



Executive Director & Consultants Compiled Monthly Report ~ October 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
 - Promoted one employee to the position of full time CMC Cataloger. This position is grant funded position.
 - Promoted one employee to replace the Circulation Supervisor who retired.
 - Re-hired a laid off part-time employee as part-time WebJunction Assistant which is grant funded. The previous incumbent was promoted to the position of Circulation Supervisor.
 - Rehired a part-time laid off employee to the newly created position of part-time Circulation Assistant. This position replaced a Page position which was created through a resignation.
 - Realigned the responsibilities of the Executive Assistant to include the responsibilities of a WebJunction Illinois Assistant.
 - Created advertisement for a vacant grant funded CMC Cataloging Assistant.
2. Evaluate programs and services to increase efficiency and effectiveness; assess policies and procedures and revise as appropriate
 - Completed inventory of LCLS computers
3. Research, identify, and implement supplemental funding sources for LCLS
 - Ordered the appraisals for the two lots which will be for sale in the immediate future as well as the building and remaining property.
 - Completed the agreement with real estate agent regarding the sale of two surplus lots.
4. Identify and implement methods of reducing costs
 - Implemented the realignment of employee responsibilities
5. Innovate to proactively manage change

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
 - Developed grants database for LCLS web site and inclusion on CooperationToday site
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
 - Attended Internet Librarian 2010

GOAL C: Enhance resource sharing among LCLS members

STRATEGIES:

1. Provide courier services to deliver materials
 - Drove 14,371 miles, making 1,042 stops at member libraries for a year-to-date total of 61,173 miles and 4,157 stops.
 - Delivered 91,436 items and retrieved 94,572 items for a year-to-date total of 382,491 delivered and 380,275 retrieved.
2. Act as legal authority for the Local Library System Automation Project (LLSAP), known as GateNet
 - Three staff participated in the Online Audiovisual Catalogers biennial conference held in Macon, Georgia
 - Attended National Media Market conference in Kansas City, Missouri
 - Sponsored demonstration of Evergreen Integrated Library System (ILS) by Equinox Software Inc.
3. Investigate larger units of shared resources

GOAL D: Strengthen alliances and partnerships

STRATEGIES:

1. Encourage member participation in System and statewide initiatives
 - Attended membership meetings at Litchfield and Fairview Heights, IL, to gather concerns regarding the planned southern systems merger and to provide an update on the process
2. Seek projects and/or funding with regional and/or statewide library implications
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
 - Continued participation in southern systems LLSAP (local library system automation project) planning project
 - Hosted Southern Systems Planning Panel meeting
 - Participated in strategic planning and delivery subcommittees
 - New Cataloging Maintenance Center Cataloger in place and assumed additional responsibilities for the grant project due to the reduction statewide of one center.
5. Represent the System and members in regional, state, and national library and policy forums
 - Attended System Presidents and Directors meeting at Lincoln Public Library in Springfield