CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING
Monday, June 27, 2022 at 4:30 p.m.

AGENDA

I. Call to Order
II. Oath
   Jennifer Yando - Franklin County Trustee
III. Roll Call
IV. Consent Agenda
   A. Approval of absences
   B. Approval of June 27, 2022 agenda
   C. Approval of Minutes of May 23, 2022 meeting
   D. Committees for which there are no reports at this time – Advocacy, Executive, Finance, Health Plan, Negotiating, Nominating, Personnel, and Property
V. Public Comment Period
VI. Communications
VII. President’s Remarks
VIII. Plattsburgh Public Library Report
IX. Director’s Report
X. Financial Reports
XI. Committee Reports
XII. Unfinished Business
    A. Remote Meeting Schedule-Discussion
XIII. New Business
    A. Videoconferencing Policy-Discussion
XIV. Adjournment

Please RSVP to Brenda Mooney, bmooney@cefls.org, by Thursday, June 23, 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.
Call to Order

The Board of Trustees meeting was called to order at 4:35 p.m. on Monday, May 23, 2022, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Gayla LePage Board 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: Dorothy Latta, Mary Abendroth

Present via Zoom: Nicky Bryant, Hope Cassavaw, Liz DeFonce, Chris Drennan, Lonnie Roth Fairchild, Gayla LePage, Scott McDonald

Excused Absences: Tom Mandeville

Unexcused Absences: Linda Crosby, Andrew Lomanto, Tim Rowland, Sarah Vaillancourt
(Absences may have been due to technical difficulties)

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

Staff Present via Zoom:

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

Consent Agenda

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

Consent Agenda includes:
- Approval of today’s excused absences.
- Approval of May 23, 2022 agenda.
- Approval of the minutes of the April 25, 2022 meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Finance, Health Plan, Negotiating, Nominating, Personnel, and Property.

The consent agenda was approved unanimously.
Public Comment

Nothing to report.

Communications

Nothing to report.

President’s Remarks

Franklin County approved Jennifer Yando to fill the unexpired term of Lisa Minnick. All vacancies on the CELFS board are now filled.

Ms. LePage wanted to remind everyone to donate to the Leadership Campaign. The ultimate goal is for 100% trustee participation.

Plattsburgh Public Library (PPL) Report

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

- Ms. Chappelle thanked everyone at CEFLS for their patience for the use of the driveway during construction.

Questions to Anne de la Chappelle:

A discussion took place about middle school females being problematic at PPL. Dorothy Latta asked if this has been an issue in the past or is this occurring in other libraries. Ms. Chappelle clarified that it was only amongst a specific group of girls and didn’t involve other patrons.

Director’s Report

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

- Civil Service notified CEFLS that a new Library Clerk exam will be offered in June. As a result, a new pool of applicants will be generated from this exam. He shared that a promising candidate was interviewed last week.

- Anja Bouchard has coordinated with Senior Services/Meals on Wheels to deliver library materials to homebound patrons. The pilot program will begin with six patrons. CEFLS will deliver library materials to the Meals on Wheels site as a one-stop delivery. Meals on Wheels will then distribute the materials to the patrons.

- A vote passed in Elizabethtown solving the issue of Wadhams and Westport getting charged for the use of both libraries.
Questions to Steve Kenworthy:

Steve was asked to confirm that as of June, CEFLS will not have the option of remote board meetings. He affirmed on June 14th, 2022 the option of remote meetings will expire unless the governor extends the state of emergency. If the extension does not occur, CEFLS will revert to in-person meetings starting in June 2022.

Mr. Kenworthy offered to activate the remote sites if the board was interested. Currently, remote sites exist in Saranac Lake, Schroon Lake, and Malone.

A new law will allow board members to use a private connection to attend a meeting under extraordinary circumstances. Utilizing a private connection to vote would require that a quorum must be present at the board meeting site.

Financial Report

Dorothy Latta motioned to approve the Financial Report for January 2022, as presented by Michael Spofford, seconded by Mary Abendroth.

Michael Spofford reported:

- Next week, CEFLS will interview an accounting volunteer to assist with various accounting tasks. Mr. Spofford will verify if she is still on the Chazy board to ensure a conflict of interest will not exist.

- Mr. Spofford apologized for the delay in the financial reports. He cited a reduced work week, preparing the CEFLS Annual Report, and processing payables and payroll as factors. He hoped to have the February financials completed later in the week.

Dorothy Latta asked Mr. Kenworthy to facilitate bringing the financial reports up to date.

Motion carried unanimously.

Questions to Michael Spofford:

Dorothy Latta asked if the volunteer would pose a potential issue with the collective bargaining unit. Michael responded that it wouldn't because the duties would fall under a Management Confidential position. He replied that he has spoken with the union and there would not be any overlap of union duties.

Committee Reports

Nothing to report.
Unfinished Business

A. Remote Meeting Sites/Discussion

This topic was discussed earlier in the meeting. A list of remote sites currently available for use will be presented and discussed at the next meeting.

New Business

A. Offsite Board Meetings/Discussion

Several trustees shared what a positive experience offsite meetings have been in the past. The goal is to visit one library per county during the summer and early fall.

CEFLS will contact the member libraries and develop an offsite meeting schedule for discussion at the June board meeting.

Adjournment

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:05 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 - 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**

June 2022

~ Submitted by Steve Kenworthy

**June 2022**

**Staff**

An offer has been extended to an applicant to fill our Library Clerk position. We’re awaiting a response. I should have more information to share at the Board Meeting.

Debby Powers, a volunteer with an accounting background, is now helping Michael with data entry, payroll processing, filing, and AR/AP.

Todd Roberts has been hired as a substitute van driver.

**Annual Report**

All member libraries’ Annual Reports have been submitted and approved by the State. The CEFLS Annual Report will be completed and submitted for State Library review and approval by the 27th.

**Open Meetings Law**

The provisions for videoconferencing board meetings during a proclamation of a state emergency have now lapsed and Boards are required to meet in person except in very limited situations. We are working on setting up satellite videoconferencing locations at Malone, Saranac Lake and Schroon Lake for Board members to attend remotely. But there is a significant condition for this in that in order for the remote location to be “official” a quorum must exist at the primary (in person) location. Therefore, it is vital that we establish an in-person quorum in Plattsburgh.

**ALA and the June Board Meeting**

I will be attending the ALA meetings from June 22 – 27. This extends over the June meeting date (June 27). I should be able to Zoom in to attend the Board meeting. It’s a little ironic that when the Board first gathers in person for their meeting the Director will be the one Zooming in.

**Love Your Library Funds**

The State Library has been informed that a one-time disbursement of $150,000 will be distributed to the 23 Public Library Systems to aid member libraries with their summer reading programs. These funds come from Income Tax check boxes and license plates. **CEFLS’ portion (determined in part by 2020 census figures) will be $3342.** The money will be distributed the first part of July.
Technical Services Department

May 2022
By Anne Jobin-Picard

May

- Daily Pull List / OCLC/ Due North
  - 332 pulled items for member libraries for delivery
  - 113 pulled items for correctional facilities for delivery
  - OCLC 22 items loaned, 18 items borrowed
  - Due North 3 items loaned, 11 items borrowed

- Cataloging
  - Items cataloged 1005
  - 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
  - Provided support to consulting libraries for AR and other inquiries

- Webinars/Training/Zoom/Misc.
  - May 10, 2022 Towards a New Era in Canada-US Relations by US Ambassador to Canada/N.C. Chamber
  - May 11, 2022 Crisis and Violence Prevention by Rochester Library Council
  - May 18, 2022 Wellness in the Library Workplace by Rochester Library Council
  - May 24, 2022 Reimagining Automated Library Communications by NNYLN
  - Professional Collection and Adirondack Collection Weeding
  - May 20, 2022 Clerk Interview committee meeting with applicant

- Attend Team Meetings/Member Library Meetings
  - CEFLS Member Library Zoom meetings
  - CEFLS Staff Meeting
• 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**

• Daily Pull List (as needed)
• Overdues
  o Generate weekly reports
  o Monitor overdue status of items
• ILL Requests
  o OCLC
  o Due North
  o Generate reports for monthly stats
  o Monitors status of items for Due North and OCLC
  o Prepare and Coordinate Empire Delivery
• New book orders
• 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 142
  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 OCLC Holdings deletions
  o May 20, 2022 Clerk Interview committee meeting with applicant

  **Eli Haynes – Library Page**

• Shelving
• Assist with weeding as generated from list
• Unpack Rotating Collections
• Webinars/Training/Zoom/Misc.
  o Attended Weekly Staff Meeting
Library Computer Specialist Report
May 2022
~Submitted by David Fuller

May

- Assisted 10 patrons directly with problems logging into the online catalog or Libby/OverDrive system.
- 2 Book Club in a Bag kits went out to libraries and correctional facilities this month.
- Cancelled our subscription to Tockify, an application that integrated custom calendars into our website, and replaced it with ICS Calendar. ICS Calendar allows for a one-time purchase (rather than a subscription) that gives us calendars for up to two different websites. Not only does this allow us to add custom calendars to both cefs.org and routestorecovery.org, it will end up being a cost savings in the long term.
- Attended the WatchGuard Firebox 101 webinar on 5/3. This session went over various malicious attacks that are currently making the rounds on the Internet along with tips on how to adapt to them.
- Met with Westport Library via Zoom on 3/5 to discuss NYS Construction Grants, both past and future.
- Assisted with the STEAM Workshop that was hosted at CEFLS on 3/6.
- Completed the Intro to Search Engine Optimization (SEO) online course provided by our webhost, SiteGround. This should assist me in the construction our websites, making them more catered towards search engines (such as Google).
- Fixed an error with a Keeseville Library patron's account on 5/10.
- Steve and I met with representatives from SirsiDynix via Zoom on 5/11 to discuss our current software needs.
- Created a website 'sandbox' of sorts on 5/11 to allow Chazy Public Library to see if our webhost and website template would be a good fit for them.
- Provided an interactive training session on Horizon for Keeseville Free Library via Zoom on 5/17.
- Met with Saranac Lake Free Library on Zoom on 5/17 to provide an overview and answer any questions regarding the NYS Construction Grant process.
- Met with Westport Library over the phone on 5/23 to advise them on technology needs for their staff computers as well as NYS Construction Grants.
- Assisted Keene Valley Library on 5/24 with a patron issue regarding the Libby app for ebooks and e-audiobooks.
- Received and replaced our set of 11 mobile hotspots on 5/24. Mobile Beacon, who provides the hotspots for nonprofits, provided the new models free of charge.
- Met with Elizabethtown Library over the phone on 5/25 to advise them on technology needs and potential uses for patron-facing computers and other devices.
- Changed Keene Valley Library's overdue notice language on 5/25 on their request as they no longer collect overdue fines.
- Attended the SirsiDynix webinar *Creating Search Limits in Enterprise* on 5/26. This reviewed how to add new options to patrons on how to search the items available through the online catalog.

- Created new email filtering rules in the backend of the Microsoft Office 365 account on 5/27 after noticing an uptick in potentially malicious files attached to spam emails. The new rules should prevent particular types of files that could be malicious from ever getting to a user’s inbox or even the junk folder.

- 2 charging containers filled with 6 Chromebook laptops each were sent to Champlain Memorial Library on 5/31 to support their Senior Planet programming. The containers provide a place to store, charge, transport, and protect the technology that was purchased with grant funding.

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Outreach Department Report

May 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:

- Our drivers handled over 16,100 items during the month of May. 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.
- 54 rotating collections were delivered in May. Ellenburg Center Reading Center made a request to start receiving juvenile and adult print collections.
- Anja held a meeting with the drivers. We discussed the start of deliveries for homebound individuals, safety measures, and potential delivery changes.
- Anja explored the possibility of switching from cardboard boxes to a bin system for our deliveries to member libraries. This would provide a sturdier option for transport and more consistency in the size and weight of the containers.
- Deb did a fantastic job cleaning and organizing the garage.

Meetings:

- Anja attended the Senior Planet Quarterly Meeting.
- Juliette and Anja participated in a meeting with Penny Clute and Emily Stacey of the Tsi'jetsenth'a (GeeYeh Jon' Ta)/Plattsburgh Art Project to plan the events for our collaborative project.
- Anja attended a NYLA Membership Committee meeting.
- Anja hosted a working group meeting with the Senior Correctional Facility Librarians in preparation for the upcoming contract negotiations. Meg Backus joined us 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.

Advocacy/Publicity/Outreach:

- Juliette worked with Amy Myers from Saranac Elementary School to coordinate times for the use of our new Storybook Walk, Hello Lighthouse by Sophie Blackall.
- We continued to post a variety of content on social media with the goal of promoting System resources, member libraries, and reading. As of 6/15/22:
  - We have 118 followers on Twitter.
• We have 435 followers on Instagram. Our most popular post in May was a picture of the entrance at Keeseville Free Library. It received 11 reactions.
• We have 1,301 likes on our Facebook page. The CEFLS post with the greatest reach shared information about all of our member libraries having at least one Discovery Pass to the Wild Center thanks to a Generous Acts grant from the Adirondack Foundation. It reached over 3700 people and was shared 30 times. One of our most popular shares was an announcement by Saranac Lake Free Library welcoming their new director, Jake Widrick. It received 15 reactions and reached 271 people.
• The graphs below show the number of people who saw any content from or about our Facebook and Instagram pages since the last report. This metric is estimated.

Training/Continuing Education:
• Juliette attended the following webinars:
  o Beginning Readers 101
    This webinar discussed the various reading levels and how they differ from publisher to publisher. It included information on selecting beginning reader books for collections based on criteria such as font size (18-22-point font), sight words, simple sentences, and illustrations that assist with understanding of the story.
  o First Amendment Audits
  o Book Challenges and Intellectual Freedom: Proactive Planning for Public Libraries
• The Outreach Department hosted a virtual STEAM workshop with presentations by Aaron Miller (Director, Keene Public Library) and Leah Hamilton (Work Force Development Coordinator with extensive experience in public library administration). Juliette provided an overview of two new STEAM/coding kits (Code a Pillar Twist and Code and Go Mouse Robot) that we have available at CEF for libraries and patrons to check out. We received very positive feedback on the evaluation surveys.
Projects:

- Anja was notified that we were awarded $4000 in Clinton County Tobacco Settlement Funding. These funds will cover a series of events in partnership with the Tsi ijetsneta (GeeYeh Jon’ Ta)/Plattsburgh Art Project to be held at various library locations in Clinton County. The project includes two events (one for children and one for adults) by the Native North American Travelling College, three 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 will be used to purchase relevant books and CDs that could be added to member library collections.
- Anja authored and submitted a grant application to the Adirondack Foundation in the amount of $6131 to provide events in partnership with the Tsi ijetsneta (GeeYeh Jon’ Ta)/Plattsburgh Art Project in Essex and Franklin Counties.
- Juliette corresponded with Dannemora Federal Credit Union to coordinate a financial literacy program for teens that will be offered out to our member libraries.
- Weeding at CEF and our participation in the Sustainable Shelves Program continued through the efforts of Juliette, Anja, Anne, Mary, Kim, and Eli.

Miscellaneous:

- Anja attended Pete Benson’s retirement reception at Saranac Lake Free Library. They had a wonderful turnout. It was announced that Pete was one of the recipients of the NNYLN Award for Excellence in Library Service!
- Anja picked up cases of masks and sanitizer from the United Way and distributed them to interested member libraries.
- Juliette provided consultant support to Keeseville Free Library.
- Anja provided consultant support to Hammond Library in Crown Point and to Dannemora Free Library.
- Anja distributed the Fort Ticonderoga discount cards to member libraries.
- Juliette and Anja worked with member libraries to make revisions to their annual reports in response to feedback from DLD.
- Anja updated the results for the following sections of the CEFLS annual report: Delivery, Adult Literacy, Coordinated Outreach, Correctional Facilities (State and County), Geographically Isolated, and Advocacy.
- Juliette updated the results for the following sections of the CEFLS annual report: Youth Services and Early Literacy.
- Anja participated in Catherine Steele’s interview for the Library Clerk position with Steve, Anne, and Kim.
- David printed copies of our Routes to Recovery booklet for Community Service Project of the North Country.
• Anja distributed the books collected by the Dannemora Federal Credit Union book drive to interested member libraries.

• The Outreach Department provided several items to Lake Placid Public Library for their participation in the Lake Placid Community Day including dinosaur die cuts, an inflatable bowling game, a lawn game, and a dinosaur costume.

• The Outreach Department continued to put together rotating collections of print materials, audiobooks, and DVDs for member libraries. In addition to routine collections, Juliette pulled a special collection of Wonderbooks for Lake Placid Public Library to be used for Literacy Volunteers students.
Clinton Essex Franklin Library System
Revenue vs. Expenditures Comparison Report as of February 28, 2022 & 2021

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<td>113.71</td>
<td>8.52</td>
<td>2,732.34</td>
<td>2,670.47</td>
<td>61.87</td>
<td>2.32</td>
</tr>
<tr>
<td>Supplies</td>
<td>1,702.80</td>
<td>962.74</td>
<td>740.06</td>
<td>76.87</td>
<td>3,919.24</td>
<td>2,277.52</td>
<td>1,641.72</td>
<td>72.08</td>
</tr>
<tr>
<td>Mem. Lib. Purchases</td>
<td>261.04</td>
<td>57.14</td>
<td>203.90</td>
<td>356.84</td>
<td>303.17</td>
<td>106.98</td>
<td>196.19</td>
<td>183.39</td>
</tr>
<tr>
<td>Maintenance &amp; Repairs</td>
<td>4,426.70</td>
<td>4,121.67</td>
<td>305.03</td>
<td>7.40</td>
<td>10,160.81</td>
<td>7,777.61</td>
<td>2,383.20</td>
<td>30.64</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>2,183.04</td>
<td>2,071.40</td>
<td>111.64</td>
<td>5.39</td>
<td>4,394.93</td>
<td>4,233.96</td>
<td>160.97</td>
<td>3.60</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>90,873.67</td>
<td>83,961.77</td>
<td>6,911.90</td>
<td>8.23</td>
<td>176,341.55</td>
<td>160,370.77</td>
<td>15,970.78</td>
<td>9.66</td>
</tr>
<tr>
<td>Net Revenue Over Expenditures</td>
<td>(58,388.45)</td>
<td>(80,756.43)</td>
<td>22,367.98</td>
<td>(27.70)</td>
<td>(116,284.28)</td>
<td>37,778.62</td>
<td>(154,062.90)</td>
<td>(407.80)</td>
</tr>
</tbody>
</table>
Clinton Essex Franklin Library System  
Balance Sheet as of February 28, 2022

<table>
<thead>
<tr>
<th>Current Period Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
</tr>
<tr>
<td>Cash In Checking (CBNA)</td>
</tr>
<tr>
<td>Petty Cash</td>
</tr>
<tr>
<td>Cash - Payroll (CBNA)</td>
</tr>
<tr>
<td>Cash in Money Market (CBNA)</td>
</tr>
<tr>
<td>M.M. Account# 1300212287</td>
</tr>
<tr>
<td>Accounts Receivable-Other</td>
</tr>
<tr>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>Pre-Paid Expense</td>
</tr>
<tr>
<td>Due From Operating Fund</td>
</tr>
<tr>
<td>Total Current Assets</td>
</tr>
<tr>
<td><strong>Fixed Assets</strong></td>
</tr>
<tr>
<td>Fixed Assets</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
</tr>
<tr>
<td>Investments</td>
</tr>
<tr>
<td>Collections</td>
</tr>
<tr>
<td>Total Fixed Assets</td>
</tr>
<tr>
<td>Total Assets</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities &amp; Equity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liabilities</strong></td>
</tr>
<tr>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Ellenburg Ctr. RC liability</td>
</tr>
<tr>
<td>Trustee’s account</td>
</tr>
<tr>
<td>Compensatable Leave</td>
</tr>
<tr>
<td>FUTA Liability</td>
</tr>
<tr>
<td>Health Insurance Liability</td>
</tr>
<tr>
<td>NYSERS Liability</td>
</tr>
<tr>
<td>CSEA Liability</td>
</tr>
<tr>
<td>United Way Liability</td>
</tr>
<tr>
<td>Chazy Public Library Liability</td>
</tr>
<tr>
<td>Mooers Free Library Liability</td>
</tr>
<tr>
<td>Employee Fund Liability</td>
</tr>
<tr>
<td>Total Liabilities</td>
</tr>
</tbody>
</table>
### Clinton Essex Franklin Library System
### Balance Sheet as of February 28, 2022

**Continued**

<table>
<thead>
<tr>
<th>Current Period Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equity</strong></td>
</tr>
<tr>
<td>Unrestricted Net Assets</td>
</tr>
<tr>
<td>Capital Equipment Reserves</td>
</tr>
<tr>
<td>Board Designated Contingency</td>
</tr>
<tr>
<td>Building Project Reserves</td>
</tr>
<tr>
<td>Technology Project Reserves</td>
</tr>
<tr>
<td>Compensated Absence Reserve</td>
</tr>
<tr>
<td>Special Project Reserves</td>
</tr>
<tr>
<td>Unemployment Ins. Reserve</td>
</tr>
<tr>
<td>Litigation Reserve</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change to equity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Realized Gain</td>
</tr>
<tr>
<td>Unrealized Gain(Loss)</td>
</tr>
<tr>
<td>Gain/(Loss) on Sale of Assets</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td><strong>Total Change to equity</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Current Period Balance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Liabilities &amp; Equity</strong></td>
</tr>
</tbody>
</table>
2022 BOARD MEETING DATES

(FOURTH MONDAY OF THE MONTH)

4:30 P.M. IN CEFLS BOARD ROOM

(UNLESS NOTED OTHERWISE)

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.
OFFSITE BOARD MEETING SCHEDULE

CLINTON COUNTY SITE

DANNEMORA FREE LIBRARY – August 22, 2022 @ 4:30 p.m.

40 Emmons Street
Village Community Building
P.O. Box 730
Dannemora, New York 12929-0730

DIRECTOR: ALEX CHASE

ESSEX COUNTY SITE

LAKE PLACID PUBLIC LIBRARY – September 26, 2022 @ 4:30 p.m.

2471 Main Street
Lake Placid, New York 12946

DIRECTOR: BAMBI PERDU

FRANKLIN COUNTY SITE

MALONE WEAD LIBRARY – October 24, 2022 @ 4:30 p.m.

64 Elm Street
Malone, New York 12953-1594

DIRECTOR: MARY MCDONALD
The roofing replacement is complete except for the coping, and the area around the chiller. There is extensive damage to the chiller deck and parapet walls. AEDA is working to figure out where the moisture is coming from and how best to address it. This may evolve into a separate project.

So far, the project is about $11,000 over the initial bid due to unforeseen problems found under the old decking. This is work that may not have been completed the last time the roof was replaced. These costs are based on time and materials.

Our Clerk Sandra White has resigned to make a career change. We have begun the process of hiring a new Clerk from the Civil Service list. We will begin interviewing June 27th.

The City hosted an employee recognition picnic Sunday, June 12th at the beach. It was well attended and Joe Lewis BBQ was served! Former Councilman Steve Brodie opted not to take a salary while he served and asked that it be used to recognize employees.

The Librarians have been hard at work getting ready for the Summer Reading Program. This year’s theme is “Oceans of Possibilities”, and they have been very creative with props, badges, etc.

The AFSCME Union contract expires June 30th. We have reached out to Jacqueline Kelleher at Stafford & Owens for legal representation as we begin to negotiate a new contract.

Submitted by: Anne de la Chapelle, Library Director