Capital Area Library Assistants (CALA) is an Interest Group of the Capital District Library Council. CALA’s mission is to promote professional development for library assistants in the capital region, under the goals and objectives of CDLC.

The CALA Coordinating Committee membership underwent several changes during the 2012-2013 year. For the majority of that time, the Committee consisted of Michele Matthews, RPI (Chair); Michele Giuffre, Bethlehem Public Library; Jean Guyon, University at Albany, SUNY; Carol Reppard, Troy Public Library; Kathy Corbett, CDLC (Treasurer); Adrienne Birchler, RPI (Secretary); Kathy Rossello, East Greenbush Community Library; Jay Kibby (St. Rose) and Colleen Abbott (NY State Court of Claims).

We are pleased to report that we have a total of 144 members representing a variety of area libraries.

This year the Capital Area Library Assistants Coordinating Committee worked to further the goals of our organization, our members and our community in a variety of ways:

- We continued to offer a wide variety of professional development workshops for our members (see below).
- We developed a new Survey Monkey evaluation form to solicit feedback from our members on topics of interest to them.
- We discovered new and exciting ways for our members to give back to our community through fundraising efforts related to our workshops, including donations of money and goods made to the Regional Food Bank of Northeastern New York, Toys for Tots, the Interfaith Partnership for the Homeless and Operation Paperback.
- In addition to organizing the community-based fundraising mentioned above, we also made donations of $26 each to the Gloversville Public Library, the Schuylerville Public Library and the Rensselaer Public Library in connection with the 26 Acts of Kindness effort following the Newtown, CT tragedy.
- And last but not least, we donated a basket for the 2012 NYSLAA Conference in Niagara Falls, NY.

Here is a summary of our workshops and related activities for the period under review:

**September 2012 Lunch and Learn Workshop**

*Computer Security 101*  
*Regional Food Bank Backpack Program* for the Regional Food Bank of Northeastern NY  
East Greenbush Community Library, East Greenbush, NY  
September 24, 1012

Hosted a Lunch and Learn workshop on *Computer Security 101*, presented by Kelly Turek, Applications Consultant for Academic and Research Computing at RPI.

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This workshop featured a discussion about ways to protect and secure your computer including backing up data, choosing and storing passwords and steering clear of malware. 16 people attended this workshop.

CALA members raised $32.00 and many donated food items for the Regional Food Bank Backpack program at this workshop.

December 2012 Lunch and Learn Workshop

**Ergonomics for the Library Worker**

*Toys for Tots, United States Marine Corps*

Folsom Library, RPI, Troy, NY

December 10, 2012

Hosted a Lunch and Learn workshop on *Ergonomics for the Library Worker*, presented by Annette Chism, Director of Environmental Health and Safety, RPI.

This workshop focused on a general understanding of safe ergonomics in the library and office environment, including the best safety practices when performing manual material handling, working behind a service desk, and sitting at a computer that will help library workers avoid back pain and other problems. 23 people attended this workshop.

CALA members donated a large amount of toys for the *Toys for Tots* program at this workshop.

February 2013 Lunch and Learn Workshop

**RDA: Resource, Description and Access**

*Interfaith Partnership for the Homeless, Albany, NY*

Capital District Library Council, Albany, NY

February 18, 2013

Hosted a Lunch and Learn workshop on *RDA: Resource, Description and Access*, presented by John Myers, Catalog Librarian, Schaffer Library, Union College.

This workshop gave an overview of RDA, the new international cataloging standard that provides instructions and guidelines on formulating data for resource description and discovery. RDA is the successor to the *Anglo-American Cataloguing Rules*, Second Edition (AACR2). 24 people attended this workshop.

CALA members donated a large amount of items from the *Interfaith Partnership’s* Wish List at this workshop.

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April 2013 Half Day Workshop

Connecting in the 21st Century: The Future of Technology for Library Assistants
Operation Paperback, a non-profit, tax-exempt organization incorporated in the State of Pennsylvania. EIN is 41-2209836.
April 15, 2013.

Hosted a half day workshop on Connecting in the 21st Century: The Future of Technology for Library Assistants. The workshop featured three sessions and four presenters:

LinkedIn, presented by Thomas Whalen, Director of Career Services, Lally School of Business, RPI. This segment focused on learning how use LinkedIn to build an appropriate profile that promotes yourself and your employer.

Ask Us 24/7, presented by Caroline Buff, Public Services Librarian, Begley Library, Schenectady County Community College. This session dealt with providing virtual reference services through Ask Us 24/7 program.

Facebook, presented by Presented by Jesus Alonso-Regalado, Associate Librarian, University at Albany and Elaine Lasda-Bergman, Senior Assistant Librarian, University at Albany. The co-presenters covered the use of Facebook as a way to exchange professional and personal information and as a tool for promoting your library and professional organizations.

27 people attended the workshop. Operation Paperback received $23.00 in monetary donations and 35 books were donated.

NYSLAA Scholarship

CALA awarded their annual scholarship to attend the 2013 New York State Library Assistants Association (NYLSAA) Conference in Lake Placid, NY to Karen Strang from Brunswick Community Library in Troy, NY. The scholarship, in the amount of $100, is awarded to a CALA member who is interested in attending the NYSLAA Conference but is not funded to do so by their library.

Personnel Changes

Capital Area Library Assistants would like to acknowledge the retirement of longtime member and past Coordinating Committee Chair Carol Reppard, from Troy Public Library. The Committee wishes to thank Carol for her many years of service.

The Coordinating Committee would also like to extend our thanks to past Committee members for their service: Michele Matthews (RPI), Michele Guiffre (Bethlehem Public Library), Jay Kibby (St. Rose), Kathy Rossello (East Greenbush Public Library), Adrienne Birchler (RPI), Colleen Abbott (NYS Court of Claims) and Nancy Davis (UAlbany).