NNYLN Board of Trustees Meeting

Zoom Video Conference Call
Thursday, November 18, 2021 10:00 a.m.
Please notify the Network Office if you are unable to attend

Join Zoom Meeting:
https://us02web.zoom.us/j/5168012686?pwd=ckdqWnZrakdMQ2UyZjQyelZiWk1Qdz09
Meeting ID: 516 801 2686
Passcode: NNYLN

Dial by your location
+1 646 558 8656 US (New York)
Meeting ID: 516 801 2686
Passcode: 026434

<u>Agenda</u>

Approval of Agenda

Minutes of September 16, 2021

Financial Reports: August and September 2021

Nominating Committee

American Rescue Plan Act (ARPA)

Director's report

Meeting schedule 2021-2022:

        January 13, 2022 10:00 A.M. - Zoom Video Conference
        March 17, 2022 10:00 A.M. - Zoom Video Conference
        May 12, 2022 10:00 A.M. - Zoom Video Conference

Northern New York Library Network
Board of Trustees Meeting
September 16, 2021
Zoom Video Conference

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The September 16, 2021 meeting of the Northern New York Library Network Board of Trustees was called to order at 10:03 A.M.

Trustees Present: Andrew Kelly, President; Jenica Rogers, Vice-President; Ginger Tebo, Treasurer; Ellen Adams; Krista Briggs; Gwen Cunningham; Jeff Garvey; Ivy Gocker; Erin Kovalsky; Jackie Madison; and John Thomas.

Trustees Absent: Steve Kenworthy and Jill Tarabula

Staff Present: Meg Backus and Phil Jones.

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Agenda

Motion 21/22--11:   Jackie Madison (Jeff Garvey) moved to approve the agenda for the September 16, 2021 meeting as distributed. Carried unanimously.

Minutes

Motion 21/22--12:   Jeff Garvey (Ellen Adams) moved to approve the minutes of the July 22, 2021 meeting as distributed. Carried unanimously.

Financial Reports

The Board reviewed and discussed the financial statements for July 2021. Staff responded to a number of general questions posed by Board members regarding the monthly statements.

Motion 21/22--13:   Gwen Cunningham (John Thomas) moved to accept the financial statements for July 2021 as distributed. Carried unanimously.

NNYLN Grants – Special Collections and Action

A panel of three individuals reviewed and ranked four Special Collections and Action grant applications. All four proposals were recommended for funding. The Board reviewed and discussed the panel's recommendations. Those awarded this fiscal year are:

APPLICANT	PROJECT TITLE	DESCRIPTION	FUNDING REQUESTED	FUNDING RECOMMENDED
Historic Saranac Lake	Expanding Access to TB Patient History Through Images	Scan approximately 1,500 images related to TB patients and make them available on PastPerfect Online and through New York Heritage. Project will expand access, reduce time spent on research requests, and help HSL connect with new audiences.	$ 11,326.17	$ 11,327.00
SUNY Potsdam	Breaking Barriers: 21st Cent Ed & Info Lit Opportunities in Prison	Grant funds would buy supplies, equipment and a paid internship to support a Baccalaureate Degree in Sociology at the Riverview Correctional Facility in Ogdensburg. Other program components funded by a Second Chance Pell Experimental Sites Initiative Grant awarded to SUNY Potsdam in 2020. Additional partners in program include St. Lawrence University and Ithaka Labs.	$ 8,770.00	$ 8,770.00
Ticonderoga Historical Society	Purchase of ScanPro2200 Microfilm Viewer	Purchase a ScanPro2200 scanner/viewer to access the microfilm collection at Hancock House Museum and Research Center, managed by the Ticonderoga Historical Society. It would be the only microfilm viewer in the Town of Ticonderoga and so would serve beyond the Historical Society's researchers and genealogists, reaching people at the town offices and public library.	$ 6,600.00	$ 6,600.00
Keene Valley Library Assn	Library Cooperation	Keene Valley's neighbor library (Keene, non-member) must close for building repairs over winter. KVLA is open every other day during winter and proposes they let Keene Library use KVLA building on off days. Project begins to create shared services, collections, and connections among staff and patrons. Funding for a computer, extra archivist hours, joint books and additional programming.	$ 10,870.00	$ 5,500.00
		TOTAL	$ 37,566.17	$ 32,197.00

Meg noted the 2021-2022 budget for Grants to Member Libraries is $70,000. The total amount awarded to the four grant applicants is $32,197. Meg proposed using the surplus funds for a separate grant program awarding smaller grants to members.

Motion 21/22--14: Ginger Tebo (Ivy Gocker) moved to approve the grants as recommended by the panel and approve a grant program awarding smaller grants from surplus budgeted funds. Carried unanimously.

Personnel Committee: Floating Holiday

At the July 22, 2021 meeting the Board approved adding a paid Floating Holiday for staff. After further deliberation the Personnel Committee determined that one day of Personal Leave allocated to staff will be deleted to offset adding the Floating Holiday.

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Director Report

Meg Backus noted her written report was included in the Board packet. Highlights of current issues include:

NNYLN has been notified the IMLS grant proposal has been awarded. The grant will be funded in the amount of $305,504, for a three year time period running from 9/1/21-8/31/24.

A new part-time hourly position will be added in the near future. The position will run approximately three years and will be funded with RBDB and Operating funds.

NNYLN and Southeastern Library Resources Council have agreed to share knowledge and access to IT systems to achieve a measure of redundancy and reciprocal support.

An Academic Legislative Initiatives group has been formed to examine issues that could benefit with statewide regulatory measures.

American Rescue Plan Act (ARPA) sub-award guidelines were recently released. NNYLN has been awarded $301,618 in funding. Funds must be expended by June 30, 2022.

Reference and Research Library Resources Systems 2020-2021 Annual Report

The Board reviewed and discussed the Network's Annual Report for Library Systems 2020.

Motion 21/22--15:   Andrew Kelly (Jackie Madison) moved to approve the Northern New York Library Network's Annual Report for Library Systems 2020 as presented. Carried unanimously.

Meeting Dates 2021-2022

Board members agreed to the proposed meeting date for 2021-2022.

> November 18, 2021 10:00 A.M. - Zoom Video Conference
> January 13, 2022 10:00 A.M. - Zoom Video Conference
> March 17, 2022 10:00 A.M. - Zoom Video Conference
> May 12, 2022 10:00 A.M. - Zoom Video Conference

Adjournment

The Board meeting was adjourned at 11:19 A.M.

The September 16, 2021 meeting minutes are not yet approved.

✦ Next Board Meeting ✦
November 18, 2021, Thursday, 10:00 AM
Zoom Video Conference

Northern New York Library Network
Balance Sheet
As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1010 · Community Checking	5,663.05
1020 · Community Money Market	1,694,656.92
1030 · Petty Cash	50.00
1080 · NNYRC-Cash Equiv from Investmen	996,074.29
Total Checking/Savings	2,696,444.26
Accounts Receivable	
1400 · Accounts Receivable	9,895.00
Total Accounts Receivable	9,895.00
Other Current Assets	
1410 · Allowance for doubtful accounts	(9,895.00)
1500 · Prepaid Insurance	2,625.87
Total Other Current Assets	(7,269.13)
Total Current Assets	2,699,070.13
Other Assets	
1100 · Land	48,265.00
1110 · Buildings	621,473.00
1120 · Improvements	24,852.00
1130 · Office Equipment	343,350.05
1200 · Accum. Deprec.	(646,597.32)
1300 · NNYRC-Mutual Funds	2,295,719.03
1310 · NNYRC-Exchange Traded Funds	776,018.50
1320 · NNYRC-Real Estate Invest Trust	105,056.10
1510 · Prepaid Databases	34,746.65
3030 · Building Impmnt Fund-Bd Restric	(23,484.95)
3040 · Donor restricted net assets	(107,063.56)
3050 · Equipt Purch Fund-Bd Restricted	(46,321.00)
3060 · Automation-Board restricted fun	(411,570.05)
Total Other Assets	3,014,443.45
TOTAL ASSETS	5,713,513.58
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	5,596.15
Total Accounts Payable	5,596.15
Other Current Liabilities	
2000 · Comp Absences	18,573.00
2050 · Payroll Liabilities	
2140 · Sect 125 FSA	1,091.45
Total 2050 · Payroll Liabilities	1,091.45
2200 · Deferred Revenue	23,088.82
Total Other Current Liabilities	42,753.27
Total Current Liabilities	48,349.42

Northern New York Library Network
Balance Sheet
As of August 31, 2021

	Aug 31, 21
Long Term Liabilities	
2090 · OPEB - Current Portion	153.42
2091 · OPEB-Long Term Portion	16,135.15
5195 · Other Post Employee Benefits	49,529.31
Total Long Term Liabilities	65,817.88
Total Liabilities	114,167.30
Equity	
3000 · Opening Bal Equity	822,544.03
3010 · Retained Earnings	(169,508.91)
3020 · NNYRC-Invest Equity-Bd Restrict	4,172,867.92
Net Income	773,443.24
Total Equity	5,599,346.28
TOTAL LIABILITIES & EQUITY	5,713,513.58

Fund Balance Summary
As of 8/31/2021

Operating Fund Balance		886,987.65
Current Purpose Defined Funds Balance		
Automation Projects	441,031.92	
Building Fund	36,129.69	
Equipment Fund	42,215.51	
Current Restricted Funds Balance		
Automation Program 2021	194,426.00	
Automation Program 2020	45,666.39	
Hospital Library Program 21-22	0.00	
MISP	53,912.81	
		813,382.32
Subtotal of Operating, Restricted & Purposed Funds Balances		1,700,369.97
Plant Fund Balance		(162,350.18)
NNYRC-Invest Equity-Bd Restricted		4,172,867.92
Other Current Assets: Prepaid Insurance		2,625.87
Liability: OPEB (Other Post Employment Benefits)		(65,817.88)
Liability: Deferred Revenue		(23,088.82)
Liability: Accounts Payable		(5,596.15)
Liability: Sect 125 FSA		(1,091.45)
Liability: Compensated Absences		(18,573.00)
TOTAL FUND BALANCE (EQUITY)		5,599,346.28

Northern New York Library Network

Operating Fund Budget Report
7/1/2021 Through 8/31/2021

	Current Month: 8/31/2021	Year-to-Date	Annual Budget	Proportion of Budget
INCOME				
4000 · Carry-Over from prior FY	0.00	317,615.49	317,615	100%
4020 · Fees	0.00	0.00	250	0%
4040 · Interest	29.45	51.60	250	21%
4050 · Member Dues	3,540.00	4,147.50	5,385	77%
4060 · Misc. Income	10,000.00	10,000.00	10,500	95%
4061 · NNYRC	0.00	0.00	0	0%
4070 · Rental Income	2,225.00	6,675.00	26,800	25%
4081 · Basic Aid	0.00	293,940.00	293,983	100%
4082 · Supplemental State Aid	0.00	68,089.00	68,099	100%
Total Income	15,794.45	700,518.59	722,882	97%
EXPENSES				
5005 · Bldg Repair	0.00	0.00	10,000	0%
5010 · Bldg Service	1,901.33	2,432.72	19,500	12%
5039 · Board & Committee Travel	0.00	0.00	4,000	0%
5040 · Cont Educ	64.99	2,719.98	25,000	11%
5050 · Contracted Serv	13.50	27.00	12,000	0%
5060 · Delivery	49.84	5,462.15	6,400	85%
5080 · Disability Insur	174.24	874.49	4,040	22%
5090 · Dues	0.00	0.00	2,950	0%
5100 · Equipment	0.00	0.00	2,000	0%
5110 · Fuel	1,666.72	2,166.51	13,000	17%
5120 · Grants to Memb Lib	0.00	0.00	70,000	0%
5130 · Health Insur	4,722.19	9,411.50	43,953	21%
5168 · OCLC	118.11	1,190.18	1,500	79%
5169 · Office Supp	79.13	156.46	9,000	2%
5170 · Other	37.40	74.54	76,459	0%
5237 · Peril Insur	0.00	0.00	10,426	0%
5238 · Postage	0.00	0.00	400	0%
5240 · Pro Fees	0.00	706.25	19,000	4%
5245 · Professional Develop Award	0.00	0.00	15,000	0%
5252 · Publicity	0.00	0.00	2,000	0%
5255 · Rent & Maint	69.65	139.30	850	16%
5260 · Retirement	3,836.62	7,945.26	36,465	22%
5290 · Staff Travel	0.00	261.78	11,000	2%
5300 · Telephone	198.87	400.99	2,700	15%
5310 · Unemployment	0.00	82.42	1,365	6%
5320 · Worker's Comp	1,653.00	1,653.00	2,341	71%
6560 · Payroll Expenses				
5180 · Gross	31,971.84	63,943.68	289,339	22%
5190 · Insur Waiver	0.00	2,266.82	4,534	50%
5200 · Social Security Comp	1,867.56	3,875.64	18,920	20%
5210 · Medicare Company	436.75	906.40	4,326	21%
5220 · Medicare Prem HRA	0.00	0.00	4,414	0%
Total Expenses	48,861.74	106,697.07	722,882	15%
TOTAL INCOME/EXPENSE		593,821.52		

Northern New York Library Network
Restricted Fund Summary
July through August 2021

	Auto 20	Auto 21	HLP 21-22	MISP	TOTAL
Ordinary Income/Expense					
Income					
4030 · Hospital Fees	0.00	0.00	5,395.00	0.00	5,395.00
4080 · State Aid	0.00	194,426.00	85,091.00	30,256.00	309,773.00
Total Income	0.00	194,426.00	90,486.00	30,256.00	315,168.00
Gross Profit	0.00	194,426.00	90,486.00	30,256.00	315,168.00
Expense					
5050 · Contracted Serv	0.00	0.00	82,805.50	25,000.00	107,805.50
5160 · Online Search	34,972.00	0.00	0.00	0.00	34,972.00
5168 · OCLC	7,317.45	0.00	0.00	0.00	7,317.45
Total Expense	42,289.45	0.00	82,805.50	25,000.00	150,094.95
Net Ordinary Income	(42,289.45)	194,426.00	7,680.50	5,256.00	165,073.05
Net Income	(42,289.45)	194,426.00	7,680.50	5,256.00	165,073.05

10/18/21
Cash Basis

Northern New York Library Network
Purposed Defined Funds Summary
July through August 2021

	Auto Projects	Building Fund	TOTAL
Ordinary Income/Expense			
Income			
4000 · Carry-Over Inc	0.00	5,379.79	5,379.79
4010 · DueNorth	1,820.00	0.00	1,820.00
4060 · Misc. Income	8,895.54	0.00	8,895.54
4065 · Pass Through	1,500.00	0.00	1,500.00
Total Income	12,215.54	5,379.79	17,595.33
Gross Profit	12,215.54	5,379.79	17,595.33
Expense			
5050 · Contracted Serv	2,849.70	0.00	2,849.70
5169 · Office Supp	196.96	0.00	196.96
Total Expense	3,046.66	0.00	3,046.66
Net Ordinary Income	9,168.88	5,379.79	14,548.67
Net Income	9,168.88	5,379.79	14,548.67

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Northern New York Library Network
Balance Sheet
As of September 30, 2021

	Sep 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1010 · Community Checking	7,315.59
1020 · Community Money Market	1,619,465.54
1030 · Petty Cash	50.00
1080 · NNYRC-Cash Equiv from Investmen	996,074.29
Total Checking/Savings	2,622,905.42
Accounts Receivable	
1400 · Accounts Receivable	9,895.00
Total Accounts Receivable	9,895.00
Other Current Assets	
1410 · Allowance for doubtful accounts	(9,895.00)
1500 · Prepaid Insurance	2,625.87
Total Other Current Assets	(7,269.13)
Total Current Assets	2,625,531.29
Other Assets	
1100 · Land	48,265.00
1110 · Buildings	621,473.00
1120 · Improvements	24,852.00
1130 · Office Equipment	343,350.05
1200 · Accum. Deprec.	(646,597.32)
1300 · NNYRC-Mutual Funds	2,295,719.03
1310 · NNYRC-Exchange Traded Funds	776,018.50
1320 · NNYRC-Real Estate Invest Trust	105,056.10
1510 · Prepaid Databases	34,746.65
3030 · Building Impmnt Fund-Bd Restric	(23,484.95)
3040 · Donor restricted net assets	(107,063.56)
3050 · Equipt Purch Fund-Bd Restricted	(46,321.00)
3060 · Automation-Board restricted fun	(411,570.05)
Total Other Assets	3,014,443.45
TOTAL ASSETS	**5,639,974.74**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	5,596.15
Total Accounts Payable	5,596.15
Other Current Liabilities	
2000 · Comp Absences	18,573.00
2050 · Payroll Liabilities	
2140 · Sect 125 FSA	1,091.45
Total 2050 · Payroll Liabilities	1,091.45
2200 · Deferred Revenue	23,088.82
Total Other Current Liabilities	42,753.27
Total Current Liabilities	48,349.42
Long Term Liabilities	
2090 · OPEB - Current Portion	153.42
2091 · OPEB-Long Term Portion	16,135.15
5195 · Other Post Employee Benefits	49,529.31
Total Long Term Liabilities	65,817.88
Total Liabilities	114,167.30

Northern New York Library Network
Balance Sheet
As of September 30, 2021

	Sep 30, 21
Equity	
3000 · Opening Bal Equity	822,544.03
3010 · Retained Earnings	(169,508.91)
3020 · NNYRC-Invest Equity-Bd Restrict	4,172,867.92
Net Income	699,904.40
Total Equity	5,525,807.44
TOTAL LIABILITIES & EQUITY	**5,639,974.74**

Fund Balance Summary
As of 9/30/2021

Operating Fund Balance		832,165.75
Current Purpose-Defined Funds Balance		
Automation Projects	433,314.98	
Building Fund	36,129.69	
Equipment Fund	42,215.51	
Current Restricted Funds Balance		
Automation Program 2021	194,426.00	
Automation Program 2020	37,666.39	
Hospital Library Program 21-22	0.00	
IMLS 21-24	(3,000.00)	
MISP	53,912.81	
		794,665.38
Subtotal of Operating, Restricted & Purposed Funds Balances		1,626,831.13
Plant Fund Balance		(162,350.18)
NNYRC-Invest Equity-Bd Restricted		4,172,867.92
Other Current Assets: Prepaid Insurance		2,625.87
Liability: OPEB (Other Post Employment Benefits)		(65,817.88)
Liability: Deferred Revenue		(23,088.82)
Liability: Accounts Payable		(5,596.15)
Liability: Sect 125 FSA		(1,091.45)
Liability: Compensated Absences		(18,573.00)
TOTAL FUND BALANCE (EQUITY)		5,525,807.44

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Northern New York Library Network

Operating Fund Budget Report
7/1/2021 Through 9/30/2021

	Current Month: 9/30/2021	Year-to-Date	Annual Budget	Proportion of Budget
INCOME				
4000 · Carry-Over from prior FY	0.00	317,615.49	317,615	100%
4020 · Fees	0.00	0.00	250	0%
4040 · Interest	28.15	79.75	250	32%
4050 · Member Dues	510.00	4,657.50	5,385	86%
4060 · Misc. Income	31,809.00	41,809.00	10,500	398%
4061 · NNYRC	0.00	0.00	0	0%
4070 · Rental Income	2,225.00	8,900.00	26,800	33%
4081 · Basic Aid	0.00	293,940.00	293,983	100%
4082 · Supplemental State Aid	0.00	68,089.00	68,099	100%
Total Income	34,572.15	735,090.74	722,882	102%
EXPENSES				
5005 · Bldg Repair	214.29	214.29	10,000	2%
5010 · Bldg Service	901.03	3,333.75	19,500	17%
5039 · Board & Committee Travel	0.00	0.00	4,000	0%
5040 · Cont Educ	244.99	2,964.97	25,000	12%
5050 · Contracted Serv	13.50	40.50	12,000	0%
5060 · Delivery	136.02	5,598.17	6,400	87%
5080 · Disability Insur	174.24	1,048.73	4,040	26%
5090 · Dues	0.00	0.00	2,950	0%
5100 · Equipment	1,866.46	1,866.46	2,000	93%
5110 · Fuel	1,019.12	3,185.63	13,000	25%
5120 · Grants to Memb Lib	0.00	0.00	70,000	0%
5130 · Health Insur	5,351.63	14,763.13	43,953	34%
5168 · OCLC	0.00	1,190.18	1,500	79%
5169 · Office Supp	540.67	697.13	9,000	8%
5170 · Other	32,878.80	32,953.34	76,459	43%
5237 · Peril Insur	5,250.54	5,250.54	10,426	50%
5238 · Postage	0.00	0.00	400	0%
5240 · Pro Fees	0.00	706.25	19,000	4%
5245 · Professional Develop Award	0.00	0.00	15,000	0%
5252 · Publicity	0.00	0.00	2,000	0%
5255 · Rent & Maint	69.65	208.95	850	25%
5260 · Retirement	3,836.62	11,781.88	36,465	32%
5290 · Staff Travel	390.17	652.15	11,000	6%
5300 · Telephone	196.77	597.76	2,700	22%
5310 · Unemployment	0.00	82.42	1,365	6%
5320 · Worker's Comp	0.00	1,653.00	2,341	71%
6560 · Payroll Expenses				
5180 · Gross	31,971.84	95,915.52	289,339	33%
5190 · Insur Waiver	0.00	2,266.82	4,534	50%
5200 · Social Security Comp	1,867.54	5,743.18	18,920	30%
5210 · Medicare Company	436.75	1,343.17	4,326	31%
5220 · Medicare Prem HRA	1,033.20	1,033.20	4,414	23%
Total Expenses	88,393.83	195,091.12	722,882	27%
TOTAL INCOME/EXPENSE		539,999.62		

Northern New York Library Network
Restricted Fund Summary
July through September 2021

	Auto 20	Auto 21	HLP 21-22	MISP	TOTAL
Ordinary Income/Expense					
Income					
4030 · Hospital Fees	0.00	0.00	9,790.00	0.00	9,790.00
4080 · State Aid	0.00	194,426.00	85,091.00	30,256.00	309,773.00
Total Income	0.00	194,426.00	94,881.00	30,256.00	319,563.00
Gross Profit	0.00	194,426.00	94,881.00	30,256.00	319,563.00
Expense					
5050 · Contracted Serv	8,000.00	0.00	88,200.50	25,000.00	121,200.50
5160 · Online Search	34,972.00	0.00	0.00	0.00	34,972.00
5168 · OCLC	7,317.45	0.00	0.00	0.00	7,317.45
Total Expense	50,289.45	0.00	88,200.50	25,000.00	163,489.95
Net Ordinary Income	(50,289.45)	194,426.00	6,680.50	5,256.00	156,073.05
Net Income	(50,289.45)	194,426.00	6,680.50	5,256.00	156,073.05

Northern New York Library Network
Purposed-Defined Funds Summary
July through September 2021

	Auto Projects	Building Fund	TOTAL
Ordinary Income/Expense			
Income			
4000 · Carry-Over Inc	0.00	5,379.79	5,379.79
4010 · DueNorth	1,820.00	0.00	1,820.00
4060 · Misc. Income	8,895.54	0.00	8,895.54
4065 · Pass Through	12,651.00	0.00	12,651.00
Total Income	23,366.54	5,379.79	28,746.33
Gross Profit	23,366.54	5,379.79	28,746.33
Expense			
5050 · Contracted Serv	16,795.01	0.00	16,795.01
5160 · Online Search	4,752.00	0.00	4,752.00
5169 · Office Supp	282.59	0.00	282.59
5238 · Postage	85.00	0.00	85.00
Total Expense	21,914.60	0.00	21,914.60
Net Ordinary Income	1,451.94	5,379.79	6,831.73
Net Income	**1,451.94**	**5,379.79**	**6,831.73**

Digital Inclusion
$237,092

In collaboration with our two public library systems (NCLS and CEFLS), we're engaging the expertise of the nonprofit Older Adult Technology Services (OATS), which has an office in Plattsburgh and prior experience with North Country libraries and systems, to train library workers on their award-winning, community-building "Senior Planet" curriculum. The organization is a leader in improving the lives of older adults by providing free access to mainstream digital technologies and free, intensive and high-quality technology trainings. The curriculum is focused on five impact areas: improving health, making social connections, strengthening finances, engaging on civic issues, and embarking on journeys of creative expression and lifelong learning.

COMMUNITY NEED
The 2020 census shows household income levels in our region are below New York State and national averages and most of the region lacks technology infrastructure. In addition, older adults comprise a significant proportion of our rural region's population. For example, 24.3% of the residents in Essex County are 65 or older, compared to 16% in New York State overall. We can surmise from the available data that higher than average number of North Country seniors are excluded from participation in online spaces or connections, and/or fewer own adequate internet-enabled devices.

These two factors: 1) the low incidence of broadband technology adoption and device usage among older people; and 2) a higher-than-average proportion of older adults living in the North Country create an opportunity to increase digital inclusion in the region. With broadband buildout projects expected to arrive in the North Country in the near future, libraries must prepare to deliver digital literacy opportunities to their resident communities.

ACTIVITIES
Licensing
The Northern New York Library Network's Digital Inclusion plan pursues sustainable and mutually beneficial engagement with the Senior Planet's new licensing structure, to develop library trainers to deliver Senior Planet's world-class programs to older adults in their area. The Northern New York Library Network will license the proprietary curriculum on behalf of all public libraries in the region, offering in exchange a schedule of programs that would aim to reach 20-40 older adults per quarter. The program provides access to
> (1) train the trainer and program support center;
> (2) select curriculum;

(3) ongoing support and community building; and

(4) a free year of Senior Planet Supporter benefits for participants.

OATS has the proven curriculum and libraries have the programming personnel to implement it. Both have a mission to improve the lives of their service populations by building knowledge, skills, and community connections.

Modular Computer Labs

Delivery of the licensed programs will take place through the library systems' network of over 90 public libraries throughout the region. Mobile classroom sets of 15 devices will be maintained by the library system office and loaned to public libraries for the duration of each course offering. By circulating kits of devices, we leverage established systems of resource-sharing among libraries to control costs, spare libraries the trouble of technical maintenance tasks, and to make a shared schedule of class offerings that is expected to meet OATS's partnership requirements in a sustainable way.

TIMELINE

The proposed project would run from December 2021 through June 2022 with the following activities and milestones:

- Dec/Jan: Recruit library participants, hold Partner planning sessions
- Jan-Mar: Systems procure technology kits
- Feb/Mar: Five week Train the Trainer program for library staff members
- Apr-June (and beyond) Program Delivery

OUTCOMES

The project intends to create a network of public library programming staff comfortable and confident in providing digital skill training to residents in their communities, aged 55 years and older. Training will teach library staff to lead programs that empower older adults to use technology to combat social isolation, access to critical health information, improve financial security and access to benefits, and remain engaged with government services and local community resources. Libraries will have access to appropriate hardware and software to run these classes through kits available through their public library system.

BUDGET

Item Description	Unit Cost	Qty	Total
Purchased Service: OATS for Senior Planet Train the Trainer and class support Jan-June 2022	$31,000	1	$31,000
Purchased Services from NCLS, $114,000:			

Supplies and Materials to support circulating classroom sets of devices	$60,000	1	$60,000
Support for members to learn the required curriculum and plan regional digital inclusion schedule of offerings	$3,000	12	$36,000
Recruit members, attend training, plan/market for sustainable programming/outreach. Order, configure, store, support, maintain, and distribute devices	$18,000	1	$18,000
Purchased Services from CEFLS, $61,000:			
Supplies and Materials to support circulating classroom sets of devices	$30,000	1	$30,000
Support for members to learn the required curriculum and plan regional digital inclusion schedule of offerings	$3,000	6	$18,000
Recruit members, attend training, plan/market for sustainable programming/outreach. Procure, configure, store, support, maintain, and distribute devices	$13,000	1	$13,000
Funding for 2 libraries to hold 5-10 week Digital Inclusion programs Apr-June 2022	$2,000	2	$4,000
NNYLN Admin, license management, attend training, maintain schedule of Senior Planet programs in the North Country, evals & reporting	$17,992	1	$17,992
Indirect up to $23,209.20	$9,103	1	$9,103
TOTAL			**$237,092**

Museum/Library Partnerships
$27,394

The Northern NY Library Network and Rochester Regional Library Council are developing an open source digital asset management system for museums & libraries. The system, built on the open source Archipelago platform created by the METRO library council, will enable museums & libraries to store and manage digital assets and related catalog records and metadata and make digital objects accessible to the public through an online interface. This system is intended to relieve libraries and museums of the high administrative and technical burden associated with most open source platforms, provide a cost-effective alternative to expensive vendor hosting, and encourage collaboration and sharing. We envision that this system will serve as a foundation for future museum/library partnerships and collaborations, which could include things like collaborative digital exhibits and digital preservation.

PROJECT SCOPE

Goals:
1. Facilitate collaboration and partnership between libraries and museums
2. Remove administrative and technical barrier for museums and libraries that need a digital asset management system
3. Make museum and library collections more accessible to the public
4. Lay the foundation for future enhancements of the system

Objectives:
1. Develop a functioning digital asset management system using the open source Archipelago platform
2. Build object description and metadata framework to fit library and museum needs based on expertise provided by libraries and museums
3. Achieve an easy to use submission form or bulk import tool for digital objects and data
4. Allow Web display for digital objects

Exclusions: Highly customized solutions specific to a particular museum or library's need are outside the scope of the project.

PARTNERS:
- Advisor partners:
  o Julia Novakovic, The Strong Museum (RRLC)

- Contributor partners:
  o Christine Ridarski, Rochester Public Library (RRLC)
  o Bambi Pedu, Lake Placid Public Library (NNYLN)
  o Laura Desmond, Frederick Remington Art Museum (NNYLN)

BUDGET

Expense	Total	RRLC ARPA	RRLC IN-KIND	NNYLN ARPA	NNYLN IN-KIND
Chuck 20-25 hrs per week from October - June 2022 (.44 FTE)	$58,984	$36,336		$21,394	$1,254
Ryan working with contributor & advisor partners 5 hours per week October - June 2022 - (38 weeks, 190 hours = 0.10 FTE)	$7,358	$7,358			
Laura & Meg outreach & project management October - June 2022 - 60 hours each (.03 FTE). (0.03 FTE for Laura = 3847)	$8,747	$0	$3,847	$0	$4,458

Advisor partners - 1 hour per week in December, January, February, March, April - stipend of around $1500 (1 advisors)	$1,500	$1,500		$0	
Contributor partners - 3 hours per week in February, March, April, May, June - stipend of $2,500 (3 contributors x $2500)	$7,500	$2,500		$5,000	
Tech & hosting - $2000	$2,000	$1,000		$1,000	
Nov-June METRO support	$11,200				
TOTAL	$96,805	**$48,694**	$3,847	**$27,394**	$5,670

Total available from NNYLN: $27,394 (take no indirect)

Total available from RRLC: $52,430 -7% indirect = $48,694

METRO's contribution: $11,200

School Library Digital Resources for Students
$37,134

Subawards will be granted to each of our four School Library Systems to purchase ebooks and audiobooks through the regionally accessible Sora platform (Overdrive's product for K-12 environment) Titles will aim to align with State Ed's DEI Framework, which calls for "inclusive and culturally responsive books and instruction materials that affirm cultural identities; develop students' abilities to connect across lines of difference; elevate historically marginalized voices; empower students as agents of social change; and contribute to individual student engagement, learning, growth, and achievement through the cultivation of critical thinking." Overdrive is assisting in a before-and-after DEI audit of these collections to assess the impact of this funding on diversity and inclusion goals.

ALLOCATIONS
- Champlain Valley Educational Services, $9,225
- Franklin Essex Hamilton, $8,787
- Jefferson-Lewis $9,746
- St. Lawrence-Lewis, $9,376
- **TOTAL $37,134**

Executive Director Report
November 18, 2021

1. Development of Research Resources
   - Our IMLS project about libraries' contribution to social wellbeing is well underway. The team (PI Margo Gustina from UNM and facilitator Ozy Aloziem from Denver Public) met with State Library partners and critical advisors to finalize the detailed plan for 20 meetings Nov 21-Feb 22. These meetings need several notetakers—can you lend a hand to this research phase?

2. Resource Sharing
   - The Network of the National Library of Medicine (NNLM) has funds designated for NY and they came to ESLN councils for help spending it by Dec-Jan. A needs assessment of our state is underway using some of the funds, performed through a survey distributed widely. We've divided remaining funds for each of us to have $8k-10K for equipment or software that meets member needs for training. We are assembling a kit centered around a piece of tech called a Meeting Owl (owllabs.com) that would support high-quality hybrid meetings.
   - Named as a partner on an Innovation Grant for Digital Inclusion submitted by Older Adults Technology Services (OATS). The project is exactly the same as our ARPA-funded Digital Inclusion project. If funded, it would extend the support for the program for another year beyond June 2022 and it would expand the region to include the Southern Adirondack Library System.
   - I endorsed an idea from CEFLS, who conducts outreach to correctional facilities in their area, to fund a NNYLN membership for all six facilities they serve. Prison libraries should be designated "Associate Members" (non-voting), as they do not meet the eligibility requirements of having major collections of adult nonfiction volumes or the ability to improve the library resources presently available to the research community in the Network. The distinction would have no impact on access to our services, including grants.

3. Support Services
   - We sent a professional photographer (C A Hill Photo) to 4 member public libraries to help them prepare fresh publicity inviting their communities back after long closures. Our public libraries worry the public has formed at-home habits and won't return. The images look great, all parties are grateful and pleased, and we're scheduling a next round of photo shoots with other PL members. Cost was $200/library which included 20 images at multiple resolutions.
   - All but one Academic Library member have had their Cooperative Collection Development Aid (CCDA) applications approved. This is State Aid that has a Maintenance of Effort regulation in place that 8 of our 10 members failed this round and had to submit waiver requests. All waivers have been accepted and funds granted except one. I am organizing with that member library director a strategy for that aid to come through.

4. Professional Development

- Interlibrary Loan Services and Practices in the North Country, panel program September 28, recorded. 10 attendees.
- Fall Member Meeting on Oct 7 featuring presentations from grantees was an inspiring meeting, well-received by membership. 47 registrants, 36 attendees.
- North Country Showcase series began to create more awareness of contents in our members' special collections. Presentations are recorded and posted to a YouTube playlist. **Board Members in museums/special collections, you should totally do one of these in the spring!**
  - Oct 15 *Meet You on the River of Time: the North Country Boats and Boating and Paul Jamieson Collections* at the St. Lawrence University Libraries. 7 Attendees.

- Nov/Dec Programs

  - Project READY, a monthly meeting open to North Country LAM staff, following an anti-racism curriculum, begins Nov 11, ten registrants.

  - North Country Showcase

    - Nov 12, *Hunting for a Good Story: the Adirondack Experience's Oral History Collections on Living and Hunting Traditions*

    - Dec 17, *Researching the Researchers: Exploring the History of the Saranac Laboratory at Historic Saranac Lake*

  - Dec 2: *Preserving File Integrity: Using "BagIT" for Digitization Projects*, by Conor Snow, archivist at the Tupper Lake Public Library.

- PD Grant awarded to Bridget Schack of Bare Hill Correctional Facility in Malone to attend NYLA in Syracuse Nov 4-6. $1,008.
- Christi Sommerfeldt attended *How to Write More Effective Email and Web Content* on 9/30, completed a Practitioner Certification Program on human-centered design from the Luma Institute on Oct 15, and Academic Libraries and Racial Justice Workshop with Ithaka S+R on October 13.
- Chuck Henry attended a session about Project ReShare from IndexData, as well as private sessions and self-led inquiries to learn all about Archipelago (DAMS project).
- I attended Academic Libraries and Racial Justice Workshop with Ithaka S+R on October 13, an Ask-The-HR Expert webinar series (Sept-Oct), and virtual NYLA (Nov).
- Phil Jones is registered for an HR webinar covering Covid-related FAQs for small businesses on Nov 17.

5. Advocacy and Awareness
   - Participated on an Oct 5 panel in Saranac Lake on broadband availability in the North Country with Reps Billy Jones and Dan Stec, NYS Comptroller's office, Franklin Co legislator Lindy Ellis, and organizers Senator Sean Ryan and Assemblymember Nily Rozic. The event's purpose was to publicise their broadband bill (S.5117/A.7412). As I described the gaps libraries are filling now and have been filling for decades when it comes to internet access, Sen Ryan had a great line, exclaiming "Public libraries might be the top Internet provider in these 3 counties!" I loved that.

- RBDB has been eliminated as a restricted fund, the aid consolidated into the basic aid funding formulas. This is a funding-neutral change that brings flexibility to our operation, allowing RBDB funds to be spent in the same ways we spend Basic Aid funds. For NNYLN, I anticipate a decline in the digitization jobs we see from now on (and the accompanying revenue), since most of that work was funded by RBDB grants in other regions. Without the old restrictions, library councils may fund other types of projects unrelated to microfilm digitization. Or they might not change anything, but we're preparing for a decline by cross-training our digitization technician on the New York Heritage platform and building a DAMS as a potential new service to members.
- NYALS 2021 Advocacy Launch on Sept 21 included an update from PAC president John Hammond reporting the increased costs of political events, making advocacy more expensive than it's ever been. He asked all systems to donate $1000 to the PAC this FY. I want to meet his challenge and will ask Ebsco and Newsbank each for $500 donations. I also think we could sustainably withdraw an extra $1k from NNYRC each year. John Hammond is to credit for the existence of that fund, after all.
- Statement of support sent for the expansion of the 90/10 matching arrangement in Construction Aid grants (S5753), which would increase the percentage of total funds that may be used to support projects requiring 10% rather than 25% matching funds. Bill is on Governor Hochul's desk, outcome will be known by the Nov 18 Board meeting.
- Nominated to be Vice-Chair of 2022 Regents Advisory Council on Libraries (LRAC). I agreed to serve if appointed. The New York State Library (NYSL), in partnership with the LRAC, has begun the process to create a new Vision and Plan for New York's Libraries. Two consultants, Abby Straus and Greg Pronevitz are helping. Spurred by our IMLS research grant, I was invited into an interview with State Librarian Lauren Moore about visions and aspirations for NY libraries. We talked for over an hour. Other inputs to the plan have included 4 virtual community meetings with >100 participants and a statewide survey that collected >500 responses. The consultants will review all the information gathered and present key findings to RAC.

6. Miscellaneous
   - State Report was submitted after our Sept board meeting and approved on Oct 13.
   - Dannible & McKee CPAs carried out our audit during October. Peggy Rowe and Shannon Forkin will present at our January 2022 Board meeting to review their work.
   - Eligible staff are getting booster shots, Covid numbers are high enough locally that some remote work is still in use as a safety measure.
   - New 2020 census figures for our region show a population decline from 550,466 to 534,112. The state may assert a hold harmless provision, or our aid may decline. The formula for basic aid grants $0.06 per capita, so we'd see ~$1000 reduction.