

## 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, May 17, 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, May 17, 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 the minutes of the April 19, 2011, regular Board meeting
- B. Approve the April 2011 financial statements and reports
- C. Approve the April 2011 Bill List in the amount of \$117,367.07.

**IV. Communications**

**V. Reports**

- A. Officers

**AGENDA**  
**May 17, 2011**

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

**B. Committees**

**C. Executive Director – Leslie Bednar**

1. Administrative/Fiscal Topics
  - a) Financial Situation
  - b) Real Estate
2. Board Relations
  - a) Illinois Heartland Library System Update
  - b) 2011 Annual Meeting
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 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**

**VI. Announcements**

**VII. Adjournment**

**Lewis & Clark Library System  
Board Meeting Minutes  
April 19, 2011  
LCLS Headquarters**

**Summary of Selected Motions**

Agenda Item	Motion	Result
III.	Approve the April 19, 2011, Consent Agenda: A. Approve with the corrections the minutes of the March 15, 2011, regular Board meeting B. Approve the March 2011 financial statements and reports C. Approve the March 2011 Bill List in the amount of \$145,449.43.	Roll call – approved
V.C.1.b	Go into closed session regarding the setting of a price for sale or lease of property owned by the public body.	Roll call – approved
V.C.1.b	Return to regular session.	Roll call – approved
V.C.1.b	Rent Room 201 for \$550.00/month with the modification for the alarm and keys to be paid by LCLS.	Roll call – approved
V.C.1.b	Add land to east and give access to the property, and accept the accepted price. The cost of the easement would be paid by LCLS.	Roll call – approved
V.C.2.a	Endorse the Illinois Heartland Library System Resource Sharing Plan.	Roll call – approved
V.C.5.a	Go into closed session regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.	Roll call – approved
V.C.5.a	Return to regular session.	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 (arrived 6:30 p.m.)
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

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

### **Approve the April 19, 2011, Consent Agenda:**

- A. Approve with the corrections the minutes of the March 15, 2011, regular Board meeting**
- B. Approve the March 2011 financial statements and reports**
- C. Approve the March 2011 Bill List in the amount of \$145,449.43.**

A roll call vote was taken.

Mr. Ronald Coleman	Absent	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 several items with the Board:

- An article from *bnb.com*, “‘Where’s our compassion?’ Homeless man gets show of support after city takes away library card.”
- An article from *bnb.com*, “‘I’m just one small person’: Belleville library yanks homeless man’s card”.
- An article from *bnb.com*, “Library board to discuss policy on library cards.”
- An article from *bnb.com*, “Library shows compassion, changes policy; homeless man will benefit”
- An article from *herald-review.com*, “Rolling Prairie Library System preparing for merger with three other Central Illinois systems”
- An article from *stltoday.com*, “Troy library sponsoring writing contest for kids.”

#### V. Reports

##### A. Officers

1. President – Linda McDonnell
  - a) Southern System Planning – Ms. McDonnell updated the Board on the Illinois Heartland Transition Board meeting in Effingham on April 7. Three new committees have been created: Nominations, Facilities/Location, and Personnel. They have an Invitation to Bid for a search firm for the Executive Director position. The current four systems will split the costs.
2. Vice-President – Ronald Coleman – no report

##### B. Committees – no reports.

##### C. Executive Director – Leslie Bednar

1. Administrative/Fiscal Topics
  - a) Financial Situation – Ms. Douglas distributed and discussed a Cash Flow Report.
  - b) Real Estate -

At 6:25 a motion was made by Ms. Steele, seconded by Mr. Fenton, to:

**Go into closed session regarding the setting of a price for sale or lease of property owned by the public body.**

A roll call vote was taken.

Mr. Ronald Coleman          Absent          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.

At 6:50 a motion was made by Ms. Steele, seconded by Ms. Mills, to:

**Return to regular session.**

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.

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

**Rent Room 201 for \$550.00/month with the modification for the alarm and keys to be paid by LCLS.**

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.

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

**Add land to east and give access to the property, and accept the accepted price. The cost of the easement would be paid by LCLS.**

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.

## 2. Board Relations

- a) Illinois Heartland Library System Update – Ms. Bednar reported they have finalized the Resource Sharing Plan.

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

### **Endorse the Illinois Heartland Library System Resource Sharing Plan.**

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.

- b) 2011 Annual Meeting – Ms. Bednar discussed the upcoming meeting which will be on June 21 from 3:00-5:00pm. The theme will be Looking Back to Move Forward. Since this will be the last event for LCLS, extra effort will be made to invite former Board members and staff.

## 3. Planning

- a) FY2012 System Area and Per Capita Grant Application – Ms. Bednar discussed the grant application. The application will be for the merged system and is due June 1, 2011.
- b) FY2011 Library System Annual Report – Ms. Bednar distributed the memo and materials received from Anne Craig, Illinois State Library. There are four sections to the report and two new components have been added: 3.4.4 Appraisal of system real estate; and 3.4.5 Local Records Act. The annual report is due September 30, 2011.
- c) Technology Report – Mr. Bennyhoff showed the new Delivery On the Go (D.O.G.) video that is on the LCLS website and on Facebook.

The E-Rate paperwork has been completed and LCLS should receive funds.

## 4. Membership Relations

- a) GateNet Report – Ms. Bednar reported that the newest GateNet member, Worden Public Library, went live today.

All GateNet members have received their fee agreements.

After the upgrade in February, some libraries have experienced difficulties due to network issues. This is being worked on.

Mr. Bennyhoff is working with Ms. Douglas on the surplus items before sending out.

- b) LAC – Ms. Bednar reported that during this time LAC’s input has been very valuable.
5. Personnel Development
- a) Staff Issues – Ms. Bednar reported that while working on the budget process for the new system she noticed discrepancies in the current courier driver salaries compared to the other three systems. An adjustment has been made to the base salaries for the courier drivers.

At 7:32 a motion was made by Ms. Stookey, seconded by Ms. Mendelsohn, to:

**Go into closed session regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.**

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.

At 7:56 a motion was made by Ms. Stookey, seconded by Ms. Mahoney, to:

**Return to regular session.**

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.

6. Community and Organizational Involvement
- a) Illinois Library System Directors Organization (ILSDO) – Ms. Bednar reported that ILSDO has 501(c)3 status. Illinois libraries have been able to accept donations from firms that must donate to non-profit organizations by taking advantage of the Fund

for Illinois Libraries. Operated by ILSDO, the Fund accepts donations on behalf of the library, then sends the library a check for the donated amount, less a small handling fee. In July ILSDO will no longer function in its current capacity, and ILA has agreed to take on this role for Illinois Libraries.

Wilson Select has changed its name to Wilson OmniFile.

- b) Illinois State Library committee(s)/program(s) work – no report.
- c) Illinois Library association work (ILA, ISLMA, etc.) – Ms. Bednar reported she attended a Future of Illinois Library Cooperation (FILC) meeting on April 14 in Champaign. The five priorities for FILC to study are Delivery, Automation, Group Purchasing, CE, and Advocacy. The highest needs are delivery and automation. ISL wants ILA to bring groups together to discuss delivery. There will be a presentation at the ILA conference in October. The four objectives from the meeting are:
  1. Clarifying principles and assumptions regarding resource sharing and delivery including the review of proposed system standards revision regarding resource sharing;
  2. Develop and propose FY13 pilot projects to demonstrate new models for delivery services, conduct assessments of each project;
  3. Examine other models for library delivery and physical material delivery including seeking expert assistance from the transportation industry;
  4. Develop recommendations for improving delivery services for FY14 and beyond
- d) Other – no report

7. Miscellaneous

Mr. Coleman reported that House Bill 2823 has been sent back to the Rules Committee. This bill proposes to give municipal and village councils the authority to dissolve local library boards and appoint an advisory board instead.

Ms. Pernicka reminded the Board that the Statement of Economic Interest forms are due May 1, 2011.

Ms. Bednar reported that for Illinois Snapshot Day on there was streaming video on our website of the delivery area. Drivers stopped at 64 libraries, the vans traveled 766.6 miles, drivers delivered 4,673 items and picked up 4,669 items.

- D. Illinois State Library Consultant – The ISL Consultant Report was distributed.

**VI. Announcements**

None

**VII. Adjournment**

The meeting adjourned at 8:24 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	318,183	274,627	323,741	295,968	357,274	308,496			3,211,204
Total Hours Available	744	744	720	744	720	744	744	672	744	720			7,296
Total Uptime	744	744	720	744	720	744	744	672	744	720			7,296
Total Patron Records	241,013	241,549	244,328	245,602	247,211	246,744	246,323	246,656	248,296	224,881			
Total Bib Records	754,193	755,218	757,283	756,598	756,183	755,685	757,338	756,555	758,739	759,422			
Total Holdings	2,342,629	2,342,375	2,348,480	2,349,149	2,350,177	2,347,996	2,345,373	2,341,832	2,348,171	2,352,018			
Total Training Events	6	3	3	7	6	4	3	11	11	10			64
Total Training Participants	71	5	29	27	16	10	44	18	75	46			341
Total Training Contact Hours	336	16	61	57	24	30	83	37	148	99			891
<b>Continuing Education</b>													
Total CE Events Held	8	5	3	5	5	3	6	4	4	2			45
Total CE Participants	66	24	24	70	21	11	75	14	11	1			317
Total CE Event Contact	388	63	174	15	29	23	233	42	33	3			1,003
<b>Contacts</b>													
Advisory Services Contacts	136	163	341	211	97	93	208	104	129	158			1,640
Customer Service Contacts	352	461	205	410	231	287	411	303	383	428			3,471
Total LD & CI Events*	4	4	8	6	8	6	6	6	8	6			62
Total LD & CI Participants*	88	62	149	114	137	85	107	81	147	85			1,055
Total LD & CI Contact Hours*	167	106	289	253	272	160	255	147	313	166			2,128
Total Communications	6,769	6,090	8,853	5,867	6,428	4,302	7,860	9,558	7,435	7,421			70,583
Total ISL Contacts						8	27	22	11	17			85
Total Non-member Contacts	144	112	152	154	164	197	149	146	152	147			1,517
Onsite Visits to Members	7	3	22	4	3	1	0	1	1	15			57
<b>Delivery</b>													
Total Miles Driven	15,889	15,659	15,254	14,371	14,782	13,815	11,659	11,942	16,623	14,489			144,483
Total Stops	1,149	874	1,092	1,042	956	1,038	897	821	1,153	1,029			10,051
Total Items Picked Up	91,712	96,745	97,246	94,572	92,935	79,580	63,977	86,879	106,877	92,099			902,622
Total Items Dropped Off	93,932	95,053	102,070	91,436	93,940	83,096	91,979	88,107	112,426	92,470			944,509
<b>Resource Sharing</b>													
Total ILL on LLSAP	43,605	46,048	50,363	47,660	46,460	41,370	49,444	44,929	55,321	46,740			471,940
ILL Outside LLSAP													0
Total Reference Questions													n/a
Total FirstSearch Searches	6,114	5,840	11,927	11,051	10,451	5,811	13,380	11,391	14,415	8,539			98,919
Total Reciprocal Borrowing	25,358	23,701	20,960	20,514	21,011	18,112	21,440	19,728	23,499	20,132			214,455
<b>Other</b>													
Total Video Conf. Events	2	2	1	1	0	0	1	0	3	3			13
Total VC Users	11	4	2	2	0	0	2	0	17	16			54
Total VC Contact Hours	5	5	12	9	0	0	5	0	11	10			57
Total Board Volunteer Hours	63	55	74	76	72	74	12	62	100	98			686
Total Web Site Visits	24,096	25,952	25,298	23,928	23,249	19,870	22,925	20,900	24,044	23,225			233,487

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