



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

Illinois State Library
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701

July 12, 2010

Ms. Leslie Bednar, Acting Director
Lewis & Clark Library System
6725 Goshen Road
Edwardsville, Illinois 62025

Dear Leslie:

We appreciate the timely submission of your system's FY2011 System Area and Per Capita Grants Application. My staff and I have completed our review. As requested, the current plans you submitted reflect what services would be provided to your membership if you receive the entire FY2011 appropriation as planned. Since our discussion in May, the reality in which we all exist and operate has changed dramatically. We are granting approval of your FY2011 System Area and Per Capita Grant Application; By way of this communication, we are requiring a supplemental letter of clarification. The supplement does not affect the approval authorized by this letter if the letter is submitted as requested below.

It is vital that we obtain an accurate picture of available library system resources statewide, both currently and for the remainder of FY2011. To that end, we are seeking a letter of clarification from you regarding current system staffing; services actually being provided; and financial projections. Please review the following points with your board of directors and submit your response by September 30, 2010. Remember that any proposed new fees or changes to existing fees must be submitted to the Illinois State Library for approval prior to implementation.

We will review these letters of clarification with an eye to whether the stated goals for FY2011 system services--namely delivery and catalog support--are addressed, and whether these services can be provided until June 30, 2011, given the State's lingering cash flow difficulties.

➤ **Staffing:**

List all current staff, including contact information, program responsibilities; indicate full or part time status, and who holds a MLS. If further staffing changes are planned or anticipated, please indicate who will be affected and when. Although not part of the letter of clarification, please notify the Illinois State Library of any staff changes as they occur during FY2011.

➤ **Services:**

Taking into account the impact of the State's cash flow on system budgets, we have temporarily suspended enforcement of the systems' obligation to comply with the core system standards, with the exception of *Delivery* and *LLSAPs*. Many of you have added the goal of *Restructuring*. Keeping this in mind, list all services currently being provided to your membership by the system.

➤ **Fiscal Status:**

Based on your current financial situation, and considering the services you plan to provide, at what point in time does your board project the system's cash will be exhausted if funding is not received until the end of the FY10 lapse period (December 31, 2010)? Describe your board's plan to cope with a scenario in which FY2010 funding is not received until the end of the lapse period. How will the system board address cash flow issues? Does your system intend to borrow if necessary, and what type of lending vehicle will be used?

In these extraordinary times, the role of the system board is critical. We remind board members that the ultimate responsibility for the operation of the system is assigned to them in 75 ILCS 10/7 of the Illinois Library System Act. It is the responsibility of the boards to demonstrate how the duties of the systems will be fulfilled in whatever economic climate exists. Their understanding and support of their system's Plan of Service, scrutiny of line item expenditures understanding the impact of cash flow issues on the budget, and interest in preserving quality library service in Illinois is vital. We appreciate the labors of all involved as we face this challenge.

Submission Process

- One copy of the complete print Letter of Clarification sent to the address below, and one copy submitted electronically to H. Neil Kelley at nkelley@ilsos.net
- **Due at the Illinois State Library on or before Thursday, September 30, 2010.**

If your submission is not received by September 30, the State Library will re-evaluate the approval granted your application.

Address to: FY2011 System Letter of Clarification
Illinois State Library
Gwendolyn Brooks Building - Room 410
300 South Second Street
Springfield, Illinois 62701-1796

Please contact Patricia Norris at 217-524-5867 or me if you have questions regarding this.

Sincerely,



Anne Craig, Director

cc: Ms. Elaine Steingrubey, Board President
ISL Managers and Consultants

AC: ldgn

August 17, 2010

Anne Craig, Director
Illinois State Library
Office of the Secretary of State
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701

Subject: Letter of Clarification

Dear Anne:

In response to your inquiries, LCLS is submitting this Letter of Clarification:

Staffing

Attachment I contains LCLS's current organizational chart. Contact information, program responsibilities, full and part time status for current staff is included in Attachment II. Staff members holding MLS degrees are also noted.

If the CMC grant is awarded, LCLS anticipates hiring one full time employee and one part time employee. Offers of employment will clearly state that continued employment for these positions will be based on receipt of grant funding. LCLS is also investigating the utilization of one part time employee to assist with the LLSAP (GateNet).

Services

Like many other Systems, LCLS has had to severely curtail many of its services. Fortunately, delivery and LLSAP (including continuing education) have been preserved with no diminution of services. LCLS is planning to provide very limited consulting and continuing education. The provision of these services will be based on existing staff expertise, some sharing of information from consultants from other Systems, and support from the State Library.

Fiscal Status

LCLS has begun tracking cash flow on a monthly basis, in addition to monitoring actual expenditures compared to budget projections. Attachment III is a copy of the most recent cash flow analysis.

Anne Craig
August 17, 2010
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If no additional funds are received from the State prior to December 31, 2010, it is anticipated that LCLS will have exhausted its cash by the first week of January, 2011.

The LCLS Board has passed a resolution that funds reserved by its LLSAP (GateNet) can only be used for GateNet. Therefore the \$215,712 in GateNet Reserves is not included in the LCLS cash flow projections.

LCLS has explored the option of borrowing money; however has decided not to pursue this option because of the associated costs. To address short and mid- term cash flow issues, LCLS is exploring a number of initiatives that include:

- Leasing all or portions of the second floor;
- Recycling continuing education programs that have been developed for member libraries and offering them to non-Illinois library members and other organizations using *market* pricing;
- Leasing advertising space on courier vans;
- Providing fee based extended technology support to member libraries; and/or
- Selling surplus land.

As you indicated in your letter, these are extraordinarily challenging times. LCLS is making efforts to keep our Board fully apprised and engaged in making critical decisions regarding the financial situation and its impact on our responsibilities to our member libraries and the State of Illinois. Amidst these daunting challenges, there is hope in knowing that we all are working toward the same goal – *to preserve quality library services in Illinois.*

If you have any additional questions, feel free to contact me.

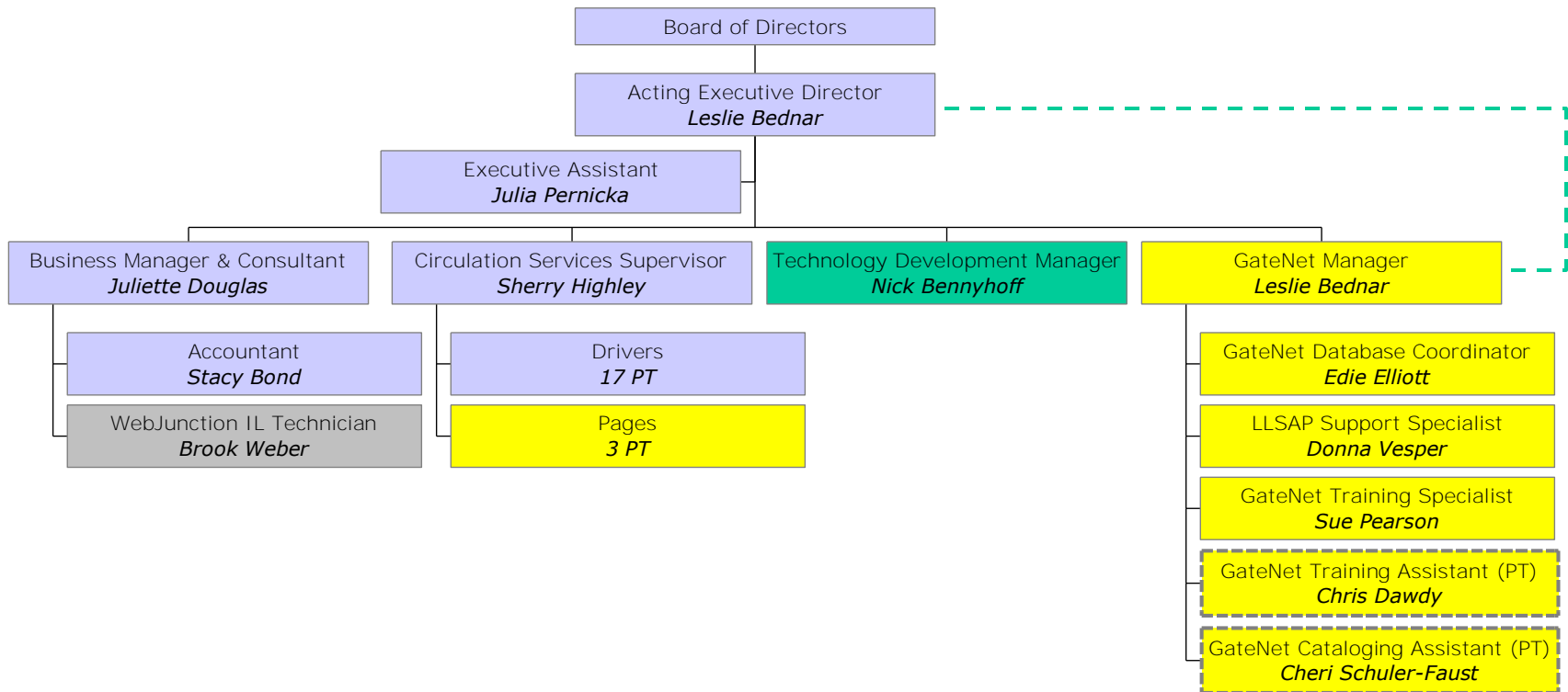
Sincerely,

Leslie Bednar
Acting Executive Director

Attachments

Lewis & Clark Library System Organizational Chart

Area & Per Capita Grant Fund staff in blue, Area & Per Capita Grant Fund and GateNet funded staff in green, GateNet/LLSAP Fund staff in yellow, Grant funded staff in grey



ATTACHMENT II

Lewis & Clark Library System
 6725 Goshen Road
 Edwardsville, IL 62025
 618.656.3216

Name	Title	FT / PT	Program Responsibilities	MLS	Ext	Email
Charles Barkman	Courier Driver	PT	Delivery	No		
Leslie Bednar	Interim Executive Director	FT	System Administration GateNet Management Restructuring	Yes	120	lesliebednar@lcls.org
Nicholas Bennyhoff	Technology Development Manager	FT	Staff & LLSAP Technology Consulting – Technology, Plinkit, FOIA & OMA Officer	Yes	106	nicholasbennyhoff@lcls.org
Janice Bienemann	Courier Driver	PT	Delivery	No		
Stacy Bond	Accountant	FT	Accounting	No	101	stacybond@lcls.org
Henry Brake	Courier Driver	PT	Delivery	No		
Sam Cline	Courier Driver	PT	Delivery	No		
Chris Dawdy	GateNet Training Assistant	PT	LLSAP Training	No	147	chrisdawdy@lcls.org
Orlanda Dickey	Courier Driver	PT	Delivery	No		
Juliette Douglas	Business Manager & Consultant	FT	Finance, Human Resources, Facilities WebJunction Administration Restructuring Consulting – Admin; Board, Policies, Grants	Yes	108	Juliettedouglas@lcls.org
Horst Driesner	Courier Driver	PT	Delivery	No		
Jim Early	Courier Driver	PT	Delivery	No		
J.R. Eilers	Courier Driver	PT	Delivery	No		
Edie Elliott	GateNet Database Coordinator	FT	LLSAP Authority control Cataloging Cataloging Training	No	124	ediee@lcls.org

ATTACHMENT II

Name	Title	FT / PT	Program Responsibilities	MLS	Ext	Email
Sherry Highley	Circulation Services Supervisor	FT	Delivery & Circulation	No	112	sherry@lcls.org
James Hubbard	Courier Driver	PT	Delivery	No		
John Johnson	Courier Driver	PT	Delivery	No		
Larry Jones	Courier Driver	PT	Delivery	No		
Dale Landolt	Courier Driver	PT	Delivery	No		
Mary Mang	Page	PT	Delivery	No		
Harry Munson	Courier Driver	PT	Delivery	No		
Sue Pearson	GateNet Training Specialist	FT	LLSAP Coordinate and deliver CE General member assistance	No	118	suepearson@lcls.org
Julia Pernicka	Executive Assistant	FT	Administrative Support, Board Support, L2, Plinkit	No	142	juliapernicka@lcls.org
Gary Rickert	Courier Driver	PT	Delivery	No		
PJ Sjursen	Page	PT	Delivery	No		
Cheri Schuler-Faust	GateNet Cataloging Assistant	PT	LLSAP - Cataloging	No	102	cherifaust@lcls.org
Donna Vesper	GateNet Support Specialist	FT	LLSAP Software support Database maintenance Troubleshooting	No	140	donnav@lcls.org
Brook Weber	WebJunction Assistant	FT	WebJunction (80%) Adobe Connect Troubleshooting Content management LLSAP Support (20%) Account Receivables	No	115	brookweber@lcls.org
David Voyles	Courier Driver	FT	Delivery	No		

Lewis & Clark Library System								
Cash Flow Report								
Funds 01 & 02 Only								
Date		LCLS Actual Payables	LCLS Actual Payroll	AR Deposits	Needed Transfers To Checking	Checking Account Balance	LCLS Reserve	A & PC Payments
FY 2009-2010								
7/1/2009							\$ 700,556	
1/31/2010						\$ 78,663	\$ 379,828	\$ 315,279.77
2/28/2010		\$ 36,406	\$ 39,259	\$ 14,688	\$ -	\$ 17,686	\$ 379,828	\$ -
3/16/2010		\$ 33,691	\$ 37,754	\$ 4,300	\$ 50,000	\$ 541	\$ 531,059	\$ 201,230.49
3/31/2010		\$ 26,728	\$ 19,420	\$ 13,213	\$ 33,000	\$ 606	\$ 500,809	\$ -
4/30/2010		\$ 82,579	\$ 41,080	\$ 4,572	\$ 120,000	\$ 1,519	\$ 381,219	\$ -
5/31/2010		\$ 40,354	\$ 18,438	\$ 13,457	\$ 45,000	\$ 1,184	\$ 336,219	\$ -
6/30/2010		\$ 64,073	\$ 56,139	\$ 10,807	\$ 109,000	\$ 778	\$ 227,219	\$ -
FY 2010-2011								
7/31/2010		\$ 27,688	\$ 21,600	\$ 9,868	\$ 39,421	\$ 778	\$ 187,798	\$ -
Projections								
8/31/2010		\$ 23,575	\$ 23,650	\$ 8,282	\$ 38,943	\$ 778	\$ 148,855	\$ -
9/30/2010		\$ 19,850	\$ 16,900	\$ 6,775	\$ 29,975	\$ 778	\$ 118,879	\$ -
10/31/2010		\$ 22,432	\$ 19,400	\$ 4,808	\$ 37,024	\$ 778	\$ 81,855	\$ -
11/30/2010		\$ 19,850	\$ 19,400	\$ 4,658	\$ 34,592	\$ 778	\$ 47,264	\$ -
12/31/2010		\$ 20,400	\$ 16,900	\$ 6,775	\$ 30,525	\$ 778	\$ 16,738	\$ -
1/31/2011		\$ 22,432	\$ 19,400	\$ 5,771	\$ 36,061	\$ 778	\$ 368,407	\$ 387,730.00
2/28/2011		\$ 19,850	\$ 19,400	\$ 4,658	\$ 34,592	\$ 778	\$ 333,815	\$ -

Lewis & Clark Library System								
Cash Flow Report								
Funds 01 & 02 Only								
Date		LCLS Actual Payables	LCLS Actual Payroll	AR Deposits	Needed Transfers To Checking	Checking Account Balance	LCLS Reserve	A & PC Payments
3/31/2011		\$ 24,740	\$ 16,900	\$ 6,775	\$ 34,865	\$ 778	\$ 298,950	\$ -
4/30/2011		\$ 51,138	\$ 19,400	\$ 4,658	\$ 65,880	\$ 778	\$ 233,070	\$ -
5/31/2011		\$ 19,850	\$ 19,400	\$ 4,658	\$ 34,592	\$ 778	\$ 198,478	\$ -
6/30/2011		\$ 23,150	\$ 16,900	\$ 6,775	\$ 33,275	\$ 778	\$ 165,203	\$ -
7/31/2011		\$ 19,850	\$ 19,400	\$ 4,658	\$ 34,592	\$ 778	\$ 130,611	\$ -
8/31/2011		\$ 19,850	\$ 19,400	\$ 4,658	\$ 34,592	\$ 778	\$ 96,019	\$ -
9/30/2011		\$ 19,850	\$ 19,400	\$ 4,658	\$ 34,592	\$ 778	\$ 61,428	\$ -