

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

**State Aid:** The New York State Library, Division of Library Development (DLD), is planning on releasing the balance of Library Aid for fiscal year 2010-2011 at the amount passed by the Legislature in June 2010, but without the Article VII provisions that were vetoed by Governor Patterson. DLD is working with control agencies to release aid.

**STLS Spam Filter:** The STLS Barracuda SPAM Firewall 400 purchased in 2004 failed this week leaving stls.org e-mail accounts without an incoming SPAM and Virus blocking device. Ken Behn worked with the manufacturer and CDW-G to determine the best way to get a SPAM Firewall back in place. Estimates ranged from \$5,400 new device/ trade-in the old one, \$4,200 backdated support contract for the device and \$3,500 lower level device. A free temporary fix was implemented; repair options are being researched.

<b>Finances:</b>	Expenditures to date: 95%	Budget Year: 100%
	Revenue Received to Date: 100%	
	Cash Reserve: November \$909,431	December \$697,735

<b>Items Processed:</b>	Items in: 3,112	Items out: 3,522
	Backlog this month: 230	Last Month: 247

<b>Cataloged:</b>	New Titles Added: 1,549	Last Month: 1,787
	MARC records withdrawn: 0	Last Month: 0

<b>Processing Fees:</b>	Books: 2,094	\$ 1,047	2010 Total: \$14,084
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<b>Interlibrary Loan:</b>	requests filled from outside STLS this month: NA	Last Month: NA
	Holds filled from STLS collections this month: 215	Last Month: 257

**Department Activity – November**

Technical Services – total contacts with members: 20

	<b>Year to Date 12/31/2010</b>	
	<b>Revenues</b>	<b>Expenses</b>
01 - Administration	\$949,741.26	\$442,207.44
05 - Adult Services		\$41,182.83
10 - Automation	\$222,104.72	\$345,277.58
15 - Delivery		\$106,115.54
20 - Interloan		\$49,807.48
25 - LSTA Grants	\$13,572.00	\$16,218.69
30 - Member Services		\$80,763.57
35 - Other Grants	\$169,852.53	\$168,818.17
40 - Outreach	\$96,693.00	\$105,852.28
45 - Technical Services	\$14,804.98	\$158,632.40
50 - Youth Services		\$35,707.50
55 - Pass Through	\$109,621.12	\$119,324.83
<b>Totals</b>	<b><u>\$1,576,389.61</u></b>	<b><u>\$1,669,908.31</u></b>
	<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$93,518.70)</b>

**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 - Online Activities**

Alison Miller, consultant for the federal LSTA-funded STLS Innovation Libraries grant, is presenting two webinars this month. Staff members, volunteers and trustees may attend as a group using one computer, individually from home, the library, at the STLS service center, or even at a second job workplace. January 12 - Virtual Training: Working Smarter 11am-Noon. Topics included using email more effectively, tips and tricks for using Microsoft Word, free programs for services and programming, and using technology to enhance current practices.

January 26 - Virtual Training: Webinars - the How, Why, Where and When of Hosting and Participating in Webinars. Participants will look at attending and hosting webinars, including the STLS software Elluminate room, as well as general best practices, regardless of webinar software. Topics will include preparing for webinars, participating in, and moderating webinars.

Al Oliveras hosted the online organization meeting for a regional online book discussion group. He presented a PowerPoint presentation on the whys and pros and cons of online book discussions, provided links and resources for discussion choices and questions and led the group in planning how to continue meeting. This is an activity of the South Central Regional Library Council and is intended to give library participants a chance to experiment with ways to make online book discussions available to their patrons.

**Staff**

Welcome to **Mandy Fleming**, who is returning from maternity leave. It’s great to have Mandy back.

### **Visits to member libraries**

- Rushville – to conduct Workflows training with the new director (Shelley MacFeiggan)

### **Other Activities**

Shelley MacFeiggan and Cataloging and Processing staff:

- Cataloged and processed 152 new items for STLS collections

Vickie Button, Outreach Services:

- Received two applications to provide books for the blind service. These were sent on to Albany as the applicants were not in our service area
- Supervised volunteers who have been busy with checking in kits, getting collections ready to rotate and charging old items to discard.

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

December

24/27 Holiday

31 Holiday

January

- 4 Met with STLS Revenue Enhancement Committee  
Participated in conference call with Public Library System Directors and Division of Library Development staff
- 5 Attended meeting of Steering Committee for Foundation for Southern Tier Libraries
- 11 Attended meeting of the STLS Policies Committee
- 12 With Di Figenscher, met with Al Yanda, Alfred, who is interested in serving on the STLS Board of Trustees  
Participated in STLS Webinar, *Working Smarter*