Resource Sharing

- Sue cataloged 83 titles for hospital libraries and 73 titles for other libraries. We had a meeting to review the plan to continue with cleaning up the records in the partial union catalog. All records from Iroquois Indian Museum were deleted as they are now in SUNY Cobleskill’s catalog and there were many deletions for hospital libraries.

- Our ILL operations are busy! As of Jan. 31, we had 83 books loaned out from VYD libraries (PUC libraries, which CDLC administers). This includes two Albany Institute of History & Art books loaned to members and a copy sent to the Metropolitan Museum of Art. Emily continues to educate members about the new ILL eForm enhancements. Members are using the update status. For OCLC Worldshare lending we are officially paperless with no more printing and scanning!

- The announcement went out for the CDLC’s Regional Collections (RBDB) grants with a February 1 deadline. We received 11 applications, including three from libraries who had not applied previously. We also have a nice mix of retrospective conversion, New York Heritage and NYS Historic Newspaper projects. The RAAC subcommittee met to review all applications and made a recommendation for full funding of all projects. There are sufficient funds in this budget line.

- After talking with Jen Cannell (Capital Region BOCES SLS) and J’aime Pfeiffer (WSWHE BOCES SLS), we agreed it would be a good idea to have a meeting with all systems in our region to learn more and share ideas about delivery in our region. I am in the process of setting up that meeting.

- In preparation for the Collection Development Committee meeting, I developed the agenda with Committee Chair Mary Van Ullen (University at Albany) and prepared other meeting documents, including a draft committee charge. We had a productive meeting and the committee now includes broader representation. J’aime Pfeiffer is serving as the Board liaison.

- Emily has taken over full administration of DAP from Kari, including sending out cards, adding users to the DAP database, and providing support. She will also be working on gathering statistics for DAP use.

Special Library Groups

- Susan is presenting at the Capital Area Library Assistants workshop in April about New York Heritage.

- Kari created a master list of CALA members and shared with the committee. They are working on updating the information for their members.
Chris convened a meeting of hospital librarians on Feb. 5, where topics included consortial purchasing, collections, online catalogs, continuing education and the HLSP manual, which is now a LibGuide (it had been an outdated print manual).

Chris facilitated consortial subscriptions for Dynamed and Access Medicine for the HLSP libraries. He also spoke with Isabel Pro about a possible consortial offering.

Professional Development and Continuing Education

We held a NYHeritage participants meeting to get input on how to move forward with supporting New York Heritage now that Ilka has retired. A lot of good ideas were generated (see below).

CORS is working on the agenda for the Resource Sharing Symposium on April 27.

Amy, Kari and I met to plan for the Annual Meeting and have some new ideas. Three speakers have been confirmed and Kari is putting together the registration information which will go out in March.

Chris organized an MLA webinar, “Creating Influence-How To Get What you Want.”

Susan, Kari and I met to discuss continuing education administration and policies. We are working on distributing the c.e. workload across staff. LibGuides is much more efficient, as staff now creates and updates any meetings and events they facilitate. Kari and Susan are working on moving our continuing education web page over to LibGuides and expanding its content.

A working group of RAAC had a conference call to discuss continuing education ideas and came up with several ideas. Ideas were also discussed at the collection development and the HLSP meetings. The committees can be idea generators for our programs.

The Scholarly Communications group met and the topic was institutional repositories.

As a follow-up to a c.e. idea I had, I contacted a consultant from Ithaka S&R to speak about the future of academic libraries. It was cost-prohibitive and I opted not to bring him in. This is an event I’d still like to have, possibly with some of our academic library directors facilitating.

Sue attended an ESLN webinar on Navigating Digital Repositories.

Several staff members are taking a workshop next month on Google drive.

Communication Among Member Libraries and Library Systems

I am presenting a CDLC update at Questar III SLS in March for their school libraries.

I visited the NYS Department of Health Library and am trying to set up visits with additional members I have not yet visited.

Kari attended the Joint Automation Committee meeting of MVLS/SALS.

Our members continue to give positive feedback on the TechTalk emails that are distributed weekly.
• Kari wrote and sent out the newsletter through Constant Contact that averaged 41% open rate, meaning it was read by at least 247 people; 28% of which clicked through on some link to learn more about the topic/event mentioned.

• I wrote and sent out a From the Executive Director in early February.

• CDLC Facebook and Twitter engagement showed slight increases.

**Cooperative Services**

• Many ideas were generated at a NY Heritage participants meeting to fill the void in supporting New York Heritage now that Ilka has retired. We are going to develop a LibGuide focused on digital collections. Ilka created many FAQs, videos and help sheets that can all be put on the guide. We will also have more frequent user group meetings to share tips and tricks.

• Susan is working with libraries on the new NY Heritage web site. She also is working with libraries on rights statements and may create a separate LibGuide for this.

• Amsterdam PL and Cohoes PL have contacted Susan about possibly joining NY Heritage. She also worked on the rights statements for Fort Plain Library so their collection can be added to DPLA, and is working with Watervliet PL and Nassau Free Library.

**Cooperative Efforts with other Library Systems**

• The Erie Canal exhibit developed by ESLN using NYHeritage images continues to make the rounds in our region. The exhibit currently is at Fulton Montgomery Community College and will next go to SUNY Cobleskill, Margaret Reaney Memorial Library (St. Johnsville), and SUNY Adirondack.

**Awareness and Advocacy**

• I sent thank you notes to assembly members that were at the Assembly Standing Committee on Libraries and Education Technology hearing I testified at last month.

• Several staff members sent letters to legislators and/or promoted advocacy efforts.

• We are hosting a Getting Ready for Library Advocacy Day program on February 15.

• Library Advocacy Day is Feb. 28. I requested the Advocacy Day schedule from our public library systems and we will combine them and share with members.

**Consulting and Development Services**

• Emily and I met with staff from Schenectady County Public Library and Eric Trahan (MVLS) to discuss how CDLC might help MVLS libraries with ILL. Many MVLS libraries are already using the CDLC ILL eForm and Emily is going to train SCPL staff and other MVLS libraries on how to use the eForm. We also are developing a letter of agreement where CDLC will process a certain number of ILL transactions per year for MVLS libraries and if that number is exceeded there will be a charge per transaction. We are going to do this on a trial basis with an end date of June 30, 2018, then review it.
Cooperative Efforts with other Library Systems

- Maria DeGaetano is the new ESLN Delivery Service Specialist. She is housed at CDLC and reports to Emily. Her first day of work was with February 5. Emily is working with her and she is getting to know the CDLC staff and our services.

- Emily has taken on the role as ELD manager and spent a lot of hours this month on mislabeled books, invoicing, addressing issues with damaged books and participating in the Delivery Service Specialist interviews. Now that Maria is here, much of this work will shift to her.

- Emily and I participated in a call re: Empire Library Delivery’s next RFP. We agreed to have a conversation with the Executive Director of the Massachusetts Library System (MLS) about possibly being a consultant on the RFP. I contacted him and we are talking in February.

- CDLC is hosting a meeting in April with ESLN’s Hospital Library Service Coordinators.

Administrative/Planning/Misc./Other

- I spent time reviewing and realigning the three committee charges to be consistent and in alignment with our bylaws. This led to questions re: both the charges and the bylaws to review.

- I’d like to bring back member awards, which CDLC presented in the past, and have some ideas on the types of awards and possible recipients. They would be awarded at the Annual Meeting.

- Kari and Amy are tracking personal membership forms that are coming in from the personal membership renewal letters. Currently, we have 56 personal members who gave $2320. Three of those members are new and three have matching gifts through GE. Kari also started work on defining personal membership benefits in preparation for a new personal membership drive and in reviewing this member category.

- I am working on setting up a meeting of our committee chairs to share updates and exchange ideas.

- I scheduled a Board Finance Committee meeting to begin review of the 2018/19 budget and have been reviewing financial documents Joe provided to prepare an amended budget.

- Joe S. and Amy worked on and submitted the workers comp audit.

- Ilka retired February 1. I am not going to fill this position in the short-term. I first want to see what the staff needs are and the status of the state budget.

- Kari is working on a structure for a new web site as well as exploring options for a CRM (Customer Relationship Management) system.