



## Minutes – February 1, 2018 Communication Coordinators Meeting

Michelle Babbie Matthew Bashant Jim Cichon Megan Dellecese Shelley Elliott Vicky Greenman	Mary Lourdes Heaton Julie Horwat Steve Inzer Crystal Keck Pat Lekki Roma Matott	Deborah Mowers Janice Murray Danielle Novak Katie Parker Nancy Rand Anne Reilly	Susan Scheu Cindy Staley Terri Stile Robin Tabor Tanja Tamburino Karen Zaleski Helen Zyma
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Absent: Jim Cichon, Janice Murray, Robin Tabor

Also Present: Adrienne Ciampi

- I. **Welcome and Updates** – Betsy asked for updates and news from other members of the Instructional Support Services team:
  - A. **Mary McCormick** – Database sheets have gone out. Copies were sent to the library department chairpersons in the districts, or to the high school librarians, and to the business officials. If you would like a copy of the order form, please contact Mary. Prices for products are very stable, with only modest increases in cost. NOVELNY resources should stay the same, as long as there is funding. The SLS works with schools to continuously add resources; beginning this year, music e-resources are available through the co-ser. Scholastic Magazine will be raising prices in March; in order to get the price on the database form, we will need a commitment before March. For schools using CCD, please place your orders now. OverDrive and Junior Library Guild can be purchased through CCD funding. Junior Library Guild now offers “PG” categories for both middle school and high school.
  - B. **Pat Lekki** – Student pictures can be added to OPALS; request the pictures from your yearbook person. Z import: some schools have more z-import sites. To cut down on paper, USE CIDER FIRST! If you need help with any new features, contact Pat. Lithium batteries in scanners last about two year, and new batteries can be purchased through the RIC for about \$50. They can also be purchased at Yorkville Battery, Staples, or Amazon. New scanners run in the \$300 range, and can be purchased through the RIC. If purchased through the RIC, they will replace the batteries for you. Pat will be on vacation February 2-20, but other staff members in the office will be able to help you. For OPALS updates, please refer to this website: <http://help.opalsinfo.net/blog/2017/12/06/update-december-2017/>.
  - C. **Kenn Runninger** – ILL/EILL – expanded interlibrary loan can get you books, videos (DVDs), audio books on CD or Playaway, books in large print, books in foreign languages, Braille. Requestors can look at First Search before contacting Kenn, but this is not necessary. Article requests go under “manual request” on OPALS – more information is better. Kenn has a great fill rate for requests, and 50-75% for the articles come the same day. Newly published books may have a holding restriction on them, making them unable to be filled. Multiple book requests: Kenn can do requests for smaller numbers of multiple books, e.g. 11 and

under. These will take time, so please make your request in advance. These can be renewed, but please let Kenn know that you have requested a renewal on the books. MidYork will not lend to us if the books are newer than six months, but you can request the books from the public library as a patron. Turnaround time has not been as quick this year. Lost items: if the item is in your library or your student's possession, you are responsible for payment. If you pay for a book and then find it later, you do not need to return it, as you will not get a refund. ILL issues: there are some glitches with saying books are available when they are not. Be certain that ILLs are returned through the ILL tab or return ILLs through CIDER.

- D. Jennifer Parzych** – The E.P.I.C. Conference will be held March 12, on the Oneida BOCES Main Campus, in New Hartford. This event will be a great time to learn about personalized and blended learning.
- II. **March 16 Conference Day** – SLS will provide a speaker from Common Sense Media, to address digital literacy. The event is posted on [My Learning Plan](#), and all library staff members are encouraged to attend.
- III. **Makerspace PLC** – Holland Patent has requested that a Makerspace PLC be formed. The SLS will facilitate putting this together, and information will be sent to all libraries.
- IV. **OverDrive Contest** – the OverDrive reader contest started on December 15, and will end March 1. To date, the top 10 schools are: 10, Holland Patent Middle School; 9, Westmoreland Middle School; 8, Sauquoit Valley Elementary; 7, JFK Middle School; 6, Holland Patent High School; 5, Dolgeville High School; 4, Waterville High School; 3, Oriskany Elementary School; 2, West Canada Valley, and 1, Richfield Springs.
- V. **Leatherstocking Conference 2018** – Featured speaker will be Kevin Honeycutt, and the conference will be held at the Holiday Inn in Utica. A date for the conference has not been set, but this will be settled very soon.
- VI. **EMTA Media Literacy Grant** – Roma Matott, now the LMS at the House of Good Shepherd, won one of these grants while employed at South Lewis Central School. The school had received a large donation of a rock collection, and Roma used the grant funding to help curate the collection. She worked with an Earth Science teacher and together they formed a club of students interested in geology. Together, the students created videos about the artifacts, and utilized QR codes placed in front of the displays to access the videos. This allowed a museum experience without an on-site docent. In addition, they used some of the funding to do a distance learning program with the Cincinnati Natural History Museum. Roma indicated that the application process had been easy, and worth the effort to apply.
- VII. **Statistics** – Betsy shared district statistics with attendees. These are being tracked with greater rigor, so that we can identify which districts need training, and so that librarians can make informed decisions on purchases. Betsy reminded everyone that there are pitfalls to using YouTube in the classroom. YouTube and Google are now connected, and while playing YouTube videos, be aware that ads related to any topics you may have been searching could pop up. Authenticity of sources is always a concern when using products from the open web.
- VIII. **Summer Reading Program** - Betsy has met with public librarians and elementary school principals about doing a summer reading program for students in the Mohawk Valley. In an effort to foster collaboration, public librarians are being invited to attend the April 4 C3 meeting, and a simple STEAM activity will be done. One of the facets of the proposed summer reading

program is grade level banded Bingo cards, with reading activities. The SLS will pay to have the cards printed, and distributed to every student in the area. Information about the students' public libraries will be included on the back of the cards. Additionally, the SLS is investigating funding to pay for summer hours at school libraries. This will have to be with the consent and cooperation of the school districts. Betsy is looking for input from librarians to make the program appealing and effective.

- IX. AASL Standards Framework for Learners**– these were purchased for member librarians, and copies were distributed. The group broke into seven groups to review the standards framework for learners. After 20 minutes for discussion, the groups presented their ideas on the topic areas.
- X. Data** – following lunch, Betsy asked if people need help or training on utilizing data in their programs. Vicky Greenman shared that she does an annual budget presentation to the school's Board of Education. Helen Zyma tracks her data; it is helpful in determining things like whether the library is a net borrower or a net lender. This helps with determining the strength of the collection and resources overall.
- XI. K-6 Information Literacy and Research Skills Matrix** – Betsy logged into Buzz and brought up the matrix for further work. The skills were discussed from 2.5-3.4 on the matrix. A new category of Information Consumption and Interaction was added. Updates and changes will be made, and sent to librarians for approval.
- XII. Next Meeting** – April 4, 2018.