

PART TIME ILS SPECIALIST
DIVISION OF INFORMATION TECHNOLOGY



GENERAL STATEMENT OF DUTIES

This is a part time level 3 position, working under the direct supervision of the ILS & Technical Services Manager. This position is responsible for providing and maintaining bibliographical access to the STLS databases, providing support to ILS-related activities and training member library and System staff.

ESSENTIAL FUNCTIONS OF THIS POSITION

Work involves cataloging and classifying library materials (both print and non-print) by copying and editing bibliographic records from various sources, or inputting original records, as well as performing database maintenance tasks and other duties. This person is expected to operate independently within the scope of prescribed responsibilities and System practices. Individual will be required to train or supervise other employees or volunteers. This person will be responsible for training member libraries on the use of various ILS functions.

While performing the duties of this job, the Specialist reaches with arms; uses hands, fingers, sight, hearing, and verbal communication; bends, stoops, kneels; lifts and carries materials weighing less than 20 pounds; lifts, moves, and/or manipulates delivery bags weighing up to 50 pounds; and pushes/pulls/maneuvers a wheeled book truck weighing up to 200 pounds when fully loaded.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Person is required to be or become familiar with AACR2 and RDA, USMARC and ANSER cataloging standards. This position requires knowledge of library terminology and procedures, good computer and keyboard skills, accuracy, attention to detail, adaptability, ability to get along with and train others, mental alertness, tact, courtesy, and ability to make decisions and work independently. Person will be required to use new technology as it becomes available and work collaboratively with other divisions. Ability to communicate effectively, and exhibit empathy when working with member libraries and System staff. Valid driver's license.

MINIMUM QUALIFICATIONS

Associates degree, relevant library experience, or equivalent combination of training and experience sufficient to perform duties of the position.

EXAMPLES OF WORK

- Copying and adding bibliographic records from other databases, including OCLC and LC, into local systems.
- Editing records, according to System practices. Includes assigning Dewey numbers and LC subject headings.
- Adding holdings to records already in the database.
- Format and print labels, using various ILS and software programs.
- Verify name and subject headings.
- Perform limited authority control by adding authority records and doing required “clean up” of existing records.
- Function as part of the team working on item conversion and other database problems for the member libraries.
- Performs database maintenance tasks, such as updates and withdrawals.
- Retrieves, edits, imports and loads vendor MARC records and assists with the ongoing streamlining of the cataloging process.
- Trains member library and System staff through multiple training formats in the use of various ILS procedures.
- Assists with purchase of ILS-related materials and equipment for STLS and member libraries.
- Provides Help Desk, email, and phone support for ILS problems and questions.
- Creates and supplies libraries with requested reports.
- Tests and implements new ILS features.
- Serves on special assignments as requested from management team.
- Participates in continuing education opportunities – uses knowledge gained from continuing education to provide tangible benefits to member libraries.
- Other duties as assigned.

Monthly System Staff & Divisional Reports
June 19, 2018



**Office of the Executive Director by Brian Hildreth, Executive Director
Division of Library Sustainability and System Resources**

The Executive Director spent the months of May – June 2018 engaged in the following activities:

- ✦ May 16th, attended the IT-ILS meeting at STLS Headquarters hosted by STLS IT. With Assistant Director Ken Behn, met with ECC Technologies to discuss STLS fiber project to member libraries.
- ✦ May 21st, attended a library tour of the Belmont Library in Allegany County hosted by Carrie Jefferds, Erika Jenns and Pauline Emery.
- ✦ May 29th, met with Mandy Fleming, ILS & Technical Services Manager, to review job description and discuss professional aspirations within organization.
- ✦ May 30th, attended the Directors Advisory Council meeting at Alfred Box of Books Library.
- ✦ May 31st, attended all day LIU library science and management class at Pioneer Library System.
- ✦ June 1st, attended NYLS Public Libraries Section Spring CE conference in Canandaigua.
- ✦ June 4th, met with STLS external auditor and business manager to review results of 2017 organizational financial audit.
- ✦ June 7th, attended Trustee Training Session hosted by STLS and Margo Gustina at STLS Headquarters.
- ✦ June 8th, participated, hosted and attended the STLS and CCLD Spring CE at Corning Community College. Roughly 95 member librarians registered and attended the day long learning event.
- ✦ June 11th – 12th, attended STLS board committee meetings (Finance & Facilities, Personnel & Policies, Executive), participated on State Library and Public Library System Director Organization conference calls. Attended the Allegany County Directors meeting and STLS staff training team meeting.
- ✦ June 13th – 15th, visited Mid-York Library System to deliver a presentation on sustainable funding for small and mid-sized libraries to member libraries and host workshop with library system staff. Attended and facilitated a LEAD workshop at Olean Public Library on budgeting for libraries.

Member Services by Margo Gustina, Deputy Director - Trustee Development Consultant
Division of Library Sustainability and System Resources

In May, I presented on equity in library service (Syracuse), challenges in reference interviews (Ithaca), sustainability in project management design for libraries and their community partners (NYLA), and always, Construction Aid (Belfast Town Board, Alfred, Hornell).

An exciting next step was reached in my shared project with Lorie and Mandy when we brought our initial pop-up library support ideas to the DAC. We now have an interested committee of member library directors willing to work out the details at a meeting in the end of June.

To support our members through the Processing and Finishing transition, I created a web page with significant input from Mandy and Pam. You can see that here: <http://www.stls.org/processing-finishing>.

Youth Services & Interlibrary Loan
by Lorie Brown, Youth Service Consultant and Head of ILL
Division of Professional Development and Library Outreach

Youth Services held several workshops this month—all with an emphasis on early literacy with a little summer fun thrown in! Two sessions of CREATING STORYTIME TOOLS were held—one in the eastern end and one in the western end of the system. In these hands-on sessions, attendees created a weighted pillow to make available during storytimes for children on the Spectrum. We also created a flannelboard story and played with several sound-related activities that could be used during summer activities. (Theme this summer is Libraries ROCK—emphasis on music and sound.) Eleven staff members from 11 member libraries participated in these workshops (23 % of our members.) Also, hosted a training on the Whole Book Approach to Sharing Books with Kids presented by author and national trainer, Megan Dowd Lambert. Eight staff members from 7 libraries participated in this training (15 % of our members.)

Visited the Montour Falls Library for Interlibrary Loan training. Three staff members eager to provide additional service to their patrons participated.

Lorie attended a variety of continuing education events this month: A state-wide training/get-together for the Ready to Read cohort of trainers in Clifton Park, NY; Began participation in SuperCharged Storytimes Train the Trainer program; Learned about various exciting projects and initiatives sponsored by the DAC; Continued to explore and to learn from system colleagues and member library directors in the LEAD project.

Began a conversation and created a rough blueprint, with STLS colleagues, Mandy Fleming and Margo Gustina, for STLS' POP-UP LIBRARY. This fun and exciting concept is included in STLS' Plan of Service. We are consulting library literature, other NYS Public Library Systems and with our member library directors to formulate the 'best-est' POP-UP Library options for STLS and for our members to take the library outside the library walls—to POP-UP in another part of the community.

Other activities this month, included dotting all the i's and crossing all the t's for the STLS/CCLD Spring CE Conference to be held on June 8 on the CCC campus.

Outreach
by Keturah Cappadonia, Outreach Consultant
Division of Professional Development and Library Outreach

- In May, I made visits to the following libraries: Cuba, Wellsville, Alfred, and Steele Memorial.
- I engaged in the following educational opportunities: Creating & Using Tools for Storytimes and More! Workshop led by Lorie Brown.
- I attended the following library meetings: LEAD Consultants Meeting, Central Library Planning Committee Meeting, DAC Meeting, and the South Central Regional Library Council Board Meeting.
- I attended meetings with the following community partners: Steuben County Public Health Department and the ARTS Council of the Southern Finger Lakes.
- I participated in remote committee meetings and activities for the Association of Bookmobile and Outreach Services
- I attended the bi-annual New York State Outreach Coordinators Conference in Saratoga Springs. I was part of the organizing committee for this event.
- I presented the May session of the LEAD program on the topic of Advocacy & Partnerships: Crafting Your Story to Leverage Resources. I also presented a workshop for STLS members on the services of the New York Talking Book and Braille Library.
- I attended the Public Library Symposium, which was part of the Medical Library Association Conference in Atlanta, GA. I received a scholarship to attend this event.
- I worked with the STLS Training Team and personnel from Steele Memorial Library to prepare for the 2018 Spring CE Event planned for June.

Digital Librarianship & Public Relations
by Erika Jenns, Engagement Consultant
Division of Professional Development and Library Outreach

During the month of May, Erika conducted website and social media consultations with Avoca, Arkport, Bolivar, Canaseraga, Prattsburg, and Howard. Erika also held an “Open Session,” which was a workshop for member library staff held at STLS and meant to be a study hall/working session for member library websites. Staff brought laptop computers and worked independently while Erika circulated to help with individual issues. She also planned the first System Connection field trip to the Belmont Free Library. System Connection is a working group borne out of the Directors’ Advisory Council. Erika and Pauline Emery, Director of the Southeast Steuben County Library, have taken the lead on the group. Field trips will continue to be offered throughout the upcoming year, and beyond. The intended audience for field trips is member library directors, but staff and trustees are also welcome to join. The next field trip will take place on Thursday, June 28th, to the EB Pert Memorial Library in Hector and to the Watkins Glen Public Library.

Information Technology
by Mandy Fleming, ILS & Technical Services Manager
Division of Information Technology & Digital Resources

- ✦ I completed the process of filing BEARs (Billed Entity Applicant Reimbursement) for the first half of the 2017-2018 funding year. We received \$74,555.87 in reimbursements for Spectrum/Time Warner and Southern Tier Network services.
- ✦ Kylie and Larissa assisted Ken with the May ILS/IT Workshop.
- ✦ May was a busy month for ILS questions – a few of the more time-consuming projects were setting up emailed hold notices for Odessa, updating circulation rules for Alfred so that they are fine free, and helping Alfred with an inventory of their collection.
- ✦ We have continued to answer questions about vendor processing and the end of STLS processing.
- ✦ In Cataloging we have continued to work towards the backlog. Kylie, Ann and Larissa are diligently cataloging the carts of items and electronically submitted items. We are excited to find a person to fill the temporary, part-time position – to help us get caught up and to help us with the transition to cataloging everything electronically.