Resource Sharing

- Sue cataloged 41 titles for hospital libraries and 61 titles for other libraries. All records from Amsterdam Memorial Hospital Library were deleted this month as this library closed a while ago.

- Sue contacted the grants sub-committee of RAAC to let them know we are planning to offer a second round of grants in the Spring and to get their input on the application form.

- I am working with an attorney and WNYLRC to offer their Ask the Lawyer service as a pilot project for CDLC. We are announcing it in conjunction with the Resource Sharing Symposium and working with them on marketing material.

- Based on some internal discussions and discussions with the RAAC continuing education sub-committee, we will be talking with RAAC regarding the potential for an oral history project administered by CDLC. It could be anything from continuing education offerings to a repository. We will see what the interest is at RAAC and determine next steps.

- Emily is managing the Direct Access Program; we had a recent request from Capital Region BOCES SLS for Schenectady High School students to use DAP; users were added to the DAP database and DAP cards were sent.

- Kari updated 62 Union List Holdings, which included cleaning up CDLC’s holdings, and talked with some members regarding their serial holdings. She also created a document to share with HLSP libraries concerning updating their Serials in DOCLINE. NLM authorizes DOCLINE serial data to be exported to OCLC if option in DOCLINE is checked, which will save manual time on our end.

Special Library Groups

- Susan presented on NY Heritage and other digital tools at a CALA program.

- Chris visited eight hospital libraries and provided reports for each.

Professional Development and Continuing Education

- The Resource Sharing Symposium at Guilderland Public Library on April 27 has about 45 registrants.

- The Annual Meeting on May 10 has about 60 attendees. I sent an invitation to our local legislators and several are coming. I am following up as needed and am also reaching out to members if no one from their institution is coming.

- The interest groups continue to meet and gain momentum. We are promoting the meetings individually and as a group. The meetings tend to be most successful if a meeting topic is announced ahead of time. Work continues on the groups’ LibGuides.
• On Thursday June 14, CDLC is partnering with the Questar III School Library System to present a Symposium on Preparing Students for College Research. I coordinated getting academic librarians on the panel and created an online form for registrants. A panel of academic librarians will have a discussion with school librarians during this interactive program.

• We had an internal meeting to follow-up the continuing education sub-committee of RAAC to determine possible topics and what to present to RAAC.

• The next InfoMingle is in the works and will be at The College of Saint Rose on Thursday, June 28 from 3:00-5:00 p.m.

• Three staff attended a Google suites training at MicroKnowledge and another staff member will attend this training in May.

Consulting and Development Services

• After talking with a rep. from the New York State Department of Transportation, I revised our proposal to potentially work with them in the future, and submitted it to them. If they decide to work with us, we will provide onsite assistance a few hours a week and oversee their current cataloging operations.

• Sue had another conversation with a new staff member at the Rudolf Steiner Library regarding CDLC cataloging services and benefits of CDLC membership. She is interested in a visit from CDLC staff to learn about what’s available to her and Sue and I will visit them this Spring.

• Sue spoke with the librarian at Glens Falls Hospital regarding a project she is thinking of starting. She would like to organize the hospital’s archives, with the likelihood of adding historic photographs to New York Heritage.

• Sue worked with the librarian at St. Peter’s Hospital to determine the best way for her to send us information on deletions from the library catalog and also discussed the process to follow when they begin a weeding project of their print serials collection.

• I completed and provided an agreement to MVLS and Schenectady County Public Library (SCPL) regarding assisting them with their interlibrary loan functions. Emily trained SCPL staff the CDLC ILL eForm and is tracking ILL usage of MVLS libraries.

Communication among Member Libraries and Library Systems

• In addition to promotions about interest groups and upcoming events, Kari sent our 11 communications to CDLC-L, four Constant Contact communications, and five TechTalk emails. She also posted 15 jobs on job page (13 from member libraries).

• Kari wrote and distributed the March/April Newsletter (open rate 40%, click rate 29%) and I wrote and distributed a From the ED.

• I attended a Capital Region BOCES SLS meeting and presented a CDLC update at a Questar III SLS meeting.

• Kari worked on finalizing procedures for a CDLC YouTube channel where we will be able to post tutorials and CDLC information.
Coordinated Services

- We are continuing to oversee the transportation of an Erie Canal exhibit between our libraries.

Awareness and Advocacy

- Thanks to advocacy efforts, there is a slight increase in funding for libraries and library systems and a substantial increase in public library construction aid. We will have an opportunity to thank several of our legislators at our Annual Meeting.

- After the March Board meeting, I had a follow-up meeting with the Director of Corporate Support and Director of Community Engagement at WMHT about CDLC partnering with them for their “Great American Read Program.” I hope to partner with them which will increase the visibility of CDLC and regional libraries. I will provide an update at the April Board meeting.

Cooperative Efforts with other Library Systems

- Maria DeGaetano (the new ESLN Delivery Service Specialist), Emily and I visited the Albany hub for the Empire Library Delivery and met with their management to discuss delivery concerns. It was a productive meeting and we are hopeful that performance will improve.

- I facilitated a call with an Empire Library Delivery working group to review a proposal from the Executive Director of the Massachusetts Library System (MLS) re: being a consultant on the RFP and am following up with him as needed.

- Chris coordinated a meeting of the HLSP Coordinators to meet in Albany April 17.

- I participated in conversations and provided input for the ESLN and NY Heritage budgets for 18/19. I also am working with one of my counterparts on an ESNL Employee Handbook.

Administrative/Planning/Misc./Other

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

- Work continued on the draft 2018/2019 budget. The Board Committee met to begin review of the 2018/19 budget and anticipated revenue and expenses.

- I met with the Personnel Committee Chair and Board Chair to review my evaluation.

- The Personnel Committee met to review employee benefits.

- The Nominating Committee had a phone call to identify potential candidates to fill the vacant seat on the Board beginning July 1, 2018. I will be contacting them to assess their interest.

- Amy and I met with our NYCON representative to review health insurance plans for staff.

- I am in the process of 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. So far, I have met with four staff members.

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

- Amy, Kari and I met regarding content of the annual report and to develop a plan for distributing member contact forms, certificates of expenditures, and invoices.
• We sent letters to three members who did not pay their dues in 2017/2018 requesting payment or their membership would be in jeopardy. We received two of the three payments.

Member News/Other

• The new director at the Irish American Heritage Museum has a new director—Elizabeth Stack, as does miSci—Dr. Gina Gould. I will be reaching out to both of them.

• Sadly, State Librarian Bernie Margolis recently passed away.

• Herb Biblo, the recently retired Director of the Long Island Library Resource Council, also recently passed way

• The Long Island Library Resources Council (LILRC) announced the appointment of Mr. Timothy J. Spindler as Executive Director and he will begin June 11. He currently serves as Executive Director of Central/Western Massachusetts Automated Resource Sharing (C/W MARS) library consortium.

• The Northern New York Library Network has announced the appointment of Margaret (Meg) Backus as Executive Director and she will begin work on May 1, 2018. She currently serves Central Library Administrator and Director of Library Information Systems at the Onondaga County Public Library. She replaces John Hammond, who recently retired.