



## **Executive Director & Consultants Compiled Monthly Report ~ September 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
  - Upon receipt of signed contract, hired full-time cataloger for Cataloging Maintenance Center
2. Evaluate programs and services to increase efficiency and effectiveness; assess policies and procedures and revise as appropriate
3. Research, identify, and implement supplemental funding sources for LCLS
  - Completed letter to the State Library regarding the sale of surplus property
  - Conferred with real estate agent regarding lease of office space on second floor
4. Identify and implement methods of reducing costs
  - Transferred domain registrations for member library websites to Dreamhost, a lower-cost hosting solution
5. Innovate to proactively manage change
  - Developed and implemented acronym wiki <http://acronyms.lcls.org/>
  - Recorded member forum on merger talks and posted recording online

### **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

- Provided consulting to members in the areas of the Public Library Per Capita Grant Application, job descriptions, inappropriate patron behavior, how to apply for system membership after a merger.
- 2. Increase the outreach of consulting
- 3. Support staff development of libraries through 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
  - Developed grants for libraries database

## **GOAL C: Enhance resource sharing among LCLS members**

### **STRATEGIES:**

1. Provide courier services to deliver materials
  - Coordinated posting of staff coverage of delivery routes to Facebook
  - Drove 15,254 miles, making 1,092 stops at member libraries for a year-to-date total of 46,802 miles and 3,115 stops.
  - Delivered 102,070 items and retrieved 97,246 items for a year-to-date total of 291,055 delivered and 285,703 retrieved.
2. Act as legal authority for the Local Library System Automation Project (LLSAP), known as GateNet
  - Participated in a conference call with attorney regarding exploration of the possible alternatives for GateNet becoming an independent entity.
  - Evaluated courtesy notices parameters prior to release and training for members
  - Improved navigability of GateNet website
  - Supported GateNet's newest members (Wolf Ridge Education Center -- Bunker Hill CUSD and Worden Public Library District) with inventory projects
3. Investigate larger units of shared resources

## **GOAL D: Strengthen alliances and partnerships**

### **STRATEGIES:**

1. Encourage member participation in System and statewide initiatives
  - Staff participated the full Southern Systems Merger Panel meeting as well as the Delivery and Strategic Planning Committee meetings

- In support of the Southern System merger process, provided requested information to all four committees of the Planning Panel.
- Conducted a member forum to answer questions regarding the Southern System Merger and to obtain input from member libraries.
- 2. Seek projects and/or funding with regional and/or statewide library implications
  - Completed the final report for the FY 2010 WebJunction Illinois Grant
- 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
  - Provided consulting advise to another library system regarding court subpeonas received by employees
- 5. Represent the System and members in regional, state, and national library and policy forums
  - Presented a session on Defending Access in the Digital Age at the 2010 ILA Annual Conference.