.66
- Total Assets 1,807,770.80

#### Liabilities & Equity

**Liabilities**

- Accounts Payable 43,835.84
- Ellenburg Ctr. RC liability 9,997.72
- Trustee's account 235.05
- Compensatable Leave 50,219.23
- FUTA Liability 610.83
- Health Insurance Liability 900.12
- CSEA Liability 20.06
- United Way Liability 181.00
- Chazy Public Library Liability 400.00
- Mooers Free Library Liability 91.14
- Employee Fund Liability 178.50
- Total Liabilities 106,669.49
Clinton Essex Franklin Library System
Balance Sheet as of January 31, 2022

Continued

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<th>Equity</th>
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<td>Compensated Absence Reserve</td>
<td>52,500.00</td>
</tr>
<tr>
<td>Special Project Reserves</td>
<td>12,225.00</td>
</tr>
<tr>
<td>Unemployment Ins. Reserve</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Litigation Reserve</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Total Equity</td>
<td>1,276,831.16</td>
</tr>
</tbody>
</table>

Change to equity

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Realized Gain</td>
<td>641.24</td>
</tr>
<tr>
<td>Unrealized Gain/(Loss)</td>
<td>79.54</td>
</tr>
<tr>
<td>Gain/(Loss) on Sale of Assets</td>
<td>750.00</td>
</tr>
<tr>
<td>Other</td>
<td>422,799.37</td>
</tr>
<tr>
<td>Total Change to equity</td>
<td>424,270.15</td>
</tr>
<tr>
<td>Total Liabilities &amp; Equity</td>
<td>1,807,770.80</td>
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</tbody>
</table>