

Central Library Subcommittee/STLS Plan of Service Committee
Steele Memorial Library
May 23, 2006 – Brief Notes

Present: Carol Mehlenbacher, Cohocton; Lynn Overgaard, Penn Yan; Barbara Radigan, Pulteney; Harriet Eisman, Watkins Glen; Brian Hildreth, Wellsville; Owen Frank, Jim Sleeth, Steele Memorial Library; Ristiina Wigg, STLS

Additions to Notes:

E-mail from Cindy Dutton

Current central library guidelines

Owen Frank presented a fact sheet, "Notes on Central Library" showing hits on "Best of the Web," numbers of E-desk questions, workshops held and attendance, circulation of materials purchased with Central Book Aid (CBA) funds.

Q. How do you decide what to buy with CBA?

A. Steele has no non-fiction budget other than CBA funds. Local funds for adult non-fiction come from gifts and memorials.

Q. How is the money spent by type of material?

A. Approximately \$30,000 (42% of CBA funds) spent on adult non-fiction, approximately \$41,500 (58%) spent on reference

Q. How are adult non-fiction selections made for the Central Library?

A. Phyllis Rogan selects materials

Owen Frank selects the reference materials

Q. What is the vision of the Central Library and its services to the region?

A. Provide a core collection

Continuing education

Reference services

Jim Sleeth reviewed Division of Library Development guidelines (see attached) for the Central Library Program, which includes Central Library Development aid (\$105,000) and Central Book Aid (\$71,500). Steele is open 65 hours per week, including 4 Sunday hours during the winter which are funded with Central Library Development aid. In more detail:

1. Note that this guideline says CBA and CLDA funds are "to be used to improve both print and electronic resources and programs of the central library ..."
2. After the Library District Board has addressed the most fundamental policies (as it is doing now), the central library plan of service needs to be rewritten and adopted by the Library District Board of Trustees.

3. A "joint system/central library committee [to] advise the central library and system regarding the central library program ..." has been formed by Southern Tier. Note that the operative word is "advise" and not "propose" or "write". The central library program should, in my opinion, be written by central library staff, proposed to the central library board, and submitted for consideration to the library system board. The initiative should remain with the central library.
4. "Expenditures should be for materials and services to benefit the system-wide area rather than those of primary advantage to the central library's immediate locality." is in direct conflict with the next three guidelines: 5, 6, & 7
5. "CLD funds must be devoted to the improvement of the central library's function as a major reference, information, interlibrary loan in the system."
6. "CLD funds may be used to support weekend and other extended hours of service at the central library's main building, but not to enable the library to meet the minimum number of hours mandated" and so the Steele Library is open on Sunday afternoons, paid for by CLD funding, when the overwhelming majority of STLS member libraries are closed Sundays.
7. "... funds must be used to improve services to residents of the system and the other member libraries in the system in and from the central library's main building ... funds should not be used for branch library purposes."
8. not relevant to the current discussion.
9. not relevant to the current discussion.

Q. If materials purchased are to benefit patrons system wide, why not use Central Library funding for electronic services? Chemung County residents benefit the most from the Central Library program. Currently funded Central Library materials and services are not used system wide to a great extent.

How is Steele keeping libraries up-to-date on how to make effective use of the E-desk?

Lynn Overgaard stated that she sees Steele putting some of the dollars into databases which would be useful system wide.

A. These are excellent ideas. Which databases would be the most valuable, how much would they cost, how much would these purchases eat into the print reference collection, how much can be moved to electronic resources. Would the databases be used by a tiny number of libraries?

Comments:

Steele has purchased Reference USA (\$6,000) and Heritage Quest with local funding (\$6,000); Penn Yan uses Steele's subscriptions also subscribes Novelist. Penn Yan has reduced funding for print reference in order to purchase online databases. Putting dollars into print reference doesn't make sense anymore. Barb Radigan, Pulteney, uses Penn Yan's NOVEList subscription. Penn Yan has many requests for auto manual information, has been looking at EBSCO as well at Mitchell I car repair databases.

Steele is spending \$6,000 in local funds for Reference USA; to make that database available region wide, Steele could take the cost exceeding \$6,000 from CBA funds.

Q. How to get the best bang for the database buck – reduce the per search cost by increasing the amount of use? – for databases purchased for system wide use.

A. Conduct workshops to teach and encourage member libraries to use the databases.

Jim suggests conducting the workshops at Steele.

A. Have to go where the people are.

Have to stick with a database for a couple of years; otherwise it is not worth the time to learn how to use it.

Q. What role should the Central Library have in providing CE?

A. Training libraries how to use databases (including NOVEL databases?)

Purchase databases and teach use to members

Q. Which databases?

A. Heritage Quest

NOVEList (very popular when previously available to STLS libraries)

Reference USA (business & residential directory)

Automotive repair which includes wiring diagrams

Q. How to choose?

A. Cost & utility

Survey members

Q. How would a measurement component be built in? Should there be a component defining success, such as number of log-ins; benchmark the second year to the first year

A. Cost per inquiry (Owen quoted consultant Richard Boss as recommending \$.75/view)

Q. What other CE?

A. Reference training (e.g. reference interview)

Info about reference resources available at Steele, info about print resources

Internet info, example 5 really useful Internet sites

Q. What else?

A. Publicity. If people aren't using the e-desk all the time, they forget. Publicize the program often.

A. Survey of Central Library resources. Member staff so time limited.

Q. What about "Best of the Web"

A. I rarely look at it

I look at it and hope I'll remember it when I need it

Comment: Barb Radigan said that one central library service won't work for all libraries.

A certain number will use online databases; others need training in reference.

Have a follow-up meeting of committee to discuss results and five-year plan for central library services.

Brian said that the central library program is supposed to benefit all members. The non-fiction and reference collections don't benefit Wellsville because the collection is so far away.

Q. How can members get the most benefit? How can CBA dollars benefit member libraries?

A. Downloadable audio books. Everyone could benefit from a subscription to downloadable non-fiction titles.

A. Subscribing to online databases and downloadable audio would relieve SML staff from duties related to CBA purchases.

The overall tone of the meeting was very positive and the central library representatives, in addition to answering questions about the CBA/CLDA programs, were receptive to STLS member library suggestions. Lynn Overgaard suggests that since this is a five year plan, the changes can be phased in over that period and don't have to happen overnight.

Additions to Notes:

From: Cynthia Dutton, Director [mailto:duttonc@stls.org]
Sent: Tuesday, May 23, 2006 9:58 AM
To: Ristiina Wigg
Cc: Jim Sleeth, Director, Steele Memorial Library
Subject: today

I can't come after all today - my volunteer (who would be the 2nd person here this afternoon) called last night and said her elderly mother is very ill. My comments - if you want them - are: I think it is very important that Central Library Aid be used for books and databases that broaden the resources for all of us system wide. Especially ANF - there are purchases that Steele makes (ie Men in Black) that benefit all. If I had bought that title, it would have gone out about 2x. I did buy American Theocracy and that has gone out once! Should have left that to Steele. We use the ref desk help much less than we used to, and do not use the Best of the Web. I always think that I should make a "sign" for the computer room with that web address but I never do. Maybe I need to have a link from our web page to SML? The specialized training that Steele does is terrific. They are doing a Genealogy Class in there now. 8 people. And I learned more from SML's Report Writing class than I did from Ken because they actually use it and know what we want from it. Is this helpful? Anything else? Cindy

Current Guidelines

The following guidelines are intended to supplement Education Law [273.1](#) and the Commissioner's Regulations [90.4](#).

The guidelines are intended to reflect precedents for use of Central Library Development funds as they have evolved. They represent a summary of current practice in the administration of CDL, complementing but not repeating the requirements set in law and regulations.

1. Both Central Book Aid (CBA) and Central Library Development Aid (CLD) are to be used to improve both print and electronic resources and programs of the central library as defined in the Commissioner's Regulations and designated in the system's Plan of Service. Books, materials, and equipment purchased with CLD funds should follow the same guidelines as the regulations for purchase of materials with CBA funds.
2. Annual applications must be consistent with the central library's plan of service. Amendments or revisions of plans may be made when needed to accommodate program expansion.
3. It is recommended that a joint system/central library committee advise the central library and system regarding the central library program in cooperative and federated public library systems. Such a committee should help set the intra-system policy and guidelines for selection of CBA materials and budgeting of CLD funds.
4. Expenditures should be for materials and services to benefit the system-wide area rather than those of primary advantage to the central library's immediate locality.
5. CLD funds must be devoted to the improvement of the central library's function as a major reference, information, interlibrary loan and electronic resource in the system. Its role in a networked environment, if appropriate, should also be considered.
6. CLD funds may be used to support weekend and other extended hours of service at the central library's main building, but not to enable the library to meet the minimum number of hours mandated by Commissioner's Regulations section 90.4(a)(2).
7. The funds must be used to improve services to residents of the system and the other member libraries in the system in or from the central library's main building. Funds should not be used for branch library purposes.
8. CLD funds may not be used for construction of a new or expanded physical plant. They may, however, be used for equipment in the main library building, whether or not it is connected with a construction project. **Limited** expenditures for renovations in existing physical plants - where reorganization or relocation of departments of service areas or updating of technological capacities is to be accomplished, may be made.
9. If a major new program is to be proposed in an annual application, Library Development's approval of that new program should be obtained before commitments are made.