

CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM BOARD OF TRUSTEES MEETING

*Monday, September 26, 2022 at 4:30 p.m. @
Lake Placid Public Library
2471 Main Street
Lake Placid, N.Y. 12946*

Link for this Zoom meeting:
cefls.org/cefls-board

Meeting number: 871 3205 4301

Password: CEFLS

AGENDA

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - A. Approval of absences
 - B. Approval of September 26, 2022 agenda
 - C. Approval of Minutes of the August 22, 2022 meeting
 - D. Committees for which there are no reports at this time – Advocacy, Executive, Health Plan, Negotiating, Nominating, Personnel, and Property
- IV. Public Comment Period
- V. Communications
 - A. Remembrance-Janice Allen/Paine Memorial Library
 - B. Adirondack Almanack-CEFLS Partners with Mohawk Art Group
- VI. President's Remarks
- VII. Plattsburgh Public Library Report
- VIII. Director's Report
- IX. Financial Reports
- X. Committee Reports
 - A. Finance Committee- Review/Discuss Request for Quotes for Outside Auditors
- XI. Unfinished Business
- XII. New Business
 - A. 2022-2023 Snow Quotes
 - B. 2021-2022 Central Library Services Aid-Materials
 - C. 2023 Construction Applications Review and Ranking-Review/Approval
 - D. Review/Approve Purchase Order for Asbestos Testing
- XIII. Adjournment

Please RSVP to Brenda Mooney, bmooney@cefls.org, by Thursday, September 22, 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.

**CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING PACKET**

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CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held August 22, 2022

Call to Order

The Board of Trustees meeting was called to order at 4:35 p.m. on Monday, August 22, 2022, at Dannemora Free Library, 40 Emmons Street., Dannemora, New York, by Tom Mandeville Board Vice 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 Dannemora Free Library: Tim Rowland, Sarah Vaillancourt

Present via Zoom: Mary Abendroth, Nicky Bryant, Hope Cassavaw, Liz DeFonce, Chris Drennan, Andrew Lomanto, Tom Mandeville

Excused Absences: Linda Crosby, Gayla LePage, Lonnie Roth Fairchild, Dorothy Latta, Jennifer Yando

Unexcused Absences: Scott McDonald

Staff Present at Dannemora Free Library: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant; David Fuller, Library Computer Specialist

Staff Present via Zoom:

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

Consent Agenda

Steve Kenworthy noticed that edits were necessary in the minutes of the July 25, 2022 board meeting which included:

- On the last page, the motion to approve the Central Library Services Aid was changed to Motion failed with 7 votes in favor and 1 abstention from Dorothy Latta. (See August 22, 2022 minutes)

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of August 22, 2022 amended agenda.
- Approval of the amended minutes of the July 25, 2022 meeting with corrections noted above.
- Committees for which there are no reports at this time: Advocacy, Executive, Health Plan, Negotiating, Nominating, Personnel, and Property.

The amended consent agenda was approved unanimously.

Public Comment

Nothing to report.

Communications

Norma Menard, co-director of the Mooers Free Library, was interviewed for an article in Senior Planet. Ms. Menard spoke about how she brought Senior Planet's computer classes to the Mooers Free Library. She shared the positive effects the classes have had so far. In particular, the classes have been drawing more community members into the library.

Saranac Lake Free Library was featured in the Adirondack Daily Enterprise announcing the appointment of its new director. Jacob Widrick is currently the new director, following Pete Benson who recently retired. The article gave an overview of Mr. Widrick's education, prior professional accomplishments, and his love for the Saranac Lake area.

President's Remarks

Nothing to report.

Plattsburgh Public Library (PPL) Report

Anne de la Chapelle did not have anything additional to add to her submitted report.

Director's Report

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

- **Library Clerk**

Mr. Kenworthy informed the board that the recently hired Library Clerk failed to report for her first day of work. Mr. Spofford made several attempts to contact her but has not been successful so far. It is unclear about the status of the position at this time.

- **Anja Bouchard-Recognition**

Mr. Kenworthy wanted to recognize Anja Bouchard, Outreach Librarian for her coordinated efforts with the correctional institutions. Each year, Ms. Bouchard executes contracts with each of the correctional institutions for the services that CEFLS will provide in the upcoming year. Ms. Bouchard's contract preparation facilitated a smooth negotiation process.

Questions to Steve Kenworthy:

A question was presented if the county jails were included as part of the correctional institutions. Mr. Kenworthy replied that the county jails were not included as such and were viewed as separate from the correctional institutions.

Financial Report

Mary Abendroth motioned to approve the amended Financial Report for April 2022, as presented by Michael Spofford, seconded by Andrew Lomanto.

Michael Spofford reported:

- The CEFLS Annual Report was completed and approved by NYS.
- Composing the draft proposed operating budget for the counties proved to be very time consuming last month. Additional reports were prepared for submission to the county.
- Michael anticipated completing the next financial report by the end of the week.

Motion carried unanimously.

Questions to Michael Spofford:

Committee Reports

Finance Committee:

A. *Proposed 2023 Annual Budget*

Mr. Spofford explained the purpose of creating a proposed budget is to provide information to the counties for the budget requests. He added the sponsored counties take interest in how CEFLS spends its money and from what funding streams. He felt his estimation of the numbers in the proposed budget are as accurate as he can provide at this time. Some projections are still in question such as: NYSHIP health insurance, Medicare B Reimbursement, Management Confidential health insurance, and the union contract salaries. He pointed out that he increased the budget amounts for vehicle fuel due to the current prices.

Hope Cassavaw made a motion to approve the 2023 proposed Annual Budget as presented, seconded by Tom Mandeville.

Motion passed unanimously.

B. Proposed 2023 County Budget Requests

Mr. Spofford, in agreement with Mr. Kenworthy, presented a proposal request to the counties asking for a 10% budget increase over the previously approved 2022 amount. He cited inflation and increased cost of our major expenses.

Hope Cassavaw made a motion to request a 10% budget increase from Clinton, Essex, and Franklin counties, seconded by Tim Rowland.

Motion passed unanimously.

Unfinished Business

A. Videoconferencing Policy-Review/Approval

Mr. Kenworthy presented an overview of the policy that would begin after the Governor's state of emergency is lifted. Mr. Kenworthy cited an article in the Press-Republican indicating the governor was receiving pressure to remove the state of emergency contingencies. He reiterated last month a resolution was passed to have a policy, and this month we would be voting on the policy itself.

Nicky Bryant made a motion to approve the Videoconferencing Policy that would go into effect when the governor lifts the emergency measures associated with COVID, seconded by Andrew Lomanto.

Motion passed unanimously.

B. Central Library Services Aid- Revote

Mr. Kenworthy explained the board would need to vote again to approve the Central Library Services Aid budget.

The Central Library Services Aid was passed last month in error as a majority vote had not been established. The motion was passed with 7 votes in favor and 1 abstention which did not establish a majority vote.

The minutes were amended to state the motion failed with 7 votes in favor and 1 abstention by Dorothy Latta.

Mary Abendroth made a motion to accept the previously considered Central Library Services Aid as presented, seconded by Hope Cassavaw.

Motion passed unanimously.

New Business

A. *Lost and Damaged Book Policy-Review/Approval*

Mr. Kenworthy explained that when a recent situation presented itself the existing policy was unclear as to how to rectify the problem. The policy was outdated and ready for revision. The revised policy was more specific and detailed on how to charge member libraries for lost or damaged books.

A motion to approve the revised Lost and Damaged Book Policy, was made by Mary Abendroth seconded by Hope Cassavaw.

Motioned passed unanimously.

Adjournment

There being no further business to come before the Board, Tom Mandeville 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 **CAT**alog 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 Markup 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

Steve Kenworthy

September 2022

Construction update

After posting for bids it was quite clear that we were not ready. We had not addressed to large issues: 1) Asbestos testing and abatement and 2) detailed roofing specifications. We rescinded the call for bids and met with our engineer/architect to address these issues. More complete job specs are being developed. We have a bid from one asbestos abatement company for testing our roof for asbestos. It may be appropriate to activate the Property Committee on this project.

Remote attendance

The Governor has declined to extend the emergency status that allowed (among other things) remote attendance at Board Meetings. This automatically kicked in our recently approved remote meeting policy. Under this policy it is expected that Board members attend their meetings in-person. Under "extraordinary circumstances" a Board member might be able to remotely attend the meeting. The policy requires that a quorum of the Board be present at the place where the Board meeting is held. Some additional requirements are a 4-day prior notice from the employee wishing to attend remotely; the remote connection must be available to the public; the meeting must be recorded and captioned; and the recording must be archived for 5 years.

Continuing Education opportunities

Sexual Harassment Prevention training. October 5 at either 9:00 AM or 3:00 PM. RSVP with Brenda.

Roberts Rules webinar. Sponsored by PULISDO with the expert from ALA. He promises that it will be more lively than the subject suggests. October 27, 5:00 – 6:30 PM.

The Trustees Handbook Book Club is readying the 2nd year of discussions. This is geared for Trustees and Directors. More information, including dates and times will be forthcoming.

NYLA annual meeting is slated for Nov. 1-5 in Saratoga Springs. Some staff will be attending. Does anyone on the Board wish to attend any of the sessions?

County budget requests

We submitted our annual budget requests to the three counties asking each for a 10% increase over the previous year. There will be a public comment session in each of the 3 counties. I plan to be at these sessions. I hope Board members will also attend their own county's hearing. I will send out the information as soon as we have it. Also, if you have a connection with any county legislator/supervisor, please contact them and advocate for library funding.

Technical Services Department

August 2022

By Anne Jobin-Picard - Librarian

AUGUST

- Daily Pull List / OCLC/ Due North
 - 402 pulled items for member libraries for delivery
 - 120 pulled items for correctional facilities for delivery
 - OCLC 26 items loaned, 23 items borrowed
 - Due North 5 items loaned, 1 item borrowed
- Cataloging
 - Items cataloged 1047
 - 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
 - Provide support when needed to library page
 - Covered for staff vacations/etc.
- Zoom French Conversation Group- Mondays
 - Averaged 3 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.
 - August 18,2022 *Transformational Assessment-Measuring What Matters* by CLRC
- Attend Team Meetings/Member Library Meetings
 - CEFLS Member Library Zoom meetings
 - CEFLS Staff 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
- Repair books
- Staff Training/Supervisor
 - Katelynn H. (library page)
- Staff Training
 - Provide training and support to coworkers as needed
- Cataloging
 - Items cataloged 243
 - 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
 - OCLC Holdings deletions
 - 8/24/22 Horizon training Tupper Lake

Eli Haynes – Library Page

- Shelving
- Assist with weeding as generated from list
- Unpack Rotating Collections as needed
- Webinars/Training/Zoom/Misc.
 - Attended Weekly Staff Meeting

Library Computer Specialist Report

August 2022

~ Submitted by David Fuller

AUGUST

- Assisted 22 patrons with issues regarding logging in or using online resources last month.
- There were 14,324 unique visits to cefls.org and 611 unique visits to routestorecovery.org last month.
- 2 Book Club in a Bag kits went out to libraries and correctional facility libraries last month.
- Continued to tweak spam filtering settings to better block malicious content from reaching the inbox of staff.
- Worked throughout the month in assisting libraries in applying for State construction grant funding.
- Set up new collection codes for Belden-Noble Memorial Library in Essex, new item types for Rouses Point Dodge Memorial Library, and new borrower types for Chateaugay Memorial Library in Horizon on 8/1.
- Migrated Rouses Point Dodge Memorial Library's custom website to our own host on 8/2, saving them some money on the cost.
- Attended the *Search Results Display* webinar on 8/3 that covered how to customize settings in our online catalog Enterprise.
- Assisted Plattsburgh Public Library with an issue regarding blocks on a patron's account in Horizon on 8/8.
- Changed backend settings in Horizon on 8/9 to allow items that were noted as being on the "shelving cart" to be available for their pull list.
- Installed Horizon on a laptop for Goff Nelson Memorial Library in Tupper Lake on 8/9.
- Installed Horizon on 7 computers at Wead Library in Malone on 8/10.
- Assisted Westport Library with receipt printer issues in Horizon on 8/11.
- Installed Horizon on another computer for Goff Nelson Memorial Library in Tupper Lake on 8/12.
- Assisted Dannemora Free Library with an issue booting Horizon on 8/15.
- Assisted Wead Library in Malone with display settings for Horizon on 8/17.
- Assisted Dannemora Free Library with an error in Horizon and installed Horizon on a separate computer for them on 8/22.
- Assisted Dannemora Free Library with a new error in Horizon caused by a Windows update on 8/23.
- Attended a meeting in regard to the Senior Planet program and its future on 8/24.
- The server connection to the main Horizon database began experiencing issues on 8/24, which led to a complete disconnect by 8/29. In conjunction with North Country Library System, Westelcom, and Firstlight, the connection issues were resolved by 8/30.
- Assisted Chazy Public Library with converting marketing materials for their Senior Planet programming to PDF on 8/31.

OverDrive Checkouts Library	June		July		August	
	2021	2022	2021	2022	2021	2022
AKW	19	19	18	34	13	35
AUS	51	24	45	22	52	35
BOCES/CVES	65	21	7	6	1	2
CEF	5	9	5	5	2	8
CHM	4	15	5	29	5	12
CHT	23	32	15	27	17	26
CHZ	31	36	50	32	39	27
CRW	7	5	6	5	13	6
DAN	10	30	27	35	34	45
ELI	26	14	35	12	27	21
ELL	11	7	12	15	12	13
ESS	10	32	10	24	24	13
KEN	30	19	37	15	26	12
KES	70	66	66	86	70	59
KEV	71	31	51	28	56	45
LKP	185	152	200	171	192	135
MOR	5	15	1	14	8	11
PER	139	78	140	126	148	138
PLA	870	725	869	782	854	729
POR	8	11	16	17	11	10
ROU	36	35	56	44	39	31
SCH	74	54	76	71	60	69
TIC	69	90	87	102	131	113
TUP	113	159	116	162	109	137
UPP	19	58	34	46	24	33
VNP	203	240	223	298	221	223
VOA	466	458	475	454	481	448
WAD	14	23	11	17	11	6
WCH	9	9	11	13	8	10
WLM	31	18	24	20	34	28
WPO	37	60	46	49	29	50
WSB	27	31	27	39	22	32
Total	2738	2576	2801	2800	2773	2562
Increase/Decrease		-6%		0%		-8%

OverDrive Patrons Library	June		July		August	
	2021	2022	2021	2022	2021	2022
AKW	7	8	7	7	7	9
AUS	17	12	14	9	9	10
BOCES/CVES	36	13	4	4	1	1
CEF	3	2	3	3	1	3
CHM	3	3	1	5	3	5
CHT	3	4	4	4	4	5
CHZ	10	16	14	13	15	11
CRW	4	2	4	2	4	2
DAN	5	11	8	11	7	9
ELI	8	5	7	3	7	5
ELL	4	3	3	3	3	6
ESS	7	10	7	7	8	7
KEN	7	3	5	3	5	1
KES	23	14	19	25	21	19
KEV	17	12	11	13	14	16
LKP	57	48	50	43	51	46
MOR	3	7	5	7	3	4
PER	39	24	39	31	39	38
PLA	242	222	255	232	252	223
POR	4	4	6	6	4	5
ROU	11	11	11	12	10	9
SCH	26	25	27	2	26	24
TIC	30	32	36	31	37	35
TUP	30	40	37	31	31	38
UPP	8	18	12	40	11	14
VNP	57	72	60	13	62	64
VOA	128	127	134	70	137	123
WAD	8	6	5	6	5	5
WCH	4	4	4	3	5	5
WLM	8	6	8	7	10	5
WPO	11	15	17	15	13	20
WSB	12	11	11	14	12	10
Total	832	790	828	675	817	777
Increase/Decrease		-5%		18%		-5%

Outreach Department Report

August 2022

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

Deliveries:

- Our drivers handled over 21,000 items during the month of August. 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.
- 67 rotating collections were delivered.

Meetings:

- Anja attended two Outreach Coordinator meetings.
- Anja participated in two JEDI (Justice, Equity, Diversity, and Inclusion) meetings with other library systems to develop ways to support rural libraries regarding the American Library Association's new Diversity Scorecard.
- Anja attended the Senior Planet Quarterly meeting and the North Country Digital Inclusion meeting with NNYLN regarding Senior Planet programming.

Advocacy/Publicity/Outreach:

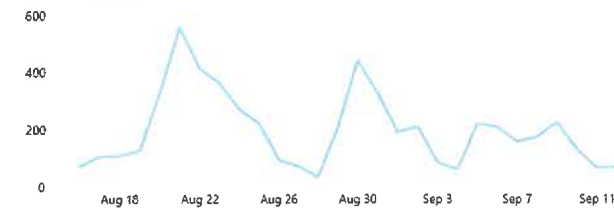
- Juliette and Anja provided a Green It Up program at Plattsburgh Public Library as part of a partnership with WPBS-TV in Watertown, NY. They showed a PBS video clip on creating gardens and offered a craft activity.
- Anja and Juliette attended the Adirondack Family Book Festival in Lake Placid. They talked to participants about library services and displayed Wonderbooks, kits from our Library of Things, and flyers. In addition, they offered several activities including planting sunflower seeds to take home, an Eric Carle thumbprint painting craft, and a storybook walk that complemented the nature theme.
- Juliette and Anja attended and assisted with the "Sundae Fundae Event" at Plattsburgh Public Library.
- Juliette visited Dannemora Free Library to assist with the "Creating Oceans of Sounds" program with RiverJack Z.
- We continued to post a variety of content on social media with the goal of promoting System resources, member libraries, and reading. As of 9/13/22:
 - We have 119 followers on Twitter.

- We have 461 followers on Instagram. Our most popular recent post invited people to stop by our table at the Adirondack Family Book Festival held at the John Brown Farm State Historic Site. It reached 465 people and received 16 reactions.
- We have 1,351 likes on our Facebook page. Recent CEFLS posts with the greatest reach included announcements about the RiverJack Z events at Dannemora Free Library and Chazy Public Library (total reach of 1,134 people) and the Akwesasne Women Singers program at Tupper Lake Public Library (total reach of 1,073 people). One of our most popular shares was a post by Akwesasne Library and Cultural Center about a visit to the library by Marlene Carvell, author of *Sweetgrass Basket*. It reached 357 people and received 15 reactions.
- The graphs below show the number of people who saw any content from or about our Facebook and Instagram pages during the last 28 days. This metric is estimated.

Reach

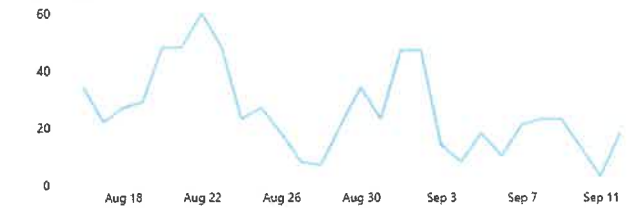
Facebook Page reach ⓘ

2,454 ↑ 4.7%



Instagram reach ⓘ

186 ↓ 11.8%



Projects:

- Anja was notified by the Adirondack Foundation that CEFLS was awarded a grant in the amount of \$6100.00 to implement the *Sharing the Values and Culture of the Haudenosaunee* project in Franklin and Essex Counties.
- One additional person signed up to receive books with their home-delivered meals for a total of ten participants.
- Juliette Coordinated with Clinton County Cornell Cooperative Extension to have their Nutrition Specialist speak to member libraries via Zoom about their free Teen Nutrition program as part of our Adulthood 101 project.
- Anja completed the summary survey for the Green It Up activities.
- Anja wrote and submitted the follow-up report form for the 2022 Generous Acts grant that provided funding for the Wild Center Discovery Passes for member libraries.
- The Outreach Department coordinated with member libraries and event providers to schedule programs for the *Sharing the Values and Culture of the Haudenosaunee* project. Juliette focused on events for youth and Anja concentrated on those with the

adult target audience. David created flyers and promotional materials as programs were scheduled.

- Weeding at CEF and our participation in the Sustainable Shelves Program continued through the efforts of Juliette, Anja, Eli, Anne, and Kim.

Miscellaneous:

- Anja cataloged and promoted two of the new Jump Start Early Literacy Kits that Juliette assembled.
- Libraries were asked to choose a free item to be purchased using the funds that we received from the Dannemora Federal Credit Union. The options included a prepublication book (the choices included two titles for adults and one picture book) or a craft kit.
- Anja advertised the job descriptions for director openings at Au Sable Forks Free Library and Keeseville Free Library on the NYLINE listserv and David posted them on the CEF website.
- Anja provided consultant support to Paine Memorial Library regarding staggered terms.
- Anja provided consultant support to Peru Free Library regarding long-range plans.
- Keeseville Free Library and Chateaugay Memorial Library requested information about the Easy Access Cards and Anja forwarded additional details.
- Anja made arrangements with Rainbow Printing to order new patron cards for 4 member libraries.
- Anja worked on scheduling a Coordinated Outreach Advisory Council meeting.
- The Office of Assemblyman Jones provided over 800 additional tests for COVID-19. Anja distributed them to member libraries.
- The Outreach Department continued to put together rotating collections of print materials, audiobooks, and DVDs for member libraries.

Clinton Essex Franklin Library System
Revenue vs. Expenditure monthly/YTD Comparison Report as of May 31, 2022

	<u>May 2022</u> <u>Actual</u>	<u>May 2021</u> <u>Actual</u>	<u>Current Period</u> <u>Change</u>	<u>Current</u> <u>Period %</u> <u>Change</u>	<u>Jan-May</u> <u>2022 Actual</u>	<u>Jan-May 21</u> <u>Act</u>
Operating Revenue						
State Aid (Basic)	0.00	0.00	0.00	0.00	0.00	163,507
Other State Aid	0.00	0.00	0.00	0.00	12,857.00	217,447
County Contracts	0.00	0.00	0.00	0.00	35,601.00	34,288
Contributions	37.33	22.92	14.41	62.87	259.49	58
Other Income	<u>6,130.22</u>	<u>1,813.18</u>	<u>4,317.04</u>	<u>238.09</u>	<u>47,417.22</u>	<u>70,806</u>
Total Operating Revenue	<u>6,167.55</u>	<u>1,836.10</u>	<u>4,331.45</u>	<u>235.90</u>	<u>96,134.71</u>	<u>486,108</u>
Total Revenue	<u>6,167.55</u>	<u>1,836.10</u>	<u>4,331.45</u>	<u>235.90</u>	<u>96,134.71</u>	<u>486,108</u>
Expenditures						
Personnel Expenses	40,115.65	37,560.10	2,555.55	6.80	225,083.87	187,565
Employee Benefits	3,398.78	3,233.26	165.52	5.12	34,910.53	33,974
Health Insurance	20,438.91	21,326.03	(887.12)	(4.16)	98,794.24	106,495
Fuel & Maint.-Vehicles	1,052.92	851.54	201.38	23.65	4,302.06	4,054
Library Materials	6,180.72	11,319.23	(5,138.51)	(45.40)	42,488.82	52,436
Grants-Mem.Lib.	0.00	0.00	0.00	0.00	12,158.83	16,001
Utilities/Telecommunications	907.28	889.57	17.71	1.99	6,437.71	6,181
Supplies	4,646.55	2,463.97	2,182.58	88.58	38,479.39	6,874
Mem. Lib. Purchases	(745.87)	516.44	(1,262.31)	(244.43)	2,137.35	1,164
Maintenance & Repairs	3,851.26	15,598.57	(11,747.31)	(75.31)	21,267.54	29,978
Miscellaneous	<u>5,523.72</u>	<u>2,362.93</u>	<u>3,160.79</u>	<u>133.77</u>	<u>36,945.26</u>	<u>26,860</u>
Total Expenditures	<u>85,369.92</u>	<u>96,121.64</u>	<u>(10,751.72)</u>	<u>(11.19)</u>	<u>523,005.60</u>	<u>471,588</u>
Net Revenue Over Expenditures	<u>(79,202.37)</u>	<u>(94,285.54)</u>	<u>15,083.17</u>	<u>(16.00)</u>	<u>(426,870.89)</u>	<u>14,520</u>

**Clinton Essex Franklin Library System
Balance Sheet Report as of May 31, 2022**

Current Period Balance

Assets

Current Assets

Cash In Checking (CBNA)	37,668.98
Petty Cash	150.00
Cash - Payroll (CBNA)	1,510.34
Cash in Money Market (CBNA)	460,948.99
M.M. Account# 1300212287	166,267.67
Accounts Receivable-Other	(2,637.05)
Accounts Receivable	6,796.62
Pre-Paid Expense	126,875.93
Due From Operating Fund	<u>800.09</u>
Total Current Assets	798,381.57

Fixed Assets

Fixed Assets	1,708,927.26
Accumulated Depreciation	(1,113,013.78)
Investments	9,888.18
Collections	<u>28,000.00</u>
Total Fixed Assets	<u>633,801.66</u>
Total Assets	<u>1,432,183.23</u>

Liabilities & Equity

Liabilities

Accounts Payable	37,489.62
Ellenburg Ctr. RC liability	7,549.87
Trustee's account	235.05
Social Security Payable	1,648.18
Medicare Payable	385.35
Federal Withholding Payable	1,666.02
Compensatable Leave	50,219.23
FIT Withholding Liability	(1,666.02)
Social Security Liability	(824.09)
Medicare Liability	(192.73)
FUTA Liability	610.83
Health Insurance Liability	900.12
NYSERS Liability	0.37
CSEA Liability	20.06
United Way Liability	253.00
Mooers Free Library Liability	91.14
Employee Fund Liability	<u>241.50</u>
Total Liabilities	98,627.50

Clinton Essex Franklin Library System
Balance Sheet Report as of May 31, 2022

Continued

Equity	
Unrestricted Net Assets	1,091,756.24
Capital Equipment Reserves	30,000.00
Board Designated Contingency	43,852.92
Building Project Reserves	1,997.00
Technology Project Reserves	21,500.00
Compensated Absence Reserve	52,500.00
Special Project Reserves	12,225.00
Unemployment Ins. Reserve	20,000.00
Litigation Reserve	3,000.00
Total Equity	1,276,831.16
Change to equity	
Realized Gain	641.24
Unrealized Gain(Loss)	79.54
Gain/(Loss) on Sale of Assets	750.00
Other	<u>55,253.79</u>
Total Change to equity	<u>56,724.57</u>
Total Liabilities & Equity	<u>1,432,183.23</u>

2022 BOARD MEETING DATES

(FOURTH MONDAY OF THE MONTH)

4:30 P.M. IN CEFLS BOARD ROOM
(UNLESS NOTED OTHERWISE)

October 24, 2022 OFFSITE LOCATION-Malone

November 28, 2022

December 2022

Whether to have a December meeting will be determined at a later date.