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www.lcls.org

NOTICE TO THE LCLS BOARD OF DIRECTORS

The regular monthly meeting
of the
Lewis & Clark Library System
Board of Directors
will be held on:

Tuesday, May 18, 2010
6:00 p.m.
Lewis & Clark Library System
6725 Goshen Road
Edwardsville, IL 62025
(618) 656-3216



**REVISED 5-12-2010
AGENDA**

**Lewis & Clark Library System
Regular Board Meeting
Tuesday, May 18, 2010– 6:00 p.m.
System Headquarters**

I. Opening of Meeting

- A. Call to Order
- B. Roll Call
- C. Introduction of observers and staff members

II. Open Forum

Audience note: If you desire to speak to the Board, please read and complete the Open Forum sheet provided at the sign-in table and give it to the Board Secretary. Guests will be allowed up to 15 minutes discussion time.

III. Consent Agenda

All items listed under Consent Agenda are considered routine by the Board and will be enacted by one motion. Detailed information on all items is included in this meeting packet. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the consent agenda for discussion.

- A. Approve minutes of the April 20, 2010, regular Board meeting
- B. Approve the April 2010 financial statements and reports
- C. Approve the April 2010 Bill List in the amount of \$221,236.49

IV. Communications

VI. Reports

- A. Officers
 - 1. President – Elaine Steingrubey
 - a) Visit to Secretary Jesse White
 - b) Open Board Seat
 - 2. Vice-President – Pat Wandling

AGENDA
May 18, 2010

B. Committees

1. Appoint Personnel Committee
2. Board Election/Nominations –Ms. Wandling and Mr. Paris
 - a) Board Election results
 - b) Presentation of Officers slate FY 2010-2011

C. Executive Director – Tina Hubert

1. Administrative/Fiscal Topics
 - a) Financial Situation
 - i. Contingency Plans
 - ii. Donations
 - b) Declare items fully depreciated, surplus, and available for sale
 - c) Realtor agreement/contract
2. Planning
 - a) FY 2011 Plan of Service
 - b) FY 2011 Budget
 - c) Annual Area & Per Capita grant application
 - d) Technology Report – Kevin Becker
3. Board Relations
 - a) Cooperation Today (LCLS, LTLS, RPLS, ShLS)
 - b) Board Dinners – Joyce Reid
4. Membership Relations
 - a) GateNet Report – Leslie Bednar
 - b) Librarians Advisory Council Report – Charm Ruhnke
 - c) Changes in Member Status
5. Personnel Development
 - a) Business Office Report – Juliette Douglas
 - b) Quarterly Performance Management meetings
 - c) Use of personal vehicles for business
6. Community and Organizational Involvement
 - a) Illinois Library System Directors Organization (ILSDO)
 - b) Illinois State Library committee(s)/program(s) work
 - c) Illinois library associations work (ILA, ISLMA, etc.)
 - d) Other
7. Miscellaneous

D. Illinois State Library Consultant – Pat Norris

VII. Announcements

VIII. Adjournment



**Lewis & Clark Library System
Board Meeting Minutes
April 20, 2010
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the April 20, 2010, Consent Agenda: A. Approve minutes of the March 16, 2010, regular Board meeting B. Approve March 2010 financial statements and reports C. Approve March 2010 Bill List in the amount of \$166,065.81	Roll call – approved as corrected
VI.A.1.b	Approve, sign, and send letter to Secretary of State Jesse White requesting the release of funds	Roll call – approved

I. Opening of Meeting

A. Call to Order

Ms. Steingrubey, President, presided and called the meeting to order at 5:58 p.m.

B. Roll Call

Members present:

- Mr. Ronald Coleman Public Library Trustee Member at Large
- Ms. Linda McDonnell Public Library Trustee Over 15,000 Population
- Ms. Susan Mendelsohn Public Library Trustee Under 15,000 Population
- Ms. JoAnn Nabe Public Library Trustee Member at Large
- Mr. Matthew Paris Academic Library Representative
- Ms. Joyce Reid School Library Representative
- Ms. Elaine Steingrubey Public Library Representative
- Ms. Pat Wandling Special Library Representative

Members absent:

- Ms. Elizabeth Hauser Public Library Trustee Member at Large

Others present:

Ms. Tina Hubert	LCLS Executive Director
Ms. Julia Pernicka	LCLS Executive Assistant
Mr. Kevin Becker	LCLS Technology Development Manager
Ms. Leslie Bednar	GateNet Manager
Ms. Stacy Bond	Accountant
Ms. Amanda McKay	Marketing Consultant
Ms. Charm Ruhnke	LCLS Consultant Manager
Ms. Patricia Norris	Illinois State Library Consultant

C. Introduction of Observers and Staff Members

Ms. Hubert introduced the staff members and observers.

II. Open Forum – None

III. Consent Agenda

A motion was made by Mr. Paris, seconded by Ms. Wandling, to:

Approve the April 20, 2010, Consent Agenda:

A. Approve minutes of the March 16, 2010, regular Board meeting

B. Approve March 2010 financial statements and reports

C. Approve the March 2010 Bill List in the amount of \$166,065.81

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Yes
Ms. Elizabeth Hauser	Absent	Ms. Joyce Reid	Yes
Ms. Linda McDonnell	Yes	Ms. Elaine Steingrubey	Yes
Ms. Susan Mendelsohn	Yes	Ms. Pat Wandling	Yes
Ms. JoAnn Nabe	Yes		

Motion carried.

IV. Communications

Ms. Hubert shared a copy of a letter Ms. Reid sent to her school Board announcing her retirement.

Ms. Hubert also shared a letter from Beth Hauser announcing her resignation from the LCLS

Board.

V. Reports

A. Officers

1. President – Elaine Steingrubey

- a) Ms. Wandling reviewed 75 ILCS 10/15 – 10/16.
- b) Ms. Steingrubey and Ms. Hubert reported on the February 19 System Presidents and Directors meeting in Decatur they attended with Ms. McKay. The focus was to discuss Systems and funding in the State of Illinois. The Systems noted a need to meet more often to bond together and form a closer collaboration and to not duplicate efforts. It is necessary to look at the overall issues concerning systems, not just individual systems' issues.

System Boards are sending letters to Secretary of State Jesse White requesting the transfer of funds into Live & Learn and then release of funds to Systems. Ms. Steingrubey read a letter to be sent from LCLS to Secretary White.

A motion was made by Ms. Nabe, seconded by Mr. Paris, to:

Approve, sign and send the letter to Secretary of State Jesse White requesting the release of funds.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Yes
Ms. Elizabeth Hauser	Absent	Ms. Joyce Reid	Yes
Ms. Linda McDonnell	Yes	Ms. Elaine Steingrubey	Yes
Ms. Susan Mendelsohn	Yes	Ms. Pat Wandling	Yes
Ms. JoAnn Nabe	Yes		

Motion carried.

- c) Open Board Seats – Notice of Ms. Reid's upcoming retirement was received in time for her seat (School Library Representative) to receive nominations and be added to the ballot.

Ms. Hauser's resignation letter was received after nominations had already been called for and therefore was not added to the ballot. Ms. Steingrubey recommended the Board appoint someone to the seat to fill the remaining term. Recommendations

to appoint will be discussed at the May Board meeting. Call Ms. Steingrubey with suggestions.

2. Vice-President – Pat Wandling

No report.

B. Committees

1. Board Election/Nominations – Mr. Paris and Ms. Wandling will work on a slate of officers to present at the May Board meeting. Ms. Hubert reported that the ballot for Board seats was sent electronically by April 15; voting closes May 15. Currently 54 votes have been submitted. The membership vote will be ratified at the May Board Meeting; election of officers will be at the June Board Meeting.

C. Executive Director – Tina Hubert

1. Administrative/Fiscal Topics

- a) Ms. Hubert reported there has been no change to the current financial situation. When the new fiscal budget is approved, Ms. Hubert will post a message to the Web site to update LCLS members on our financial situation.

Ms. Hubert shared a chart presented at the State Library Advisory Committee showing the Impact of Reduced Area & Per Capita Grant Funding on Illinois Library Systems, summarizing statewide system cuts.

Ms. Hubert shared a document that was prepared for Illinois Library Advocacy Day 2010 with talking points on Illinois Library Systems Funding.

- b) There were no items to be declared as surplus this month.

2. Planning

- a) FY2011 Plan of Service – the first reading of the Plan of Service occurred.
- b) FY2011 Budget –the first reading of the Budget occurred. Ms. Hubert noted the budget as presented is balanced between revenue and expenditures for the first time this decade.
- c) Technology Report – Mr. Becker reported that:
 - i. The IT Services project is ready to move forward and will be announced at the next GateNet Meeting and to the general membership via the Web site.
 - ii. Email Project – hundreds of email addresses have been moved off of the email server.
 - iii. AT&T stopped by today and the hardware for the fiber optics has been installed. Everything should be ready next week. This will take us from 3 mbps to 8 mbps.

3. Board Relations

- a) Southern Systems Cooperating (LCLS, LTLS, RPLS, SHLS) – Ms. Hubert reported that the Southern Systems are putting together a combined Web presence. The name for both the Web presence and the project is Cooperation Today. Cooperation Today

is meant to combine consulting information for the Systems and eliminate the need of each System sending out the same information. For LCLS this will replace Conduit and the Expedition Extra! The consulting subcommittee and the Web subcommittee will both meet in the next two weeks.

- b) Comparison of 9 Systems' Board Meetings – Ms. Hubert shared a spreadsheet Ms. Pernicka created comparing the Illinois Library Systems' Board structures, meetings and minutes.
4. Member Relations
- a) GateNet Report – Ms. Bednar reported that since the 2008 Innovative upgrade some members have been having technical issues staying connected to the GateNet database. It appears the answer is to have them connect through a Virtual Private Network (VPN). Members will have to have a firewall but they will not have to pay for a static IP. Ms. Bednar will share the requirements to connect to the VPN at the next GateNet meeting.
Ms. Bednar shared the new GateNet brochure. Some corrections were noted and the brochure will be revised for distribution at the next GateNet meeting.
 - b) Librarians Advisory Council Report – Ms. Ruhnke reported on the April LAC meeting. LAC reviewed the Plan of Service. There is a full slate for open LAC seats, the new representatives will be seated at the September meeting.
 - c) Changes in Member Status – No changes to report.
 - d) Analysis of Continuing Education – Ms. McKay reported that NSLS provided a data dump of the L2 evaluations. Since July 1, 2009, LCLS had 33 CE events (non LLSAP), 16 courses were rated 'good' and 17 courses were flagged as 'needs improvement'. The two main areas for improvement are: 1) more effective program materials, and 2) promotion of courses. We will be addressing the issues identified.
5. Personnel Development
- a) Ms. Bond reported that the Business Office has started the online bill paying process with the Bank of Edwardsville.
Ms. Bond also reported that for monthly invoices that are the same each month, going forward they will have one annual invoice which includes a voucher booklet. This will result in savings of both time and money.
 - b) LCLS Staff – Ms. Hubert reported that with the new budget, one position was reduced. The staff member elected to terminate right away and received a payout.
6. Community and Organizational Involvement
- a) Illinois Library System Directors Organization (ILSDO) – Ms. Hubert reported that the May ILSDO meeting will focus on working on a fundraising campaign. The May meeting will be at Lincoln Trail Libraries System and will be Joe Harris's last ILSDO meeting.
 - b) Illinois State Library (ISL) committee(s) work – Ms. Hubert reported on the ISLAC videoconference on April 14. Amanda Trimmer, Secretary of State Budget Office, reported they are waiting on action from the General Assembly. There is talk that there may be a 6 month budget.

- c) Illinois Library Association work (ILA, ISLMA, etc.) – Nothing to report.
- d) Other – Ms. Hubert reported that while she met with the Smart Women/Smart Money planning committee, she will not be able to attend the conference on May 13, 2010, in Fairview Heights (ILSDO conflict). Ms. Ruhnke, Ms. Pernicka and Ms. Petty will attend. LCLS and 12 member libraries cooperated to be a bronze sponsor for the event. The cost came to \$77 per library. Ms. Pernicka is putting together a half page ad for the program, *Top 10 Reasons Smart Women Use Their Library*, and Ms. McKay is working on a table-top display for the exhibitor table. This will be an excellent vehicle to market libraries to an audience of approximately 400 people.

Ms. Hubert reported on the Illinois Leadership Conference on June, 9, 2010, in Bloomington. Directors from six libraries will be on a panel presentation. The topic is “What Good is a Local Library?” The panelists represent a cross section of public libraries statewide.

- 7. Miscellaneous – As part of the access to justice mini grant, Ms. Ruhnke announced that two webinars have been scheduled:
 - * Introducing Library Staff to the Uses of Illinois Legal Aid Online Free Resources – May 11, 2010
 - * Empowering Library Staff to Use Online Legal Resources to Assist Library Users in Financial Crisis: Information on Foreclosure, Consumer Debt and Unemployment – June 17, 2010

Ms. Pernicka reminded everyone the Statement of Economic Interest forms need to be turned in.

Ms. Hubert reported that the surveys created by the SIUE Institute for Urban Research will be mailed to the members this week. The survey focuses on what the libraries need in the future, not what we are currently doing. SIUE will compile the results and provide the System with a report.

Little things can make a big difference. Ms. Hubert commented that with all the cutbacks she is looking at little things that can make a difference to staff. It was brought to her attention that the drivers miss the bottled water that was in back. Now, each afternoon there is a cart in back with ice and water.

Ms. Hubert would like to thank Donna Vesper and Sarah Heuertz. The entrance carpeting was looking extremely bad. Ms. Vesper brought in her own steam cleaner and she and Ms. Heuertz worked on several areas of the carpeting. They did an amazing job.

- D. Illinois State Library Consultant, Patricia Norris – In addition to the April ISL Consultant’s Report which was handed out, Ms. Norris noted that if there are questions on the IPLAR about the Public Library Per Capita Grant, while some were funded by LSTA funds, all public libraries are to report that income as per capita (state) funds not federal funds.

Springfield is preparing for a massive rally on Wednesday. They are anticipating between 15,000-20,000 to march on the Illinois State Capitol.

Don’t expect School Per Capita Grant funds until fall.

VII. Announcements

Ms. Hubert shared a report from OCLC on, “Libraries: How they stack up”. The report provides a snapshot of the economic impact of libraries.

Ms. Hubert shared the updated LCLS organizational chart which reflects the staff reductions.

Ms. Reid and Ms. Steingrubey each said their libraries received the NEH, We the People Bookshelf Grant.

VIII. Adjournment

The meeting adjourned at 7:56 p.m.

Linda McDonnell

**ILLINOIS STATE LIBRARY
CONSULTANT'S REPORT
April 2010**

NATIONAL LIBRARY WEEK APRIL 11-17

Secretary of State and State Librarian Jesse White is applauding Illinois librarians and other members of the library community who will celebrate National Library Week this week.

Illinois has a network of more than 5,000 academic, public, school and special libraries and regional library systems that are without question the finest in the nation. Our libraries are so important to our communities, and during National Library Week I hope the citizens who use and enjoy libraries will thank their local librarians and library staff for their outstanding service."

**ILLINET INTERLIBRARY LOAN AND RECIPROCAL BORROWING STATISTICAL SURVEY FY2010
(July 1, 2009 – June 30, 2010)**

The ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey FY2010 (July 1, 2009 – June 30, 2010) is available for statistical reporting. The Survey is accessible at <http://collect.btol.com>. A printable, working copy of the survey and the instructions are accessible under the Instructions tab. The deadline for submission is September 30, 2010.

Please take a few minutes and provide a data snapshot of your library's interlibrary loan and, if applicable, reciprocal borrowing activity.

If you have questions, then follow these guidelines:

- **USERNAME/PASSWORD:** Contact any of these Illinois State Library staff members: Becky Hunter, bhunter1@ilsos.net, 217-782-7849 or Gwen Harrison, gharrison@ilsos.net, 217-785-7334 or Ron Winner, rwinner@ilsos.net, 217-785-1168. The 800 number is 1-800-665-5576 x1.
- **CONTENT/SUBJECT MATTER:** Contact any of these Illinois State Library staff members: Gwen Harrison, gharrison@ilsos.net, 217-785-7334 or Ron Winner, rwinner@ilsos.net, 217-785-1168. The 800 number is 1-800-665-5576 x1.
- **SOFTWARE OR TECHNOLOGY ISSUES:** Contact Bibliostat at 1-866-785-9935.

IPLAR REMINDER

For libraries whose fiscal year has ended (December 2009 or January-February-March 2010) your IPLAR should be in process (or completed).

The web-based IPLAR is accessible at <http://collect.btol.com>.

To access the Bibliostat Collect site, you will need to know your library's User Name and Password. Your library's User Name is your control number and main branch number (00, NOT the letter OO). Your library's Password is your password for the main branch. If you need assistance with your password contact Becky Hunter at 217-782-7849 or 1-800-665-5576 x1.

ILLINOIS STATE LIBRARY CONSULTANT'S REPORT

April 2010

PUBLIC LIBRARY DISTRICTS: U.S. CENSUS INFORMATION

The 2010 U.S. Census is underway. The Illinois State Library has distributed a memorandum to all public library districts requesting their assistance in identifying legal service area boundaries. This data will assist the State Library in calculating population counts using the U.S. Census 2010 data. When the official 2010 Census counts are finalized by the Census Bureau, the State Library will then utilize census and district library data to calculate and ultimately certify all public library populations as well as legal service area boundaries. Once the public library data is finalized, then the State Library will compile, calculate, and certify the regional library systems' legal service areas and populations.

The Illinois State Library uses this data for a number of purposes, including but not limited to: calculating public library per capita grant awards, determining Illinois' served vs. unserved population, reporting Illinois public libraries legal service area populations to the Institute of Museum and Library Services (IMLS) Public Library Statistics Cooperative, and calculating each of the Illinois regional library system's legal service area boundaries and populations. This data may also be used by IMLS and the Census Bureau as part of a nationwide project that will geo-map all U.S. libraries.

Library districts with questions should contact: Ron Winner (rwinner@ilsos.net), 217-785-1168.

TRAINING GRANTS

Each year Secretary of State and State Librarian Jesse White awards up to 15 grants to help students pay for the cost of obtaining a Masters of Library and Information Science degree. Applications and information are located at

http://www.cyberdriveillinois.com/departments/library/what_we_do/scholarships.html

The deadline to submit applications is May 1.

LETTERS ABOUT LITERATURE WINNERS

Secretary of State and State Librarian Jesse White has announced that students from Lake Forest, New Lenox and Athens have been selected as Illinois winners of the annual "Letters About Literature" contest presented by the Center for the Book in the Library of Congress in partnership with Target Stores and sponsored by the Illinois Center for the Book and the Illinois State Library.

The "Letters About Literature" contest is a national reading and writing competition for students in grades 4-12. Participants read a book and write a personal letter to an author, explaining how the book changed their views of the world or themselves. Students may select authors, living or deceased, from any genre--fiction or nonfiction, contemporary or classic. The Illinois Center for the Book appointed judges who selected the top essayists on three competition levels.

This year's winners are:

- Level I, Grades 4-6--**Carra Wu** of Lake Forest, who attends 5th grade at Deer Path Middle School in Lake Forest. Carra wrote to Frances Hodgson Burnett, author of "A Little Princess."
- Level II, Grades 7 & 8--**Jana Mudrock** of New Lenox, who attends 8th grade at Martino Jr. High in New Lenox. Jana wrote to Jay Asher, author of "Thirteen Reasons Why."
- Level III, Grades 9-12--**Allyssa Brown** of Athens, who is in the 12th grade at Athens Community High School. Allyssa wrote to Sarah Dessen, author of "Lock and Key."

**ILLINOIS STATE LIBRARY
CONSULTANT'S REPORT
April 2010**

"These three talented young readers were among more than 6,300 Illinois students who took part in this year's contest," said Secretary White. "For the third year in a row Illinois had more entries than any state in the nation. I am proud of all of the students who took part, because they are developing a lifelong love of reading and learning."

The three winning students will receive a tour of Abraham Lincoln Presidential Museum in Springfield, a plaque, a U.S. Savings Bond and a \$25 Target Gift Card. An awards ceremony will be held in May at the State Library for the three winning students, their families and teachers.

The Illinois Center for the Book is a not-for-profit organization established in 1985 as an affiliate of the Center for the Book in the Library of Congress. The Illinois Center for the Book works to nurture and connect readers and writers, and honor Illinois' rich literary heritage.

SMALL PUBLIC LIBRARY MANAGEMENT INSTITUTE (SPLMI)

A few seats are still available for the June 6 – 11, 2010 SPLMI sponsored by the State Library and hosted on the campus of the University of Illinois at Springfield. The Planning Committee welcomed Diane Steele to the statewide committee.

WE WANT NAMES

This week we had our 6,500th subscriber sign up to receive E-news! E-News from the ISL is the best way to find out what's happening at the Illinois State Library. E-news is where you will learn first about grant offerings, continuing education opportunities and other news you need to know. If you know someone - a staff member, trustee, local elected official - who would benefit from receiving E-news, send their email address to Pat McGuckin (pmcguckin@ilsos.net) with the subject line SIGN THEM UP! If it's happening at the State Library, you'll learn about it in E-News!

UPCOMING EVENTS

- April 14 ISLAC - Illinois State Library Advisory Committee Meeting, Videoconference
- April 20 – 22 Synergy: The Illinois Library Leadership Initiative 2010 Starved Rock, Utica
- May 12 Spotlight Literacy Awards, ISL
- June 6 – 11 SPLMI (Small Public Library Management Institute), University of Illinois Springfield
- June 13 – 18 ISPL (Institute for School and Public Librarians), Bradley U, Peoria
- June 15 – 17 ILEAD U: Illinois Libraries Explore, Apply and Discover Institute, University of Illinois Springfield
- June 24 – 30 ALA Annual Conference, Washington, D.C.
- June 30 Deadline to enter Illinois Emerging Writers Competition
http://www.cyberdriveillinois.com/publications/pdf_publications/lda96.pdf

Deadlines:

- May 1 Deadline to apply for ISL training grants
http://www.cyberdriveillinois.com/departments/library/what_we_do/scholarships.html
- June 30 Deadline to enter the Illinois Emerging Writers Competition



Executive Director & Consultants Compiled Monthly Report ~ April 2010 Activities

The Goals of the Lewis & Clark Library System are:

GOAL A: Support organizational stewardship and sustainability

STRATEGIES:

1. Invest in the resources necessary to recruit and retain quality employees; update equipment; ensure System staff competence as responsibilities evolve
 - Training for staff included:
 - [Legislative update](#) from ILA lobbyist Kip Kolkmeier
 - Webinars on nonprofit finances and sustainability
 - Webinar on Homepages and Dashboards in Financial Edge (accounting software).
 - Met with all staff to provide an overview of the impact of a 37.5 hour workweek, explaining what this means in terms of pay periods, accumulating leave, etc.
 - Conducted quarterly personnel feedback reviews
 - Attended "Just Say Yes to Media Interviews" workshop sponsored by Nonprofit Services Consortia
 - Attended "Online Reputation Management" at SIUE, sponsored by the Edwardsville/Glen Carbon Chamber of Commerce
 - Attended training on Adobe Captivate and Adobe Photoshop
 - Implemented server virtualization program using VMware
 - GateNet and CMC (Cataloging Maintenance Center) staff members attended and participated in NACO (Name Authority Cooperative Program) training provided by the Library of Congress at the North Suburban Library System (NSLS)
2. Evaluate programs and services to increase efficiency and effectiveness; assess policies and procedures and revise as appropriate
 - Prepared annual Area & Per Capita grant Application for Board acceptance in May
 - Prepared the annual Plan of Service with the [Librarians Advisory Council](#) for presentation to the [Board of Directors](#)
 - Assessed options for accepting credit card payments.
3. Research, identify, and implement supplemental funding sources for LCLS

- Reviewed draft listing agreement for realtor to assist in leasing portion of LCLS facility
- Researched and recommended credit card payment system for donations
- 4. Identify and implement methods of reducing costs
 - Notified North Suburban Library System that we will no longer use their electronic newsletter technology in the new fiscal year
 - Furthered development of Cooperation Today Web presence for 4 southern systems
- 5. Innovate to proactively manage change
 - Provided LCLS Board Seats ballot via SurveyMonkey to membership
 - Implemented method for producing professional business cards using in-house equipment
 - Mailed LCLS Survey to member library directors; survey to be completed and returned to SIUE Institute for Urban Research

GOAL B: Orient members to new and evolving opportunities and challenges impacting library services

STRATEGIES:

1. Provide relevant consulting to share discoveries and assist members in improving the effectiveness of library services
 - Prepared and presented [Trustee Duties workshop](#)
 - Contacted remaining libraries concerning the [e-mail migration](#)
 - Worked with the members on reciprocal borrowing questions, annual report, board agendas, library patron policies, energy purchasing options, Special Reserve Funds, among other topics
2. Increase the outreach of consulting
 - Conducted site visits to Girard Township Public Library, Girard CUSD #3, Glen Carbon Centennial, Centreville Public Library, North Greene CSD # 3, Southwestern CUD # 9, Principia College, Venice Public Library, and Staunton Public Library
 - Created and posted an [LCLS consulting video on YouTube](#), publicized the video in the Extra
3. Support staff development of libraries through professional development programs and consulting services
 - Offered classes/training events on:
 - Getting Teens to Library Programming
 - Trustee Duties
 - Webinars on weathering the economic storm:
 - Cycle of Nonprofit Sustainability
 - Strengthening Your Nonprofit's Income Portfolio
 - Nonprofit Economics: Building Financial Capacity
4. Provide professional development beyond traditional delivery methods

- Continued to use Conduit as a means for professional development, posts included [WebJunction Guided Tour #2](#) and [Studying the Library](#)
- Posted library-related information on the [System's Facebook page](#), including Privacy Week and the ILSDO workshop, Geek the Library, the Conduit, National Library Week
- 5. Partner with educational organizations, consortia, and library organizations to enhance professional development opportunities
 - Attended the Southern Illinois Information Literacy Summit and shared those resources on professional development with members
 -
- 6. Share new information, ideas, and trends obtained via conferences, training, and the reading of professional and trade literature
 - Used electronic lists to promote individual member best practices in serving children/students

GOAL C: Enhance resource sharing among LCLS members

STRATEGIES:

1. Provide courier services to deliver materials
 - Drove 16,472 miles, making 1,250 stops at member libraries for a year-to-date total of 138,764 miles and 11,584 stops
 - Delivered 99,595 items and retrieved 97,345 items for a year-to-date total of 953,490 delivered and 959,434 retrieved
2. Act as legal authority for the Local Library System Automation Project (LLSAP), known as GateNet
 - Attended Worden Public Library board meeting to discuss process of adding materials to GateNet database, training, and grant opportunities for the project
 - Several staff attended Innovative Users Group 2010 meeting in Chicago
 - Developed and distributed GateNet Satisfaction Survey via SurveyMonkey; 37 member libraries completed the survey
 - GateNet cataloging staff completed a large authority record cleanup project that resulted in thousands of improved bibliographic records
3. Investigate larger units of shared resources
 - Discussed conversion to library district with Roodhouse Public Library

GOAL D: Strengthen alliances and partnerships

STRATEGIES:

1. Encourage member participation in System and statewide initiatives

- Promoted April 16th as Illinois Library Day - visit your legislators day
 - Attended two legislative visits to seek support for System and local library funding
 - Facilitated the LCLS component of the statewide Getting Teens into the Library event
2. Seek projects and/or funding with regional and/or statewide library implications
 - Participated in quarterly WebJunction Illinois Advisory Team meeting
 - Participated in monthly WebJunction Illinois meetings
 - Submitted quarterly WebJunction Illinois grant report
 - Finalized grant contract with [Illinois Legal Aid Online](#) for the [Legal Resources Webinars](#)
 3. Pursue appropriate partnerships with non-library organizations to advocate the value of libraries
 - Made a presentation about Lewis & Clark Library System (and Library Systems in general) to local Business & Professional Women's group, answered questions regarding public library cards
 4. Share resources, expertise, and knowledge among members and with other regional multitype Library Systems
 - Worked with [four Southern Systems' Web presence, Cooperationtoday.org](#) to consolidate efforts
 - Presented January 2010 discussion draft of standards for systems videoconference with multitype Library Systems
 - Distributed resource emails to School Media Staff and Public Library Youth Services folks
 - Conducted three school site visits and two public library visits to share information and new resources
 - Participated in LLSAP (local library system automation project) manager's meeting
 - Hosted meeting of LLSAP staff from four southern systems to discuss collaboration opportunities in automation
 5. Represent the System and members in regional, state, and national library and policy forums
 - Attended retirement event for Six Mile Regional Library District Director Lester McKiernan
 - Made a presentation about ILEAD-U mentorship to Illinois State Library Advisory Committee (ISLAC)
 - Attended ILA Youth Services Forum through Meebo
 - Planned for the ILS Spring Youth Services Forum meeting to be held here in May
 - Participated on Illinois State Library Advisory Committee (ISLAC)
 - Participated as a Mentor in Synergy 2010, session one

Lewis & Clark Library System Statistical Report FY 2009-2010

	Jul-09	Aug-09	Sep-09	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	FY to Date
LLSAP													
Total LLSAP Circulation	343,527	319,222	340,684	335,415	310,538	280,246	322,783	314,821	358,521	302,818			3,228,575
Total Hours Available	744	744	720	744	720	744	744	672	744	720			7,296
Total Uptime	744	744	720	744	720	744	744	672	744	720			7,296
Total Patron Records	243,458	246,828	249,228	251,356	252,951	240,044	240,945	241,496	242,842	241,852			
Total Bib Records	746,503	747,139	749,686	752,592	753,678	747,098	749,647	750,551	749,893	750,028			
Total Holdings	2,347,811	2,364,703	2,375,704	2,384,350	2,380,677	2,331,384	2,331,310	2,342,757	2,325,477	2,327,618			
Total Training Events	17	5	9	6	5	5	7	10	8	7			79
Total Training Participants	110	17	74	32	52	17	23	50	52	37			464
Total Training Contact Hours	234	34	144	54	108	38	50	149	102	77			990
Continuing Education													
Total CE Events Held	7	8	7	5	9	4	16	8	8	9			81
Total CE Participants	73	117	21	69	81	4	109	40	35	40			589
Total CE Event Contact	176	389	48	306	322	8	306	65	61	83			1,763
Contacts													
Advisory Services Contacts	422	495	484	435	401	344	426	302	368	469			4,146
Customer Service Contacts	781	646	713	799	554	602	543	759	557	447			6,401
Total LD & CI Events*	6	3	10	7	8	5	7	6	7	6			65
Total LD & CI Participants*	45	17	152	118	160	65	177	94	137	126			1,091
Total LD & CI Contact Hours*	79	34	311	219	309	140	351	183	262	250			2,136
Total Communications	4,867	5,994	11,629	10,698	6,581	9,638	13,223	8,057	8,806	7,119			86,612
Total Non-member Contacts	409	340	287	393	911	321	480	369	567	588			4,665
Onsite Visits to Members	4	14	16	19	5	7	19	14	8	19			125
Delivery													
Total Miles Driven	31	15,240	16,976	14,331	13,083	15,878	14,443	14,290	18,020	16,472			138,764
Total Stops	971	928	1,270	1,250	1,083	1,220	1,090	1,081	1,441	1,250			11,584
Total Items Picked Up	94,319	92,044	99,890	99,183	95,007	64,435	96,867	95,885	118,515	97,345			953,490
Total Items Dropped Off	97,148	90,587	104,279	101,864	90,806	65,026	97,781	95,356	116,992	99,595			959,434
Resource Sharing													
Total ILL on LLSAP	58,441	56,031	61,408	61,412	51,795	61,662	57,795	49,157	50,474	45,271			553,446
ILL Outside LLSAP													0
Total Reference Questions													n/a
Total FirstSearch Searches	7,543	8,977	20,156	19,433	14,847	9,204	13,232	18,429	17,050	12,162			141,033
Total Reciprocal Borrowing	26,418	23,993	22,961	22,824	21,142	18,250	23,679	21,349	24,124				204,740
Other													
Total Video Conf. Events	0	5	4	3	5	2	8	6	5	7			45
Total VC Users	0	9	7	4	4	1	31	9	4	29			98
Total VC Contact Hours	0	18	9	11	16	5	28	42	18	29			175
Total Board Volunteer Hours	35	0	29	37	24	0	32	28	18	33			236
Total Web Site Visits	32,351	35,294	37,259	34,712	31,707	30,557	33,410	30,973	31,852	28,874			326,989

*LD & CI = Library Development & Continuous Improvement (Discussion Groups/SIGS)