

## 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, November 16, 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, November 16, 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 October 19, 2010, regular Board meeting
- B. Approve the October 2010 financial statements and reports
- C. Approve the October 2010 Bill List in the amount of \$203,433.16

### **IV. Communications**

### **VI. Reports**

- A. Officers
  - 1. President – Linda McDonnell
    - a) Southern System Planning meeting
  - 2. Vice-President – Ron Coleman

**AGENDA**  
**November 16, 2010**

B. Committees

C. Acting Executive Director – Leslie Bednar

1. Administrative/Fiscal Topics
  - a) Financial Situation
  - b) LSTA Request
  - c) Real Estate
2. Board Relations
  - a) Open Board Seat
  - b) Restructuring Regional Multitype Library Systems
  - c) Merger Meetings Update
  - d) Closed Meeting Minutes
3. Planning
  - a) Technology Report – Nicholas Bennyhoff
4. Membership Relations
  - a) GateNet Report – Leslie Bednar
  - b) LAC Report – Leslie Bednar
  - c) LCLS Facebook page
5. Personnel Development
  - a) Staffing Issues
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 – Vandella Brown

**VII. Announcements**

**VIII. Adjournment**

**Lewis & Clark Library System  
Board Meeting Minutes  
October 19, 2010  
LCLS Headquarters**

**Summary of Selected Motions**

Agenda Item	Motion	Result
III.	Approve the October 19, 2010, Consent Agenda: A. Approve minutes of the September 21, 2010, regular Board meeting B. Approve the September 2010 financial statements and reports C. Approve the September 2010 Bill List in the amount of \$128,825.71	Roll call – approved
V.A.2.a.	We, the Board of the Lewis & Clark Library System, do resolve that the Lewis & Clark Library System will terminate effective June 30, 2011. Furthermore, we resolve to merge into a new single system that includes the Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System, and Shawnee Library System, effective July 1, 2011.	Roll call – approved

**I. Opening of Meeting**

A. Call to Order

Ms. McDonnell, President, presided and called the meeting to order at 6:00 p.m.

B. Roll Call

Members present:

Mr. Ronald Coleman	Public Library Trustee Member at Large
Mr. James Fenton	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. Annette Mills	School Library Representative
Ms. Diane Steele	Public Library Representative
Ms. Carol Stookey	Academic/Special Library Representative

Members absent:

None

Others present:

Ms. Leslie Bednar	LCLS Acting Executive Director/GateNet Manager
Ms. Julia Pernicka	LCLS Executive Assistant
Mr. Nicholas Bennyhoff	LCLS Technology Development Manager
Ms. Stacy Bond	LCLS Accountant
Ms. Juliette Douglas	LCLS Business Manager & Consultant
Ms. Vandella Brown	Illinois State Library Consultant

C. Introduction of Observers and Staff Members

Ms. Bednar introduced the staff members and observers.

**II. Open Forum – None**

**III. Consent Agenda**

A motion was made by Mr. Fenton, seconded by Ms. Steele, to:

**Approve the October 19, 2010, Consent Agenda:**

**A. Approve minutes of the September 21, 2010, regular Board meeting**

**B. Approve the September 2010 financial statements and reports**

**C. Approve the September 2010 Bill List in the amount of \$128,825.71**

A roll call vote was taken.

Mr. Ronald Coleman	Yes	Ms. Annette Mills	Yes
Mr. Jim Fenton	Yes	Ms. JoAnn Nabe	Yes
Ms. Linda McDonnell	Yes	Ms. Diane Steele	Yes
Ms. Susan Mendelsohn	Yes	Ms. Carol Stookey	Yes

Motion carried.

**IV. Communications**

Ms. Bednar shared several items with the board:

- Letter from April Hosto expressing her regret and giving official notice of her resignation on the Board.
- Letter of resignation, effective October 29, 2010, from Sherry Highley, Delivery Supervisor.
- Letter from Anne Craig, Director, Illinois State Library, acknowledging receipt of the system's annual report for FY2010.

- Article from the *News Tribune*, “New Peru library director wants to build on growth”, featuring Charm Ruhnke.
- Article from *Common Ground*, “Glen Carbon Library Staff Earns State Honors”, featuring Amanda Wendel, 2010 Illinois Support Staff Person of the Year.
- Article from *The Intelligencer*, “Haulin’ Books” featuring the Glen Carbon Centennial Library friend’s group book sale on October 17.

## V. Reports

### A. Officers

#### 1. President – Linda McDonnell

Ms. McDonnell gave an overview of the Illinois Library Association 2010 Annual Conference on September 28-30. The conference concluded with Jesse White, Secretary of State. The report was encouraging. Mr. White noted his admiration for the remarkable work libraries are doing in these tough times. Mr. White also encouraged everyone to contact their elected officials.

#### 2. Vice-President – Ron Coleman

a) Southern System Planning meeting – Mr. Coleman reported on the meeting on October 13 at LCLS. The meeting was well attended. The merger is still going forward.

Delivery – Ms. Coleman gave an update on the delivery committee. Delivery is shaping up and the delivery committee has determined where they would like to have three hubs.

Legal, Governance, Membership – Ms. Steele reported the committee has agreed on a resolution for each system to present to their board. They will continue to work on due diligence. Membership standards will be looked at in the future.

Resource Sharing – Ms. Nabe reported that the four current automation systems will remain separate at this time.

Strategic Planning – Ms. Bednar reported that a survey that would be going out to all members was discussed. The survey should be going out within the week and the closing date is November 1.

A motion was made by Mr. Fenton, seconded by Ms. Steele:

**We, the Board of the Lewis & Clark Library System, do resolve that the Lewis & Clark Library System will terminate effective June 30, 2011. Furthermore, we resolve to merge into a new single system that includes the Lewis & Clark Library System, Lincoln Trail Libraries System, Rolling Prairie Library System, and Shawnee Library System, effective June 1, 2011.**

A roll call vote was taken.

Mr. Ronald Coleman

Yes

Ms. Annette Mills

Yes

Mr. Jim Fenton	Yes	Ms. JoAnn Nabe	Yes
Ms. Linda McDonnell	Yes	Ms. Diane Steele	Yes
Ms. Susan Mendelsohn	Yes	Ms. Carol Stookey	Yes

Motion carried.

- b) System Presidents and Directors Meeting – Mr. Coleman gave an update of the meeting on the 14<sup>th</sup> at the State Library hosted by Anne Craig. Ms. Nabe, Ms. Steele, and Ms. Bednar also attended the meeting. There was an update on the financial situation. The news more grim than expected. The timeline needs to be adhered to. Delivery and Resource Sharing are to be the foundation of the new merged systems and more can be built on later.

Ms. Brown discussed the ILA report, “Future of Illinois Library Cooperation (FILC) Draft Plan presented to the ILA membership at the 2010 ILA Annual Conference.

B. Committees – no reports

C. Acting Executive Director – Leslie Bednar

1. Administrative/Fiscal Topics

- a) Financial Situation – Ms. Bednar reported the System Presidents and Directors Meeting on the 14<sup>th</sup> put many things into perspective. The two main points from Anne Craig were that the System Area & Per Capita grant was one grant and should operate as though it were a single grant with the same services available through each system.

Ms. Douglas and Ms. Bond gave an updated cash flow report.

Ms. Douglas also discussed the real estate for sale. An appraiser is coming on tomorrow to appraise the building and property. The sale agreement will be signed tomorrow.

- b) Illinois Municipal Retirement Fund (IMRF) –Ms. Douglas handed out a spreadsheet on IMRF Funding Information and presented the history of the system’s participation in IMRF to explain how the unfunded liability came to be.

2. Board Relations

- a) Open Board Seat – Ms. Bednar reported that LAC also has an open seat for a Special Librarian. Kay Pile, Madison County Law Library will be filling that seat. Ms. Pile recommended a person for our open seat but that person does not start until November 1. Ms. Bednar will contact her the first week of November.
- b) Restructuring Regional Multitype Library Systems – Ms. Bednar reported that during the Southern System Planning Meeting here on October 13, the responses to our building were very positive. Positive items were all the space, the flexibility of the space, and the amount of storage. A panel member expressed that it is a good setup for the panel meetings. The Delivery committee recommended going from four locations to three with the hubs being in Highland, Benton, and Tuscola.

The next Southern System Director Meeting will be on November 2. The next Southern System Planning Panel meeting is November 10, 2010, at Rolling Prairie Library System. After that the next one will be December 2, 2010, at Lincoln Trail Libraries System.

3. Planning
    - a) Technology Report – Mr. Bennyhoff demonstrated a new grant website that he and Chris Dawdy have been working on. There is a link from the LCLS home page to the Grants and Funding Opportunities for Libraries (<http://grants.lcls.org/>) website.
  4. Member Relations
    - a) GateNet Report – Ms. Bednar reported that at the GateNet meeting tomorrow they will discuss the progress of GateNet II as an independent entity. Also, Rob Herrmann of Equinox Software will demonstrate Evergreen ILS.  
GateNet staff continues to work with Worden Public Library.
    - b) LAC Report – Ms. Bednar reported that on October 7 LAC met to discuss their open board seat. There was also a merger update.
    - c) LCLS Facebook page – Ms. Bednar reported that more information has been added to the LCLS Facebook page as another method of distributing information to members. Staff have also taken turns following along and photographing delivery routes. This has generated positive member feedback.
  5. Personnel Development
    - a) Staff Changes – Ms. Bednar reported Sherry Highley has announced her retirement after 31 years effective October 29. The position was posted internally and Brook Weber, WebJunction Assistant, has been offered it. Ms. Weber's position will be filled.  
Vince Andrzejewski has been offered the full time CMC position. The part-time position was posted internally and now will be posted externally.
  6. Community and Organizational Involvement
    - a) Illinois Library System Directors Organization (ILSDO) –no report
    - b) Illinois State Library (ISL) committee(s) work – Ms. Brown noted that at the meeting on the 14<sup>th</sup> the merger process of the northern and southern systems were discussed.
    - c) Illinois Library Association work (ILA, ISLMA, etc.) – Ms. Douglas reported that she will be attending the Synergy: The Illinois Library Leadership Initiative 2010 next week.
    - d) Other – no report
  7. Miscellaneous – none
- D. Illinois State Library Consultant, Vandella Brown –Ms. Brown's highlighted items from the ISL Consultant's Report for October, which was handed out.

## VII. Announcements

Mr. Coleman announced that work is progressing on the Louis Latzer Memorial Public Library. The building has been cleaned and tuckpointed and they are now working on the roof.

**VIII. Adjournment**

The meeting adjourned at 7:37 p.m.

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Susan Mendelsohn

## Lewis & Clark Library System Statistical Report FY 2010-2011

	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	FY to Date
<b>LLSAP</b>													
Total LLSAP Circulation	344,586	328,057	336,549	323,723									1,332,915
Total Hours Available	744	744	720	744									2,952
Total Uptime	744	744	720	744									2,952
Total Patron Records	241,013	241,549	244,328	245,602									
Total Bib Records	754,193	755,218	757,283	756,598									
Total Holdings	2,342,629	2,342,375	2,348,480	2,349,149									
Total Training Events	6	3	3	7									19
Total Training Participants	71	5	29	27									132
Total Training Contact Hours	336	16	61	57									470
<b>Continuing Education</b>													
Total CE Events Held	8	5	3	5									21
Total CE Participants	66	24	24	70									184
Total CE Event Contact	388	63	174	15									640
<b>Contacts</b>													
Advisory Services Contacts	136	163	341	211									851
Customer Service Contacts	352	461	205	410									1,428
Total LD & CI Events*	4	4	8	6									22
Total LD & CI Participants*	88	62	149	114									413
Total LD & CI Contact Hours*	167	106	289	253									815
Total Communications	6,769	6,090	8,853	5,867									27,579
Total Non-member Contacts	144	112	152	154									562
Onsite Visits to Members	7	3	22	4									36
<b>Delivery</b>													
Total Miles Driven	15,889	15,659	15,254	14,371									61,173
Total Stops	1,149	874	1,092	1,042									4,157
Total Items Picked Up	91,712	96,745	97,246	94,572									380,275
Total Items Dropped Off	93,932	95,053	102,070	91,436									382,491
<b>Resource Sharing</b>													
Total ILL on LLSAP	43,605	46,048	50,363	47,660									187,676
ILL Outside LLSAP													0
Total Reference Questions													n/a
Total FirstSearch Searches	6,114	5,840	11,927	11,051									34,932
Total Reciprocal Borrowing	25,358	23,701	20,960	20,514									90,533
<b>Other</b>													
Total Video Conf. Events	2	2	1	1									6
Total VC Users	11	4	2	2									19
Total VC Contact Hours	5	5	12	9									31
Total Board Volunteer Hours	63	55	74	76									268
Total Web Site Visits	8,102	12,151	25,298	23,928									69,479

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