Resource Sharing

- Sue cataloged 181 titles for hospital libraries and 62 titles for other libraries. We are continuing to make progress with our plan to clean up the records in the partial union catalog. All records from Plug Power and the SI Group were deleted this month, as they no longer have libraries.

- We awarded 11 Regional Collections (RBDB) grants to member libraries, which included three new recipients. There were sufficient funds in this budget line to fully fund all projects. Per the Board’s recommendation, we are planning to offer a second round of grants in the spring. All recipients (and their respective systems) were notified and an announcement went out to members. Susan and Sue have begun working with the recipients on their respective projects.

- I will be setting up a meeting with the systems in our region to share ideas about delivery in our region.

- I contacted WNYLRC about their Ask the Lawyer service (https://www.wnylrc.org/ask-a-lawyer). The attorney they work with is a speaker at the CDLC Resource Sharing Symposium in April and we will offer this service on a trial basis to members, and announce it in conjunction with the Symposium. It’s been popular in other regions and we have funds in this year’s budget to put toward it. If it’s a success, we can budget for it next year.

Special Library Groups

- CALA met and is having a workshop in April; Susan will present on NY Heritage.

Professional Development and Continuing Education

- The agenda has been finalized and an announcement went out for the Resource Sharing Symposium at Guilderland Public Library on April 27.

- The Annual Meeting agenda has been finalized and an announcement for it will go out in mid-March. Postcards will also be mailed to members.

- The interest groups continue to meet; some recent meetings had to be rescheduled due to weather or other circumstances.

- CDLC will offer a Mastering Conflict in the Workplace with Evelyn Neale in the fall (tentatively September 20, 2018).

- Susan contacted Schenectady County Historical Society about hosting a CDLC event there, which they are open to.

- Emily is attending the OCLC Resource Sharing Conference in March.

- We are exploring online class offerings to offer to members, including getting an AMIGOS membership and looking at Library Juice Academy offerings.
Consulting and Development Services

- The New York State Department of Transportation contacted me. We spoke with them in the fall about possibly providing library support and consulting services to them. They are without a librarian and are in the process of tentatively hiring a library assistant. They are interested in hiring us to catalog their collection and to provide research assistance. I am reviewing and revising the quote.

- Sue spoke with the Rudolf Steiner Library regarding CDLC cataloging services and procedures that were followed in the past for Steiner cataloging on OCLC, the Partial Union Catalog and OPALS. They will be reorganizing the library under a different 501©(3) organization, and are currently revising their librarian job description.

Communication among Member Libraries and Library Systems

- The public library systems shared their Library Advocacy Day schedules with us. Kari combined them under one schedule, which was shared with members. CDLC staff spent time on Advocacy Day with staff from the systems and their member libraries.

- To show the value of membership, we plan to provide “report cards” to members this year, showing what they get from CDLC. One of the other councils does this and shared their template. This is something Kari, Amy and I will work on prior to the next membership renewal season (July 1).

Coordinated Services

- Susan is supporting NY Heritage and is a resource to our members as we transition with Ilka’s retirement. She has been reviewing Zoom videos Ilka created for NY Heritage to share with participants on a CDLC YouTube channel which is being set up.

- Susan updated the Rights Statements in NY Heritage for Albany Law School, The College of Saint Rose and Galway Public Library. They should be ready for the next ingest into DPLA around May 2018. She is also working with Guilderland Public Library, who has actively begun using NY Heritage again.

- The Digital Public Library of America has a new site. One of its online exhibits is the 200 year anniversary of the Erie Canal, which includes several images from CDLC member libraries. (https://dp.la/exhibitions/erie-canal)

Awareness and Advocacy

- Library Advocacy Day was Feb. 28. Several CDLC staff members attended appointments with legislators or their aides. There was a good turnout overall, and speculation was that we might get funds restored back to current level, but it’s unknown at this time.

- Letters were written and sent to any legislators if a CDLC Regional Collection (RBDB) grant was awarded in their region.

- I was contacted by the Director of Corporate Support at WMHT about CDLC becoming a sponsor of a “Great American Read Program” this spring into fall. I met with her to discuss options and to give her an overview of CDLC. I let her know I would get back in touch with her after speaking with the CDLC Board.

- I’m running a 5K on April 22 in Mechanicville as part of a team of librarians and library supporters, “Librarians in Cardigans.” Although it’s not a CDLC event, it’s a way to bring the local library community together and we can assist in getting the word out about it. “Sasha’s Superhero Run” benefits the Ronald McDonald House and is open to all walkers and runners!
Consulting and Development Services

- I drafted 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 doing this on a trial basis with an end date of June 30, 2018, then will review it. This was an outcome of a discussion we had with Schenectady County Public Library and MVLS about how CDLC might help MVLS libraries with ILL. Emily is also going to train SCPL staff and other MVLS libraries on how to use the eForm.

Cooperative Efforts with other Library Systems

- Maria DeGaetano, the new ESLN Delivery Service Specialist housed at CDLC, is getting up-to-speed on Empire Library Delivery and taking these responsibilities over from Emily. Maria and Emily attended an ESLN Directors meeting in February to provide an ELD update. They have weekly phone calls with the courier and also plan to visit the courier’s Albany hub.

- I am becoming more involved with Empire Library Delivery and Emily and I are on the planning group for the next RFP. The working group spoke with the Executive Director of the Massachusetts Library System (MLS) about possibly being a consultant on the RFP and I had a follow-up conversation with him to answer any questions. We will also be convening the ELD Advisory Committee as we move forward with the process.

- I attended an ESLN Director meeting in February, where topics included Empire Library Delivery, the ESLN budget, continuing education and upcoming conferences, strategic planning, and an ESLN Employee Handbook, which I am going to assist with compiling. We are going to have our next face-to-face meeting in May at METRO’s new offices. I also spent time with my ESLN colleagues at the Library PAC dinner prior to Advocacy Day.

- Chris is coordinating a meeting of the HLSP Coordinators to meet in Albany in April.

Administrative/Planning/Misc./Other

- After a recommendation at the February Board meeting to add the responsibilities of the Board liaison to the committee charges, I made this change, which will result in an edit to the bylaws to be brought to the Board.

- I will be setting up a meeting with committee chairs to share updates and exchange ideas.

- I spent a lot of time this month working on the amended 2017/2018 budget and the draft 2018/2019 budget. This included review of all finances, talking with staff about specific programs and their professional development needs, and doing a thorough review of program budgets from this year and previous years (RBDB, HLSP and MISP). The Board Finance Committee will be meeting to begin review of the 2018/19 budget and to review the amended budget.

- At the request of the Personnel Committee Chair, I provided narrative for my evaluation for 2017/2018, focusing on what I’ve accomplished and what my priorities are going forward.

- I had a staff meeting to discuss the CDLC budget, future program needs, potential new services, and staffing needs. I am meeting with staff individually to get their input as I begin working on a staffing plan for CDLC going forward in the next 3-5 years.

- I scheduled a meeting with the CDLC Personnel Committee in April to discuss staff benefits and other human resource-related topics. This is in preparation for the 2018/2019 budget.

- We will be working on written policies and procedures for the organization.