



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

*Monday, May, 22, 2023 at 4:30 p.m. @
33 Oak Street
Plattsburgh, N.Y. 12901*

With satellite locations @ Wead Library-Malone and Saranac Lake Free Library-Saranac Lake

AGENDA

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - A. Approval of absences
 - B. Approval of May 22, 2023 agenda
 - C. Approval of Minutes of the April 24, 2023 meeting
 - D. Committees for which there are no reports at this time – Advocacy, Executive, Finance, Health Plan, Negotiating, Nominating, Personnel, and Property
- IV. Public Comment Period
- V. Communications
 - A. Lake Placid News- Lake Placid Library Spring Events
- VI. President's Remarks
- VII. Plattsburgh Public Library Report
- VIII. CEFDA Report
- IX. Director's Report
- X. Financial Reports
- XI. Committee Reports
- XII. Unfinished Business
- XIII. New Business
 - A. CEFLS Annual Report- Review/Accept
 - B. Offsite Board Meetings 2023- Discussion
- XIV. Adjournment

Please RSVP where you plan to attend, to Brenda Mooney, bmooney@cefls.org, by Thursday, May 18, 2023 to help us to determine if there will be a quorum. If it is necessary to cancel the meeting due to lack of a quorum, we would like to notify everyone as early as possible.

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

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CLINTON-ESSEX-FRANKLIN LIBRARY SYSTEM
Minutes for Board of Trustees Regular Meeting
Held April 24, 2023

Call to Order

The Board of Trustees meeting was called to order at 4:30 p.m. on Monday, April 24, 2023, at Clinton-Essex-Franklin Library System, 33 Oak St., Plattsburgh, New York, by Gayla LePage, President.

Roll Call

Present at CEFLS: Mary Abendroth, Nicky Bryant, Linda Crosby, Liz DeFonce, Chris Drennan, Lonnie Roth Fairchild, Dorothy Latta, Gayla LePage, Tom Mandeville, Tim Rowland, Sarah Vaillancourt arrived at 4:35 p.m.

Present via Zoom: Hope Cassavaw- Satellite site Wead Library-Malone

Excused Absences: Andrew Lomanto, Jennifer Yando

Unexcused Absences:

Staff Present at CEFLS: Steve Kenworthy, Director; Brenda Mooney, Administrative Assistant

Staff Present via ZOOM: Michael Spofford, Finance Manager

Others present: Anne de la Chapelle, PPL Director; Courtney Carey, Tupper Lake Director

Consent Agenda

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

Consent Agenda includes:

- Approval of today's excused absences.
- Approval of April 24, 2023 agenda.
- Approval of the minutes of the February 27, 2023, meeting
- Committees for which there are no reports at this time: Advocacy, Executive, Finance, Health Plan, Negotiating, Nominating, Personnel, and Property.

The consent agenda was approved unanimously.

Public Comment

Nothing to report.

Communications

Director Kenworthy was invited to the Grand Re-Opening of the Wilmington E.M. Cooper Memorial Public Library. The celebration was held on Saturday, March 11, 2023, and showcased the recent improvements to the library.

The financial state of the Sherman Free Library was called attention to in an article from the Sun Community News. The library is seeking support from the local taxpayers in raising an additional \$45,000 a year to assist with operating expenses.

President's Remarks

Ms. LePage did not have anything to add.

Plattsburgh Public Library (PPL) Report

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

- Central Library Directors from the 23 library systems have resumed meetings on a quarterly basis. The new Central Library Services Aid was discussed.
- Ms. de la Chapelle introduced Courtney Carey, Tupper Lake Library Director representing CEFDA. Ms. Carey will be the CEFDA representative for the CEFLS board.

Questions to Anne de la Chappelle:

Director's Report

In addition to his written report, Steve Kenworthy reported:

- 28 of 30 member libraries have submitted their library reports to CEFLS. The CEFLS annual report is near completion and will be ready for board approval at the May meeting.
- The state of the CEFLS vehicles was discussed. Both vehicles have significant mileage, and the cost of maintenance and repairs have steadily increased. Although not an immediate issue, Mr. Kenworthy felt that it may be time to consider replacing the vehicles.
- CEFLS hosted a CEFcat meeting in April. The meeting received positive feedback from many of the participants.

- In the past, purchases using CLSA funds were restricted to adult non-fiction, both in print and electronic format. With the restrictions lifted, the funds can now be used to purchase a variety of materials. A copy of the 2023 CLSA budget was distributed for review and approval. Ms. de la Chappelle gave a breakdown of how the budget will now be reallocated.

Nicky Bryant made a motion to approve the 2023 CEFLS Central Library Services Aid Budget, seconded by Liz DeFonce.

Motion carried unanimously.

Questions to Steve Kenworthy:

Financial Report

Financial reports were not available at the time of the meeting.

Questions to Michael Spofford:

Committee Reports

Nothing to report.

Unfinished Business

Nothing to report.

New Business

A. Lawn Care Quote Summary/Selection

The 2023 lawn care quotes were reviewed and the board accepted the quote from JJ Property Maintenance.

Tom Mandeville motioned to accept the bid of JJ Property Maintenance for the 2023 season, seconded by Lonnie Roth Fairchild.

Motion carried unanimously.

B. Pandemic Response Plan Annual Review/Approve

Mr. Kenworthy did not propose any changes to the current policy.

Nicky Bryant made a motion to approve the continuation of the Pandemic Response Plan, seconded by Mary Abendroth.
Motion carried unanimously.

C. Trustee Education Policy- Review/Approve

The Trustee Education Policy was created to comply with New York State Education Law's new requirements. The proposed policy was adapted from the sample policy created at NYLA. Mr. Kenworthy presented the trustees with an overview of the policy.

Dorothy Latta made a motion to approve the Trustee Education Policy, seconded by Scott McDonald.

Motion carried unanimously.

D. Revised Items Lost or Damaged in Circulation Policy- Review/Approve

The proposed policy revisions were reviewed and discussed. The consensus of the CEFCA meeting was that the policy was acceptable, with the exclusion of item #8. Steve recommended a revised policy that excluded item #8.

Another revision would increase the shelf search for lost or overdue items at CEFLS from quarterly to monthly. As a result, the frequency at which CEFLS will bill for lost books will likely increase.

Questions still exist about lost or damaged items within the system. For that reason, it was decided this will be one of the topics at the next CEFCA meeting.

Nicky Bryant made a motion to approve the Revised Items Lost or Damaged in Circulation Policy, seconded by Tom Mandeville.

Motion carried unanimously.

E. Board Terms

A discussion occurred about a historical error affecting the term length of two trustees. Options for correcting the error were presented. A decision was made to allow the trustees to complete their terms as stated in the resolution. The future plan is to resynch the terms at the end of the stated resolutions.

Adjournment

There being no further business to come before the Board, Gayla LePage adjourned the meeting at 5:27 p.m.

Respectfully submitted,

Dorothy Latta
Secretary

COMMON LIBRARY-RELATED ACRONYMS

ACCA – Dedicated to serving the cultural, artistic, historical, and museum communities of the Adirondack Coast of New York through collaboration, communication, networking, professional development, and advocacy in order to promote the area as a vibrant and attractive cultural destination.

BHSN – Behavioral Health Services North – A behavioral health care system providing an integrated continuum of essential, responsive and cost-effective prevention and treatment services

BOT - Short for "robot" and also called an internet **bot** -- is a computer program that operates as an agent for a user or other program, or to simulate a human activity. **Bots** are normally used to automate certain tasks, meaning they can run without specific instructions from humans.

CSS – Cascading Style Sheets - style format, defining type, background color, etc. that is consistent on all pages on a given website

CVES – Champlain Valley Educational Services

CEFCAT – Clinton Essex Franklin **CAT**alog User's Group - Formally defined in the automation contract signed by each automated library, existing for the purpose of allowing members to participate in group decisions, render advice and guidance, refine procedures and policies, and participate in planning for expansion and improvement of the automated library system. The scope of the group has been expanding into other library management areas, allowing more general discussion and feedback by the System's members.

CEFDA – Clinton-Essex-Franklin Director's Association

CEWW – Clinton-Essex-Warren-Washington (BOCES)

CSLP - Collaborative Summer Library Program: Welcome

COSLA - Chief Officers of State Library Agencies – consortium of states working together to provide high quality summer reading programs materials

COAC – Coordinated Outreach Advisory Council (CEFLS)

DLD - Division of Library Development - New York State Library

DASNY - DASNY - Dormitory Authority of the State of New York – The State authority providing construction, financing, and allied services which serve the public good, involved in library construction program

DK – (Dorling Kindersley) - British multinational publishing company specializing in illustrated reference books for adults and children in 62 languages

EBSCO – A database provider- EBSCO Publishing -- EBSCOhost Online Research Databases

EDC – Economic Development Corporation

EAS -Employee Assistance Services - Plattsburgh - BHSN

ESL – English as a Second Language

E-rate - Universal Service Fund, administered under the direction of FCC - Schools and Libraries Program - Universal Service..

FEH - Franklin-Essex-Hamilton

FCG – French Conversation Group

GIS – Geographic Information Systems

GMD – General Material Designator

HTML – (HyperText Markup language) – describes and defines the content of a web page

HATS - Library Trustees Curriculum – Helping All Trustees Succeed

HRA – Health Reimbursement Account – A pretax payroll deduction offered at CEFLS for reimbursement of health-related expenses. Participants must submit their own receipts for reimbursement.

HUB (*Not an acronym*) - Our regional correctional facilities

ICICILL – A union catalog of all type of libraries in the area, members of the Northern New York Library Network. It helps librarians manage interlibrary loan transactions quickly and easily. It will be soon replaced by DueNorth, a more versatile and more up-to-date version.

ILEAD USA - ILEAD USA -- New York State Libraries: Division of Library - Innovative Librarians Explore, Apply and Discover- nationwide leadership immersion program utilizing web technologies, expanding library staff's leadership skills and their ability to use participatory technology. Participants work in teams to address an identified community need and will be assisted by Mentors/Instructors in developing a successful project.

IMLS -Institute of Museum and Library Services - Primary source of federal support for the nation's 123,000 libraries and 17,500 museums

ILS -Integrated library system - Wikipedia definition

ILL – Interlibrary Loan

JCEO – Joint Council for Economic Opportunity

LibGuide - LibGuides also called Infostreams are guides to collections, apps and online resources, prepared by CEFLS staff

LSTA -Library Services and Technology Act (LSTA) | American Library ...

LTA – Library Trustees Association of New York State

LVA – Literacy Volunteers of America

LLSA - §90.9 Local Library Services Aid: Regulations of the Commissioner of Education ...

MAC – Members' Advisory Committee

MYLS – Mid-York Library System

NAMI - NAMI: National Alliance on Mental Illness

NEH – National Endowment for the Humanities

NNLM MAR– National Network/Libraries and Medicine, Middle Atlantic Region

NYCSP – NYS College Savings Plan - New York's 529 College Savings Program Direct Plan

NYSED – New York State Education Department

NYSERDA - NYSERDA – New York State Energy Research and Development Authority

NYLA –New York Library Association

NYLTO – A granted program - New York Libraries Trustees Online

NCLS – North Country Library System

NNYLN –Northern New York Library Network

NYSL – New York State Library: Home page

NOVELNY - New York Online Virtual Electronic Library - NYS residents can find answers to any imaginable question by using their library. NOVELNY is only one of many ways libraries organize the books, articles, and other information sources they hold. NOVELNY makes all this information available to you – wherever you are – if you have access to the Internet and hold a public library card, New York driver license, or New York non-driver ID.

OCLC – OCLC website – Online Cooperative Library Center - Nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing library costs

OPAC –Online Public Access Catalogue

PAC –New Yorkers for Better Libraries Political Action Committee

PCORI – Patient-Centered Outcomes Research Institute – A non-profit, non-governmental organization supported by a trust fund that is financed in part by fees from health plan insurers (for fully insured plans) and plan sponsors (for self-funded plans).

PLA – Public Library Association (PLA)

PPL - The Plattsburgh Public Library

PULISDO - PULISDO | Public Library Systems Directors Organization

RDA – Resource Description Access - About RDA - OCLC

SAG - Consumer Health Special Advisory Group

SALS – Southern Adirondack Library System

SAM – System for Award Management – SAM is consolidating the government wide acquisition and award support systems to eliminate the need to enter the same data multiple times, and consolidating hosting to make the process of doing business with the government more efficient.

SLS – School Library System

SPARCC – Substance Abuse and Recovery of Clinton County

STACO - State Correctional Facility Aid

SRP – Summer Reading Program

STEM – Science Technology Engineering and Math

TS staff – Technical Services staff

TBBL - New York State Talking book and Braille Library (TBBL)

UPS – Universal Power Source (System)

VOAD – Voluntary Organizations Active in Disaster
WIB – Workforce Investment Board - OneWorkSource
YA – Young Adult

CEFLS Director's Report
Steve Kenworthy

MAY's DIRECTOR'S REPORT WAS NOT AVAILABLE AT THE TIME OF THIS PACKET RELEASE.

Technical Services Department

April 2023

By Anne Jobin-Picard - Librarian II

APRIL

- Daily Pull List / OCLC/ Due North
 - 337 pulled items for member libraries for delivery
 - 89 pulled items for correctional facilities for delivery
 - OCLC 23 items loaned, 22 items borrowed
 - Due North 6 items loaned, 1 item borrowed
- Cataloging
 - Items cataloged 682
 - 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
 - Supervisor for Library Clerk (RK)
 - Covered RK/KL for staff vacations/etc.
- Zoom French Conversation Group- Mondays
 - Averaged 4 people per session
 - Prep time about 30 minutes per week
 - Helped patrons with library questions such as e books, tech, and resources

- Emails/Consulting/Phone calls –
 - Member libraries questions on cataloging, reference, various inquiries
 - Provided support to consulting libraries for AR and other inquiries
 -
- Webinars/Training/Zoom/Misc.
 - 4/4/23 *Getting Started with Libby* presented by Overdrive
 - 4/19/23 *Social Media Changes You Need to Know* presented by Score (Chamber)
 - April Coordinated distribution of some free art supplies to member libraries (makers/crayons/paint brushes, colored pencils)
- Attend Team Meetings/Member Library Meetings
 - CEFLS Member Library Zoom meetings
 - CEFLS Staff Meeting
 - 4/20/23 CEFCAT meeting - Presentation on Policies
- Run Monthly System ILL Loan Activity
 - SQL Query ILL
 - Document OCLC/Due North monthly stats (query produced by Kim L.)
 - Maintain Excel spreadsheet for Annual report stats

Kim Latour-Principal Library Clerk

- Daily Pull List (as needed)
- Overdues
 - Generate weekly reports
 - Monitor overdue status of items
- ILL Requests
 - OCLC
 - Due North
 - Generate reports for monthly stats
 - Monitors status of items for Due North and OCLC
 - Prepare and Coordinate Empire Delivery
- New book orders
- Repair books
- Staff Training/Supervisor
 - Eli H. (library page)
- Staff Training
 - Provide training and support to coworkers as needed
- Cataloging
 - Items cataloged 125
 - Includes some items needing original cataloging
- Emails/Phone calls
 - Address member library questions on cataloging, reference, and various inquiries
 - Provided support to Member Libraries and CEFLS staff

- Webinars/Training/Meetings/Misc.
 - Attend weekly staff meetings
 - OCLC Holdings deletions
 - 4/20/23 CEFCAT meeting Horizon Adding Items

Eli Reid – Library Page

- Webinars/Training/Meetings/Misc.
 - Shelving
 - Assist with weeding as generated from list
 - Attend Weekly Staff Meeting
 - Webinars/Training/Zoom/Misc.
 - None

Rebecca Klein – Library Clerk

- Shelving as needed
- Assist with pull list (as needed)
- Prepared Fort Ticonderoga discount cards and distributed to member libraries
- Distributed "Public Libraries Helping Students" brochure to member libraries
- Conducted a search of CEFLS shelves for books in 'lost' status since 2018, found 38/211
- Shadowed Deb on a Friday CEFLS ILL delivery (4/14)
- Deconstructed/recycled outdated adult and juvenile 610/health CEFLS discards
- Processed new books as needed
- Continued performing a shelf audit of the easy readers
- Assisted Anja in processing CEFLS and member library discards for Sustainable Shelves
- Processed CEFLS ILL delivery and adult and juvenile rotating collections
- Prepared cake pans donated to CEFLS for circulation
- Continued processing CEFLS ILL delivery and adult and juvenile rotating collections
- Continued assisting Anja in processing CEFLS and member library discards for Sustainable Shelves
- Process outgoing Empire deliveries and print labels via Rapid Ship
- Continued processing new books
- Webinars/Training/Meetings/Misc.
 - Attended Weekly Staff Meeting
 - 4/20/23 CEFCAT meeting

Library Computer Specialist Report

~ Submitted by David Fuller

APRIL 2023

- Assisted 9 patrons with issues using the online catalog or checking online resources.
- The website at cefls.org had 8,135 unique visits last month, with routestorecover.org having 356 unique visits.
- 1 Book Club in a Bag kit went out to a library last month.
- I was able to configure settings on the main Horizon server to restart the services necessary for the online catalog to pull information from it after a scheduled restart on 4/4. This should allow for us to automatically restart the server on a regular basis without having to worry about the online catalog suddenly losing functionality.
- Reconfigured spam rules for staff email addresses to cut down on manual blocking of malicious messages on 4/4. The reorganization forces suspicious emails through a number of automated checks before they make it to us.
- Resolved an issue with the Twitter feed on our website on 4/5. This was likely caused by a change in Twitter's backend services.
- Attended a Network Assessment meeting with network consultants on 4/7 to discuss in-person visits to participating libraries. The on-site visits will likely occur at Chateaugay Memorial Library and Dannemora Free Library in May.
- Revised Plattsburgh Public Library's receipts on 4/10 back to their original form to invite patrons to visit their website.
- Fixed an issue with Horizon occurring at Chateaugay Memorial Library on 4/10.
- Assisted with the Summer Reading Training session along with Anja and Juliette in Malone on 4/11.
- Installed Horizon on a new computer at Tupper Lake Memorial Library on 4/12.
- Provided new wireless scanners to multiple staff members on 4/12. This should allow staff to use Horizon more easily in certain situations.
- Fixed an issue with Horizon occurring at Rouses Point Dodge Memorial Library on 4/13.
- Fixed an issue with the price attached to museum passes at Plattsburgh Public Library on 4/17.
- Added Anderson Falls Heritage Society to the list of historical associations on our website on 4/17.
- Installed Horizon on a new computer at Au Sable Forks Free Library on 4/18.
- Attended the *Social Media - Changes You Need to Know* webinar on 4/19. The webinar covered new features to multiple social media platforms, along with examples apps rising in popularity
- Created a new page on our website on 4/19 to showcase policy examples and samples for libraries to review when needed.
- Assisted with the CEFCA and MAC meeting on 4/20 to allow for hybrid on-site and online attendance. Also provided a training session that covered some searching and reporting tips to library staff.
- Attended the *Top Security Threats* webinar on 4/21. This webinar covered the most prominent attacks occurring in the U.S. and around the world.

- Produced the Library Crawl flyer for Champlain Memorial Library on 4/26. The Library Crawl will be on 6/3.
- Attended the *Creating Tutorial Videos for Your Library* on 4/28. This webinar discussed some best practices for video creation and editing, along with suggestions for software that can be used.

OverDrive Checkouts Library	January		February		March		April	
	2022	2023	2022	2023	2022	2023	2022	2023
AKW	7	35	7	28	22	22	27	28
AUS	51	20	39	25	29	16	27	19
BOCES/CVES	64	44	69	39	26	18	71	19
CEF	3	4	5	0	5	1	3	4
CHM	9	10	1	10	3	20	6	19
CHT	20	25	20	15	30	8	18	11
CHZ	21	44	18	40	14	25	21	39
CRW	3	17	5	18	11	26	6	15
DAN	39	26	30	23	37	23	26	26
ELI	10	11	24	12	24	11	23	11
ELL	13	12	11	155	16	13	9	13
ESS	26	6	12	10	21	16	7	19
KEN	37	40	32	27	10	35	11	23
KES	83	54	58	38	50	74	52	62
KEV	66	39	52	31	52	38	33	47
LKP	220	178	139	180	177	164	237	154
MOR	22	26	41	14	15	49	11	44
PER	132	138	102	153	95	145	108	138
PLA	884	711	743	708	789	805	765	754
POR	8	83	35	12	12	13	15	55
ROU	27	31	21	29	25	29	29	25
SCH	68	66	44	87	68	83	48	83
TIC	128	81	108	77	115	115	109	95
TUP	121	109	95	104	125	90	131	96
UPP	32	29	29	38	44	50	39	36
VNP	299	310	291	256	309	258	265	262
VOA	505	576	393	491	480	533	482	416
WAD	15	14	13	9	7	11	8	9
WCH	8	16	15	14	15	31	16	23
WLM	32	16	21	40	21	31	22	26
WPO	30	28	42	36	57	44	48	40
WSB	26	23	34	22	47	39	37	21
Total	3009	2822	2549	2741	2751	2836	2710	2632
Increase/Decrease		-6%		8%		3%		-3%

OverDrive Patrons Library	January		February		March		April	
	2022	2023	2022	2023	2022	2023	2022	2023
AKW	3	13	6	15	11	12	13	12
AUS	21	10	11	13	11	5	9	8
BOCES/CVES	25	20	21	8	10	9	19	9
CEF	3	1	1	0	3	1	2	2
CHM	3	3	1	4	1	5	3	7
CHT	3	8	5	6	4	3	3	4
CHZ	11	14	9	14	7	8	12	13
CRW	1	3	2	5	3	5	3	5
DAN	12	7	9	9	12	10	10	12
ELI	4	7	6	3	8	5	6	4
ELL	4	4	3	3	4	3	2	4
ESS	12	4	4	7	8	9	5	8
KEN	5	6	4	5	4	4	5	4
KES	16	19	16	16	14	19	18	17
KEV	21	18	22	12	24	13	12	17
LKP	59	63	45	50	58	60	67	47
MOR	5	9	6	8	6	11	5	10
PER	37	44	30	41	30	41	31	44
PLA	250	244	232	247	248	262	240	237
POR	3	4	5	4	4	3	6	9
ROU	11	8	9	8	10	11	12	8
SCH	29	26	24	31	23	43	20	35
TIC	36	33	34	31	35	42	34	37
TUP	35	37	36	35	34	30	29	34
UPP	13	9	11	13	13	18	12	14
VNP	71	91	67	84	66	88	67	87
VOA	150	137	128	135	127	145	118	124
WAD	4	5	4	4	4	4	5	3
WCH	2	5	4	5	4	6	5	6
WLM	8	4	3	6	6	7	7	8
WPO	15	11	13	11	15	14	16	18
WSB	13	10	14	12	14	15	12	13
Total	885	877	785	845	821	911	808	860
Increase/Decrease		-1%		8%		11%		6%

Outreach Department Report

April 2023

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

Deliveries:

- 48 rotating collections were delivered in April.
- Our drivers handled over 15,100 items during the month of April. This number does not reflect unique items, since a portion of them are handled as incoming materials and are then moved again on another day for delivery to the next location.
- We are happy to have Terry back for the Wednesday van delivery run. Todd did an excellent job covering during his absence.
- Deb brought Rebecca along on a van run so that she could have an overview of the delivery process.

Meetings:

- Juliette, David, and Anja participated in the CEFCAT and MAC meetings that were organized by Steve.
- Anja participated in two meetings with other library systems regarding a project on equity, diversity, inclusion, and social justice for small and rural libraries. The group decided to submit the project for possible inclusion in the 2024 Public Library Association Conference.
- Anja participated in an equitable access workgroup meeting held by the Adirondack Foundation.
- Anja attended a meeting of the Northern Adirondack Library Association (NALA) lead group.

Advocacy/Publicity/Outreach:

- Juliette and Anja attended the Baby-n-Me Expo at the Champlain Center Mall. They gave away board books, displayed Jump Start early literacy kits, and shared information about various library resources. A raffle prize for babies/toddlers and first-time parents was assembled for the event. In order to enter the drawing, participants were asked to fill out one-question survey to determine interested in a permanent storybook walk at a local park.

- Anja sent a “Check It Out!” email to our newsletter subscribers featuring library resources that support students.

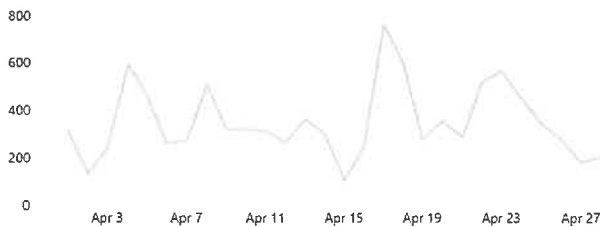
We continued to post a variety of content on social media with the goal of promoting System resources, member libraries, and reading. As of 5/8/23:

- We have 116 followers on Twitter.
- There are 502 followers on our Instagram page. Our most popular post in April was a quote by Louis L'Amour, “Once you have read a book you care about, some part of it is always with you.” It received 7 likes.
- We have 1,457 likes on our Facebook page. The post that received the most attention in April was about our summer reading workshop at the Wead Library. It was shared six times and reached 1,262 accounts. One of our most popular shares was about the Mother & Daughter Art Exhibit at Wells Memorial Library. It was shared six times and reached 533 accounts.
- The graphs below show the number of accounts that saw any content from or about our Facebook and Instagram accounts in April. This metric is estimated.

Reach

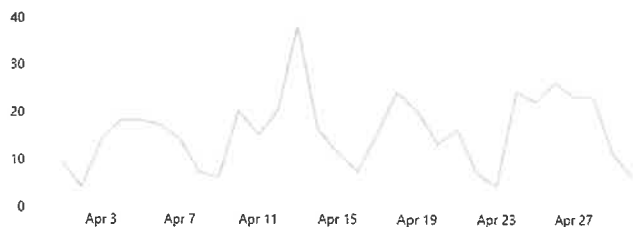
Facebook Page reach ⓘ

3,589 ↓ 16.2%



Instagram reach ⓘ

129 ↑ 2.4%



Training/Continuing Education:

- Anja attended the Build Your Marketing Plan with CITEC webinar.
- Juliette attended the Homeschooling and Nonfiction Series webinar and the Sharing, Caring, and Togetherness – New York’s Nature webinar.
- David and Juliette attended the Social Media - Changes You Need to Know webinar.
- Juliette, David, and Anja hosted a second Summer Reading Workshop for member libraries. This training session was held at the Wead Library in Malone. Juliette coordinated a full day of presenters that included Kathy MacMillan of Stories by Hand, Kim Trombly from Cornell Cooperative Extension of Franklin County, Chelsie

Russo/Karlee Martin from the Wead Library, and Karen Armstrong from Lake Placid Public Library. Juliette provided several craft activities related to the summer reading theme on kindness. Nine library staff members attended the workshop. The evaluations were very positive.

Projects:

- Juliette updated and sent the Summer Reading Mini-Grant application to member libraries.
- Anja collaborated with Autism Alliance of Northeastern NY and David to add info to our website about autism acceptance, as well as available library resources that support individuals on the autism spectrum.
- Juliette authored a summer reading summary that David added to our website.
- Anja prepared and distributed the paperwork for the Annual Negotiations meeting with the Senior Librarians and other Correctional Facility staff members.
- Juliette developed and submitted an application for Dozerfest 2023, including a written letter of intent. If awarded funds, we will purchase bilingual early literacy kits for children. Juliette previously explored the idea of creating these kits with member libraries.
- Anja gave a presentation about CEFLS and our plans for Dozerfest funding to the Plattsburgh Kiwanis Breakfast Club.
- Juliette finalized the last two Adulthood 101 kits for teens on yoga and fitness. This project was funded by the Rotary Club of Plattsburgh.
- Anja was notified that we were awarded \$700 from the Essex County Arts Council for a *Creative Aging Art Program at the Library* project. This grant funding will be used to provide an art instruction event at four member libraries in Essex County for individuals over 55 years of age.
- Juliette purchased instruments to add to our Library of Things collection with funding from the Stewart's Holiday Match Grant Program. Children will be able to explore music with an electric guitar, violin, pat bells, electronic roll-up drum kit, xylophone, and a beginner keyboard.
- Anja worked on coordinating the Traveling Lantern Theatre Company shows that were funded by the Adirondack Foundation. The four member libraries hosting the show this summer will be: Chazy Public Library, Dannemora Free Library, Peru Free Library, and Plattsburgh Public Library.
- Anja was notified by The Fort Ticonderoga Association that they would provide discount cards free of charge to our member libraries again this year.
- Our participation in the Sustainable Shelves Program continued.

Miscellaneous:

- Anja provided consultant support to Peru Free Library, Hammond Library, Keene Valley Library Association, and Westport Library Association.

- Anja responded to a reference question about genealogical assistance.
- The Outreach Department, with support from Rebecca, 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.

2023 BOARD MEETING DATES

(FOURTH MONDAY OF THE MONTH)

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

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.