

Southern Tier Library System  
**EXECUTIVE SUMMARY – September 2011**

**Southern Tier**

**State Library Aid\*** is partially based on population and land mass. The reductions in those figures may result in a small reduction to Library Aid to STLS and some local libraries.

	2011 population	2010		Square Miles	
Allegany	48,946	49,927	(981)	-2.00%	1029.3
Chemung	88,830	91,070	(2,240)	-2.52%	407.4
Schuyler	18,343	19,224	(881)	-4.80%	328.3
Steuben	98,990	98,726	264	0.27%	1390.6
Yates	25,348	24,621	727	2.87%	338.1
<b>System Total</b>	<b>280,457</b>	<b>283,568</b>	<b>(3,111)</b>	<b>-1.11%</b>	<b>3494</b>

**Finances:** Expenditures to date: 67% Budget Year: 52%  
 Revenue Received to date: 111%  
 Cash Reserve: July \$1,568,108 August \$1,453,974

**Items Processed:** Items in: 4,148 Items out: 4,515  
 Backlog this month: 455 Last Month: 576

**Cataloged:** New Titles Added: 2,423 Last Month: 1,828  
 MARC records withdrawn: 0 Last Month: 0

**Processing Fees:** Books: 2,529 \$ 1,264 2011 Total: \$10,876  
 AV: 202 \$ 101

**Interlibrary Loan:** requests filled from outside STLS July: 118 Last Month: NA  
 Holds filled from STLS collections August: 218 Last Month: 212

**Cataloging and Processing** – total contacts with members: 56

Cataloging and Processing Services: cataloging library materials, importing and revising appropriate records from other databases, training members and troubleshooting records entered in the regional online database, physical processing of library materials.

**EXECUTIVE SUMMARY – August 2011**

<b>Items Processed:</b>	Items in: 3,227	Items out: 4,190
	Backlog this month: 576	Last Month: 726
<b>Cataloged:</b>	New Titles Added: 1,828	Last Month: 1,974
	MARC records withdrawn: 0	Last Month: 0
<b>Processing Fees:</b>	Books: 1,971    \$ 985	2011 Total: \$9,511
	AV: 326        \$ 180	
<b>Interlibrary Loan:</b>	Holds filled from STLS collections - July: 212    Last Month: 355	

**Cataloging and Processing** – total contacts with members: 25

**Information Technology** – total contacts with members: 1,018

**Youth Services** – total contacts with members: 1,223

*Cataloging and Processing Services: cataloging library materials, importing and revising appropriate records from other databases, training members and troubleshooting records entered in the regional online database, physical processing of library materials.*

*Information Technology Typical Contacts: training and troubleshooting Sirsi Unicorn procedures and policies, telecommunications issues, consultation on technology issues, questions from library patrons on using STARCat, PC anti-virus and spyware protection, new PC setups and software installation.*

*Youth Services Contacts: consultation, research and training on a wide variety of library services to youth ages 0-18—, materials selection, library policies, programming ideas and aids, national and local children’s literature related events and promotions, cooperation between member libraries, local education opportunities.*

**STLS Revenue and Expenses**

**Year to Date 8/31/11**

	<b>Revenues</b>	<b>Expenses</b>
01 - Administration	\$982,814.66	\$215,067.92
05 - Adult Services		
10 - Automation	\$279,183.98	\$157,789.71
15 - Delivery		\$86,334.40
20 - Interloan		\$28,291.18
25 - LSTA Grants	\$13,200.00	\$13,385.00
30 - Member Services		\$44,535.74
35 - Other Grants	\$156,084.20	\$147,958.91
40 - Outreach	\$180,664.89	\$35,308.39
45 - Technical Services	\$10,673.35	\$82,566.02
50 - Youth Services		\$21,705.89
55 - Pass Through	\$605,858.83	\$610,796.88
<b>Totals</b>	<b>\$2,228,479.91</b>	<b>\$1,443,740.04</b>

**NET SURPLUS/(DEFICIT)**

**\$784,739.87**

### **Special Projects**

Shelley MacFeiggan, Mandy Fleming, and I met with three members of the Angelica board of Trustees and director Ellen Baker to review next steps in automating the library. Items remaining to be barcoded, have been finished. Ellen Baker is working on issuing barcoded library cards and entering patron contact information into the shared patron database. When that process is almost complete, Mandy Fleming will meet with Ellen to complete a map of circulation rules for library materials. The next step would be for Mandy to provide circulation training, and Ellen to spend some time at an online library to see live circulation.

Al Oliveras worked with STLS staff and department heads to upgrade the STLS website for members, <http://members.stls.org> Al reformatted the site to highlight the information libraries use every day, to look like our [www.stls.org](http://www.stls.org) site, and to make use of Drupal content management software to enable STLS staff to more efficiently enter and edit information. This is WIP – a Work in Progress – and a substantial revision of the previous website. We will continue to revise the toolbar at the top and add more information.

### **Workshops and Meetings**

Lorie Brown attended “Connecting to Kids: Reluctant Readers and Social Media in the 21st Century Library,” a workshop hosted by Central New York and the South Central Library New York Resources Councils. The trainer, a librarian at a Colorado alternative school, discussed attracting kids (especially reluctant readers) to books, to reading and to the library. The afternoon session was on social media and digital resources.

With Al Oliveras, Lorie Brown conducted an STLS Digital Library Advisory Committee meeting. Lorie reviewed circulation, purchase and expenditure data and created reports for the committee. In addition to other topics, the committee discussed the importance of individual STLS member libraries contributing funds to build the collections.

Ken Behn and Mandy Fleming attended the New York Division of Library Development E-Rate Summit in Utica. Ken made a presentation on the STLS FCC Pilot Project grant award, “Learning on the Go.” Mandy has begun planning and discussing an informal E-rate Campaign to encourage more libraries to file for E-rate rebates on their telephone bills.

### **Remote Learning**

A number of System staff members, including those in the Cataloging and Processing Department, attended a webinar on the Sirsi/Dynix Enterprise upgrade.

### **Volunteers**

Long-time volunteers continue to provide a total of about 8 hours per week mostly in support of rotating collections. In addition, in August high-school student Trevor Kokot assisted Steve Jarbeck to upgrade STLS computers to Windows 7 and Office 2010, a project which would have taken months without Trevor’s help. Matthew Syrett assisted with a variety of jobs, including shelving children’s books, sweeping out the smaller STLS garage, and cutting bookmarks.

### **Visits to member libraries**

- Angelica – 3 visits to complete bar coding the collection. Discussed local history, reference and materials in storage, but the director did not want these items barcoded. Over 270 staff hours were spent on the Angelica bar coding project (Faith Smith, Shelley MacFeiggan)
- Cohocton – discussed process for overdue/assumed lost processing (Mandy Fleming)

### **Other Activities**

Lorie Brown, Interlibrary Loan and Youth Services

- Worked with Owen Frank, Phyllis Rogan, and Connie Ogilvie to schedule the Central Library workshops in September. Topic will be collection management and one session will also be conducted as a webinar
- With the assistance of volunteer, Diana Githler, weeded 7 Youth Rotating Collections in preparation for adding new materials for the October rotation

Ken Behn and Information Technology staff:

- Worked with various vendors and Wayland, Corning, and Alfred libraries to select vendor and configuration of Video Conferencing hardware for STLS and PCC libraries for the NYS federal Broadband Express@your library grant
- Began working with SirsiDynix on an upgrade to Director's Station and upgrading STARCat with Enterprise 4.1
- Worked on Gates Phase 2 grant purchases and reporting. Worked with our non-profit business rep and Verizon Wireless to lower the cost of wireless services and added accounts for JobLink that will receive e-Rate reimbursements under the Federal FCC Pilot Project
- Consulted with North Country and Mid-York Library Systems on Broadband express@your library grant projects and our Enterprise 4.1 upgrade
- Sent Montour Falls Library information on Internet Safety Policies including sample CIPA (Federal Children's Internet Protection Act) compliant policies
- Used Alfred as a pilot network to resolve miscellaneous issues with the new hardware and Watchguard software project developed as part of the year 2 Gates Broadband grant and being deployed to 30 member libraries. Watchguard enables libraries to provide a splash page for web access spelling out library policies, authenticate users, and receive reports on wireless uses
- Configured Watchguard server for centralized management of Watchguard devices. This enables STLS to provide remote management

Shelley MacFeiggan and Cataloging and Processing staff:

- Very busy handling a large number of items in August. Many items ordered for the Family Literacy Grant are still being received. We continue to have a lot of kits, books plus, etc. coming in to be cataloged and/or finished
- In addition a number of items were cataloged for the International Motor Racing Research Center, Watkins Glen. The Racing Center purchases cataloging services from STLS and the Center's book collection can be searched in STARCat
- There has been some confusion about incoming books which may or may not be part of a standing order plan. Shelley and Pam Rogers worked with Linda Lewis to straighten out what is part of a standing order plan and what should be returned

Vickie Button, Outreach Services:

- Continued working on rotating collections. As collections rotate into STLS, older items are being discarded, especially video cassettes and books on audio cassette

### **Director's Visits and Meetings Attended**

July

- 20 Attended retirement event for Evelyn Smith, former library director, at the Andover Library
- 22 Vacation
- 25 Met with former STLS trustee Jane Jamison to discuss progress in creating the Foundation for Southern Tier Libraries  
Attended meeting of the Board of Trustees of the Alternative School for Math and Science, Corning
- 26 With Shelley MacFeiggan and Mandy Fleming met with director and trustees of the Angelica Free Library to discuss automation
- 28 With Linda Lewis and STLS Finance Committee met with Julie Monahan, Perry and Carroll, to review STLS insurance package  
Facilitated meeting at Steele Memorial Library to discuss the “Future, System Services and Your Library”
- 29 Met with Pauline Emery, Director Southeast Steuben County Library, to discuss possible impact of tax cap on municipal funding and creation of a school district public library district

August

- 2 Facilitated meeting at Dundee Library to discuss the “Future, System Services and Your Library”
- 9 Met with STLS Revenue Enhancement Committee, STLS  
Facilitated meeting at Dormann Library to discuss the “Future, System Services and Your Library”
- 10 Met with the Foundation Steering committee and the Board of the Foundation for Southern Tier Libraries
- 11 Facilitated meeting at Friendship Library to discuss the “Future, System Services and Your Library”
- 12 Vacation
- 13 Attended meeting of STLS Digital Libraries Committee to discuss policies, purchase of eBooks and downloadable audios, and future purchase of downloadable videos and music. Approximately half of the committee members were able to participate remotely
- 17/18 Attended meeting of the Public Library System Directors organization (PULISDO), Albany and Greenbush
- 18/19 Attended meeting of New York Association of Library Systems (NYALS), Greenbush
- 22 With Martin Green met with Jim Young of Sayles, Evans in Elmira
- 23 Attended meeting of STLS Advocacy Committee at STLS  
Attended meeting of STLS System Services Committee at STLS  
Attended meeting of STLS Policies Committee at STLS
- 25 Facilitated meeting of STLS Directors Advisory Council, Dormann Library
- 26 Vacation

- 29 Met with the Board of Trustees, Wimodaughasian Free Library, to discuss hiring a new library director
- 30 With the STLS Grants Committee met with representatives of 4 STLS member libraries in second round of applications for 2011 New York State construction aid, at STLS

September

- 5 Holiday
- 6 Met with STLS Advocacy Committee at STLS  
Met with STLS Revenue Enhancement Committee at STLS
- 7 Met with STLS Administration Committee at STLS  
Met with the Foundation Steering committee and the Board of the Foundation for Southern Tier Libraries
- 8 With Di Figenschel and Al Yanda attended a public forum sponsored by the Western New York Economic Development Council, Alfred University
- 10 Attended and spoke at Peterson Library's 25<sup>th</sup> Anniversary Dinner, Odessa
- 12 Attended meeting of Allegany Directors Association, Scio
- 13 With Denise King and Martin Green attended a public forum sponsored by the Southern Tier New York Economic Development Council, Corning Community College
- 14 Met with STLS Administration Committee at STLS
- 15 With Anna Ezzolo and Linda Lewis, met with Mary Ann Stiefvater, coordinator of the federally-funded New York State Broadbandexpress@your library grant.  
The STLS JobLink project is a sub-recipient.
- 16 Vacation