



## **Executive Director & Consultants Compiled Monthly Report ~ March-April 2011 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
  - Attended webinars on Resource Description and Access (RDA) and new edition of Dewey Decimal Classification.
  - Attended in-person workshop on RDA.
  - Attended training on use of Adobe Captivate software.
  - Conducted cataloging training with new CMC staff members.
  - Improved efficiency of server storage use on secondary webserver.
  - Ordered and set up new workstation for existing staff member.
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 E-Rate paperwork.
  - Continued coordination with the Real Estate Agent regarding the potential sale of real property and the lease of office space.
  - Researched information on property easements.
4. Identify and implement methods of reducing costs
5. Innovate to proactively manage change
  - Assessed the damage to LCLS property as a result of the February 27 storm/tornado damage.
  - Coordinated insurance reimbursements, obtained proposals for needed repairs, made awards to begin repairs.

### **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
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

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

### **STRATEGIES:**

1. Provide courier services to deliver materials
  - March - Drove 16,623 miles, making 1,153 stops at member libraries for a year-to-date total of 129,994 miles and 9,022 stops.
  - March - Delivered 112,426 items and retrieved 106,877 items for a year-to-date total of 852,039 delivered and 810,523 retrieved.
  - April - Drove 14,489 miles, making 1,029 stops at member libraries for a year-to-date total of 144,483 miles and 10,051 stops.
  - April - Delivered 92,470 items and retrieved 92,099 items for a year-to-date total of 944,509 delivered and 902,622 retrieved.
2. Act as legal authority for the Local Library System Automation Project (LLSAP), known as GateNet
  - Improvements or updates to OPAC include: resolved LibX toolbar problem, created help page in WebPAC for new Freeze Holds function,
  - Presented following classes: Cataloging Monographs, Searching and Editing in OCLC Connexion, Searching the Authority File and Controlling Headings in OCLC Connexion, MARC Coding, Barcoding in Millennium, Create Lists in Millennium, Millennium Serials module, Circulation I, II, and III, Series Tracing. Presented two inservice sessions to library staff at Madison School District.
  - Forwarded GateNet member fee agreements to full and associate members.
  - Compiled Featured Lists for OPAC on topics of current interest, including Publishers Weekly bestsellers, and general works on Spring, Easter, and gardening.
  - Compiled spreadsheet of current loan rules to allow for analysis and comparison.
  - Conducted ongoing patron record cleanup.
  - Developed a Circulation Reference Guide to be provided to new GateNet members and staff.
  - GateNet staff completed original cataloging of 30 items from 10 GateNet owning libraries – March.
  - GateNet staff completed original cataloging of 42 items from 15 GateNet owning libraries – April.
  - Provided barcoding training to staff of new GateNet member library (East Elementary--Jerseyville).
  - Assisted Worden PLD on first day of GateNet circulation.
3. Investigate larger units of shared resources

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

### **STRATEGIES:**

1. Encourage member participation in System and statewide initiatives
  - Met with librarian and library staff at Jersey CUSD #100 about adding three elementary school libraries to GateNet.
  - Continued management of WebJunction Illinois including participation in meeting with Webjunction partners in other states.
  - Developed enhanced methods of outreach to Illinois libraries regarding learning opportunities on WebJunction Illinois.
  - Participated in meetings with WebJunction partners across the U.S. and the Illinois State Library regarding changes in the WebJunction program.
2. Seek projects and/or funding with regional and/or statewide library implications
  - Continued to support all activities related to creation of Illinois Heartland Library System.
  - In partnership with other business managers, began developing an Invitation for Bid for medical, dental, vision, EAP, and ADD/Term Life insurance policies for the Illinois Heartland Library System.
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
  - Sent invitations to catalogers from the other three southern Systems to attend Cataloging Day on May 20, 2011.
  - Participated in LLSAP Working Group conference call.
  - CMC (Cataloging Maintenance Center) staff completed 73 original records for libraries in the LCLS, RPLS, Alliance LS and Shawnee LS, and completed cleanup files of bibliographic records from LCLS, PALS, Alliance LS and Shawnee LS.
5. Represent the System and members in regional, state, and national library and policy forums
  - Participated in ILA Future of Illinois Library Cooperation Statewide Delivery meeting.