

# Lewis & Clark Library System

## General Administrative Policy

### Introduction

The General Administrative Policy serves as an overview to the System's work and purpose helping and supporting the member libraries in their endeavors. The System has a leadership role covering all aspects of library development. In addition to specific standards in the *Standards for Services of Illinois Multitype Library Systems*, the System must interpret the System's programs to the membership and the Illinois State Library.

Membership in the Lewis & Clark Library System is free and open to any legally established library in the Lewis & Clark Library System service area meeting the System's membership standards.

The Lewis & Clark Library System is governed by a Board of Directors, comprised of nine member library representatives: one special library representative, one academic library representative, one school library, one public library representative, and five public library trustees. The board bylaws explain how member libraries can provide representatives to sit on the board. The bylaws, reviewed on an annual basis are posted on the System's web site at: [www.lcls.lib.il.us/content/about/policies/bylaws.pdf](http://www.lcls.lib.il.us/content/about/policies/bylaws.pdf).

The major sources of income received by the System are State Area and Per Capita grants, Federal Library Service and Technology Act (LSTA) funds, and automation reimbursement fees.

Illinois state law requires a minimal level of service be provided by regional library systems and by local libraries to their patrons. System staff monitor system and member library compliance with the *Standards for Services of Illinois Multitype Library Systems*, a copy of which may be obtained at <http://www2.nsls.info/resources/standards.html>

### Responsibilities of the Lewis & Clark Library System

- Review System services to determine use, need, and cost-effectiveness.
- Provide qualified and experienced staff to meet the needs of the System and its members.
- Review regularly System policies, procedures, the membership standards and the long-range plan, revising as necessary, and providing opportunities for member input.
- Develop and accomplish the annual Plan of Service with input from the Librarians Advisory Council.
- Maintain close contact with members by personal contact, telephone, e-mail, and official visits.
- Provide an orientation to System services to new board members, librarians, and library staff.
- Promote an awareness and understanding of current library development and trends.

- Provide *continuous learning* opportunities, on a variety of topics and concerns, to the membership, System staff, and Board.
- Serve as an advocacy link between the legislative programs of the [Illinois Library Association](#) and the [American Library Association](#) and our membership, evaluate new legislative proposals in relationship to local library needs, and communicate local concerns to legislators and government officials.
- Provide communication to keep our members informed and current. Information is distributed in various formats, including: the System's website; the System's e-newsletter, the Extra; brochures; policies; e-mail lists; agenda postings; minutes of the Board of Directors, and the Special Interest Groups.
- Work towards total universal public library service within the System and the State.
- Gather and disseminate statistical data measuring System services.
- Coordinate and negotiate cooperative ventures on behalf of the membership, such as vendor discounts and group orders.

### **Responsibilities of the Member Libraries**

- Participate actively in the System by using System services, attending meetings, and serving on committees.
- Fulfill all of their responsibilities under the system plan of service, or make measurable acceptable progress towards fulfilling them.
- Assess possibilities for expanding service to the unserved in areas contiguous to their library service area.
- Participate in the System decision-making process through attending meetings, responding to surveys and serving on committees.
- Continue local support for their library services and not reduce such support as a result of membership in the system.
- Participate in legislative advocacy, on local, state and national issues.
- Play a positive role in long-range planning and policy development in accordance with System membership requirements and the System Long Range Plan.
- Submit a statistical/annual report each year, using the Illinois Public Library Annual Report, the Illinois School Library Per Capita Grant application or other applicable documents.
- Provide to the System a copy of any grant application submitted to the Illinois State Library.
- Make updates on library staff or hours in the System's electronic directory (<http://www.lcls.lib.il.us/members/>) and also ELI (<http://eliillinois.org/>).

Relevant System Documents include:

Board Bylaws: <http://www.lcls.lib.il.us/content/about/policies/bylaws.pdf>

Employee Handbook: [http://www.lcls.lib.il.us/content/about/policies/Employee\\_Handbook.pdf](http://www.lcls.lib.il.us/content/about/policies/Employee_Handbook.pdf)

System Policies are listed at: <http://www.lcls.lib.il.us/about/?file=policies.shtml>

Adopted by Board Action 20 January 2004