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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, June 15, 2010
6:00 p.m.

Lewis & Clark Library System
6725 Goshen Road
Edwardsville, IL 62025
(618) 656-3216



AGENDA

**Lewis & Clark Library System
Regular Board Meeting
Tuesday, June 15, 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 May 18, 2010, regular Board meeting
- B. Approve the May 2010 financial statements and reports
- C. Approve the May 2010 Bill List in the amount of \$102,761.03
- D. In order to pay the bills through June 30, 2010, the business office be authorized to close the books as of July 31, 2010, for the fiscal year ending June 30, 2010
- E. Approve continuance of General Funds Reserve Accounts for the close of the fiscal year and use of the reserves for operating purposes consistent with the FY 2010-2011 Budget
- F. Approve continuance of GateNet Reserve Accounts for the close of the fiscal year and use of the reserves for operating purposes consistent with the FY 2010-2011

AGENDA
June 15, 2010

Budget

- G. Approve The Bank of Edwardsville, Scott Credit Union, National City Bank, First Clover Leaf Bank, and Illinois Funds as depositories for FY 2010-2011. In addition, System funds may be invested with discretion in U.S. obligations or deposits by a federal agency
- H. Adopt Prevailing Wage Rates
- I. Empower the Executive Director to work with The Bank of Edwardsville or other local bank to secure, if necessary, grant anticipation notes on a month-to-month basis. These notes will be paid immediately upon receipt of State of Illinois grant funds
- J. Approve authorization for wire or other electronic fund transfers to and from The Bank of Edwardsville, Scott Credit Union, National City Bank, First Clover Leaf Bank, or Illinois Funds for payment to EFTPS, IMRF, or other LCLS vendors
- K. Set the monthly Board meeting date of the Lewis & Clark Library System Board of Directors for the third Tuesday of each month July 1, 2010, through June 30, 2011, (except August 2010 and December 2010 when no meetings will be held) at 6:00 p.m. at locations agreed upon.
- L. Name John Gilbert and Phil Lenzini as the legal counsels for the Lewis & Clark Library System
- M. Approve Drug Free Workplace Policy Certification
- N. Encourage LCLS staff to seek and secure grant funds for projects benefiting LCLS and its members
- O. Authorize the payment of all usual and regular bills in the event the Board of Directors is not able to meet, or a quorum is not present, during any regularly scheduled Board meeting and for the months of August and December 2010 when a Board meeting is not scheduled

IV. Communications

VI. Reports

A. Officers

- 1. President – Elaine Steingrubey
 - a) Resolution for Retiring Board members
 - b) Accept Executive Director’s resignation
 - c) Appoint Acting Director
 - d) Recognize LCLS staff service
- 2. Vice-President – Pat Wandling

AGENDA
June 15, 2010

B. Committees

1. Election of Officers
 - Linda McDonnell, President
 - Ron Coleman, Vice President
 - JoAnn Nabe, Treasurer
 - Susan Mendelsohn, Secretary

C. Executive Director – Tina Hubert

1. Administrative/Fiscal Topics
 - a) Financial Situation
 - i. Donations
 - ii. Audit
 - b) Realtor agreement/contract
 - c) IMRF authorized agent
2. Planning
 - a) Technology Report – Kevin Becker
 - b) Freedom of Information Act Officer
 - c) Open Meetings Act Officer
3. Board Relations
 - a) Restructuring Regional Multitype Library Systems
4. Membership Relations
 - a) GateNet Report – Leslie Bednar
5. Personnel Development
 - a) Contracts
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
May 18, 2010
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the May 18, 2010, Consent Agenda: A. Approve minutes of the April 20, 2010, regular Board meeting B. Approve April 2010 financial statements and reports C. Approve April 2010 Bill List in the amount of \$221,236.49	Roll call – approved
VI.A.1.b	Appoint Jim Fenton, Carlinville Public Library, to the Public Library Trustee at Large seat vacated by Beth Hauser.	Roll call – approved
VI.B.2.a	Ratify member vote for new Directors: Carol Stookey, Academic/Special Library Representative April Hosto, Library Member At Large Representative Diane Steele, Public Library Member Representative Annette Mills, School Library Member Representative	Roll call – approved
VI.B.2.b	Accept Slate of Officers for FY2010-2011	Roll call – approved
VI.C.1.a	Endorse Executive Director’s decisions regarding layoffs	Roll call – approved
VI.C.1.c	Go into closed session to discuss the setting of a price for sale or lease of property owned by the public body 5 ILCS 120/2 (6)	Roll call – approved
VI.C.1.c	Return to regular session	Roll call – approved
VI.C.2.a	Accept the FY2011 Plan of Service with the amendment	Roll call – approved
VI.C.2.b.	Approve LCLS Budget for FY 2010-2011	Roll call – approved
VI.C.2.c	Approve the LCLS Per Capita Grant application	Roll call – approved
VI.C.3.b	Approve the discontinuance of the provision of dinner for Board meetings	Roll call – approved

I. Opening of Meeting

A. Call to Order

Ms. Steingrubey, President, presided and called the meeting to order at 6:02 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
Ms. Joyce Reid	School Library Representative
Ms. Elaine Steingrubey	Public Library Representative
Ms. Pat Wandling	Special Library Representative

Members absent:

Mr. Matthew Paris	Academic Library Representative
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Others present:

Ms. Tina Hubert	LCLS Executive Director
Ms. Julia Pernicka	LCLS Executive Assistant
Mr. Kevin Becker	LCLS Technology Development Manager
Ms. Leslie Bednar	LCLS GateNet Manager
Ms. Stacy Bond	LCLS Accountant
Juliette Douglas	LCLS Business Manager
Ms. Charm Ruhnke	LCLS Consultant Manager
Ms. Patricia Norris	Illinois State Library Consultant
Jim Fenton	Carlinville Public Library
April Hosto	Madison County Law Library
Annette Mills	Triad High School
Diane Steele	Wood River Public Library

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 Ms. Nabe, seconded by Mr. Coleman, to:

Approve the May 18, 2010, Consent Agenda:

- A. Approve minutes of the April 20, 2010, regular Board meeting**
- B. Approve April 2010 financial statements and reports**

C. Approve the April 2010 Bill List in the amount of \$221,236.49

A roll call vote was taken.

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

Motion carried.

IV. Communications

Librarians Rock – Ms. Hubert announced that Joyce Reid received the Beacon of Quality Teacher Award for 2010 from the Roxana School District. Ms. Reid also received a standing ovation. Congratulations, Joyce.

Ms. Hubert also shared an article in the Edwardsville/Glen Carbon newsletter, Common Ground, advertising the 10th Anniversary for Smart Women Smart Money conference. Lewis & Clark Library System was mentioned as a regional sponsor.

Ms. Hubert passed around the May 1, 2010, issue of Library Journal. Included in the PLA Conference Report is a section on Glen Carbon Centennial Library receiving the 2010 Best Small Library in America Award. There is a photo of Ms. Steingrubey, Diane Steele and Anne Hughes .

Ms. Hubert shared a Certificate of Appreciation the System received from Edwardsville High School. The certificate is “In recognition of Lewis & Clark Library system who is hereby acknowledged as having provided guidance, on-the-job training, and evaluation through the Cooperative Education Program offered by Edwardsville High School for the student learner Mary Mang during the 2009-2010 school year.”

Ms. Hubert shared an article, *Balancing the Books*, from the May 3, 2010, Alton Telegraph. The article discussed fees that Greenfield Public Library may incur from LCLS and how they would affect their patrons. The article contained several erroneous details and Greenfield Public Library has been contacted.

V. Reports

A. Officers

1. President – Elaine Steingrubey

- a) Visit to Secretary Jesse White – Ms. Steingrubey reported that she, Diane Steele, and Judy Rake met with Secretary of State Jesse White in Springfield on Wednesday, May 12, 2010. Both Representative Beiser and Senator Haine had suggested meeting with Secretary White to make a plea for library funding. During the meeting Secretary White stated that he and his office prefer that funding go directly to libraries for the end user.
- b) Open Board Seat – Ms. Steingrubey suggested that Jim Fenton be appointed to the open Board seat.

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

Appoint Jim Fenton, Carlinville Public Library, to the Public Library Trustee at Large seat vacated by Beth Hauser.

A roll call vote was taken.

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

Motion carried. Mr. Fenton was given the Oath of Office.

- 2. Vice-President – Pat Wandling – no report

B. Committees

- 1. Appoint Personnel Committee – Ms. Hubert reported that this was not needed at this time and could be removed from the agenda.
- 2. Board Election/Nominations
 - a) Board Election results -

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

Ratify member vote for new Directors:

Carol Stookey, Academic/Special Library Representative
April Hosto, Library Member At Large Representative
Diane Steele, Public Library Member Representative
Annette Mills, School Library Member Representative

A roll call vote was taken.

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

Motion carried.

- b) Presentation of Officers slate FY 2010-2011 – Ms. Steingrubey presented the Slate of Officers:

Linda McDonnell, President
Ron Coleman, Vice President
JoAnn Nabe, Treasurer
Susan Mendelsohn, Secretary

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

Accept Slate of Officers for FY2010-2011.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	Abstain	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. Executive Director – Tina Hubert

At this time Ms. Hubert began with VI.C.6.a to report on the ILSDO meeting on May 12-13 in Champaign. Anne Craig, Greg McCormick and Lawren Tucker attended the meeting on Thursday. Anne Craig's message included:

- No financial relief is in sight. The state's 6-month reimbursement delays will grow longer and will likely continue for the next three to four years. The earliest we can expect any payment is November or December.
- The System boards should approve a fully funded FY2011 budget at the May 2010 meeting and submit it to ISL as part of our area and per capita grant.
- It is imperative to preserve the state's strong resource sharing tradition by continuing Delivery and the work of the LLSAPs. Systems might not be able to continue consulting and continuing education and layoffs may be necessary.
- System consolidation has to happen. It would be best if system boards did this together, however, if consolidation does not occur ISL will proceed to reduce the

number to one or two.

- Work toward a single statewide library services organization with a single Delivery service, and a combined statewide LLSAP.
 - Systems will need to close buildings no longer needed.
1. Administrative/Fiscal Topics
- a) Financial Situation –
- i. Ms. Hubert distributed a Budget Message regarding the financial situation. As a result of the message from the State Library, she has met with the managers and all of the consulting staff will be laid off. Staff have been notified if they are being laid off. Staff members affected are Charm Ruhnke, Juliette Douglas, Judy Rake, Amanda McKay and Linda Petty. The Executive Director position will not be filled and Ms. Hubert will recommend at the June meeting that Leslie Bednar be named Acting Director. LCLS still awaits \$388,000 left in appropriations. Without additional money, there is only enough in reserves to last through October. Laying off staff now will result in enough money to keep Delivery, LLSAP and some technical services through the end of January. Options that are being considered include: 1) Selling land, 2) Renting 2nd floor, 3) Selling support services, and 4) Donation campaign.

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

Endorse Executive Director’s decisions regarding layoffs.

A roll call vote was taken.

Mr. Ronald Coleman	No	Mr. Matthew Paris	Absent
Mr. Jim Fenton	No	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.

President Steingrubey expressed that this motion is a simple statement of necessity. The State Library clearly stated that Systems must do whatever is necessary to preserve automation and delivery, and that no further payments of funds already appropriated for Library Systems would be forthcoming until the end of the calendar year. President Steingrubey felt it necessary to give the Board’s support to the decision the executive director was compelled to make in light of this mandate from the Illinois State Library.

- ii. Donations - .Ms. Hubert reported that LCLS has started a donation campaign directed toward the general public.

- b) There were no items to be declared as surplus this month.
- c) Realtor agreement/contract – Ms. Hubert and Ms. Douglas were invited to join the Board in closed session.

At 6:46 a motion was made by Ms. Mendelsohn, seconded by Ms. Reid, to:

Go into closed session to discuss the setting of a price for sale or lease of property owned by the public body. (5 ILCS 120/2 (6))

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	Yes	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.

At 7:05 a motion was made by Ms. Mendelsohn, seconded by Ms. Nabe, to:

Return to regular session.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	Yes	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.

Ms. Hubert shared a diagram of LCLS & GateNet Revenues & Expenditures Streams.

2. Planning

- a) FY2011 Plan of Service – Ms. Hubert read a clause to be added to the bottom of page one of the Plan of Service, “Priority will be given to Goal C: Enhance resource sharing among LCLS members, specifically courier services and the LLSAP. Other goals will be addressed as finances allow.”

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

Accept the FY2011 Plan of Service with the amendment.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	Abstain	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.

- b) FY2011 Budget – The FY2011 Budget is the same as presented.

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

Approve LCLS Budget for FY 2010-2011.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	Abstain	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) Annual Area & Per Capita grant application – Ms. Hubert reported that the grant application is complete with the approved Plan of Service and FY2011 Budget.

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

Approve the LCLS Per Capita Grant application.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	Yes	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.

- d) Technology Report – Mr. Becker reported that:
- The fiber optic installation was two weeks ago and went well.
 - He has been working with the Business Office and everything is set up to accept credit cards.
 - Only two weeks remain until access to the email system is disabled.

3. Board Relations

- a) Cooperation Today (LCLS, LTLS, RPLS, SHLS) – Ms. Hubert mentioned that the four Systems are still in talks about sharing services.
- b) Board Dinners – With the current budget crisis, Ms. Reid recommended that dinner before the Board meetings be discontinued.

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

Approve the discontinuance of the provision of dinner for Board meetings.

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Mr. Matthew Paris	Absent
Mr. Jim Fenton	Yes	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.

4. Member Relations

- a) GateNet Report – Ms. Bednar reported that Bunker Hill School District will be adding an additional school to the GateNet membership. This will bring the count up to 60 libraries.

Worden Public Library is looking into how to budget implementation and membership fees. They plan to join GateNet as soon as they can.

- b) Librarians Advisory Council Report – Ms. Ruhnke reported on the May LAC meeting. LAC reviewed the Revised Mileage Reimbursement Procedure. There is a full slate for open LAC seats, the new representatives will be seated at the September meeting. Carol Schaefer, Sara Zumwalt, Krystina Kelley, and Patti Cunningham will begin their first term. Elaine Steingrubey has been elected Chair. LAC also discussed Cooperation Today and the new Donation campaign. Ms. Ruhnke also gave an overview of the Smart Women Smart Money Conference.

- c) Changes in Member Status – No changes to report. Ms. Ruhnke did report that she has been working with Venice Public Library and they have completed their IPLAR ahead of schedule.
 - 5. Personnel Development
 - a) Business Office Report – no report
 - b) Quarterly Performance Management meetings – All QPM meetings were held. Goals will need to be revised.
 - c) Use of personal vehicles for business – Ms. Hubert discussed the Revised Mileage Reimbursement Procedures memo that was distributed. The major change is if an employee uses their personal vehicle for company business when an LCLS vehicle is available, they will only be reimbursed for the cost of fuel.
 - 6. Community and Organizational Involvement
 - a) Illinois Library System Directors Organization (ILSDO) – Ms. Hubert reported on the May ILSDO meeting at the beginning of the meeting under the Executive Director section (VI.C).
 - b) Illinois State Library (ISL) committee(s) work – Ms. Hubert reported that she will be in Chicago May 25-27, 2010, for ISL training grant interviews.
Ms. Hubert reported that she, Kevin Becker, and Brook Weber will attend the ILEAD U Retreat on June 14-17. She will return for the Board Meeting on June 15.
 - c) Illinois Library Association work (ILA, ISLMA, etc.) – Ms. Hubert reported that Amanda McKay has been elected to the ILA Executive Board. Congratulations, Amanda.
 - d) Other – Ms. Hubert distributed a copy of her resignation letter.
 - 7. Miscellaneous – None
- D. Illinois State Library Consultant, Patricia Norris –The May ISL Consultant’s Report was distributed. Ms. Norris also expressed her sadness about friends and colleagues leaving and wished the System her very best.

VII. Announcements

None

VIII. Adjournment

The meeting adjourned at 7:36 p.m.

Linda McDonnell



Executive Director & Consultants Compiled Monthly Report ~ May 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:
 - Privacy Rights in a Digital Age
 - Procedures and process to apply for unemployment and to take advance of other employment services offered by the Madison County Department of Employment and Training
 - Completed fiber optic build-out
 - Began recruitment for vacant part-time courier driver position
 - Developed independent contractual agreements for staff transitioning to short-term independent contractors
2. Evaluate programs and services to increase efficiency and effectiveness; assess policies and procedures and revise as appropriate
 - Updated procedures for employee mileage reimbursement
 - Identified which positions, funded by Area & Per Capita grant monies, are absolutely necessary for delivery and LLSAP support to continue, as directed by the State Library
3. Research, identify, and implement supplemental funding sources for LCLS
 - Launched donation campaign to increase cash flow by encouraging patrons to donate to LCLS
 - Evaluated options and implemented the ability to accept credit cards for payment and donations on-line
 - Completed the review and executed the Listing Agreement to lease the second floor
4. Identify and implement methods of reducing costs
 - Completed projections and FY 2010-2011 Budget for CMC
 - Downsized six positions from Area & Per Capita grant funding due to lack of appropriated payments from the State

5. Innovate to proactively manage change
 - Appeared on KMOV and in multiple regional newspapers to discuss the effects of LCLS layoffs
 - Began planning for delay in state payments to extend through December

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
 - Met with library director to discuss strategies for managing staff
 - Provided information regarding alternative methods of purchasing energy (electricity)
 - Supplied information regarding the role and process for librarians to report potential child abuse
 - Offered suggestions on how to deal with an offensive library patron
 - Provided information on salaries for library directors
2. Increase the outreach of consulting
 - Site visit with Bartelso ESD
 - Developed a table of who to call with questions once consulting services are eliminated
3. Support staff development of libraries through professional development programs and consulting services
 - Offered classes/training events on:
 - Privacy
 - Began the process of eliminating professional development programs and consulting services
4. Provide professional development beyond traditional delivery methods
 -
5. Partner with educational organizations, consortia, and library organizations to enhance professional development opportunities
 -
6. Share new information, ideas, and trends obtained via conferences, training, and the reading of professional and trade literature
 -

GOAL C: Enhance resource sharing among LCLS members

STRATEGIES:

1. Provide courier services to deliver materials
 - Courier services were available every regular business day
2. Act as legal authority for the Local Library System Automation Project (LLSAP), known as GateNet
 - Staff developed scripts for use with routine circulation and cataloging database maintenance tasks
 - Presented CE2Me session on circulation topics to Mississippi Valley PLD staff
 - Recognized Cataloging Buddies for their service to the organization: 14 individuals helped 42 libraries bring in and edit more than 3,500 bibliographic records in one year
 - Held three IPLAR work sessions to assist members in completing mandatory reports for ISL
3. Investigate larger units of shared resources
 - Discussed integrated library systems with Lincoln Trail, Rolling Prairie, and Shawnee Library Systems LLSAP staff representatives

GOAL D: Strengthen alliances and partnerships

STRATEGIES:

1. Encourage member participation in System and statewide initiatives
 - Forwarded information regarding restructuring of regional multitype library systems to board and members
2. Seek projects and/or funding with regional and/or statewide library implications
 - Coordinated book donation program with St. Louis Post Dispatch that will benefit member libraries
3. Pursue appropriate partnerships with non-library organizations to advocate the value of libraries
 -
4. Share resources, expertise, and knowledge among members and with other regional multitype Library Systems
 - Held initial meeting with cataloging staff from four southern systems (LCLS, LTLS, RPLS, SHLS) to discuss options for sharing our talents, skills and resources

- Provided information and guidelines for LCLS' provision of background checks for a library served by Rolling Prairie Library System
- 5. Represent the System and members in regional, state, and national library and policy forums
 - Participated in meetings regarding Cooperation Today
 - Attended bi-monthly meeting of Illinois Library Systems
 - Participated on the Illinois State Library's Training Grant review team by interviewing candidates for this scholarship to attend library school

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	278,892		3,507,467
Total Hours Available	744	744	720	744	720	744	744	672	744	720	744		8,040
Total Uptime	744	744	720	744	720	744	744	672	744	720	744		8,040
Total Patron Records	243,458	246,828	249,228	251,356	252,951	240,044	240,945	241,496	242,842	241,852	241,338		
Total Bib Records	746,503	747,139	749,686	752,592	753,678	747,098	749,647	750,551	749,893	750,028	752,807		
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	2,328,139		
Total Training Events	17	5	9	6	5	5	7	10	8	7	11		90
Total Training Participants	110	17	74	32	52	17	23	50	52	37	59		523
Total Training Contact Hours	234	34	144	54	108	38	50	149	102	77	136		1,126
Continuing Education													
Total CE Events Held	7	8	7	5	9	4	16	8	8	9	5		86
Total CE Participants	73	117	21	69	81	4	109	40	35	40	3		592
Total CE Event Contact	176	389	48	306	322	8	306	65	61	83	9		1,772
Contacts													
Advisory Services Contacts	422	495	484	435	401	344	426	302	368	469	317		4,463
Customer Service Contacts	781	646	713	799	554	602	543	759	557	447	476		6,877
Total LD & CI Events*	6	3	10	7	8	5	7	6	7	6	6		71
Total LD & CI Participants*	45	17	152	118	160	65	177	94	137	126	131		1,222
Total LD & CI Contact Hours*	79	34	311	219	309	140	351	183	262	250	250		2,386
Total Communications	4,867	5,994	11,629	10,698	6,581	9,638	13,223	8,057	8,806	7,119	6,353		92,965
Total Non-member Contacts	409	340	287	393	911	321	480	369	567	588	362		5,027
Onsite Visits to Members	4	14	16	19	5	7	19	14	8	19	13		138
Delivery													
Total Miles Driven	31	15,240	16,976	14,331	13,083	15,878	14,443	14,290	18,020	16,472	15,543		154,307
Total Stops	971	928	1,270	1,250	1,083	1,220	1,090	1,081	1,441	1,250	1,200		12,784
Total Items Picked Up	94,319	92,044	99,890	99,183	95,007	64,435	96,867	95,885	118,515	97,345	88,177		1,041,667
Total Items Dropped Off	97,148	90,587	104,279	101,864	90,806	65,026	97,781	95,356	116,992	99,595	91,357		1,050,791
Resource Sharing													
Total ILL on LLSAP	58,441	56,031	61,408	61,412	51,795	61,662	57,795	49,157	50,474	45,488	39,882		593,545
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	9,963		150,996
Total Reciprocal Borrowing	26,418	23,993	22,961	22,824	21,142	18,250	23,679	21,349	24,124	20,389	20,166		245,295
Other													
Total Video Conf. Events	0	5	4	3	5	2	8	6	5	7	4		49
Total VC Users	0	9	7	4	4	1	31	9	4	29	8		106
Total VC Contact Hours	0	18	9	11	16	5	28	42	18	29	10		185
Total Board Volunteer Hours	35	0	29	37	24	0	32	28	18	33	45		281
Total Web Site Visits	32,351	35,294	37,259	34,712	31,707	30,557	33,410	30,973	31,852	28,874	29,970		356,959

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