

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, January 18, 2011
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, January 18, 2011– 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 December 21, 2010, special Board meeting
- B. Approve the December 2010 financial statements and reports
- C. Approve the December 2010 Bill List in the amount of \$53,145.01

IV. Communications

V. Reports

- A. Officers
 - 1. President – Linda McDonnell
 - a) Southern System Planning

AGENDA
January 18, 2011

2. Vice-President – Ron Coleman
 - a) Closed Meeting Minutes
- B. Committees
- C. Acting Executive Director – Leslie Bednar
 1. Administrative/Fiscal Topics
 - a) Financial Situation
 - b) Real Estate
 - c) Declare items surplus and available for sale
 2. Board Relations
 - a) LCLS dissolution activities
 - b) Merger Meetings Update
 3. Planning
 - a) Technology Report – Nicholas Bennyhoff
 4. Membership Relations
 - a) GateNet Report – Leslie Bednar
 - b) LAC Report – Leslie Bednar
 5. Personnel Development
 - a) Staff
 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

VI. Announcements

VII. Adjournment

**Lewis & Clark Library System
Special Board Meeting Minutes
December 21, 2010
LCLS Headquarters**

Summary of Selected Motions

Agenda Item	Motion	Result
III.	Approve the December 21, 2010, Consent Agenda: A. Approve minutes of the November 16, 2010, regular Board meeting as amended B. Approve the November 2010 financial statements and reports C. Approve the November 2010 Bill List in the amount of \$132,433.87	Roll call – approved
V.B.2	Approve the appointment of Juliette Douglas as the Illinois Municipal Retirement Fund (IMRF) Authorized Agent for the Lewis & Clark Library System, with all the powers and authority vested in the IMRF Authorized Agent, including filing Petition for Nominations of an Executive Trustee of IMRF and to a Ballot of Election of an Executive Trustee of IMRF.	Roll call – approved
V.B.3	Approve the board Resolution Regarding Relationships with Financial Institutions (Attached).	Roll call - approved

I. Opening of Meeting

A. Call to Order

Ms. McDonnell, President, presided and called the meeting to order at 3:38 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. Betsy Mahoney	Library Representative at Large
Ms. Susan Mendelsohn	Public Library Trustee Under 15,000 Population

Ms. Annette Mills	School Library Representative
Ms. JoAnn Nabe	Public Library Trustee Member at Large
Ms. Diane Steele	Public Library Representative
Ms. Carol Stookey	Academic/Special Library Representative

Members absent:

None

Others present:

Ms. Leslie Bednar	LCLS Executive Director/GateNet Manager
Ms. Julia Pernicka	LCLS Executive Assistant
Mr. Nicholas Bennyhoff	LCLS Technology Development Manager
Ms. Juliette Douglas	LCLS Business Manager
Ms. Mary Hemmer	LCLS Accountant

C. Introduction of Observers and Staff Members

Ms. Bednar introduced the staff members and observers.

II. Open Forum – None

III. Consent Agenda

Mr. Fenton noted a correction to the members present in the November 16, 2010, regular Board meeting minutes.

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

Approve the December 21, 2010, Consent Agenda:

A. Approve minutes of the November 16, 2010, regular Board meeting as amended

B. Approve the November 2010 financial statements and reports

C. Approve the November 2010 Bill List in the amount of \$132,433.87

A roll call vote was taken.

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

Motion carried.

IV. Communications

Ms. Bednar shared an article from *theIntelligencer.com*, “GCCL looks to become hot spot for youngsters.”

V. Reports

A. Personnel Development

1. Staffing Issues – Ms. Bednar introduced Mary Hemmer, the new LCLS Accountant. Stacy Bond resigned. Ms. Hemmer came to LCLS through a temporary placement agency.

B. Administrative/Fiscal Topics

1. Financial Situation – Ms. Douglas passed out and discussed a Cash Flow Report. The report shows enough cash to get LCLS through the end of August 2011. The report in January will include the effects of funds needed to pay out earned but unused vacation and personal time when the system ceases to exist after June 30, 2011.
2. IMRF Authorized Agent – Ms. Douglas reported that Stacy Bond was the IMRF Authorized Agent for IMRF.

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

Approve the appointment of Juliette Douglas as the Illinois Municipal Retirement Fund (IMRF) Authorized Agent for the Lewis & Clark Library System, with all the powers and authority vested in the IMRF Authorized Agent, including filing Petition for Nominations of an Executive Trustee of IMRF and to a Ballot of Election of an Executive Trustee of IMRF.

A roll call vote was taken.

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

Motion carried.

3. Bank Resolutions – Ms. Douglas reported that with Stacy Bond leaving new resolutions were needed for relationships with financial institutions.

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

Approve the board Resolution Regarding Relationships with Financial Institutions (Attached).

A roll call vote was taken.

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

Motion carried.

C. Board Relations

1. Southern System Planning Panel Meeting Update – Ms. Bednar reported that the last SSPP meeting was December 2 in Champaign. There is not a meeting scheduled in January. The next scheduled meetings are February 10, 2011, at the Knights of Columbus in Effingham and February 25-26, 2011, at a hotel in Effingham. Items to consider on the 2-day meeting are deciding whether to spend the night in case there are extra meetings in the late afternoon/evening and whether the systems should split the cost of feeding guests.

Delivery – Ms. Bednar gave an update on the committee. The Board discussed community delivery. Currently between the four systems there are 16,041 weekly stops. With the proposed community delivery there would only be 521 stops. The number of items to be delivered would be the same. Loads would be heavier. The delivery committee will meet in January to look at savings. Issues to consider would be if the reduced number of stops would save any actual money, some of the time/cost would be transferred to the libraries, and do the libraries have the space to accommodate community delivery at the drop off location.

Legal, Governance, Membership – Ms. Steele reported the committee has been working on the proposed board structure. Ms. Mills reported that the committee is working on membership requirements. The proposed requirements are more stringent and may affect school membership.

Resource Sharing – Ms. Nabe reported the committee had a meeting this morning. All documents will be put on Base Camp. They will meet in January with the LLSAP managers.

Strategic Planning – Ms. Mendelsohn and Ms. Douglas reported the committee has defined the Mission, Vision and Value. They are using the survey results to help with the strategic direction and goals.

2. Due Diligence – Ms. Douglas reported that the four system Business Managers are working on Due Diligence. Several LCLS staff members have worked compiling information for the LCLS section. The documents will be posted on Base Camp and may or may not go on CooperationToday depending on the nature of the information. The Due Diligence is due the end of December.

3. Proposed Southern System Mission, Vision, and Value – The Board reviewed the proposed Southern System Mission, Vision, and Values. There were no comments.
4. Proposed Southern System Board Composition – Ms. Steele reported the Legal, Governance, Membership committee was going to recommend Option 4. Since that time Bev Obert had spoken with Phil Lenzini and new issues were brought up. The transition board will only be in place for three months. Given the new information, Ms. Steele cannot recommend anything at this time. A suggestion was made that the new board only have 12 members resulting in only 3 from each system on the board. If the interim board is only in effect for 3-4 months, could the interim board be existing panel members? One person would not be able to be on the board.

D. Membership Relations

1. GateNet Report – Ms. Bednar reported that the GateNet Advisory Board looked at the GateNet budget at their December meeting. The board did suggest removing IUG membership for the GateNet members. They approved a recommended reimbursement amount of \$597,640 which is roughly a \$16,000 increase from last year. In January the GateNet Membership will vote on the fee formula.

VII. Announcements

None

VIII. Adjournment

The meeting adjourned at 4:56 p.m.

Susan Mendelsohn

Board Resolution Regarding Relationships with Financial Institutions

Be it RESOLVED, that the following designated depositories of the Lewis & Clark Library System:

Bank of Edwardsville
First Clover Leaf Bank
PNC Bank
Scott Credit Union
US Bank (for Illinois Funds):

are authorized to make payment for the accounts of the Lewis & Clark Library System according to any check, draft, bill of exchange, acceptance or other written instrument or direction signed by any of the following officers and employees, and that such designated individuals may also otherwise transfer, or enter into agreement with the above designated financial institutions for the transfer of funds from the Lewis & Clark Library System account(s) whether by telephone, computer or any other manner:

Linda McDonnell, Board President
Ronald Coleman, Board Vice President
Susan Mendelsohn, Board Secretary
JoAnn Nabe, Board Treasurer
Leslie Bednar, Executive Director
Juliette Douglas, Business Manager

(Stacy Bond is to be removed)
(Pat Wandling is to be removed)

Be it FURTHER RESOLVED that the individuals identified above are also authorized to secure and access the safe deposit box at the Bank of Edwardsville.



Executive Director & Consultants Compiled Monthly Report ~ November and December 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:
 - LCLS staff is responsible for WebJunction Illinois (WJIL) began receiving training on the WebJunction website, how to approve new librarians for access to WJIL, how to generate reports, and how to assist others in the use of Adobe Connect.
 - Advertised, received, and reviewed resumes for the open Part-time CMC Cataloging Assistant position. Each applicant received an acknowledgment that their resumes had been received.
 - Worked with two agencies in an effort to hire a temporary accountant. Several applicants were interviewed. A temporary accountant was hired and began working December 6, 2010.
 - Inventoried all system technical equipment including printers, laptops, etc.
 - Completed inventory of system property
2. Evaluate programs and services to increase efficiency and effectiveness; assess policies and procedures and revise as appropriate
 - Completed an updated comprehensive inventory of all furniture and equipment having an estimated unit value greater than \$250.
3. Research, identify, and implement supplemental funding sources for LCLS
 - Continued ongoing dialogue with the realtors. New signage has been placed in front of the building indicating that some portions of the property are for sale and portions of the building is available for lease.
 - Conducted several background searches for a member library.
4. Identify and implement methods of reducing costs
 - Held discussions with the insurance broker regarding reducing the insurance premiums for Workers' Compensation insurance.
 - Submitted E-rate supplemental documentation in support of LCLS application.
5. Innovate to proactively manage change

- Obtained the required Board resolution to change the IMRF Authorized Agent
- Obtained the required bank documents and Board Resolution to update LCLS financial signators.

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
2. Increase the outreach of consulting
3. Support staff development of libraries through professional development programs and consulting services
 - Offered classes/training events on:
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
 - Provided public libraries with information to share with their patrons on IRS information needed to file 2010 Federal Income Tax
 - Provided public libraries with information on new 2011 IRS mileage rates.
 - Provided school libraries with information on the 2010 School Per Capita grant payments

GOAL C: Enhance resource sharing among LCLS members

STRATEGIES:

1. Provide courier services to deliver materials
 - November: Drove 14,782 miles, making 956 stops at member libraries for a year-to-date total of 75,955 miles and 5,113 stops.
 - November: Delivered 93,940 items and retrieved 92,935 items for a year-to-date total of 476,431 delivered and 473,210 retrieved.
 - December: Drove 13,815 miles, making 1,038 stops at member libraries for a year-to-date total of 89,770 miles and 6,151 stops.
 - December: Delivered 78,664 items and retrieved 76,792 items for a year-to-date total of 555,095 delivered and 550,002 retrieved.

2. Act as legal authority for the Local Library System Automation Project (LLSAP), known as GateNet
 - Developed the 2011-2012 budget.
 - Updated job descriptions for all staff.
 - Provided a comprehensive list of all financial responsibilities and the estimated time to complete each task.
 - Set up Courtesy Notices feature in Millennium including training presentation to Circle meeting attendees, as well as making handouts available.
 - Trained Worden PLD staff in Millennium circulation modules, and established circulation parameters for GateNet's newest full member library.
 - Updated Featured Lists section of OPAC (online public access catalog).
 - Installed PCI card in additional server for USB 2.0 to assist with remote backup of GateNet database.
 - Researched possible problems with Millennium working with Windows 7 in response to member concerns.
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 Carlinville Public Library, Greenville Public Library, and Principia College providing an update to the merger project and gaining insight regarding member concerns in this process.
 - Presented merger project update to members of LCLS and Shawnee Library System at District 522 (SWIC) librarians meeting.
2. Seek projects and/or funding with regional and/or statewide library implications
 - Continued to manage the Cataloging Maintenance Center
 - Continued to manage the WebJunction Illinois project, including identifying staffing needs based on the promotion of the WebJunction Ill Assistant, developing new contracts for the two consultants, and entering into new contracts for Adobe Connect services and for the use of WebJunction II and the classes offered to Illinois librarians.
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
 - Participated in the November and December System Merger Planning Panel meetings as well as several Delivery and Strategic Planning subcommittees, and LLSAP working group meetings. Completed most of

the reports and documents required to conduct the *Due Dilligence* process for the system merger.

- Reviewed numerous documents regarding the System Merger.
 - Participated in session with southern systems directors in support of November planning panel meeting.
5. Represent the System and members in regional, state, and national library and policy forums
- Traveled to Alliance Library System for Illinois Library System Directors Organization meeting. Shared update on merger project with northern colleagues.

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
LLSAP													
Total LLSAP Circulation	344,586	328,057	336,549	323,723	318,183	274,627							1,925,725
Total Hours Available	744	744	720	744	720	744							4,416
Total Uptime	744	744	720	744	720	744							4,416
Total Patron Records	241,013	241,549	244,328	245,602	247,211	246,744							
Total Bib Records	754,193	755,218	757,283	756,598	756,183	755,685							
Total Holdings	2,342,629	2,342,375	2,348,480	2,349,149	2,350,177	2,347,996							
Total Training Events	6	3	3	7	6	4							29
Total Training Participants	71	5	29	27	16	10							158
Total Training Contact Hours	336	16	61	57	24	30							524
Continuing Education													
Total CE Events Held	8	5	3	5	5	3							29
Total CE Participants	66	24	24	70	21	11							216
Total CE Event Contact	388	63	174	15	29	23							692
Contacts													
Advisory Services Contacts	136	163	341	211	97	93							1,041
Customer Service Contacts	352	461	205	410	231	287							1,946
Total LD & CI Events*	4	4	8	6	8	6							36
Total LD & CI Participants*	88	62	149	114	137	85							635
Total LD & CI Contact Hours*	167	106	289	253	272	160							1,247
Total Communications	6,769	6,090	8,853	5,867	6,428	4,302							38,309
Total ISL Contacts						8							8
Total Non-member Contacts	144	112	152	154	164	197							923
Onsite Visits to Members	7	3	22	4	3	1							40
Delivery													
Total Miles Driven	15,889	15,659	15,254	14,371	14,782	13,815							89,770
Total Stops	1,149	874	1,092	1,042	956	1,038							6,151
Total Items Picked Up	91,712	96,745	97,246	94,572	92,935	79,580							552,790
Total Items Dropped Off	93,932	95,053	102,070	91,436	93,940	83,096							559,527
Resource Sharing													
Total ILL on LLSAP	43,605	46,048	50,363	47,660	46,460	41,370							275,506
ILL Outside LLSAP													0
Total Reference Questions													n/a
Total FirstSearch Searches	6,114	5,840	11,927	11,051	10,451	5,811							51,194
Total Reciprocal Borrowing	25,358	23,701	20,960	20,514	21,011	18,112							129,656
Other													
Total Video Conf. Events	2	2	1	1	0	0							6
Total VC Users	11	4	2	2	0	0							19
Total VC Contact Hours	5	5	12	9	0	0							31
Total Board Volunteer Hours	63	55	74	76	72	74							414
Total Web Site Visits	24,096	25,952	25,298	23,928	23,249	19,870							142,393

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