

Southern Tier Library System
EXECUTIVE SUMMARY – March 2011

State Aid: Article VII relating to state aid for libraries was passed and has been signed by the Governor. 2010 State Aid for Libraries has been finalized. State aid charts have been posted. Grants Finance/State Education Department is working on issuing the funds – by the end of March we expect to receive 2010 state aid for local libraries, the Central Library, and the remainder of STLS funds.

FCC Grant to STLS: STLS is one of 20 applicants nationwide receiving an FCC “Learning On-The-Go” Wireless Pilot Project grant. The intent is to include handheld mobile devices, such as tablets, net books and smart phones as training platforms for our mobile JobLink project which provides online job searching, resume writing, job application skills, and digital literacy to unemployed and under employed individuals within our 3,500 square mile rural service area. The JobLink project will expand that training by providing wireless Internet access on handheld mobile devices.

Finances:	Expenditures to date: 12%	Budget Year: 17%
	Revenue Received to date: 5%	
	Cash Reserve: January \$681,081	February \$663,333

Items Processed:	Items in: 3,312	Items out: 3,765
	Backlog this month: 553	Last Month: 824

Cataloged:	New Titles Added: 1,543	Last Month: 2,084
	MARC records withdrawn: 4	Last Month: 1

Processing Fees:	Books: 1,935	\$ 968	2011 Total: \$2,509
	AV: 209	\$ 105	

Interlibrary Loan: requests filled from outside STLS January: 236 Last Month: NA
 Holds filled from STLS collections January: 275 Last Month: 215
 Holds filled from STLS collections February: 316

Department Activity –

January Cataloging and Processing Services – total contacts with members: 38
 February Cataloging and Processing – total contacts with members: 10
 January Youth Services – total contacts with members: 722

Revenue and Expenses

Year to Date 2/28/2011

	Revenues	Expenses
01 - Administration	\$4,657.44	\$41,978.28
05 - Adult Services		

10 - Automation	\$64,261.00	\$46,170.80
15 - Delivery		\$14,320.24
20 - Interloan		\$7,140.70
25 - LSTA Grants	\$600.00	\$1,970.99
30 - Member Services		\$10,241.28
35 - Other Grants	\$1,508.00	\$9,887.32
40 - Outreach		\$10,537.00
45 - Technical Services	\$1,555.50	\$22,283.99
50 - Youth Services		\$5,113.86
55 - Pass Through	\$108,117.12	\$34,087.23
Totals	\$180,699.06	\$203,731.69

NET SURPLUS/(DEFICIT) (\$23,032.63)

February/March STLS Directors Report – page 2

EXECUTIVE SUMMARY – February 2011

Finances:	Expenditures to date: 7%	Budget Year: 8%
	Revenue Received to Date: 0%	
	Cash Reserve: December \$697,735	January \$681,081
Items Processed:	Items in: 3,707*	Items out: 3,977
	Backlog this month: 824	Last Month: 230
	* does not include approx 900 items rec'd Family Literacy Grant	
Cataloged:	New Titles Added: 2,084	Last Month: 1,549
	MARC records withdrawn: 1	Last Month: 0
Processing Fees:	Books: 2,554 \$ 1,276	Total: \$1,437
	Audiovisual: 322 \$ 161	

Year to Date 1/31/2011

	Revenues	Expenses
01 - Administration	\$1,857.70	\$21,447.85
05 - Adult Services		
10 - Automation		\$23,649.11
15 - Delivery		\$7,580.34
20 - Interloan		\$3,709.08
25 - LSTA Grants	\$600.00	\$645.97
30 - Member Services		\$5,120.64
35 - Other Grants		\$4,843.40
40 - Outreach		\$6,492.04
45 - Technical Services	\$965.50	\$13,569.83
50 - Youth Services		\$2,556.93
55 - Pass Through	\$100,846.00	\$19,471.20
Totals	\$104,269.20	\$109,086.39

NET SURPLUS/(DEFICIT) (\$4,817.19)

Consultant Services – brief descriptions of contacts with members:

Outreach Services Typical Contacts: consultation and training in developing library services/programs for coordinated outreach populations, services to state and county correctional facilities, adult care, and other area residential facilities; grant development and implementation; delivery service, rotating collections of large print, adult popular fiction, audio books, and videos/DVDs; holds for STLS materials, multi-media kits.

Correctional Facility Contacts: consultation and collection development assistance in serving inmate populations, obtaining loans from local STLS libraries, and forwarding requests on behalf of those libraries.

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

Interlibrary Loan Typical Contacts: training, overdue materials, requests for additional information in order to clarify requests, procedures in placing interloan requests, procedures for ALA ILL requests sent directly to a member library, interloan policies, bills for lost materials.

Technical 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.

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.

Special Projects

Under the BTOP (Broadband Technology Opportunity Program) grant-funded JobLink program, in January and February trainers provided approximately 50 training classes in member libraries on topics such as basic computer use, online job searching and resume creation. Public events were held in libraries in Elmira, Bath, Belmont, Watkins Glen, and Penn Yan to introduce the grant.

Community agencies, local and state legislators, library directors, trustees, and members of the public were invited. Project Coordinator Anna Ezzolo will provide information about the project to the STLS Board at the March meeting.

Nine STLS library advocates meet with state legislators in Albany on Albany Library Day, March 1st.

Staff

Thanks to **Mark Illig** for his support for the JobLink project. We wish him well in his new position.

Welcome to **Clare Popejoy** who is joining JobLink as a trainer. She has prior experience teaching a range of individuals from basic to advanced. We're looking forward to Clare's help in teaching people how to use computers to find work.

Visits to member libraries

- Angelica – 2 visits to assist with barcoding. Steve Jarbeck updated STLS lap-tops and ensured they could connect to the router in Angelica (Laura DiNunno, Shelley MacFeiggan, Pam Rogers, Faith Smith, Steve Jarbeck)

Other Activities

Lorie Brown, Youth Services and Interlibrary Loan staff:

- Ordered materials for Family Literacy Grant. Dealt with the clerical snafus of coordinating orders for 8 libraries
- Worked to ensure that the eight participating libraries have necessary materials to conduct grant activities. Inserts were incorporated in grant-purchased materials which highlight activities for parents/caregivers to use while sharing books – a way to help spread information that will foster and reinforce early literacy skills
- Purchased materials for the Digital Library for the Central Library, the Southeast Steuben County Library and the Penn Yan Public Library as well as selected and purchased materials on behalf of the David A. Howe Library and the Watkins Glen Public Library. A total of \$1742 worth of materials was added to the Digital Library in January
- Sent posters and how-to guides on the Digital Library to Southport Correctional and to Monterey Shock Correctional Facilities
- Assisted new library director, Dodie Baker, Mabel Blodgett Memorial Reading Center, with various questions about library tasks— interlibrary loan, cataloguing and processing and fees/salaries for programming staff. Answers to her questions reflected an overview of the topic and included STLS contacts for more detailed answers

Shelley MacFeiggan and Cataloging and Processing staff:

- Cataloged and processed 450 new items for STLS collections
- Worked with Lorie Brown on checking in, cataloging and processing items for the Family Literacy Grant. Approximately 900 items were received in January; 432 items were done in February
- Added 69 records for audio and e-book items to STARcat database

Vickie Button, Outreach Services:

- Donated 35-50 videos which had been discarded by STLS to the Bath Women's Shelter
- Provided another adult care center with rotating video collections
- Added Rushville to the schedule to receive large print and video rotating collections
- Circulated large print and audio collections in February

Director's Visits and Meetings Attended

January

19/20 Vacation

24 Vacation

25 With Bonnie Weber and Martin Green, met with Attorney Jim Young to discuss insurance coverage, review the proposed authority of the board policy, and various other issues. Attorney Young agreed to review the charter application for the Foundation for Southern Tier Libraries

26 With Sherry Collins, met with potential STLS trustee candidates Denise King and Lynn Brewerto provide information about the System and answer questions

28 Attended South Central Regional Library Council Board meeting, Ithaca

31 Attended Peterson Library 25th anniversary Open House, Odessa
Spoke at JobLink Open House, Watkins Glen

February

- 5 Met with Greenwood Reading Center Board of Trustees, discussed trustee responsibilities
- 8 Attended Revenue Enhancement Committee meeting, STLS
With Anna Ezzolo meet with staff at Allegany One-Stop Employment and Training Center, Belmont
Participated in System Directors' conference call with the Division of Library Development
- 9 Attended meeting of the steering committee of the Foundation for Southern Tier Libraries
- 10 Attended STLS Policies Committee meeting, STLS
- 14 Attended meeting of Steuben County library directors, provided County aid checks for distribution, introduced Robin Lattimer, new elected County Legislator, who spoke about the county's funding situation for 2012 and gave advocacy advice, Bath
Spoke at STLS JobLink Open House, Penn Yan
- 18 Vacation
- 22 Met with Pat Selwood to review STLS budget, revenue, expenses, and answer questions, Penn Yan
- 24 Met with Di Figenscher to discuss STLS Advocacy Committee, Wellsville
Spoke at STLS JobLink Open House, Belmont
- 28 Attended PULISDO (Public Library Directors Organization) meetings, meetings with Division of Library Development staff, advocacy updates with Michael Borges, Executive Director, New York Library Association, Albany

March

- 1 Attended Library Day, Albany. With STLS advocates met with 6 legislators serving STLS region
- 2 Attended meeting of the steering committee of the Foundation for Southern Tier Libraries
- 8 Participated in System Directors' conference call with the Division of Library Development
- 10 Gave Corning Leader reporter/photographer Kristopher Radder a tour and introduced staff. Mr. Rader visited to take pictures for the Leader's "A Day in the Life" series
Attended STLS Policies Committee meeting
Attended a virtual meeting of the South Central Regional Library Council Plan of Service Design Team
- 11 Attended meeting of "Creating Opportunity for Rural Education," an Allegany County coalition of agencies