Executive Director Report
April 2019

Organizational Project Updates

Continuing Education:
● April 29: Weeding and Feeding Your Collection at Clifton Park-Halfmoon PL
● May 10: Annual Meeting
● May 21: Disaster Recovery at University at Albany
● June 3: High School 2 College Program
● June 7: Two workshops by Stephanie Cole Adams (am: copyright and fair use/pm: legal issues and oral histories) at Schenectady County PL
● June 12: InfoMingle at Skidmore College
● June 21 at 2 pm: Special Collections tour at University at Albany
● Sept. 18: DAP Users Group Meeting

Our interest group meetings are also opportunities for professional development.

Oral History: We had our initial oral history meeting April 10 with 23 attendees, led by RAAC members. There was a lot of interest. After the meeting, we had a staff debrief and distributed an evaluation form. We also have meeting notes and will be convening a small group to determine next steps. We are next offering Legal Issues and Oral Histories workshop on June 7.

RBDB Grants: We announced regional collection grants recipients. The grants working group has a phone call scheduled to discuss professional development grants for members, which will be brought to RAAC then brought to the Board. I’m working on draft grant guidelines.

Technology Inventory/Asset Map: We received a draft survey from CORS and RAAC members and are reviewing the content. We need to determine how we will present the results.

Coordinated Collections: The CD Committee hosted an event at Voorheesville PL in March and will next host one at the University at Albany’s special collections on June 21 at 2:00 pm. We are tentatively planning one in the Fall at SUNY Cobleskill. Based on CORS and CD Committee discussions, over the Summer we will put together a small group representing academic and public libraries to discuss how they can best share physical materials.

Resource Sharing

● Sue cataloged 15 titles for hospital libraries and 84 titles for special libraries. She also did 14 titles of original cataloging for NYSDOT, Rensselaer County HS, St. Peter’s Hospital and UHLS. She continues to catalog for NYS DOT.

● Responsibility for DAP has shifted from Kari to Meghan; all documentation now reflects this. Recently, 50 DAP cards were requested from Capital Region BOCES SLS.
Meghan is keeping track of monthly ILL stats—ILL activity continues at a steady rate.

Kari has begun work on a project for North Warren Central School District, a member of WSWHE, for a grant they received from us to catalog an Adirondack collection.

**Special Library Groups**

- Kari worked with CALA to present their Spring program on copyright and creative commons and also attended their meeting. I need to determine who will continue to be the CALA liaison.

- The High School to College Interest Group scheduled two calls to plan a June event at Saint Rose on making this transition for students with special needs.

- Chris and Meghan are visiting hospital libraries. There is a new DOCLINE update and the hospital libraries can turn to CDLC for their ILL requests as needed.

- Chris deleted 102 from Albany Memorial Hospital’s listings as part of an ongoing clean-up.

- Interest Groups met over the past month—CALA, RIO, Preservation, and Scholarly Communication. Staff followed up as needed by updating relevant LibGuides.

**Professional Development and Continuing Education**

- We currently have 50 registrants for the Annual Meeting. Invitations were sent to legislators.

- Our Digital POWRR workshop scheduled for April 15 was canceled due to speaker’s flight being cancelled—Susan was able to let all participants know and is working on rescheduling it.

- Kari automated the creation of new Upcoming CE Flyers using AutoCrat, a Google Sheets AddOn. She also worked on our master CE spreadsheet of event attendees.

- Susan attended a webinar on Legal Issues: Ethics and working with digital records.

- I am taking a four week online class, *Creating An Oral History Program*. It take 3-4 hours per week and provides a good overview.

- Susan attended the Urban Libraries Conference in NYC.

- Amy talked with our auditors about presenting a Budgeting Basics class, which has been requested from members. They are putting a proposal together for us.

- Susan contacted national speakers, Awful Library Books ([http://awfullibrarybooks.net/](http://awfullibrarybooks.net/)) about presenting in our region in the Fall. This was a request from the CD Committee. They have presented elsewhere in NY and are well-regarded.
• Chris, Meghan and I attended a program on scholarly publishing at the invitation of Albany Medical College, which was presented by a rep. from Elsevier.
• I contacted Michael Daly from SUNY OER who will talk at the next ScholCom IG meeting.

Consulting and Development Services

• St. Peters Hospital migrated their catalog from Cybertools to OPALS, resulting in cost-savings; CDLC assisted with this system migration.
• Kari is working on a proposal for the NYS DOT library for a shifting project.

Communication among Member Libraries and Library Systems

• Kari created two web banners this month. We sent 20 communications out to CDLC-L, six TechTalk emails and five Constant Contact emails. Fourteen jobs were posted to our website.
• The next InfoMingle is June 12 at Skidmore College.
• Committee rosters are being reviewed for the next call-out for committee members.
• I wrote and distributed my From the Director.
• Kari added content “news” blog on the website including “Updates from the Director” and other special news.
• Kari completed and ordered Postcards for Annual Meeting.
• Kari was made aware of a problem with LibCal where automated emails are not reaching the intended recipients and has been working with SpringShare and Joe T. to resolve it.

Coordinated Services

• Bethlehem PL, Crandall PL and miSci added material to New York Heritage in March.
• Susan continued preparing for closing of ESDN and our members’ records in DPLA. There is a meeting in NYC in May sponsored by DPLA. Susan is monitoring this discussion and is tentatively planning to attend.
• Susan worked with Johnstown Public Library and Fort Edward Free Library on procedures for getting newspapers digitized through their RBDB grants.
• Susan is scheduling a New York Heritage annual meeting this Summer and is working on getting meeting ideas from participants.
• Empire Library Delivery: I attended an ELD RFP call and have been working with Maria as a sounding board. The RFP will be issued April 22. Maria is working with the committee, a
consultant and an attorney, who is reviewing the RFP.

**Awareness and Advocacy**

- CDLC hosted a meeting with NYLA President to give her an opportunity to meet reps. from our libraries. There was good discussion; I’m not sure what the takeaways or next steps will be. If nothing else, it resulted in new introductions and opportunities for collaboration.

**Cooperative Efforts with other Library Systems**

- Kari and Meghan attended the Capital Region BOCES SLS Advisory Council meeting; I attended a meeting at Questar III SLS.
- Kari attended the SALS/MVLS JAC meeting.
- Susan is working with some other ESLN councils about possibly offering a program on internal communications and sharing expenses.
- Kari is on NYLA’s SMART Board and started coordinating the SMART Spring Webinar on Accessibility for May 16.
- All staff completed a survey in preparation for development of an ESLN Strategic Plan. We met to review survey results, which I submitted to the consultant we are working with. CDLC is hosting a meeting with all ESLN directors and some staff on May 1.
- I participated in my monthly ESLN Directors call.
- CDLC is hosting a meeting on April 30 with ESLN directors and HLSP coordinators.

**Administrative/Planning/Misc./Other**

- Joe, Amy and I met with the auditors to discuss our financial review. The auditor met with the Finance Committee to give an overview of our 990 Form.
- Amy and I worked on the draft 2019/2020 budget and met with the Finance Committee a second time to discuss this. We added recommended columns showing YTD spending. In preparation for budget planning, we developed program-based budgets.
- We worked with the Nominating Committee on documentation for Trustee elections.
- The Personnel Committee met to discuss employee benefits, Employee Handbook, and ED evaluation. I wrote and submitted comments for my evaluation.
- We are removing our fax number and this is being reflected throughout our communications.
- All staff completed the mandatory NYS Sexual Harassment training.
• We had a staff meeting to review health insurance options for 2019/2020.

• Kari attended a CRM webinar and Kari, Amy and I met to discuss the CRM and next steps.