

## Greene County Library System: What We Do

### Advocacy

The administration of the Greene County Library System (GCLS) is the first line of advocacy for the member libraries and library services. In part, that means meeting with County Commissioners, potential funders, and other key members of the community. By promoting and showcasing the value of library services to these groups, the administration is getting pro-library messages to those not necessarily coming through the libraries' doors. Through the use of data, the administration can create tools for the libraries to show their individual value to their assigned municipalities.

- Example: Library Value Calculator

The Greene County Library System has a storefront location on High Street in Waynesburg. The windows are available for the member libraries to use to promote services. We also provide a Community Events window that multiple organizations use to advertise their services.

### Compliance

The System Administrator is responsible for monitoring local, county, and state requirements. The Administrator is also the conduit between the system member libraries and the Office of Commonwealth Libraries. All state reports, required by the Office of Commonwealth Libraries, are reviewed by the System Administrator.

### Databases

The Greene County Library System provides databases at a system-wide level. The administrator is responsible for setting up necessary technology requirements. The administrator must also work closely with the WAGGIN technology positions since the databases authenticate through the Polaris one-card system. Any problems the public experiences with databases are filtered through the administrator and sent back to their respective companies. Training sessions on the databases are conducted, countywide, by the Administrator. The databases are promoted in various ways, including on radio programs.

### Member Libraries

System Member agreements are to be renewed annually. It holds both the system and the member libraries accountable to each other.

The Greene County Library System is the first line of support for member libraries when questions or problems arise.

The System Administrator is a resource for new library directors. The Administrator provides New Director training for all new library directors in the system. The Administrator is available to help the directors in completion of all required Office of Commonwealth reports. The Administrator also attends member library board meetings to share information on the system.

### Organizational Membership

- Pennsylvania Library Association
  - Founded in 1901, the Pennsylvania Library Association (PaLA) is the state's oldest and most diverse professional library organization serving libraries, library employees, library trustees, and Friends of the Library groups.
  - Represents more than 1,500 personal, institutional, and commercial members affiliated with public, academic, special, and school libraries throughout the Commonwealth. The association represents the profession in Harrisburg and provides opportunities for professional growth, leadership development, and continuing education for librarians.
  - Works to increase library funding from the State through the promotion of libraries and with the use of lobbyists.
  - Representation at the state level, from the Southwestern corner of the state, is vital.
- PA Forward
  - The Pennsylvania Library Association's 21st Century Literacies Initiative, PA Forward, was conceived to give voice to what the library community already knows, and what other states throughout the nation are also recognizing: With the right support, libraries are ideally positioned to become the community centers of information, technology, and learning that will fuel educational and economic opportunity for all of our citizens.
  - Libraries have moved far beyond just being book repositories. They're agile institutions serving real-life needs. Libraries can be key to powering progress and elevating the quality of life in PA by fueling the types of knowledge essential to success: Basic Literacy, Information Literacy, Civic and Social Literacy, Health Literacy, and Financial Literacy.
  - Representation at the state level, from the Southwestern corner of the state, is vital.
- Association of Pennsylvania Public Library Systems (APPLS)
  - Federated Public Library Systems across PA are members.
  - Issues unique to systems are addressed and training provided.
  - Member of Pennsylvania Association of Nonprofit Organizations (PANO). Membership allows members of APPLS to attend PANO workshops and seminars at discounted rate. PANO's services can also be utilized as a member.
  - APPLS was asked to provide library recommendations to the County Commissioners Association of Pennsylvania (CCAP). Our input was included in the most recent CCAP Manual concerning public libraries in PA.
  - APPLS is working to get the County Coordination Aid reinstated to reflect the Local Financial Effort in the State Aid formula.

## Outreach

The Greene County Library System offers outreach to seniors through programming. The outreach coordinator provides programming at local nursing homes and assisted living facilities. Programs are also provided at all Senior Centers in Greene County.

The outreach coordinator also provides delivery of homebound materials to residents of Greene County. In addition, the outreach coordinator helps replenish the books with the Greene County Department of Recreation.

## Partnerships (Local)

Carmichaels School District (Reading Competition)  
Central Greene School District (Reading Competition)  
Community Action Southwest  
EQT (Brainfuse Grant and Support)  
Greene County Department of Recreation  
Greene County Human Services  
Greene County Tourist Promotion Agency  
Jefferson Morgan School District (Reading Competition)  
Southeast Greene School District (Reading Competition)  
Walmart (Reading Competition)  
Waynesburg University (Reading Competition)  
West Greene School District (Reading Competition)

## Reading Competition

The Greene County Reading Competition began in 2013. In the first year, the GCLS helped with the organizing, planning, and running of the event. In 2014, the GCLS took over all responsibilities for the competition. It was asked of the GCLS because they were neutral from schools and member libraries and not submitting teams from their organization. The event takes months of work in preparation and requires follow-up to funders and the public.

The Administrator secures funding for the awards given at the event. The funding cannot come through a funder that requires a 501c3 designation.

(See Reading Competition To Do List)

## Representation

The System Administrator represents the Greene County Library System to the Office of Commonwealth Libraries. The Office of Commonwealth Libraries holds District Library Center (DLC) meetings 2-3 times per year. Attendance at these meetings is expected from System Administrators, District Administrators, and District Consultants. District Children's Services personnel are invited to the Fall sessions. At the DLC, there is the chance for direct input to the

Deputy Secretary, Commissioner for Libraries from those attending. These meetings are when the Office of Commonwealth Libraries gets to hear about the issues systems are facing locally.

The System Administrator represents the Greene County Library System to the Greene County Commissioners. Countywide statistics are compiled from member libraries and sent to library directors, GCLS board members, and the County Commissioners. The County Commissioners also receive a quarterly report from the GCLS, as is required since they contribute more than 15% of our income. The County Commissioners meet with the Administrator at least once a year for a debriefing on the library system and services. The Administrator also attends public Commissioners meetings to represent the Library System.

### **State Requirements**

**The Annual Report** is required by the Office Commonwealth Libraries. The data collected by each library is checked by the system. In addition, the Administrator must prepare a system unit report. Once all reports are done, the Office of Commonwealth Libraries must compile all annual reports in the system. A final report is then completed by the Administrator for the entire county. The system makes sure all necessary paperwork, data, and supporting documentation are present. The Administrator also checks each report against a checklist from the Office on Commonwealth Libraries. From the system, the reports and supporting documentation are all sent to the district and onto the Office of Commonwealth Libraries. All inquiries from the Office of Commonwealth Libraries are sent back to the system. The system is tasked with finding the errors and getting explanations from the libraries. This acts as a checks and balance system.

**The County Coordination Aid Plan** is required by the Office of Commonwealth Libraries to show how money in this line of State Aid is budgeted for the next year. There is one report completed per system and by the System Administrator. This money, as its name implies, can **only** be used for countywide/system-wide initiatives. The plan is done at the system level, with member library review. The Office of Commonwealth Libraries allows 6 specific categories where County Coordination Aid can be spent.

**The Plans for the Use of State Aid** are required to show how each library plans to spend their State Aid in the next budget year. Each member library completes their own report based on the State Aid number the system gives them for the upcoming budget year. The system also completes this report for the administrative unit. Like the annual report, once all entities have submitted their report, a countywide final report is completed by the System Administrator.

### **Trustee Training**

Each new GCLS Trustee goes through a System 101 session with the Administrator. The training is available for any Trustee serving on either member library board as well. The System 101 will be made a part of an annual training for Greene County library trustees.

## Website

The Administrator is responsible for maintaining the Greene County Library System's website ([www.greenecolib.org](http://www.greenecolib.org)). Links to all member libraries, Greene County links, databases links, and Reading Competition information are all kept current and up-to-date by the Administrator.