Remote participation will be made available upon “Extraordinary circumstances” as per our policy. Please notify Michael or Steve.

AGENDA

I. Call to Order
II. Roll Call
III. Consent Agenda
   A. Approval of absences
   B. Approval of November 28, 2022 agenda
   C. Approval of Minutes of the September 26 and October 24, 2022 meetings
   D. Committees for which there are no reports at this time – Advocacy, Executive, Financial, Health Plan, Negotiating, Personnel, and Property
IV. Public Comment Period
V. Communications
   A. Saranac Lake Free Library – River Jack Z
VI. President’s Remarks
VII. Plattsburgh Public Library Report
VIII. Director’s Report
IX. Financial Reports
X. Committee Reports
   A. Nominating Committee – 2023 Nominations
XI. Unfinished Business
   A. Roof Replacement Project - Update
XII. New Business
    A. Discussion of Remote Board Meeting Sites
    B. 2023 Board Meeting Dates - Review/Approval
    C. TRANE-HVAC Equipment Proposal- Review/Approval
    D. Dannemora Variance
XIII. Adjournment

Please RSVP to Brenda Mooney, bmooney@cefls.org, by Wednesday, November 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.
# Table of Contents

**November 28, 2022**

<table>
<thead>
<tr>
<th>Page</th>
<th>1</th>
<th>...</th>
<th>Agenda for November 28, 2022 Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page</td>
<td>2</td>
<td>...</td>
<td>Table of Contents</td>
</tr>
<tr>
<td>Page</td>
<td>3-9</td>
<td>...</td>
<td>Minutes of September 26, 2022 and October 24, 2022 Board of Trustee Meetings</td>
</tr>
<tr>
<td>Page</td>
<td>10-12</td>
<td>...</td>
<td>Common Library-Related Acronyms with Links to Their Websites</td>
</tr>
<tr>
<td>Page</td>
<td>13-15</td>
<td>...</td>
<td>Director's Reports: October &amp; November 2022</td>
</tr>
<tr>
<td>Page</td>
<td>16-19</td>
<td>...</td>
<td>Technical Services Reports: September &amp; October 2022</td>
</tr>
<tr>
<td>Page</td>
<td>20-26</td>
<td>...</td>
<td>Library Computer Specialist Reports: September &amp; October 2022</td>
</tr>
<tr>
<td>Page</td>
<td>27-36</td>
<td>...</td>
<td>Outreach Department Reports: September &amp; October 2022</td>
</tr>
<tr>
<td>Page</td>
<td>36</td>
<td>...</td>
<td>Finance Reports — The Finance Reports are not available at the time of this packet release.</td>
</tr>
<tr>
<td>Page</td>
<td>N/A</td>
<td>...</td>
<td>Over and Under Report -</td>
</tr>
<tr>
<td>Page</td>
<td>N/A</td>
<td>...</td>
<td>Budget-to-date</td>
</tr>
<tr>
<td>Page</td>
<td>N/A</td>
<td>...</td>
<td>Revenue vs. Expenditure Comparison Report for the month of 2022.</td>
</tr>
<tr>
<td>Page</td>
<td>N/A</td>
<td>...</td>
<td>Balance Sheet as of 2022.</td>
</tr>
<tr>
<td>Page</td>
<td>37</td>
<td>...</td>
<td>2022 Board Meeting Dates</td>
</tr>
</tbody>
</table>
Call to Order

The Board of Trustees meeting was called to order at 4:38 p.m. on Monday, September 26, 2022, at Lake Placid Public Library, 2471 Main Street, Lake Placid, New York, by Gayla LePage Board President.

Roll Call

Present at Lake Placid Public Library: Mary Abendroth, Nicky Bryant, Linda Crosby, Liz DeFonce, Lonnie Roth Fairchild, Gayla LePage, Tim Rowland, Sarah Vaillancourt, Jennifer Yando   Dorothy Latta joined the meeting at 5:10 p.m.

Present via Zoom:

Excused Absences:  Hope Cassavaw, Chris Drennan, Andrew Lomanto, Tom Mandeville, Scott McDonald

Unexcused Absences:

Staff Present at Lake Placid Public Library: Steve Kenworthy, Director; Michael Spofford, Finance Manager; Brenda Mooney, Administrative Assistant;

Staff Present via Zoom:

Others present: Bambi Pedu, Lake Placid Library Director; Jake Widrick, Saranac Lake Library Director, Sandy Danussi, Lake Placid Public Library, Trustee

Consent Agenda

Lonnie Roth Fairchild motioned approval of the consent agenda, seconded by Mary Abendroth.

Consent Agenda includes:

- Approval of today’s excused absences.
- Approval of September 26, 2022 agenda.
- Approval of the minutes of the August 22, 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 consent agenda was approved unanimously.
Public Comment

Nothing to report.

Communications

Janice Eloise Allen passed away on Friday, August 26, 2022. Janice was the librarian of Paine Memorial Library for over 30 yrs. In her memory, the family made a special request to conduct a loving act of kindness.

The Adirondack Almanack interviewed Steve Kenworthy for an article in their September 2022 issue. The story highlighted the collaboration between the Plattsburgh Art Project and several libraries within the Clinton Essex Franklin Library System. The Mohawk art group will present a series of events designed to foster cultural understanding in an entertaining format. Mr. Kenworthy took a moment to recognize Tim Rowland for publishing the article.

President’s Remarks

A discussion took place about future trustee vacancies. Ms. LePage stated she would confirm reappointments and follow up with the board via email.

Ms. LePage informed the board that she is seeking candidates for officers in 2023. She reminded the board that her term as President would be ending soon and would be seeking a replacement.

Plattsburgh Public Library (PPL) Report

Director’s Report

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

- **Grant Cycle**

  CEFLS put forth a great effort to enter into this year’s grant cycle but decided to delay the process until next year.

- **In-Person Meetings**

  Steve reiterated that CEFLS have resumed in-person meeting once again. He expressed how nice it was nice to see everyone in person once more.
• **Continuing Education Opportunities**

Mr. Kenworthy shared several continuing education opportunities available to trustees this year. Although not a requirement this year, starting in 2023, trustees will be required to complete two hours of professional continuing education.

Steve suggested an upcoming webinar detailing Robert’s Rules of Order as another beneficial training opportunity. Mr. Kenworthy stated that he will forward the webinar registration link to the board within the week.

The Trustee Handbook Book Club was discussed as an additional resource for trustees. The dates and times are pending and will be forwarded as soon as they become available. Mr. Kenworthy pointed out that the sessions offered in 2023 could count towards the training requirement.

NYLA was offered as another training resource. Conference details were discussed, along with points of contact for additional information.

• **County Budget Request**

County budget requests were submitted proposing a 10% increase over the previously approved 2022 amount. Inflation and increased costs were cited as justification for the increase.

**Questions to Steve Kenworthy:**

A question was presented if training obtained in employment would count towards the professional training requirement. Steve responded that it would not, as it needed to be specific to library issues.

When asked if Sexual Harassment Training could count as credit towards the professional training, he replied that it probably would not because it was not geared to the role of a trustee.

**Financial Report**

Nicky Bryant motioned to approve the condensed Financial Reports for May and June 2022, as presented by Michael Spofford, seconded by Mary Abendroth.

*Michael Spofford reported:*

• Michael pointed out there may be a slight adjustment in the expenditure verses revenue amounts because he still needs to journal the pre-paid expenses. He also noted the health insurance balances are low due to almost $20,000 of expenditures being in pre-paid status.
• The financial status of CEFLS is in good standing with $1.3 million in the account.
• Mr. Spofford is making progress in bringing the financial reports current.
• CEFLS is awaiting the remaining 10% of the Local Library Service Aid and Local Services Support Aid. CEFLS is waiting to identify and approve any potential variances before receiving the pending funds.

Motion carried unanimously.

Questions to Michael Spofford:

Committee Reports

Finance Committee:

A. *Request for Quotes from Outside Auditors-Review/Discuss*

Mr. Spofford reviewed the three auditor quotes.

Martindale Keysor quoted a price of $7,750 for a single-year contract. A multi-year contract began at $7,750 for the first year and increased by $250.00 for each of the remaining two years.

A discussion occurred comparing pricing for services between auditing companies.

Nicky Bryant motioned to accept the three-year bid from Martindale Keysor & Co PLLC, seconded by Mary Abendroth.

Motion passed unanimously.

Unfinished Business

There was no unfinished business to report.

New Business

A. *2022-2023 Snow Removal Quotes-Discuss/Approve*

A discussion occurred about the history of our prior contractors. Mr. Kenworthy recommended our prior contractor B. M. Specialty Waterworks for the 2023 season. He was pleased with the services they provided last year and felt that he could recommend them again.
Sarah Vaillancourt motioned to approve B.M. Specialty Waterworks for snow removal for the 2023 season, seconded by Liz DeFonce.

Motion carried unanimously

**B. 2021-2022 Central Library Services Aid-Materials**

Plattsburgh Public Library’s spending plan for the Central Library Service Aid was introduced. The Central Library Services Aid are funds distributed by CEFLS to Plattsburgh Public Library.

Ms. LePage reviewed and signed the budget breakdown.

**C. 2023 Construction Applications Ranking- Review/Approve**

The qualifying and ranking criteria for the Public Library Construction Grant applications were discussed. Three projects were presented to the board for approval of funding up to 75% of their projected cost.

Mary Abendroth motioned to accept the ranking and funding for the 2023 Construction Grants, seconded by Lonnie Roth Fairchild.

The motion was approved unanimously.

**D. Purchase Order for Asbestos Testing-Review/Approve**

Mr. Kenworthy notified the board that an asbestos inspection and testing are required before roofing contractors will provide a quote for replacement. Although an extensive search for bids was conducted, only one meaningful bid could be obtained.

When asked if the cost of the testing could be covered under a construction grant, Mr. Kenworthy stated that it probably could not. If asbestos were discovered, the testing cost could be included in the cost of the removal.

When asked if more than one bid is required, Michael answered that procurement rules require any purchase over $2,000 requires three quotes. Unfortunately, only one bid could be obtained.

Lonnie Roth Fairchild motioned to approve the pre-renovation asbestos inspection as per the quote, seconded by Dorothy Latta.

Motioned passed unanimously.
E. AEDA Project Manager Discussion

Mr. Spofford presented the first engineering quote. AEDA engineering company was introduced as a potential project manager to oversee the roof replacement.

Mr. Kenworthy suggested enlisting the help of the Property Committee to assist with making interim decisions.

Nicky Bryant offered to consider accepting the Property Committee, Chair position.

Adjournment

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:33 p.m.

Respectfully submitted,

Dorothy Latta
Secretary
Call to Order

The Board of Trustees meeting was called to order at 4:47 p.m. on Monday, October 24, 2022, at the Wead Library, 64 Elm Street, Malone, New York, by Dorothy Latta, Board Secretary.

Roll Call - *Roll call was taken for the record only.*

Present at Malone-Wead Library: Dorothy Latta, Tim Rowland, Lonnie Roth Fairchild, Jennifer Yando, Mary Abendroth, Linda Crosby, Liz Defonce

Excused Absences: Christopher Drennan, Gayla LePage, Scott McDonald, Andrew Lomanto, Nicky Bryant, Hope Cassavaw, Tom Mandeville

Unexcused Absences: Sarah Vaillancourt

Staff Present at Malone-Wead Library: Steve Kenworthy, Director; Michael Spofford, Finance Manager

Others present:

*A quorum was not established with only 7 members present.*

Adjournment

Due to failure to establish a quorum, Dorothy Latta adjourned the meeting.

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

11 | 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

OCTOBER 2022

Personnel

We have extended a job offer to fill the position of Library Clerk. We interviewed 4 candidates and were impressed with the quality of applicants.

Construction update

Testing has shown that we do have asbestos in the roofing felt. Asbestos abatement will need to be performed prior to, or in conjunction with, the construction of the new roof.

Our HVAC system just passed its 20th birthday. Repairs are becoming both more frequent and more expensive. We need to begin thinking about a replacement.

County budget requests

The only county for which we have the time and date of their budget hearing is Essex County which will hold its hearing on Monday, November 28, 2022, at 9:00 AM in Elizabethtown.

I will forward information for the other counties as I receive it.

Library Standards and Variances

We have nine libraries which did not meet all 14 minimum standards. At least one (Dannemora) will be filing a variance. Another three libraries came under compliance since their annual reports were filed. We are working with the remainder of five libraries to bring them into compliance. These libraries must be in compliance or submit a variance in order for CEFLS to receive the final 10% of our library services aid.

Continuing Education opportunities

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. Besides myself, 3 staff members will be attending parts of the conference.
NOVEMBER 2022

NYLA Annual Meetings

The annual meeting of the New York Library Association (NYLA) took place in Saratoga Springs November 1 thru 5. I was able to attend all five days of the conference. Anya, Juliette and David attended some of the days. It was a worthwhile conference—better than most. I attended the following classes, seminars and other activities:

- PULSIDO Toolkit Strategies for District Libraries
- RAC Vision Plan
- PULSIDO, NYALS meetings
- “Lightening Rounds”
- Top Legal Issues for Libraries
- Back to Self-Care for Managers
- NYS Minimum Standards for Public Libraries
- Rediscover Why You Are Here
- Keynote Address
- Contact with Vendors
- Malcolm Hill Lecture
- Intellectual Freedom lecture

Personnel

We have hired Rebecca Klein to fill the position of Library Clerk. She began service on 11/14. We are now working on hiring an Accounting Clerk.

OATS/Senior Planet program extended

Older Adults Technology Services (OATS) in conjunction with Senior Planet has awarded CEFLS $28,500 to continue the outreach project for another year. This money is used for computer hardware and to compensate libraries for their training. We’ve had good success with this program so far. This grant extends the program from January 1, 2023 through July 31, 2024.

Construction update

Our HVAC system just passed its 20th birthday. Repairs are becoming both more frequent and more expensive. For example, we need to replace the fan motor at a cost of $3763, which we will be asking the Board to approve at the November meeting. We need to begin thinking about a replacement.
County budget requests

The Franklin County budget hearing was held October 27, 2022. Gayla LePage and I attended and addressed the meeting.

The Essex County budget hearing is being held November 28, 2022, at 9:00 AM in Elizabethtown.

The Clinton County budget hearing is on December 7, 2022 at 5:15 PM.

Library Standards and Variances

We had nine libraries which did not meet all 14 minimum standards. At least one (Dannemora) will be filing a variance. Of the other 8 libraries, all but one came under compliance since their annual reports were filed. We are working with the last library to bring them into compliance, but it is likely that a variance request will need to be made. All libraries must be in compliance or submit a variance request in order for CEFLS to receive the final 10% of our library services aid. We will be holding a meeting/webinar on December 8 with the member libraries to review the standards and, hopefully, avoid these issues in the future.

Continuing Education opportunities

Did you miss the webinar on Parliamentary Procedure (Robert’s Rules) last month? You can watch the recording here: https://www.youtube.com/watch?v=fdn4UJS7bdE

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. However, you can watch recordings of the last year’s sessions here: https://midhudson.org/trusteebookclub/
SEPTEMBER

- Daily Pull List / OCLC/ Due North
  - 370 pulled items for member libraries for delivery
  - 125 pulled items for correctional facilities for delivery
  - OCLC 27 items loaned, 14 items borrowed
  - Due North 1 item loaned, 1 item borrowed

- Cataloging
  - Items cataloged 1028
  - 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.
  - Nothing to report

- 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
  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 Eli H. (library page)
• Staff Training
  o Provide training and support to coworkers as needed
• Cataloging
  o Items cataloged 96
  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

Eli Haynes – Library Page

• Shelving
• Assist with weeding as generated from list
• Unpack Rotating Collections as needed
• Webinars/Training/Zoom/Misc.
  o Attended Weekly Staff Meeting
Technical Services Department
OCTOBER 2022
By Anne Jobin-Picard - Librarian

OCTOBER

• Daily Pull List / OCLC/ Due North
  o 316 pulled items for member libraries for delivery
  o 86 pulled items for correctional facilities for delivery
  o OCLC 30 items loaned, 17 items borrowed
  o Due North 5 items loaned, 0 items borrowed

• Cataloging
  o Items cataloged 1013
  o Includes some items needing original cataloging
  o Weekly Horizon Bib Report for odd diacritics, capitalization, misspellings GMD’s
  o 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
  o Provide support when needed to library page
  o Covered for staff vacations/etc.

• Zoom French Conversation Group- Mondays
  o Averaged 3 people per session
  o Prep time about 30 minutes per week
  o Helped patrons with library questions such as e books, tech, and resources

• Emails/Consulting/Phone calls —
  o Member libraries questions on cataloging, reference, various inquiries
  o Provided support to consulting libraries for AR and other inquiries

• Webinars/Training/Zoom/Misc.
  o 10/3 & 10/4/22 Interview Committee Library Clerk Position
  o 10/5/22 Sexual Harassment Prevention Training by CEFLS
  o 10/6/22 Adaptive Umbrella Workshop by Bloomfield Township Public Library

• Attend Team Meetings/Member Library Meetings
  o CEFLS Member Library Zoom meetings
  o 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
  - 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
  - Eli H. (library page)
- Staff Training
  - Provide training and support to coworkers as needed
- Cataloging
  - Items cataloged 123
  - 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.
  - 10/3 & 10/4/22 Interview Committee Library Clerk Position
  - 10/5/22 Sexual Harassment Prevention Training by CEFLS
  - 10/20/22 Correctional Facility McNaughton Order meeting
  - Attend weekly staff meetings
  - OCLC Holdings deletions

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

10/5/22 Sexual Harassment Prevention Training by CEFLS
September

- Assisted 25 patrons regarding issues with the online catalog and/or other online resources.
- 2 Book Club in a Bag kits went out to libraries and correctional facilities last month.
- There were 11,253 unique visitors to the cefls.org website and 3,063 unique visits to routestorecovery.org last month.
- There was a significant downtime of Horizon caused by faulty setup of network equipment provided by Westelcom in Watertown, where the main server is hosted. Thanks to Todd, the head of IT at NCLS, the issue was ultimately resolved.
- Attended a Senior Planet meeting on 9/1 to review the potential of extending the program for another year.
- Sent out a second laptop to Keeseville Free Library on 9/1 so that they could do a review of the materials in the library.
- Attended a meeting with Michael, Steve, and AEDA on 9/7 to discuss the roof replacement project.
- Attended a meeting on 9/7 to discuss the expansion of the Network Assessment program that was in its early pilot stage last year.
- Attended the Coordinated Outreach Advisory Committee meeting with Anja and Juliette on 9/8.
- Addressed an issue on our website where the dropdown menus were not working correctly on 9/8.
- Updated all of the libraries' hours of operation listed on our website and individual online catalogs on 9/9.
- Addressed an issue with an update to the calendar plugin on our website crashing the backend of the site on 9/12.
- Attended another Senior Planet meeting on 9/15 to further discuss the potential of expanding the program.
- Set up new collection codes and item types in Horizon for Goff Nelson Memorial Library in Tupper Lake on 9/19 as the reorganize their collection.
- Attended the meeting with Steve, Michael, Anja, Juliette, and a representative from Midwest Tapes to discuss their online platform on 9/20.
- Senior Planet programs continued through last month. Chromebook laptops and iPads along with other technology were sent out to Chazy Public Library and Mooers Free Library.
- Visited the Adirondack Correctional Facility with Steve, Anja, and Juliette on 9/29.
<table>
<thead>
<tr>
<th>OverDrive Checkouts</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2021</td>
<td>2022</td>
<td>2021</td>
<td>2022</td>
</tr>
<tr>
<td>AKW</td>
<td>19</td>
<td>19</td>
<td>18</td>
<td>34</td>
</tr>
<tr>
<td>AUS</td>
<td>51</td>
<td>24</td>
<td>45</td>
<td>22</td>
</tr>
<tr>
<td>BOCES/CVES</td>
<td>65</td>
<td>21</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>CEF</td>
<td>5</td>
<td>9</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>CHM</td>
<td>4</td>
<td>15</td>
<td>5</td>
<td>29</td>
</tr>
<tr>
<td>CHT</td>
<td>23</td>
<td>32</td>
<td>15</td>
<td>27</td>
</tr>
<tr>
<td>CHZ</td>
<td>31</td>
<td>36</td>
<td>50</td>
<td>32</td>
</tr>
<tr>
<td>CRW</td>
<td>7</td>
<td>5</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>DAN</td>
<td>10</td>
<td>30</td>
<td>27</td>
<td>35</td>
</tr>
<tr>
<td>ELI</td>
<td>26</td>
<td>14</td>
<td>35</td>
<td>12</td>
</tr>
<tr>
<td>ELL</td>
<td>11</td>
<td>7</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>ESS</td>
<td>10</td>
<td>32</td>
<td>10</td>
<td>24</td>
</tr>
<tr>
<td>KEN</td>
<td>30</td>
<td>19</td>
<td>37</td>
<td>15</td>
</tr>
<tr>
<td>KES</td>
<td>70</td>
<td>66</td>
<td>66</td>
<td>86</td>
</tr>
<tr>
<td>KEV</td>
<td>71</td>
<td>31</td>
<td>51</td>
<td>28</td>
</tr>
<tr>
<td>LKP</td>
<td>185</td>
<td>152</td>
<td>200</td>
<td>171</td>
</tr>
<tr>
<td>MOR</td>
<td>5</td>
<td>15</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>PER</td>
<td>139</td>
<td>78</td>
<td>140</td>
<td>126</td>
</tr>
<tr>
<td>PLA</td>
<td>870</td>
<td>725</td>
<td>869</td>
<td>782</td>
</tr>
<tr>
<td>POR</td>
<td>8</td>
<td>11</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>ROU</td>
<td>36</td>
<td>35</td>
<td>56</td>
<td>44</td>
</tr>
<tr>
<td>SCH</td>
<td>74</td>
<td>54</td>
<td>76</td>
<td>71</td>
</tr>
<tr>
<td>TIC</td>
<td>69</td>
<td>90</td>
<td>87</td>
<td>102</td>
</tr>
<tr>
<td>TUP</td>
<td>113</td>
<td>159</td>
<td>116</td>
<td>162</td>
</tr>
<tr>
<td>UPP</td>
<td>19</td>
<td>58</td>
<td>34</td>
<td>46</td>
</tr>
<tr>
<td>VNP</td>
<td>203</td>
<td>240</td>
<td>223</td>
<td>298</td>
</tr>
<tr>
<td>VOA</td>
<td>466</td>
<td>458</td>
<td>475</td>
<td>454</td>
</tr>
<tr>
<td>WAD</td>
<td>14</td>
<td>23</td>
<td>11</td>
<td>17</td>
</tr>
<tr>
<td>WCH</td>
<td>9</td>
<td>9</td>
<td>11</td>
<td>13</td>
</tr>
<tr>
<td>WLM</td>
<td>31</td>
<td>18</td>
<td>24</td>
<td>20</td>
</tr>
<tr>
<td>WPO</td>
<td>37</td>
<td>60</td>
<td>46</td>
<td>49</td>
</tr>
<tr>
<td>WSB</td>
<td>27</td>
<td>31</td>
<td>27</td>
<td>39</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2738</strong></td>
<td><strong>2576</strong></td>
<td><strong>2801</strong></td>
<td><strong>2800</strong></td>
</tr>
<tr>
<td><strong>Increase/Decrease</strong></td>
<td><strong>-6%</strong></td>
<td><strong>0%</strong></td>
<td><strong>-8%</strong></td>
<td><strong>-8%</strong></td>
</tr>
<tr>
<td>Library</td>
<td>2021</td>
<td>2022</td>
<td>2021</td>
<td>2022</td>
</tr>
<tr>
<td>---------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>AKW</td>
<td>7</td>
<td>8</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>AUS</td>
<td>17</td>
<td>12</td>
<td>14</td>
<td>9</td>
</tr>
<tr>
<td>BOCES/CVES</td>
<td>36</td>
<td>13</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>CEF</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>CHM</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>CHT</td>
<td>3</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>CHZ</td>
<td>10</td>
<td>16</td>
<td>14</td>
<td>13</td>
</tr>
<tr>
<td>CRW</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>DAN</td>
<td>5</td>
<td>11</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>ELI</td>
<td>8</td>
<td>5</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>ELL</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ESS</td>
<td>7</td>
<td>10</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>KEN</td>
<td>7</td>
<td>3</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>KES</td>
<td>23</td>
<td>14</td>
<td>19</td>
<td>25</td>
</tr>
<tr>
<td>KEV</td>
<td>17</td>
<td>12</td>
<td>11</td>
<td>13</td>
</tr>
<tr>
<td>LKP</td>
<td>57</td>
<td>48</td>
<td>50</td>
<td>43</td>
</tr>
<tr>
<td>MOR</td>
<td>3</td>
<td>7</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>PER</td>
<td>39</td>
<td>24</td>
<td>39</td>
<td>31</td>
</tr>
<tr>
<td>PLA</td>
<td>242</td>
<td>222</td>
<td>255</td>
<td>232</td>
</tr>
<tr>
<td>POR</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>ROU</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>SCH</td>
<td>26</td>
<td>25</td>
<td>27</td>
<td>26</td>
</tr>
<tr>
<td>TIC</td>
<td>30</td>
<td>32</td>
<td>36</td>
<td>31</td>
</tr>
<tr>
<td>TUP</td>
<td>30</td>
<td>40</td>
<td>37</td>
<td>31</td>
</tr>
<tr>
<td>UPP</td>
<td>8</td>
<td>18</td>
<td>12</td>
<td>40</td>
</tr>
<tr>
<td>VNP</td>
<td>57</td>
<td>47</td>
<td>60</td>
<td>13</td>
</tr>
<tr>
<td>VOA</td>
<td>128</td>
<td>127</td>
<td>134</td>
<td>70</td>
</tr>
<tr>
<td>WAD</td>
<td>8</td>
<td>6</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>WCH</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>WLML</td>
<td>8</td>
<td>6</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>WPO</td>
<td>11</td>
<td>15</td>
<td>17</td>
<td>15</td>
</tr>
<tr>
<td>WSB</td>
<td>12</td>
<td>11</td>
<td>11</td>
<td>14</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>832</strong></td>
<td><strong>790</strong></td>
<td><strong>828</strong></td>
<td><strong>675</strong></td>
</tr>
<tr>
<td><strong>Increase/Decrease</strong></td>
<td><strong>-5%</strong></td>
<td><strong>-18%</strong></td>
<td><strong>-5%</strong></td>
<td><strong>-3%</strong></td>
</tr>
</tbody>
</table>
October

- Assisted 9 patrons who had issues with the online catalog and/or ebooks and e-audiobooks.
- 4 Book Club in a Bag kits went out to libraries and correctional facilities last month.
- Our website at cefls.org was visited 10184 times along with routestorecovery.org being visited 1775 times last month.
- Attended a meeting on 10/3 to discuss the expansion of the NYS pilot program from last year that improved network connectivity in libraries. We will likely have two libraries participate in the coming session.
- Sent out all Chromebooks (45) and iPads (18) to libraries that are hosting Senior Planet programming.
- Assisted 3 libraries with submitting applications to the New York State Construction Grant for the next fiscal year. All 3 libraries were able to apply.
- Attended (and hosted) the Sexual Harassment Prevention training sessions on 10/5.
- Attended a meeting with Steve and representatives with FirstLight on 10/5 to discuss the possibility of rolling out better Internet access to libraries.
- Attended a meeting with Steve, Anja, Juliette, and Michael covering Hoopla on 10/7, a potential provider of ebooks and e-audiobooks.
- Attended a Senior Planet meeting on 10/19 to discuss the future of the program as the current sessions end.
- Attended the Top Security Threats webinar on 10/20 that covered current trends in cybersecurity.
- Attended a Senior Planet meeting on 10/26 to further discuss the program.
- Set up and facilitated the Without a Whisper documentary event on 10/27 which was set up by Anja. With the help of Anne and also Jen from Plattsburgh Public, we were able to show the documentary and set up a Q&A session with the director via Zoom for 13 attendees at Plattsburgh Public Library.
- Produced 20 Routes to Recovery booklets to be sent out.

NYLA Conference Attendance:

- Lightning Rounds, which included Education for Public Library Trustees, Catching Up: Early Elementary Reading Skills Remediation at the Public Library, Connected Learning Through Tik Tok, and 8 Diversity Audits for Busy Librarians - Each of these were quick presentations, but the most useful in my mind was the last one, which gave good examples of how to quickly evaluate a collection, regardless of the size, and figure out how to improve representations of different groups within it. It can be as simple as ensuring you're buying the latest trending books with diversity or running reports to see
what percentage of your collection has representations of certain groups and catering your future orders accordingly.

- **Preparing for a Library Construction Project** - This was largely a refresher for me since I've been handling library construction grants from New York State for years now. However, there are always a few things that change slightly from year to year, such as the fact that the newly-made CREST funds will not be allowed to cover matching funds for a project and that repointing brickwork alone does not qualify for funding.

- **Tech Trends for Libraries in 2023** - This presentation went over some of the latest and upcoming technology to be used and checked out at libraries. I was happy to see we were ahead of the curve in regards to virtual reality and ways to address the digital divide. But they also brought up interesting items like wide-format printers, video conversion devices, and sublimation printers, which may be good to look at provided we have some decent grant funding in the future.

- **Innovations in Sustainable Libraries** - This one focused largely on the Sustainable Libraries Initiative and their certification program. The program is ambitious, and something that involves quite a bit of work over a long period of time. Thankfully, the program pairs a participating library with a "mentor" who has already gained approval to make things a bit easier. It would be a longshot at this point to have one of our libraries attempt such an undertaking considering staffing and budgets, but they will be hosting some presentations and courses through ALA in the near future that could help libraries take small steps towards sustainability.

- **Library Marketing in a Changing World** - The presentation leaned heavily on focusing on the branding and marketing "culture" that can benefit libraries. The presenter stressed the importance of having a logo, color scheme, and set fonts that spans over both print and digital marketing. He also stated that marketing wasn't just a single person's job, that all staff members should be marketing during their day-to-day duties. (For example, if a person brought up a book about childcare to checkout, the clerk should make them aware of any parenting programs that are occurring at the library.) Another idea he shared was looking through the census data and cross-reference that with general borrower information to see what groups aren't coming to the library. This helps with trying to come up with tactics to bring them into the library.

- **Creating Virtual Outreach that Works** - This program stressed the importance of not simply going back to in-person presentations and programs at the library. While it's a good idea to still have them, it's abundantly clear that a good chunk of the population has seen the convenience of remote learning and meetings along with digital collections. It's more important than ever to identify the groups who use these services and cater to their needs. Also, finding library users in digital space, such as Facebook groups, to provide outreach and understand their desires is a good tactic.
<table>
<thead>
<tr>
<th>OverDrive Checkouts</th>
<th>July 2021</th>
<th>2022</th>
<th>August 2021</th>
<th>2022</th>
<th>September 2021</th>
<th>2022</th>
<th>October 2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKW</td>
<td>18</td>
<td>34</td>
<td>13</td>
<td>35</td>
<td>27</td>
<td>31</td>
<td>24</td>
<td>35</td>
</tr>
<tr>
<td>AUS</td>
<td>45</td>
<td>22</td>
<td>52</td>
<td>35</td>
<td>45</td>
<td>28</td>
<td>46</td>
<td>31</td>
</tr>
<tr>
<td>BOCES/CVES</td>
<td>7</td>
<td>6</td>
<td>1</td>
<td>2</td>
<td>43</td>
<td>30</td>
<td>93</td>
<td>43</td>
</tr>
<tr>
<td>CEF</td>
<td>5</td>
<td>5</td>
<td>2</td>
<td>8</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>CHM</td>
<td>5</td>
<td>29</td>
<td>5</td>
<td>12</td>
<td>9</td>
<td>8</td>
<td>11</td>
<td>9</td>
</tr>
<tr>
<td>CHT</td>
<td>15</td>
<td>27</td>
<td>17</td>
<td>26</td>
<td>27</td>
<td>27</td>
<td>18</td>
<td>10</td>
</tr>
<tr>
<td>CHZ</td>
<td>50</td>
<td>32</td>
<td>39</td>
<td>27</td>
<td>34</td>
<td>19</td>
<td>3</td>
<td>31</td>
</tr>
<tr>
<td>CRW</td>
<td>6</td>
<td>5</td>
<td>13</td>
<td>6</td>
<td>2</td>
<td>16</td>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td>DAN</td>
<td>27</td>
<td>35</td>
<td>34</td>
<td>44</td>
<td>18</td>
<td>29</td>
<td>20</td>
<td>22</td>
</tr>
<tr>
<td>ELI</td>
<td>35</td>
<td>12</td>
<td>27</td>
<td>21</td>
<td>32</td>
<td>11</td>
<td>27</td>
<td>17</td>
</tr>
<tr>
<td>ELL</td>
<td>12</td>
<td>15</td>
<td>12</td>
<td>13</td>
<td>22</td>
<td>8</td>
<td>24</td>
<td>14</td>
</tr>
<tr>
<td>ESS</td>
<td>10</td>
<td>24</td>
<td>24</td>
<td>13</td>
<td>19</td>
<td>24</td>
<td>24</td>
<td>14</td>
</tr>
<tr>
<td>KEN</td>
<td>37</td>
<td>15</td>
<td>26</td>
<td>12</td>
<td>33</td>
<td>9</td>
<td>29</td>
<td>16</td>
</tr>
<tr>
<td>KES</td>
<td>66</td>
<td>86</td>
<td>70</td>
<td>59</td>
<td>40</td>
<td>65</td>
<td>62</td>
<td>65</td>
</tr>
<tr>
<td>KEV</td>
<td>51</td>
<td>28</td>
<td>56</td>
<td>45</td>
<td>60</td>
<td>39</td>
<td>77</td>
<td>21</td>
</tr>
<tr>
<td>LKP</td>
<td>200</td>
<td>171</td>
<td>192</td>
<td>135</td>
<td>198</td>
<td>116</td>
<td>211</td>
<td>119</td>
</tr>
<tr>
<td>MOR</td>
<td>1</td>
<td>14</td>
<td>8</td>
<td>11</td>
<td>10</td>
<td>11</td>
<td>5</td>
<td>22</td>
</tr>
<tr>
<td>PER</td>
<td>140</td>
<td>126</td>
<td>148</td>
<td>138</td>
<td>164</td>
<td>122</td>
<td>167</td>
<td>122</td>
</tr>
<tr>
<td>PLA</td>
<td>869</td>
<td>782</td>
<td>854</td>
<td>729</td>
<td>770</td>
<td>706</td>
<td>787</td>
<td>806</td>
</tr>
<tr>
<td>POR</td>
<td>16</td>
<td>17</td>
<td>11</td>
<td>10</td>
<td>14</td>
<td>12</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>ROU</td>
<td>56</td>
<td>44</td>
<td>39</td>
<td>31</td>
<td>46</td>
<td>21</td>
<td>40</td>
<td>36</td>
</tr>
<tr>
<td>SCH</td>
<td>76</td>
<td>71</td>
<td>60</td>
<td>69</td>
<td>62</td>
<td>72</td>
<td>96</td>
<td>84</td>
</tr>
<tr>
<td>TIC</td>
<td>87</td>
<td>102</td>
<td>131</td>
<td>113</td>
<td>104</td>
<td>119</td>
<td>104</td>
<td>86</td>
</tr>
<tr>
<td>TUP</td>
<td>116</td>
<td>162</td>
<td>109</td>
<td>137</td>
<td>96</td>
<td>105</td>
<td>105</td>
<td>117</td>
</tr>
<tr>
<td>UPP</td>
<td>34</td>
<td>46</td>
<td>24</td>
<td>33</td>
<td>30</td>
<td>31</td>
<td>24</td>
<td>28</td>
</tr>
<tr>
<td>VNP</td>
<td>223</td>
<td>298</td>
<td>221</td>
<td>223</td>
<td>212</td>
<td>270</td>
<td>190</td>
<td>256</td>
</tr>
<tr>
<td>VOA</td>
<td>475</td>
<td>454</td>
<td>481</td>
<td>448</td>
<td>412</td>
<td>435</td>
<td>462</td>
<td>404</td>
</tr>
<tr>
<td>WAD</td>
<td>11</td>
<td>17</td>
<td>11</td>
<td>6</td>
<td>12</td>
<td>3</td>
<td>14</td>
<td>3</td>
</tr>
<tr>
<td>WCH</td>
<td>11</td>
<td>13</td>
<td>8</td>
<td>10</td>
<td>10</td>
<td>9</td>
<td>9</td>
<td>13</td>
</tr>
<tr>
<td>WLM</td>
<td>24</td>
<td>20</td>
<td>34</td>
<td>28</td>
<td>30</td>
<td>17</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>WPO</td>
<td>46</td>
<td>49</td>
<td>29</td>
<td>50</td>
<td>45</td>
<td>34</td>
<td>47</td>
<td>29</td>
</tr>
<tr>
<td>WSB</td>
<td>27</td>
<td>39</td>
<td>22</td>
<td>32</td>
<td>31</td>
<td>21</td>
<td>27</td>
<td>23</td>
</tr>
</tbody>
</table>

Total 2801 2800 2773 2562 2660 2452 2794 2515
Increase/Decrease 0% -8% -8% -10%
<table>
<thead>
<tr>
<th>OverDrive Patrons</th>
<th>July 2021</th>
<th>July 2022</th>
<th>August 2021</th>
<th>August 2022</th>
<th>September 2021</th>
<th>September 2022</th>
<th>October 2021</th>
<th>October 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKW</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>9</td>
<td>6</td>
<td>10</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>AUS</td>
<td>14</td>
<td>9</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>7</td>
<td>11</td>
<td>9</td>
</tr>
<tr>
<td>BOCES/CVES</td>
<td>4</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>15</td>
<td>17</td>
<td>41</td>
<td>11</td>
</tr>
<tr>
<td>CEF</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CHM</td>
<td>1</td>
<td>5</td>
<td>3</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>CHT</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>7</td>
<td>8</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>CHZ</td>
<td>14</td>
<td>13</td>
<td>15</td>
<td>11</td>
<td>11</td>
<td>9</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>CRW</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>DAN</td>
<td>8</td>
<td>11</td>
<td>7</td>
<td>9</td>
<td>5</td>
<td>10</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>ELI</td>
<td>7</td>
<td>3</td>
<td>7</td>
<td>5</td>
<td>7</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>ELL</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>ESS</td>
<td>7</td>
<td>7</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>4</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>KEN</td>
<td>5</td>
<td>3</td>
<td>5</td>
<td>1</td>
<td>5</td>
<td>1</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>KES</td>
<td>19</td>
<td>25</td>
<td>21</td>
<td>19</td>
<td>15</td>
<td>20</td>
<td>17</td>
<td>19</td>
</tr>
<tr>
<td>KEV</td>
<td>11</td>
<td>13</td>
<td>14</td>
<td>16</td>
<td>14</td>
<td>13</td>
<td>19</td>
<td>13</td>
</tr>
<tr>
<td>LKP</td>
<td>50</td>
<td>43</td>
<td>51</td>
<td>46</td>
<td>55</td>
<td>48</td>
<td>52</td>
<td>39</td>
</tr>
<tr>
<td>MOR</td>
<td>5</td>
<td>7</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>PER</td>
<td>39</td>
<td>31</td>
<td>39</td>
<td>38</td>
<td>40</td>
<td>35</td>
<td>35</td>
<td>36</td>
</tr>
<tr>
<td>PLA</td>
<td>255</td>
<td>232</td>
<td>252</td>
<td>223</td>
<td>235</td>
<td>236</td>
<td>228</td>
<td>245</td>
</tr>
<tr>
<td>POR</td>
<td>6</td>
<td>6</td>
<td>4</td>
<td>5</td>
<td>7</td>
<td>6</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>ROU</td>
<td>11</td>
<td>12</td>
<td>10</td>
<td>9</td>
<td>12</td>
<td>7</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>SCH</td>
<td>27</td>
<td>2</td>
<td>26</td>
<td>24</td>
<td>24</td>
<td>28</td>
<td>33</td>
<td>28</td>
</tr>
<tr>
<td>TIC</td>
<td>36</td>
<td>31</td>
<td>37</td>
<td>35</td>
<td>39</td>
<td>38</td>
<td>30</td>
<td>34</td>
</tr>
<tr>
<td>TUP</td>
<td>37</td>
<td>31</td>
<td>31</td>
<td>38</td>
<td>25</td>
<td>28</td>
<td>26</td>
<td>40</td>
</tr>
<tr>
<td>UPP</td>
<td>12</td>
<td>40</td>
<td>11</td>
<td>14</td>
<td>14</td>
<td>13</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>VNP</td>
<td>60</td>
<td>13</td>
<td>62</td>
<td>64</td>
<td>64</td>
<td>64</td>
<td>63</td>
<td>70</td>
</tr>
<tr>
<td>VOA</td>
<td>134</td>
<td>70</td>
<td>137</td>
<td>123</td>
<td>122</td>
<td>117</td>
<td>127</td>
<td>124</td>
</tr>
<tr>
<td>WAD</td>
<td>5</td>
<td>6</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>WCH</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>WLM</td>
<td>8</td>
<td>7</td>
<td>10</td>
<td>5</td>
<td>10</td>
<td>5</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>WPO</td>
<td>17</td>
<td>15</td>
<td>13</td>
<td>20</td>
<td>13</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>WSB</td>
<td>11</td>
<td>14</td>
<td>12</td>
<td>10</td>
<td>12</td>
<td>12</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>828</strong></td>
<td><strong>675</strong></td>
<td><strong>817</strong></td>
<td><strong>777</strong></td>
<td><strong>798</strong></td>
<td><strong>776</strong></td>
<td><strong>809</strong></td>
<td><strong>805</strong></td>
</tr>
<tr>
<td><strong>Increase/Decrease</strong></td>
<td><strong>-18%</strong></td>
<td><strong>-5%</strong></td>
<td><strong>-3%</strong></td>
<td><strong>-3%</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Outreach Department Report
September 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 20,000 items during the month of September. 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.
- 59 rotating collections were delivered.

Meetings:
- Anja attended an Outreach Coordinator meeting.
- Juliette attended the Youth Services quarterly meeting that included a discussion of the Summer Reading annual survey and use of the Love Your Library funds.
- Anja participated in a JEDI (Justice, Equity, Diversity, and Inclusion) meeting with other library systems to develop ways to support rural libraries regarding the American Library Association’s new Diversity Scorecard.
- Anja attended a NYLA membership committee meeting.
- Anja met with Penelope Clute to finalize details for the Native American Travelling College events.
- Anja attended the Senior Planet and NY Libraries kickoff meeting on rolling out increased access to Senior Planet programs thanks to new funding received by OATS.
- Anja and David met with Southern Adirondack Library System regarding Senior Planet programming.
- We hosted a meeting with our Account Executive from Midwest Tape to discuss recent changes to hoopla (their platform for digital collections).

Advocacy/Publicity/Outreach:
- Anja met with Tim Rowland, Penelope Clute, and Emily Stacey to discuss details for a press release about our project, Sharing the Values and Culture of the Haudenosaunee. Anja submitted the final version to our media contacts.
- The Outreach Department hosted a meeting with the Coordinated Outreach Advisory Council. The Council includes representatives from agencies and libraries serving various outreach populations. Members completed a survey about community needs and library services. The group then discussed their responses. Participants and Outreach staff members provided updates and shared information about upcoming events.
• Juliette set up one of our storybook walks at the Battle of Plattsburgh Children’s Fair.
• We continued to post a variety of content on social media with the goal of promoting system resources, member libraries, and reading. As of 10/12/22:
  • We have 120 followers on Twitter.
  • We have 469 followers on Instagram. Our most popular recent post advertised the Giving Thanks storytime and craft event at Paine Memorial Library. This event was made possible thanks to our recent grant award from the Adirondack Foundation.
  • We have 1,382 likes on our Facebook page. The CEFLS post with the greatest reach was our recent advertisement of the Library Clerk position (total reach of 1,578 people). One of our most popular shares was a post about Assemblyman Jones visiting the Peru Free Library and his recognition of the vital role that libraries play in their communities. It reached 276 people and received 9 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.

Training/Continuing Education:

• Juliette attended the following webinars:
  o Middle Grade, Latest and Greatest- upcoming MG F/NF titles
  o Breaking Bans: A Celebration of Challenged Books
  o Speaking of Stories: A Picture Book Panel with Owlkids

Projects:

• The Outreach Department continued to coordinate with member libraries, Cornell Cooperative Extension in Essex County, and event providers to schedule programs for the Sharing the Values and Culture of the Haudenosaunee project. We were very pleased to receive some wonderful feedback from Westport Library Association regarding the Native American Travelling College event that they hosted in September. The Director, Hillary Hollister-Hinge, reported that it was fantastic and that she “absolutely loved it.” They had twenty-seven people, including two teenagers, in
attendance. She noted that there was a great deal of interesting information, great presenters, and good questions.

- Steve drew our grand prize winner for the Gnoming Around event during a Facebook livestream. The entries were submitted by member libraries. A patron from Mooers Free Library won the prize basket that included craft kits, a gift card to Starbucks, and a solar gnome statue!

- Anja reached out to local artists to discuss the potential of programs at area libraries.

- Juliette coordinated with Champlain Centre regarding our participation in the Trick or Treat for Books event. She also worked on developing a Halloween craft to be distributed to participants.

- Anja collaborated with member libraries and RiverJack Z to schedule the last two “Creating Oceans of Sounds” events to fulfill the requirements of most recent grant award from the Adirondack Lakes Center for the Arts. Wead Library in Malone provided terrific feedback regarding their event in September that was funded by this grant. Mary McDonald reported that RiverJack Z presented to two 4th grade classes from St. Joseph’s school in Malone and one home schooler. Mary thought it was a successful program as the kids had a wonderful time and participated wholeheartedly. She expressed appreciation for the grant procurement and coordination by CEFLS for this program.

- Weeding at CEF and our participation in the Sustainable Shelves Program continued.

Miscellaneous:

- Anja cataloged one of the Adulting 101 kits that Juliette assembled. Juliette and Anja promoted it on social media.

- Anja distributed the books purchased with the Dannemora Federal Credit Union fundraiser to the member libraries. David created bookplates to acknowledge the funding source and Anja added them to the books before they were delivered.

- Anja, David, Juliette, and Steve participated in a tour of the Adirondack Correctional Facility in response to an invitation from the Senior Librarian, Suzanne Orlando. This was a terrific opportunity to gain insight into one of the facilities in our service area. The tour included stops at the General Library and the Law Library. We were pleased to spend time with Courtney Carey, the Director at Tupper Lake Goff-Nelson Memorial Library, who participated as well.

- Juliette provided consultant support to the new library director at Au Sable Forks Free Library to provide an overview of the services and trainings offered by CEFLS staff.

- Anja and Michael responded to an inquiry from Hammond Library in Crown Point regarding a new position that they would like to add.

- Anja provided consultant support to Westport Library Association regarding policies about book challenges and collection development.

- The Outreach Department continued to put together rotating collections of print materials, audiobooks, and DVDs for member libraries.
Outreach Department Report

October 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 18,300 items during the month of October. 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.
- 64 rotating collections were delivered.

Meetings:
- Anja attended an Outreach Coordinator meeting.
- Anja attended a PULISDO meeting for Steve.
- CEFLS hosted a meeting and training session for Correctional Facility staff. Four Senior Librarians attended. Participants had the opportunity to select McNaughton Lease titles and DVDs in accordance with their agreement. Anja identified and shared training materials that included a webinar on book repairs, as well as information on adult literacy resources. The Outreach Department talked about what’s new at CEFLS. Juliette provided a show-and-tell about the Adulting 101 kits for teens, David discussed the Senior Planet programs, and Anja shared information about the portable art exhibit being developed for the project on Native American cultural programming.
- Anja attended the FEH School Library System Meeting.
- Anja attended the Senior Planet Quarterly Meeting, as well as two other meetings to discuss the future of the program.
- We hosted a demonstration of hoopla (a potential provider of ebooks and e-audiobooks) with our Account Executive from Midwest Tape. The demo was attended by Steve, Anja, David, Juliette, Michael, and Sarah Spanburgh from Plattsburgh Public.

Advocacy/Publicity/Outreach:
- Juliette and Anja attended a Trick or Treat for Books event at Champlain Centre Mall. They provided a variety of activities including a photo booth, distributed 140 books, and passed out 300 bags containing take-and-make craft kits and library promotional materials. Over 350 children and their families visited the CEFLS table. In order to prepare for the event, David, Juliette, and Anja assembled the craft kits and Anja developed a flyer to highlight library resources that support students.
- We continued to post a variety of content on social media with the goal of promoting System resources, member libraries, and reading. As of 11/17/22:
  - We have 117 followers on Twitter.
• We have 475 followers on Instagram. Our most popular recent post was a reel showing the bat activity craft that was included in our take-and-make kits at the Trick or Treat for Books event.
• We have 1,394 likes on our Facebook page. The CEFLS post with the greatest reach was about our van driver, Bill, who wore a costume to make his deliveries on Halloween! It reached 767 people and received 26 reactions. One of our most popular shares was a post about the Giving Thanks storyline and craft event at Lake Placid Public Library. It received 11 reactions and reached 319 accounts. This event was made possible thanks to our recent grant award from the Adirondack Foundation. We also shared a popular post from Au Sable Forks Free Library about the extension of their popular yoga classes. It reached 346 people and received 9 reactions.
• Please see below for some information about our social media audience. The aggregated demographic data shown below is based on a number of factors, including age and gender information users provide in their social media profiles. This number is an estimate.

### Audience

<table>
<thead>
<tr>
<th>Current audience</th>
<th>Potential audience</th>
</tr>
</thead>
</table>

#### Facebook Page likes

- 1,394 likes

#### Instagram followers

- 475 followers

#### Age & gender

- **Women:** 19.4%
- **Men:** 20.2%
- **Women:** 77.5%
- **Men:** 22.5%

### Training/Continuing Education:

- The Outreach Staff (Anja, David, Juliette, Bill, Deb, and Terry) attended the Sexual Harassment Prevention training provided by Steve.
- Juliette attended the Fall and Winter Picture Books webinar.
- Anja participated in the Orientation for Library System Leaders provided by DLD.
• Anja attended the Ballot Basics Class offered by North Country Library System. Tim Gonyo from the Mooers Free Library participated as well.
• Anja attended the Docs for Tots webinar to learn more about the LTSAE (Learn the Signs. Act Early) materials from the CDC that are available to libraries. She ordered free board books from the program and informed our member libraries about these resources.
• David, Juliette, and Anja attended portions of the NYLA conference in November.

David

- **Lightning Rounds**, which included *Education for Public Library Trustees*, *Catching Up: Early Elementary Reading Skills Remediation at the Public Library*, *Connected Learning Through Tik Tok*, and *8 Diversity Audits for Busy Librarians* - Each of these were quick presentations, but the most useful in my mind was the last one, which gave good examples of how to quickly evaluate a collection, regardless of the size, and figure out how to improve representations of different groups within it. It can be as simple as ensuring you're buying the latest trending books with diversity or running reports to see what percentage of your collection has representations of certain groups and catering your future orders accordingly.

- **Preparing for a Library Construction Project** - This was largely a refresher for me since I've been handling library construction grants from New York State for years now. However, there are always a few things that change slightly from year to year, such as the fact that the newly-made CREST funds will not be allowed to cover matching funds for a project and that repointing brickwork alone does not qualify for funding.

- **Tech Trends for Libraries in 2023** - This presentation went over some of the latest and upcoming technology to be used and checked out at libraries. I was happy to see we were ahead of the curve in regards to virtual reality and ways to address the digital divide. But they also brought up interesting items like wide-format printers, video conversion devices, and sublimation printers, which may be good to look at provided we have some decent grant funding in the future.

- **Innovations in Sustainable Libraries** - This one focused largely on the Sustainable Libraries Initiative and their certification program. The program is ambitious, and something that involves quite a bit of work over a long period of time. Thankfully, the program pairs a participating library with a "mentor" who has already gained approval to make things a bit easier. It would be a longshot at this point to have one of our libraries attempt such an undertaking considering staffing and budgets, but they will be hosting some presentations and courses through ALA in the near future that could help libraries take small steps towards sustainability.

- **Library Marketing in a Changing World** - The presentation leaned heavily on focusing on the branding and marketing "culture" that can benefit libraries.
The presenter stressed the importance of having a logo, color scheme, and set fonts that spans over both print and digital marketing. He also stated that marketing wasn't just a single person's job, that all staff members should be marketing during their day-to-day duties. (For example, if a person brought up a book about childcare to checkout, the clerk should make them aware of any parenting programs that are occurring at the library.) Another idea he shared was looking through the census data and cross-reference that with general borrower information to see what groups aren't coming to the library. This helps with trying to come up with tactics to bring them into the library.

- Creating Virtual Outreach that Works - This program stressed the importance of not simply going back to in-person presentations and programs at the library. While it's a good idea to still have them, it's abundantly clear that a good chunk of the population has seen the convenience of remote learning and meetings along with digital collections. It's more important than ever to identify the groups who use these services and cater to their needs. Also, finding library users in digital space, such as Facebook groups, to provide outreach and understand their desires is a good tactic.

Juliette

Two sessions stood out from a Youth Librarian perspective (The Future of Classics and Think Outside the Book which both focused on a teen demographic).

- The Future of Classics discussed how we teach themes from classic literature on love, loss, society, good vs evil, etc. This session also touched upon how using these classic novels might be a hindrance to modern teens. For example, a lot of the language and writing style is not relatable to teens today, and there's also a lack of diverse characters. If the goal is to create life-long reading, and teens are not reading outside of school, it might benefit educators and librarians to offer modern retellings of classics or modern alternatives with similar themes. For example, Lord of the Flies by William Golding explores themes of youth, power, identity, civilization, and rules and order. Some modern alternatives of books that explore similar themes are Damselfly by Chandra Prasad, The Hunger Games by Suzanne Collins, and Beauty Queens by Libba Bray.

- Think Outside the Book touched upon the concept of creating a Summer Reading Program for teens that was beyond reading books. It offered ideas such as making a program where teen patrons could write reviews on things such as a podcast of their choice, a video game, movie, YouTube video, article, etc. The idea is to get teens to actively engage with the library on a weekly basis by leaving these reviews on the library social media page. In return, the library offers mini prizes each week to keep teens involved. No grand prize is awarded as it's too difficult to find a “one size fits all” gift. Instead, the idea of prize baskets was presented with different themes that
would appeal to different teens. For example, baskets themed on baking, crafting, fitness, self-care, or a subscription box of their choice. This approach to meeting teens where they already are in terms of interests would help to get them actively involved with their library, and hopefully build that relationship to keep them coming back.

Anja

Attended two three-hour workshops:

- Meeting the Hidden Needs of Everyone was an interactive workshop in which we learned how to identify, accommodate, and address the unspoken needs that might be had by anyone that we encounter. The presenter used case studies, discussions, and role-play to explore this topic. The role-play activities included how to provide instructions, how to set boundaries in discussions with others, and how to say no without creating a negative encounter. The presenter mentioned a number of suggestions for libraries to consider. For example, interactions with patrons can be improved by having fields in the patron record for preferred name and/or pronouns, as well as pronunciation instructions. He also mentioned items that libraries could purchase such as anti-glare shields and shopping baskets for patrons to carry their book selections. One of the services that he recommended was book bundles (patrons provide areas of interest and the library selects materials to assemble bundles for them to borrow). A recommendation that CEFLS could directly implement was for the System to purchase additional copies of popular titles once they reach a certain number of holds.

- Outside programming for all seasons focused on easy and economical ways to provide engaging outdoor activities for middle school and high school patrons. The presenter has a very active teen group and she provided many wonderful ideas. Some of these included making padded sparring sticks and then hosting activities with them, Taco Walks (teens crush bags of chips, add taco toppings, and enjoy them on architecture walks or tree identification walks), snow painting, art walks, gardening, ice sculptures, reusable water balloons using sponges, and more. A question was asked about how to get a teen group started. The presenter responded that she did presentations in all of the classrooms at the local school at least once each year. The workshop also included information about effective advertising and press releases.

Projects:

- Our book delivery through the home-delivered meal program continues to do well. One of the participants called to let us know that the program is a blessing because she does not have any family members in this area and the books are bringing so much joy. She thanked us for providing the program and stated that she hoped it would never be discontinued.
• The Outreach Department continued to coordinate with member libraries and event providers to schedule programs for the *Sharing the Values and Culture of the Haadenosauene* project in October.
  o We were very pleased to receive fantastic feedback about the Perry Ground events from Wead Library in Malone, Schroon Lake Public Library, and Black Watch Memorial Library in Ticonderoga. Wead Library and Schroon Lake Public Library partnered with local schools to bring classes to the library for the event.
  o Plattsburgh Public hosted the film screening of *Without a Whisper* and a Q & A with the filmmaker. It was reported that participants asked great questions and were pleased with the event.
  o The Akwesasne Women Singers performed at the Tupper Lake Goff-Nelson Memorial Library and at the Mooers Free Library. Mooers Free Library reported over 45 people in attendance.
  o Emily Stacey provided a Giving Thanks storytime and craft activity at Paine Memorial Free Library in Willsboro and at Lake Placid Public Library. Karen Armstrong from Lake Placid stated that the storytime was wonderful and the extension crafts delighted the children. She also expressed appreciation to Emily for staying to engage with the families.

• Anja was notified that CEFLS was selected to host a traveling exhibit from The National Library of Medicine. We will receive *Opening Doors: Contemporary African American Academic Surgeons* from 2/12/2024-3/23/2024. Anja will develop a schedule for one library in each county to host the exhibit during this time period.

• Weeding at CEF and our participation in the Sustainable Shelves Program continued in October.

**Miscellaneous:**

• Anja participated in four interviews for the Library Clerk position.
• Juliette submitted the Summer Reading Program (SRP) final evaluation report to DLD based on responses from our member libraries. Here are some highlights:
  o A total of 1041 children registered with our member libraries for SRP 2022. A total of 3,137 children and 343 teens attended programs.
  o Libraries offered many grab and go activities with a total participation of 1672.
  o 5 libraries recorded reading by minutes. The total minutes read by children was 99,479. The total minutes read by teens was 58,112.
  o 10 libraries recorded reading by books. The total number of books read by children was 5,222. Participating teens read 174 books.
• Anja cataloged and promoted two of the new Jump Start Early Literacy Kits that Juliette assembled.
• Anja provided consultant support to two member libraries regarding minimum standards.
• The Outreach Department continued to put together rotating collections of print materials, audiobooks, and DVDs for member libraries.

FINANCIAL REPORT

The Financial Reports are not available at the time of this packet release. The report will be forwarded as an attachment at a later time.
2022 Board Meeting Dates

(Fourth Monday of the month)

4:30 p.m. in CEFLS Board Room
(Until noted otherwise)

November 28, 2022

December 2022

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

A. OCTOBER- PLATTSBURGH PUBLIC LIBRARY REPORT

B. PRE-RENOVATION ASBESTOS INSPECTION REPORT

C. TENTATIVE 2023 BOARD MEETING DATES

D. TRANE-HVAC EQUIPMENT PROPOSAL

E. DANNEMORA VARIANCE
Director's Report October 25, 2022

Our Clerk, Ali Winchell (aka Corneau) is leaving to become a Digital Marketing specialist. We will miss her, and wish her all the best! We have begun the search for a new Clerk.

We hired a new Page, Mercedez Boling, who has proven to be a quick start!

Our contract negotiations continue on October 21st.

We continue to offer free COVID test kits from either the County Health Department or CEFLS as they are available.

Our 2023 Construction Grant for $387,985 was approved by CEFLS and has moved to the state for approval. The state has approved a 90% funding match for us due to the high poverty rate in our area. Other libraries requesting grant funds are Saranac Lake for $240,545, and Keene Valley for $25,050.

November 3rd is the Library’s budget session before the City Council so that Council members may ask questions or clarify the budget request. The Mayor included our budget request for $769,638 in his budget. Each department has been assigned a Council date prior to the Council’s deadline to adopt the 2023 budget.

The chiller compressor was installed just in time for the heating season! The approximately $12,000 cost was included in the Construction Grant request.

Some new programs this fall are a Teen Advisory Group, Kids and Teens Wii Tournament, Teen Cinema, and LGBTea+ Group. We are also hosting a special holiday themed Story Hour on November 19th in the Auditorium featuring a Giving tree. This is being planned with the Mayor’s office, and we are happy to oblige! The City’s Annual Holiday Parade will be held on Saturday, December 3rd.

Submitted by:

Anne de la Chapelle, Library Director
Clinton-Essex-Franklin Library Building
33 Oak Street
Plattsburgh, New York 12901

PRE-RENOVATION ASBESTOS INSPECTION REPORT

October 19, 2022
KAS Project #309225459

Prepared for:

Clinton-Essex-Franklin Library System
33 Oak Street
Plattsburgh, New York 12901

kas
environmental science & engineering

13 Latour Avenue, Suite 204
PO Box 2787
Plattsburgh, NY 12901
www.kas-consulting.com
(518) 563-9445 p.
(518) 563-5189 f.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0  <strong>INSPECTION SUMMARY</strong></td>
<td>1</td>
</tr>
<tr>
<td>2.0  <strong>INSPECTION METHODS</strong></td>
<td>1</td>
</tr>
<tr>
<td>3.0  <strong>ASBESTOS REGULATIONS</strong></td>
<td>2</td>
</tr>
<tr>
<td>4.0  <strong>CERTIFICATION/ ACCREDITATION</strong></td>
<td>2</td>
</tr>
<tr>
<td>5.0  <strong>INSPECTION RESULTS</strong></td>
<td>3</td>
</tr>
<tr>
<td>6.0  <strong>OBSERVATIONS AND RECOMMENDATIONS</strong></td>
<td>3</td>
</tr>
</tbody>
</table>

## APPENDICES

- Appendix 1 – Inspection Results Summary
- Appendix 2 – KAS License/Certification
- Appendix 3 – Laboratory Analysis Report
- Appendix 4 – Sample Location/ACM Identification Map
1.0 INSPECTION SUMMARY

The Clinton-Essex-Franklin Library Building located at 33 Oak Street, Plattsburgh, New York was inspected for the presence of asbestos-containing materials (ACMs) on October 5, 2022. The inspection of the roof of the building was a pre-renovation asbestos inspection and was conducted in accordance with New York State Industrial Code Rule 56 (NYS ICR 56) and 40 CFR 61, Subpart M – NESHAP (Asbestos NESHAP) regulations. The inspection was limited to the roofing materials.

A total of 17 bulk samples from 3 homogeneous groups were collected from the roof. ACMs identified, defined as containing greater than 1% asbestos or assumed, included:

- Built-up Roofing Materials (Felt).

Additionally, building materials containing less than 1% asbestos are not considered ACMs, but are regulated by OSHA included:

- Tar.

A summary of the inspection results is included in Appendix 1.

2.0 INSPECTION METHODS

This pre-renovation asbestos inspection consisted of a visual inspection and collection of bulk samples for laboratory analysis. The number of samples generally ranges from 2 to 7 samples per homogenous material based on type and quantity. The asbestos inspection was conducted by an EPA accredited, State of New York-certified, Asbestos Inspector Zachary Brockway in accordance with NYS ICR 56 and Asbestos NESHAP. The inspection was limited to the roofing materials. Mr. Brockway possesses adequate experience, training and education to recognize suspect ACMs and collect suspect ACM bulk samples for laboratory analysis. Suspect ACMs collected were submitted to SanAir Technologies Laboratory of North Chesterfield, Virginia and analyzed by New York State (NYS) protocols.
3.0 ASBESTOS REGULATIONS

NYS ICR 56 details the procedures, regulations, certifications and licenses required when disturbance of ACMs occurs in the State of New York. In essence, any company, individual or organization that disturbs ACMs or provides asbestos consulting or laboratory services in the State of New York must be certified/licensed by the State of New York. Personnel that conducted this inspection, bulk sample collections and laboratory analysis were properly certified by the State of New York and also possess current EPA approved training in asbestos site inspections and asbestos laboratory analysis. KAS’ corporate license and individual inspector certification are included in Appendix 2.

4.0 CERTIFICATION/ ACCREDITATION

Per paragraph 56-5.1 (f) 3 of NYS ICR 56, the following information is required for inspections in New York State:

Inspection Location:
Roof
Clinton-Essex-Franklin Library Building
33 Oak Street
Plattsburgh, New York 12901

The inspection was a pre-renovation asbestos inspection to fulfill NYS ICR 56 and federal NESHAP requirements.

Inspection Date:
October 5, 2022

Contact Name and Address:
Mr. Michael Spofford
Finance Manager
Clinton-Essex-Franklin Library System
33 Oak Street
Plattsburgh, New York 12901

Firm Performing the Inspection:
KAS, Inc.
Asbestos Handling License Number: 29547, expires December 31, 2022
PO Box 787
Williston, Vermont 05495

Name of Performing Certified Inspector:
Zachary Brockway, NYSDOL Asbestos Certificate # 18-55766, Asbestos Inspector,
Expires June 2023.

Listing of the homogenous suspect ACMs sample groups collected is included in
Section 5.0.

Asbestos bulk samples were submitted to SanAir Technologies Laboratory (NYS ELAP
#11983) for analysis.

5.0 INSPECTION RESULTS

Sample locations, results of the sample analysis, and findings from the visual
inspection are contained in Appendices 1, 3 and 4. A total of 17 bulk samples from 3
homogeneous groups were collected from the roof. ACMs identified, defined as
containing greater than 1% asbestos or assumed, included:

- Built-up Roofing Materials (Felt).

Additionally, building materials containing less than 1% asbestos are not considered
ACMs, but are regulated by OSHA included:

- Tar.

6.0 OBSERVATIONS AND RECOMMENDATIONS

Building Comments:

Observations were limited to the roof of the building. The roof consisted of a rubber
membrane/insulation over built-up roofing materials, perlite (insulation) and a vapor
barrier that did not appear to be hot mopped to the roof deck. Caulking was present
at building terminations (facades and penetrations (HVAC units).

A Sample Location/ACM Identification Map is included in Appendix 3.
Recommendations:

- Built-up roofing materials (felts), which were located as the top layer of built-up roof materials and not in immediate contact with the roof deck, must be abated in accordance with NYS ICR 56 and Asbestos NESHAP.
- The tar associated with the built-up roofing materials contained less than 1% asbestos and OSHA safe worker protocols must be followed when interfacing with the material.
- A copy of this report should be maintained on-site during renovation activities.
- If materials are encountered that were not inspected or the scope of renovations change, the materials must be presumed ACM until tested and proven otherwise.
APPENDIX 1

INSPECTION RESULTS SUMMARY
# INSPECTION RESULTS SUMMARY

**Roof, Clinton-Essex-Franklin Library Building, 33 Oak Street, Plattsburgh, New York**

<table>
<thead>
<tr>
<th>HA/SAMPLE#</th>
<th>LOCATION</th>
<th>MATERIAL (F/NF)</th>
<th>ANALYTICAL RESULTS</th>
<th>ACM QUANTITY/CONDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1A – 1C</td>
<td>Roof Façade/HVAC Units</td>
<td>Caulk (NF)</td>
<td>NAD</td>
<td>-</td>
</tr>
<tr>
<td>2/2A – 2C</td>
<td>Top Roofing Materials</td>
<td>Built-Up Roofing Materials (Felts) (NF) Tar (NF) Insulation (NF)</td>
<td>Built-Up Roofing Materials (Felts) – 31.31% Chrysotile Tar - &lt;1% Chrysotile Insulation – NAD</td>
<td>~5,000 SF/Good</td>
</tr>
<tr>
<td>3/3A – 3C</td>
<td>Bottom Roofing Materials</td>
<td>Vapor Barrier (Felts) (NF) Tar (NF)</td>
<td>NAD</td>
<td>-</td>
</tr>
</tbody>
</table>

**Notes:**

1. HA – homogeneous area, sf – square feet, F – Friable, NF – Non-friable, NAD – no asbestos detected
2. Chrysotile – a form of asbestos
3. ACM – asbestos containing material (>1% asbestos content or presumed and are bolded in the table)
4. Quantities should be verified by the abatement contractor prior to notification/abatement
APPENDIX 2

KAS LICENSE/CERTIFICATION
New York State - Department of Labor
Division of Safety and Health
License and Certificate Unit;
State Campus, Building 12
Albany, NY 12240

ASBESTOS HANDLING LICENSE

Kas Inc.
P.O. Box 787
Williston, VT 05495

FILE NUMBER: 05-0787
LICENSE NUMBER: 29547
LICENSE CLASS: RESTRICTED
DATE OF ISSUE: 12/06/2021
EXPIRATION DATE: 12/31/2022

Duly Authorized Representative – Amy King:

This license has been issued in accordance with applicable provisions of Article 30 of the Labor Law of New York State and of the New York State Codes, Rules and Regulations (12 NYCRR Part 56). It is subject to suspension or revocation for a (1) serious violation of state, federal or local laws with regard to the conduct of an asbestos project, or (2) demonstrated lack of responsibility in the conduct of any job involving asbestos or asbestos material.

This license is valid only for the contractor named above and this license or a photocopy must be prominently displayed at the asbestos project worksite. This license verifies that all persons employed by the licensee on an asbestos project in New York State have been issued an Asbestos Certificate, appropriate for the type of work they perform, by the New York State Department of Labor.

Amy Phillips, Director
For the Commissioner of Labor
ZACHARY C BROCKWAY
CLASS (EXPIRES)
CATEC (06/23) D INSPI (06/23)
H PM (06/23)

MUST BE CARRIED ON ASBESTOS PROJECTS

STATE OF NEW YORK - DEPARTMENT OF LABOR
ASBESTOS CERTIFICATE

CERT # 10-65756
DMVF 307083359
APPENDIX 3

LABORATORY ANALYSIS REPORT
Analysis Report prepared for KAS, Inc.

Report Date: 10/13/2022
Project Name: C.E.F. Library
Project #: 309225459
SanAir ID#: 22050669

NVLAP TESTING
NVLAP LAB CODE 200870-0

NEW YORK STATE OF OPPORTUNITY: Department of Health

10501 Trade Court I North Chesterfield, Virginia 23236
888.895.1177 I 804.897.1177 I fax: 804.897.0070 I IAQ@SanAir.com I SanAir.com
Dear Zach B,

We at SanAir would like to thank you for the work you recently submitted. The 9 sample(s) were received on Thursday, October 06, 2022 via UPS. The final report(s) is enclosed for the following sample(s): 1A, 1B, 1C, 2A, 2B, 2C, 3A, 3B, 3C.

These results only pertain to this job and should not be used in the interpretation of any other job. This report is only complete in its entirety. Refer to the listing below of the pages included in a complete final report.

Sincerely,

Sandra Sobrino  
Asbestos & Materials Laboratory Manager  
SanAir Technologies Laboratory

Final Report Includes:  
- Cover Letter  
- Analysis Pages  
- Disclaimers and Additional Information

Sample conditions:  
- 9 samples in Good condition.
### Asbestos Bulk PLM NOB NY ELAP 198.6

<table>
<thead>
<tr>
<th>Sample</th>
<th>Appearance</th>
<th>% Other Material</th>
<th>% Non-Asbestos Fibers</th>
<th>Asbestos Types</th>
<th>% Total Asbestos</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A 22050669-001</td>
<td>Non-Fibrous Homogeneous Black</td>
<td>100%</td>
<td>None Detected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caulking / Facade</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1B 22050669-002</td>
<td>Non-Fibrous Homogeneous Black</td>
<td>100%</td>
<td>None Detected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caulking / Facade</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1C 22050669-003</td>
<td>Non-Fibrous Homogeneous Black</td>
<td>100%</td>
<td>None Detected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caulking / HVAC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2A Felt Paper/22050669-004</td>
<td>Fibrous Homogeneous Black</td>
<td>68.69%</td>
<td>&lt;1%</td>
<td>Chrysotile</td>
<td>31.31%</td>
</tr>
<tr>
<td>Built-Up / Roof / Middle Layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2A Tar22050669-004</td>
<td>Non-Fibrous Homogeneous Black</td>
<td>100%</td>
<td>None Detected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Built-Up / Roof / Middle Layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2B Felt Paper/22050669-005</td>
<td>Fibrous Homogeneous Black</td>
<td></td>
<td>Not Analyzed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Built-Up / Roof / Middle Layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2B Tar22050669-005</td>
<td>Non-Fibrous Heterogeneous Black</td>
<td>100%</td>
<td>&lt;1%</td>
<td>Chrysotile</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>Built-Up / Roof / Middle Layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2B Insulation22050669-005</td>
<td>Fibrous Heterogeneous Brown</td>
<td>100%</td>
<td>None Detected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Built-Up / Roof / Middle Layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Analyst: Mayes, Jean

Analysis Date: 10/13/2022

Approved Signatory: [Signature]

Date: 10/13/2022
# Asbestos Bulk PLM NOB NY ELAP 198.6

<table>
<thead>
<tr>
<th>Sample</th>
<th>Appearance</th>
<th>% Other Material</th>
<th>% Non-Asbestos Fibers</th>
<th>Asbestos Types</th>
<th>% Total Asbestos</th>
</tr>
</thead>
<tbody>
<tr>
<td>2C</td>
<td>Fibrous Homogeneous Black</td>
<td></td>
<td></td>
<td>Not Analyzed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Built-Up / Roof / Middle Layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2C</td>
<td>Non-Fibrous Heterogeneous Black</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Built-Up / Roof / Middle Layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2C</td>
<td>Fibrous Heterogeneous Brown</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Built-Up / Roof / Middle Layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A</td>
<td>Fibrous Homogeneous Black</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Built-Up Vapor Barrier / Roof / Bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A</td>
<td>Non-Fibrous Homogeneous Black</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Built-Up Vapor Barrier / Roof / Bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3B</td>
<td>Fibrous Homogeneous Black</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Built-Up Vapor Barrier / Roof / Bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3B</td>
<td>Non-Fibrous Homogeneous Black</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Built-Up Vapor Barrier / Roof / Bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Analyst:** Mayes, Jean  
**Analysis Date:** 10/13/2022  
**Approved Signatory:**  
**Date:** 10/13/2022
### Asbestos Bulk PLM NOB NY ELAP 198.6

<table>
<thead>
<tr>
<th>Sample</th>
<th>Appearance</th>
<th>% Other Material</th>
<th>% Non-Asbestos Fibers</th>
<th>Asbestos Types</th>
<th>% Total Asbestos</th>
</tr>
</thead>
<tbody>
<tr>
<td>3C</td>
<td>Fibrous Homogeneous Black</td>
<td>100%</td>
<td>None Detected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Felt Paper22050669-009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Built-Up Vapor Barrier / Roof / Bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3C</td>
<td>Non-Fibrous Homogeneous Black</td>
<td>100%</td>
<td>None Detected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tar22050669-009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Built-Up Vapor Barrier / Roof / Bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Analyst:** Mayes, Jean

**Analysis Date:** 10/13/2022

**Approved Signatory:**

**Date:** 10/13/2022
**SanAir ID Number**
22050669
**FINAL REPORT**
10/13/2022 4:24:05 PM

**Name:** KAS, Inc.
**Address:** PO Box 787
Williston, VT 05495
**Phone:** 518-563-9445

**Project Number:** 309225459
**P.O. Number:**
**Project Name:** C.E.F. Library
**Collected Date:** 10/5/2022
**Received Date:** 10/6/2022 10:40:00 AM

**Analyst:** Tallert, Jonathan

### Asbestos Bulk TEM NY ELAP 198.4

<table>
<thead>
<tr>
<th>Sample</th>
<th>Appearance</th>
<th>% Other Material</th>
<th>% Non-Asbestos Fibers</th>
<th>Asbestos Types</th>
<th>% Total Asbestos</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A</td>
<td>Non-Fibrous Homogeneous Black</td>
<td>99.39</td>
<td>&lt;1%</td>
<td>Chrysotile</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>Built-Up / Roof / Middle Layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2B</td>
<td>Non-Fibrous Heterogeneous Black</td>
<td>100%</td>
<td>&lt;1%</td>
<td>Chrysotile</td>
<td>&lt;1%</td>
</tr>
<tr>
<td>Built-Up / Roof / Middle Layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2B</td>
<td>Fibrous Heterogeneous Brown</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td>Built-Up / Roof / Middle Layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2C</td>
<td>Non-Fibrous Heterogeneous Black</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td>Built-Up / Roof / Middle Layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2C</td>
<td>Fibrous Heterogeneous Brown</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td>Built-Up / Roof / Middle Layer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A</td>
<td>Fibrous Homogeneous Black</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td>Built-Up Vapor Barrier / Roof / Bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3A</td>
<td>Non-Fibrous Homogeneous Black</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td>Built-Up Vapor Barrier / Roof / Bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Analyst:** [Signature]
**Approved Signatory:** [Signature]

**Analysis Date:** 10/13/2022
**Date:** 10/13/2022
**SanAir Technologies Laboratory**

**Name:** KAS, Inc.
**Address:** PO Box 787
Williston, VT 05495
**Phone:** 518-563-9445

---

**SanAir ID Number**
22050669
**FINAL REPORT**
10/13/2022 4:24:05 PM

**Project Number:** 309225459
**P.O. Number:**
**Project Name:** C.E.F. Library
**Collected Date:** 10/5/2022
**Received Date:** 10/6/2022 10:40:00 AM

---

**Analyst:** Tallert, Jonathan

### Asbestos Bulk TEM NY ELAP 198.4

<table>
<thead>
<tr>
<th>Sample</th>
<th>Appearance</th>
<th>% Other Material</th>
<th>% Non-Asbestos Fibers</th>
<th>Asbestos Types</th>
<th>% Total Asbestos</th>
</tr>
</thead>
<tbody>
<tr>
<td>3B Felt Paper 22050669-008</td>
<td>Fibrous Homogeneous Black</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td>Built-Up Vapor Barrier / Roof / Bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3B Tar 22050669-008</td>
<td>Non-Fibrous Homogeneous Black</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td>Built-Up Vapor Barrier / Roof / Bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3C Felt Paper 22050669-009</td>
<td>Fibrous Homogeneous Black</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td>Built-Up Vapor Barrier / Roof / Bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3C Tar 22050669-009</td>
<td>Non-Fibrous Homogeneous Black</td>
<td>100%</td>
<td></td>
<td>None Detected</td>
<td></td>
</tr>
<tr>
<td>Built-Up Vapor Barrier / Roof / Bottom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Analyst:**

**Approved Signatory:**

**Analysis Date:** 10/13/2022

**Date:** 10/13/2022
Disclaimer

Final reports cannot be reproduced, except in full, without written authorization from SanAir. The accuracy of the results of the analysis is dependent upon the method of sample procurement and information provided by the client. SanAir assumes no responsibility or liability for the manner in which the results are used or interpreted. Samples were received in good condition unless otherwise noted on the report. This report may not be used by the client to claim product endorsement by NVLAP or any other agency of the U.S. government.

NY ELAP Lab ID 11983
Disclaimer

Final reports cannot be reproduced, except in full, without written authorization from SanAir. The accuracy of the results of the analysis is dependent upon the method of sample procurement and information provided by the client. SanAir assumes no responsibility or liability for the manner in which the results are used or interpreted. Samples were received in good condition unless otherwise noted on the report. This report may not be used by the client to claim product endorsement by NVLAP or any other agency of the U.S. government. Polarized-light microscopy is not consistently reliable in detecting asbestos in floor covering and similar non-friable organically bound materials. Quantitative transmission electron microscopy is currently the only method that can be used to determine if this material can be considered or treated as non-asbestos containing. Under NY state regulations, None Detected by this method is inconclusive result.

NY ELAP lab ID 11983
APPENDIX 4

SAMPLE LOCATION/ACM IDENTIFICATION MAP
2023  Tentative Board Meeting Dates

(Fourth Monday of the Month)

4:30 p.m. in CEFLS Board Room
(Unless noted otherwise)

January 23, 2023

February 27, 2023

No meeting will be held in March

April 24, 2023

May 15, 2023 or May 22, 2023 - The two dates will be presented to the board for a final decision.

June 26, 2023

July 24, 2023

August 28, 2023

September 25, 2023

October 23, 2023

November 27, 2023

Whether to have a December meeting will be determined at a later date.
Nov 02, 2022

CLINTON-ESSEX-FRANKLIN LIBRARY SYS
33 OAK STREET
PLATTSBURGH, NY, 12901

Project Name: RTU-1
Site Name: CLINTON ESSEX FRANKLIN LIBRARY

We are pleased to offer you this proposal for performance of the following services for the Equipment listed. Services will be performed using Trane’s Exclusive Service Procedure to ensure you get full benefit of our extensive service experience, coupled with the distinct technical expertise of an HVAC Equipment manufacturing leader. Our innovative procedure is environmentally and safety conscious, and aligns expectation of work scope while providing efficient and productive delivery of services.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Model Number</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTU-1</td>
<td>TCD210C</td>
<td>223100655D</td>
</tr>
</tbody>
</table>

Scope of Service:
RTU-1. Supply fan motor replacement due to noisy bearings.
- Pick up parts.
- Disconnect unit power, LOTO
- Remove belt and pulley.
- Remove and replace Supply Fan Motor.
- Verify correct wiring for system voltage.
- Install pulley and belt. Verify alignment.
- Remove LOTO. Restart unit and test operation.

Travel time, labor, and parts included.

Total Price: $3763.00

Clarifications
1. Applicable taxes are not included and will be added to the invoice.
2. Any service not listed is not included.
3. Work will be performed during normal Trane business hours unless stated
4. Travel time is not included unless stated

I appreciate the opportunity to earn your business, and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

Sincerely,
Joseph Smith
Trane Service Technician
JOSEPH.SMITH@TRANE.COM

This proposal is valid 30 days from Nov 02, 2022. This agreement is subject to Customer’s acceptance of the attached Trane USA Services Terms and Conditions.
TERMS AND CONDITIONS – QUOTED SERVICE

"Company" shall mean Trane U.S. Inc. for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

To obtain repair service within the scope of Services as defined, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. That Trane District office is responsible for Company’s performance of this Agreement. Other Trane authorized personnel may perform service under this Agreement. For Service covered under this Agreement, Company will be responsible for the cost of transporting a part requiring service.

1. Agreement. These terms and conditions are an integral part of Company’s offer and form the basis of any agreement (the "Agreement") resulting from Company’s proposal (the "Proposal") for the services (the "Services") on equipment listed in the Proposal (the "Covered Equipment"). COMPANY’S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.

2. Connected Services. In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at https://www.trane.com/TraneConnectedServicesTerms, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. Acceptance. The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer’s order shall be deemed acceptance of the Proposal subject to Company’s terms and conditions. If Customer’s order is expressly conditioned upon the Company’s acceptance or assent to terms and conditions other than those expressed herein, return of such order by Company with Company’s terms and conditions attached or referenced serves as Company’s notice of objection to Customer’s terms and as Company’s counteroffer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 10 days, the Company’s counteroffer will be deemed accepted.

Customer’s acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company’s terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon dissatisfaction of approval, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer’s obligation to pay for Services rendered by Company to the date of cancellation.

4. Cancellation by Customer Prior to Services; Refund. If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer’s account, the full Service Fee of this Agreement that Customer paid to Company, if any. Any ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer’s right to cancel this Agreement only applies to the original owner of this Agreement and not if no Services have been provided by Company under this Agreement prior to its return to Company.

5. Cancellation by Company. This Agreement may be cancelled by Company for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to performance of any Services hereunder and Company will refund to Customer, or credit Customer’s account, the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

6. Services Fees and Taxes. Fees for Services (the "Service Fee(s)") shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company’s regular business hours and any after-hours services shall be billed according to the then prevailing overtime or emergency labor/overhead rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys’ fees) incurred by Company in attempting to collect amounts due.

7. Payment. Payment is due upon receipt of Company’s invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys’ fees) incurred by Company in attempting to collect amounts due or otherwise enforcing these terms and conditions.

8. Customer Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any moratorium or bankruptcy law; or (3) any suspension or proposal to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (4) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead).

9. Performance. Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Service is performed under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company. Customer must reimburse Company for services, repairs, and/or replacements performed by Company at Customer’s request beyond the scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing rates. Company will provide a written estimate of service under the terms of this Agreement.

10. Customer Obligations. Customer shall: (a) provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; and (b) unless otherwise agreed by Customer and Company, at Customer’s expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines.

11. Exclusions. Without limitation of the Obligations expressly included in the Proposal, the Services do not include, and Company shall not be responsible for or liable to the Customer for, any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from any of the following: (a) Any guarantee of room conditions or system performance; (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services; (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omissions of Customer or any Event of Force Majeure;

© 2020 Trane Technologies All Rights Reserved
(d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions") including, without limitation, damages, losses, or expenses involving a Pre-Existing Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould, bacteria, moulding or other biological agents; and any claims, damages, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement relating to or arising from non-Pre-Existing Conditions shall not be subject to coverage under this Agreement.

(e) Replacement of refrigerant is excluded, unless replacement is expressly stated as included with the Proposal.

12. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to the Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/repair portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminal with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/repair. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from the Limited Warranty include claims, losses, damages, and expenses in any way connected with, related to, or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to such components and any warranty of such components shall be the warranty given by the component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)"") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY ITS AFFILIATES, WHETHER ORAL OR WRITTEN, THE REMEDIES SET FORTH IN THIS AGREEMENT ARE THE SOLE AND EXCLUSIVE REMEDIES FOR DAMAGES PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS, REPRESENTATIONS, WHETHER IN CONTRACT, WARRANTY, STATUTE, OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.

13. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportionate to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

14. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), INCLUDING CONTAMINANTS LIABILITIES, OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE CONTRACT AMOUNT RECEIVED BY COMPANY UNDER THIS AGREEMENT. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS, TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

15. Contaminants Liability

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION MITIGATION, ELIMINATION, OR CONTAMINANTS THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANT LIABILITIES.
16. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the Services only when the affected area has been rendered harmless.

17. Insurance. Company agrees to maintain the following insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

<table>
<thead>
<tr>
<th>Liability Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
<td>$2,000,000 per occurrence</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$2,000,000 CSL</td>
</tr>
<tr>
<td>Workers Compensation Statutory</td>
<td>Limits</td>
</tr>
</tbody>
</table>

If Customer has requested to be named as an additional insured under Company’s insurance policy, Company will do so but only subject to Company’s manuscript additional insured endorsement under its primary Commercial General Liability policy. In no event does Company or its insurer waive its right of subrogation.

18. Force Majeure. Company’s duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company’s election (i) remain in effect but Company’s obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days’ notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

19. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and construed in accordance with the laws of the state or province in which the Services are performed without regard to choice of law principles which might otherwise call for the application of a different state’s or province’s laws. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the representations and understandings and supersedes all proposals, understandings, commitments or agreements, oral or written, related to the Services. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereto. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part thereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed and delivered shall be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. No modifications, additions or changes may be made to this Agreement except in a writing signed by Company. No failure or delay by Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.


21. U.S. Government Contracts. The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(a). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Customer will have no obligations to Customer unless Customer provides Company with a true, correct and complete copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrently with the execution thereof, including but not limited to any communications related to contractor's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

22. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and
(5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-10.48 (0621)
Supersedes 1-10.48 (0720)
Dannemora Free Library Variance request-2021

Dannemora Free Library
Alexander Chase, Director
518-492-7005

Request for variance from Standard Number 7

Circumstances over which the Library has no control that are barriers to compliance:

The Town of Dannemora, New York is home to the Clinton Correctional Facility. This prison has a population of approximately 2,000. According to the 2020 census, the population of the Town of Dannemora is 4,037 but only 2,037 of those individuals are not incarcerated. It is not feasible or affordable for the library to be open more than the current 21 hours a week.

Plan for Compliance:

The library is requesting a variance which will exclude the prison from its service population, making its Minimum Standard 20 hours. The library is currently open 21 hours a week.
Variance Request Form

Commissioner's Regulation 30.2 - Standards for Registration of Public, Free Association and Indian Libraries

INSTRUCTIONS: Use this form to request a variance from the requirements of Commissioner's Regulation 30.2, Standards for Registration of Public, Free Association and Indian Libraries (effective January 29, 1999). If this library is in compliance with one or more of these Standards, request a variance on a separate form for each standard with which the library fails to comply. The Library Director, the Library Board President, the Systems Director and the Systems Board President sign each variance request form. Attach any information that will strengthen the request. The library system submits all variance request forms to Library Development. No variance granted by Library Development shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

1. Dayananda Free Library, Alexander Chase, Director
   Library Information (Name of library, contact person, phone number) 518-492-7005

2a. Request for Variance from Standard Number: 7

b. What is current status? (Please attach explanation.)

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance. Explain in detail on a separate sheet the circumstances that prevent the library from meeting this standard of service as set forward in Commissioner's Regulations 30.2. Attach documentation to demonstrate that the library has no control over the circumstances.

4. Plan for Compliance. Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. (Please attach documentation.)
Date 1/27/22

President

Library John Wynn

Date

System Comment and Review:

Variance request:

_____ may be approvable

_____ may not be approvable

(Please include explanation.)

This variance request was reviewed at the _______________ meeting of the Board of Trustees of

the _______________

(Month/Day)

System:

_________________________

System Director:

_________________________

Date:

_________________________

President:

_________________________

Date:

_________________________