



CCLS Services 2015

Service	Description	Staff Member to Contact	Cost?	Available to
<b>Materials and Equipment</b>				
Materials Grant (Book Plan)	Annual Aid based on Open Hours and Service Expenditures for Purchase of Materials	Eli Guinnee	Free	All M.L.s
Materials Selection	Lists of current and upcoming books and DVDs provided through Booklist and Midwest Tapes	Chris Spink	Free	All M.L.s
Free Direct Access Plan	Since 1999, the System's Free Direct Access Plan established Universal Borrowing Privileges. Materials are shared amongst libraries and our patrons' library cards work at any Library.	Eli Guinnee	Free	All M.L.s
Delivery	Twice weekly deliveries to all Member Libraries carry books and other materials between Libraries	Valle Blair	Free	All M.L.s
Disc Cleaning	A DVD cleaning services allows Member Libraries to have damaged and scratched DVDs/CD's cleaned	Eli Guinnee	Free	All M.L.s
Equipment	Available for loan to library staff are projector, laptop, and screen	Michael Jones	Free	All M.L.s
Large Print Deposits	Temporary Deposit Collections of Large Print Books can supplement your collection	Jackie VanOrd	Free	All M.L.s and Nursing Homes
Books on CD Deposits	Temporary Books on CD Deposit Collections can supplement your collection	Jackie VanOrd	Free	All M.L.s and Nursing Homes
Youth Programming Materials	Storytime Packets, Activity Kits, Story Walks, and Flannels are available for loan	Valle Blair	Free	All M.L.s
Interlibrary Loan	Library patrons have access to Fiction and Nonfiction titles through the UB/WNYLRC Illiad Program	Wendy Crawford	\$2 per item	All M.L.s
eReading Device Loans	Get hands-on practice using common eReaders	Megan Disbro	Free	All M.L.s

Service	Description	Staff Member to Contact	Cost?	Available to
<b>Outreach Services</b>				
Talking Books & Braille	The System is a “sub lending library” for the New York Talking Book and Braille Library (NYSTBBL) in Albany, the CCLS Outreach program disseminates information concerning this service, processes applications, assigns new and replacement machines	Thomas Vitale	Free	All M.L.s
Jails and Prisons	Services to local Jails and Prisons are provided by the System	Thomas Vitale	Free	Jails and Prisons
Outreach Grants	Occasional grants given to Member Libraries to encourage services to the underserved	Thomas Vitale	Free	All M.L.s
<b>Training</b>				
New Director Training	Professional Staff meet one on one with all New Directors to inform them of System Services	Eli Guinee	Free	All M.L.s
NYLA Travel Grants	Occasional grants to Member Library staff to help cover the costs of conference attendance	Eli Guinee	Free	All M.L.s
Trustee Training	Programs that help Trustees learn more about their role and responsibilities	Eli Guinee	Free	All M.L.s
Library Staff Workshops and Webinars	Frequent development opportunities for Member Library directors and staff including archived Webinars	Megan Disbro	Free	All M.L.s
Youth Services	Includes Summer Reading, Early Literacy and other areas of Services to Youth	Valle Blair	Free	All M.L.s
<b>Technical Services</b>				
Book Purchasing	Centralized group buy purchasing	Chris Spink	Free	All M.L.s
Cataloging	Centralized cataloging services	Chris Spink	Free	All M.L.s



CCLS Services 2015

Service	Description	Staff Member to Contact	Cost?	Available to
Bindery	Discounted bindery services from HF Group	Eileen McGrath	Varies	All M.L.s
<b>Advisory Services</b>				
General Advice	System Staff are available for direct questions regarding their department. Please contact the Director if you are unsure who to contact	Eli Guinee	Free	All M.L.s
Legal Advice	Under some circumstances, the System can seek legal advice on behalf of Member Libraries	Eli Guinee	Free	All M.L.s
Human Resources Advice	The System has available an HR expert to answer questions and provide advice	Eli Guinee	Free	All M.L.s
State Minimum Requirements Variance Help	Occasionally Member Libraries need to apply for a variance or waiver to a state requirement	Eli Guinee	Free	All M.L.s
Grant Writing	Editing and proofreading of Grant Applications is available by request	Eli Guinee	Free	All M.L.s
Field Consultants	Each Library is assigned a Field Consultant who helps with Annual Reports	Field Consultant	Free	All M.L.s
<b>Grants and Administration</b>				
Annual Report Administration	Yearly Annual Report assistance in the Spring	Field Consultant	Free	All M.L.s
Construction Grant and Administration	The System is given a certain amount of NY Public Library Construction Grant funds each year to allocate to Member Libraries	Eli Guinee	Free	All M.L.s
Cash Grants	Annual \$250 cash grant is given to Member Libraries and may be used for any library related purpose	Eli Guinee	Free	All M.L.s
LLSA Grant	Local Library Service Aid, provided by the State, through the System to all Member Libraries.	Eli Guinee	Free	All M.L.s

<b>Service</b>	<b>Description</b>	<b>Staff Member to Contact</b>	<b>Cost?</b>	<b>Available to</b>
RBDB Grant	One Member Library per year can apply for a Regional Bibliographic Databases and Interlibrary Resources Sharing Program. This grant, administered by WNYLRC, is generally for digitization purposes.	Megan Disbro	Free	All M.L.s
Special Grants	Other occasional grants include Conference Travel grants and Outreach grants.	Eli Guinnee	Free	All M.L.s
Payroll	The System covers the cost of Payroll Services provided by Main Street Payroll for Libraries with 7 or fewer staff members	Kathleen Gustafson	Free	M.L.s with 7 or fewer staff
<b>Co-Central Library Services</b>				
Cattaraugus County Reference	Co-Central libraries serve as reference centers for the region. NY State gives each system funding to support Central Library research materials and reference services.	Olean Ref Desk	Free	All M.L.s and their patrons
Chautauqua County Reference	Co-Central libraries serve as reference centers for the region. NY State gives each system funding to support Central Library research materials and reference services	Prend. Ref Desk	Free	All M.L.s and their patrons
<b>Supplies and Printing</b>				
Supplies	Common supplies are purchased in bulk and resold at cost	Kathleen Gustafson	At Cost	All M.L.s
Print Shop	The System has equipment for color printing, folding and laminating. Member Libraries can submit print jobs, which will be charged at cost	Eli Guinnee	At Cost	All M.L.s
<b>IT and Digital Services</b>				
Shared ILS	A shared online catalog is maintained by the System, which covers all of the cost	Michael Jones	Free	All M.L.s
ILS Assistance	Help with troubleshooting, training, and running reports is always available for the ILS	Carolyn Hughesman	Free	All M.L.s



CCLS Services 2015

<b>Service</b>	<b>Description</b>	<b>Staff Member to Contact</b>	<b>Cost?</b>	<b>Available to</b>
Website Hosting	The System maintains a web server to host websites	Michael Jones	Free	All M.L.s
Web Design and Social Media	Assistance with creating and updating websites and social media	Megan Disbro	Free	All M.L.s
Database Assistance	Help linking to and using databases, including guides and marketing	Megan Disbro	Free	All M.L.s
eBooks/ Downloadable Audiobooks/ eMagazines	The Co-Central Libraries support the platform fees and all Member Libraries contribute content; CCLS coordinates and manages the systems	Megan Disbro	Shared Cost	All M.L.s
eMaterials Ordering	Assistance with purchasing of eBooks from eBook vendors	Megan Disbro	Free	All M.L.s
eMaterials Download Assistance	Patrons and Member Libraries can receive assistance with checking out and downloading to a variety of devices	Megan Disbro	Free	All M.L.s and patrons
IT Assistance	Installation and repair of electronic equipment is available via phone, remote connection, or in person as time allows	Michael Jones	Free	All M.L.s
IT Advice & Best Practices	Member Libraries are encouraged to seek prior guidance on technology purchases	Michael Jones	Free	All M.L.s
Digitization Assistance	Assistance with digitization project planning and obtaining funding	Megan Disbro	Free	All M.L.s
System Lab	Training workshops for Member Library staff are held in a dedicated System Lab, which can also be reserved for use by Member Libraries	Michael Jones	Free	All M.L.s