



Department & Staff Activity Report

JULY 2017

Reflecting on FY2017 and Year 6 as a large service organization, we evaluate the efficacy of improved services to members and internal workflows. Placing member needs first allows us to improve current services and develop new services as well. In our first six years as an agency, IHL S utilized creativity and prudent business practices to develop innovative services and grow a strong financial foundation. FY2017 marked the second year of operating with less than normal funding while providing the same service levels--or more! We are able to withstand a few years of financial uncertainty thanks to modest cash reserves and continued innovation.

HUMAN RESOURCES REPORT & STAFF ACTIVITIES

Submitted by Adrienne Elam, CFO

Live workshop or online training	Format	# of staff
Learning Slack	online	1
Advanced iOS Development: Working with APIs	online	1
Drawing Vector Graphics: Iconography	online	1
Drawing Vector Graphics Laboratory	online	1
Moodle 3.2	online	2
Social Media Marketing Strategy	Live	2
Outlook 2013 Part 1 – Print Your Contacts	online	1
Outlook 2013 Part 2 – Sort Messages	online	1
Working in Adversarial Relationships	online	1
Communication Skills for Women	Live	2
Making the Transition from Staff to Supervisor	Live	1
Vocabulary Dynamics: How It Works	online	1
When Change Isn't a Choice – Follower	online	1
Illustrator Creative Cloud 2014 Training	online	1
Barriers to Communication Success, Part 1	online	1
Barriers to Communication Success, Part 2	online	1



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HR

Goal: Retain and attract highly qualified IHLS Staff whose focus will be to accomplish IHLS goals and objectives, seek continuous professional growth, and maintain a positive team dynamic.

- *Planned and executed Staff Day with the assistance of a staff committee*



Staff Day Planning Committee



Laura Huth – DoGood Consulting



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INFORMATION TECHNOLOGY REPORT & STAFF ACTIVITIES

Submitted by Troy Brown, IT Director

As summer draws to a close, the IT department has worked diligently behind the scenes to make our systems even better. Staff have been included in many of the projects going on at IHLS including website rebranding, staff day, staff photos, video production, board training, surplus, inventory, programming the reports for the delivery software, and upgrading key systems. IT staff have also taken advantage of a lot of online training courses. Everything from programming to graphic design and a whole lot in-between.

Security has been a big concern for us this summer and we've taken leaps forward in keeping our users as well as our data safe. We are looking forward to the mad rush of support calls that always accompany the schools coming back into session, and also all the great projects and ideas that just seem to flow out of the minds of the great people at IHLS.

IT

Goals: To provide the IT support necessary for IHLS and SHARE to function efficiently. Provide support for Core System Services.

- *Prepared surplus items for sale*
- *Installed wireless access point mounting system in Champaign*
- *Installed new laptops for several SHARE staff*
- *Answered over 200 technical request calls and emails from member libraries*
- *Took new photos of staff and drivers for the website*
- *Attended and supported IHLS Staff Day*
- *Attended and videoed the IHLS Board Training with Laura Huth*





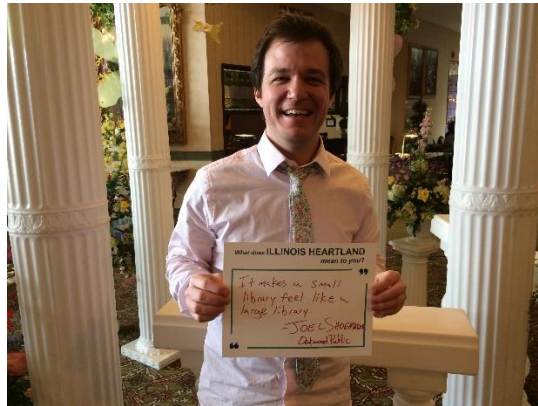
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MEMBERSHIP REPORT & STAFF ACTIVITIES

Submitted by Ellen Popit, Membership and Grants Director

Site Visits with Chris Dawdy:

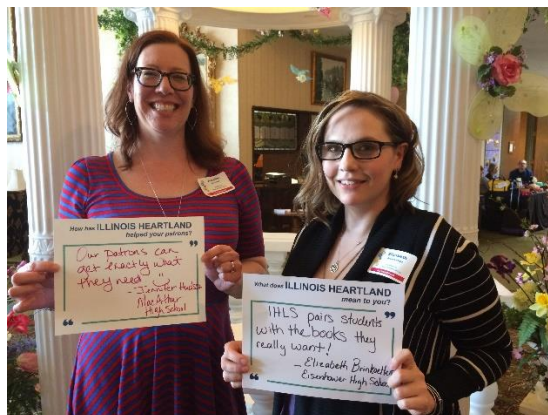
- July 11th Met with new director at the Taylorville Public Library
- July 27th Met with new directors at the Sidney and Newman Libraries
- July 31st Met with directors at the Sullivan, Blue Mound and Stonington Libraries
- August 7th Met with new directors at the Lincoln (Springfield), Riverton and Sherman Libraries
- August 9th Met with new directors at the Charleston and Mattoon Libraries



NETWORKING

Goals: To make IHLS an active partner in statewide and national initiatives that support enhanced library service.

- July 11th Facilitated a Members Matter Meeting at the Decatur Public Library
- July 14th and 26th Participated in planning meetings for the statewide ELEVATE program
- August 3rd Attended a planning meeting for the [Southern Illinois Reading Festival](#) in DuQuoin





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OPERATIONS REPORT & STAFF ACTIVITIES

Submitted by Susan Palmer, Operations Director

Participated in IHLS Staff Day

Attended conference call with Illinois State Library and RAILS. Determined that IHLS will be allowed to use actual data pulls from SHARE + IHLS ipad counts for a more accurate yearly count.

Attended training given by Laura Huth in Effingham.

Met with the night time ILDS (state route) staff at the Champaign hub. Held a small meeting to gather feedback with how the staff felt the ILDS exchange was going. Also determined some needs and looked at future goals such as having a new entry into the Champaign garage. Shared timelines for projects to be done. Input was given from the RAILS employees as well as the IHLS employees.

Surplus auction was conducted. First the auction for member libraries only was held. 3 vehicles were purchased by the member libraries plus various other items. The member library only auction brought in \$4,621.50.

Next, the leftover items from the member library only auction were offered to member library staff, system staff and the public for personal use. This auction netted \$20,864.25. The grand total for the complete auction was \$25,485.75. Yay! This money will be used to purchase at least one delivery van and the remaining portion will be used to offset the budgeted other delivery vehicle.

The "leftover" items will either be added to the next auction in October (which will include the IT items and items in the Du Quoin building) or will be disposed of in a way that will yield the most financial gain for the system.

DELIVERY

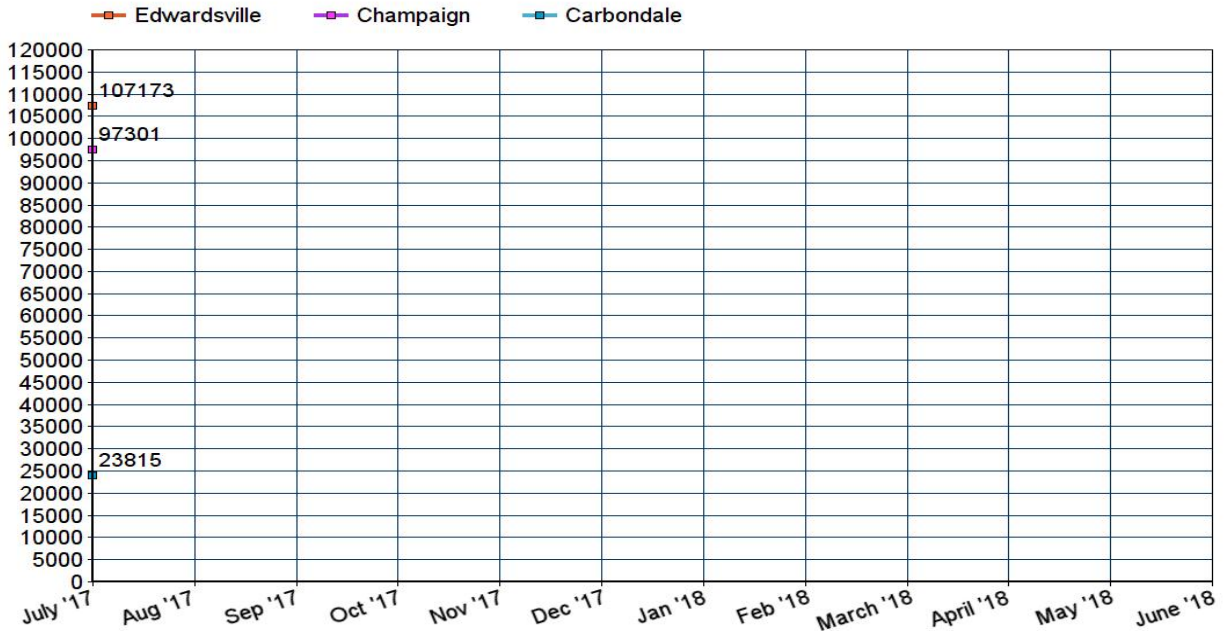
Goals: Efficient provision of delivery services designed to support resource sharing among IHLS members.

July 2017	IHLS LIBRARIES DELIVERY	IHLS HUB TO HUB DELIVERY	ILDS – CARLI DELIVERY
Carbondale	33,815	13,520	516
Champaign	97,031	24,760	1,351
Edwardsville	107,173	26,640	1,913

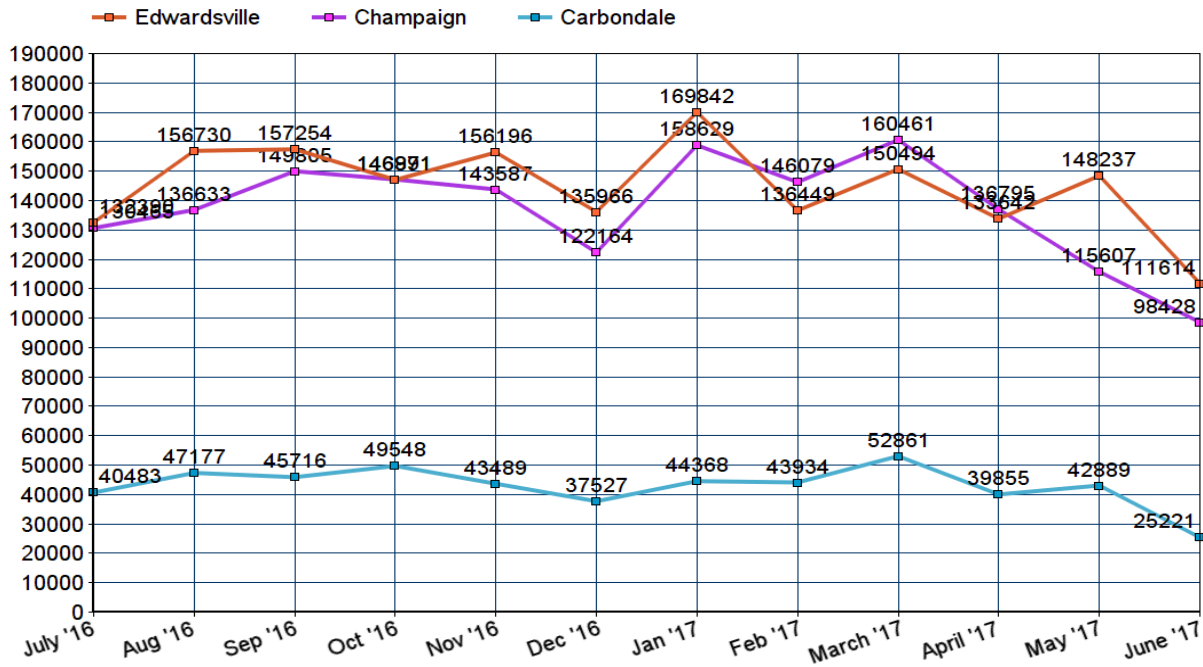


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July 2017 to June 2018 Items Incoming



July 2016 - June 2017 Items Incoming





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SHARE REPORT & STAFF ACTIVITIES

Submitted by Chris Dawdy, SHARE Director

At their next meeting, the SHARE Circulation and Resource Sharing Committee will be discussing implementing a pilot project for common loan rules.

The SHARE eResource Committee will now be meeting twice a year, with additional meetings scheduled as needed. User Groups will be established for the CloudLibrary and Zinio consortia. The User Groups will determine loan rules, fees, and other appropriate rules for members of each consortia, and the eResource Committee will provide oversight.

The SHARE Bibliographic and Cataloging Standards Committee is working on developing standards and best practices for the implementation of RDA (Resource Description and Access) cataloging standards, which replaces AACR2 (Anglo-American Cataloging Rules 2nd Edition).

The SHARE Finance/Policy Committee has no new current projects or policies under consideration.

The SHARE Executive Council approved a change in the definition of "Full member" of SHARE, which provides a clearer understanding of how many votes can be counted per library agency (one) instead of library building. This recommended change will be presented to the full membership at the next semi-annual meeting.

GRANT DOCUMENT TRACKING

Goal: Maintain and track all grant documentation and due dates.

- *Submitted the required progress report for the Wal-Mart State Grant.*
- *Submitted the final quarterly report for the CMC and TMQ grants.*

CATALOGING SERVICE FOR SHARE

Goals: To provide cataloging services for SHARE member libraries. To provide a full level OCLC bibliographic record for the SHARE database. To increase usability of the SHARE database by cleaning up duplicate records and incorrect cataloging and maintaining authority files in the SHARE database.

- *Staff cataloged 782 items for SHARE member libraries.*
- *Staff imported 214 \$3 bibs (bibliographic records) for SHARE member libraries.*
- *Staff created 136 on-order bibs for SHARE member libraries*
- *Staff cataloged 211 items for new member libraries joining SHARE.*
- *Staff merged 317 bibliographic records, clean up/corrected 2,399 bibliographic records, and corrected/cleanup 200 item records.*

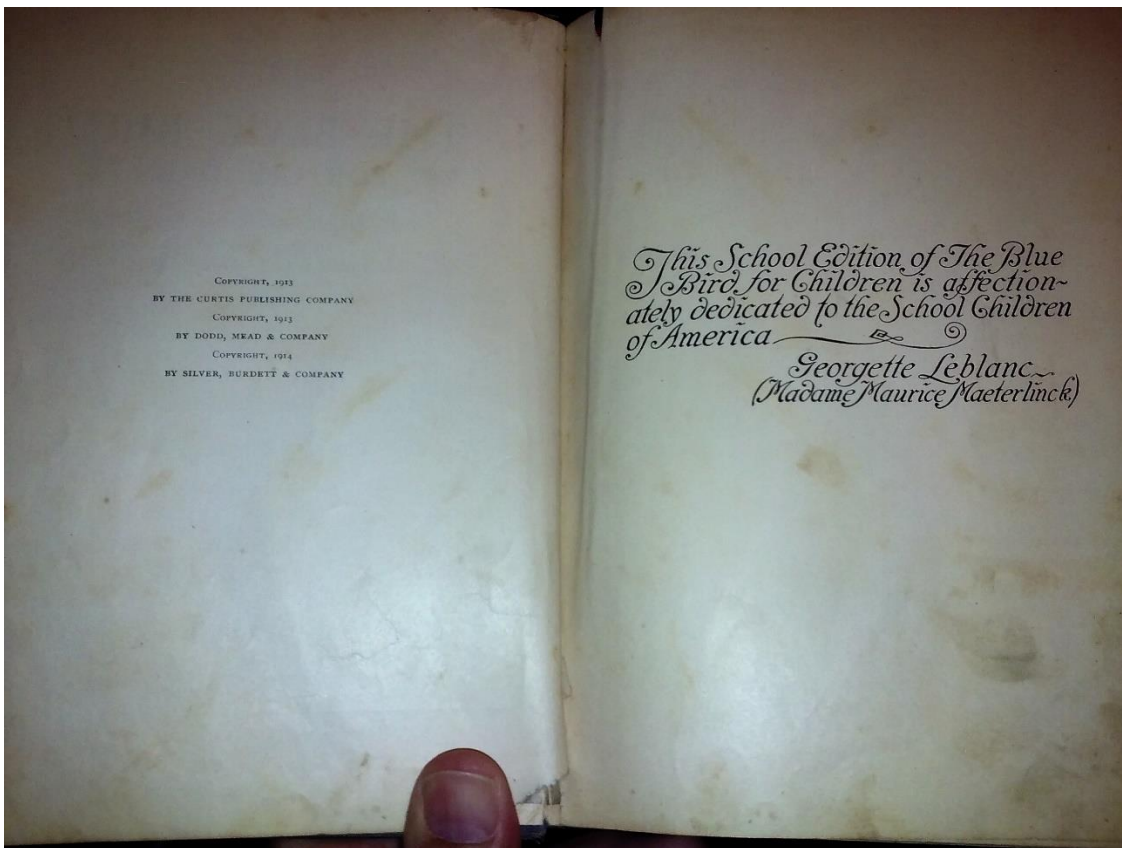


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CATALOGING MAINTENANCE CENTER (CMC)

Goals: To provide cataloging and bibliographic services for the libraries in RAILS and IHL S in order to increase access and encourage resource sharing of information resources found in Illinois libraries. To support access to digitalized information found in Illinois libraries and at IDA by providing information on formation and content of metadata.

- *Staff taught one Book RDA class for Copy Catalogers to catalogers in Illinois.*
- *Staff continue editing transcriptions for scrapbooks for the Lombard College collection.*
- *CMC staff cataloged 211 items for libraries in Illinois.*
- *CMC staff created 14 NACO name authority records for improved user access.*



103 year-old book cataloged by IHL S staff

CATALOG TRAINING FOR SHARE MEMBERS

Goal: To increase the understanding and skills in bibliographic services and cataloging for members libraries and to stay current with national, state and local policies such as RDA, AACR2, OCLC and Library of Congress.

- *SHARE bibliographic services staff taught 1 cataloging related class, trained one school library who is joining SHARE, and hosted one Cataloger's Training Session.*



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LLSAP (SHARE)

Goal: Provide an innovative resource discovery, sharing and delivery system and encourage resource sharing.

	Circulation	ILL	Reciprocal Borrowing	PAC Searches	Holdings	Bibs	Patrons
June – 17	774,872	157,431	78,136	713,745	9,354,324	1,848,287	812,667
July – 17	720,641	153,978	60,811	714,687	9,355,933	1,847,100	814,428

LLSAP DEVELOPMENT

Goal: To increase members participating in SHARE.

- *The South County Public Library District (Brussels) board of directors voted to join SHARE, with assistance from the Wal-Mart grant.*

Goal: To increase familiarity with and utilization of eResources in SHARE member libraries including (but not limited to) eRead Illinois, eMagazines and third-party databases.

- *On August 1, three school libraries and two public libraries will start participation in the Cloud Library shared collection, bringing the total number of library agencies up to 208 (161 public, 38 school, 5 academic, and 3 special). Many smaller libraries that were able to join SHARE due to the Dream Grant are now able to participate.*
- *A Cloud Library demo was provided for staff at Coulterville Public Library on August 11. In the afternoon, a launch event was held for patrons.*
- *The first edition of the IHLS eResources Newsletter (formerly SHARE) went out July 19 to better inform all of our members about eResource Group Purchases and Vendor Discounts.*
- *Vandalia High School Library and Auburn Public Library will be joining their respective Zinio groups as of August 1, 2017.*





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CONTINUING EDUCATION

Goal: To provide continuing education opportunities as allowed by ISL directive.

- *SHARE staff conducted eight classes for member library staff during July. Classes included cataloging and circulation training.*

THE MARC OF QUALITY (TMQ)

Goals: Improve the quality of the SHARE database, thus improving user access to information resources. OCLC WorldCat holdings for member libraries are updated in a timely manner, which should increase resource sharing.

- *Holdings were added to OCLC for SHARE members.*

ADMINISTRATIVE STAFF ACTIVITIES

COMMUNICATIONS

Goals: Effective and efficient communication with IHLS stakeholders

- *Meetings were held on the rebranding/advocacy project*
- *Reviewed news feeds for information of interest to IHLS members such as grants, upcoming continuing education opportunities, and member news to be included in the IHLS newsletter and shared on Facebook.*
- *Six (6) grant/award opportunities were added to the Grants page on the IHLS website and shared through the IHLS newsletter.*
- *One (1) vendor discount was added to the Vendor Discount page on the IHLS website and shared through the IHLS newsletter.*
- *The IHLS newsletter, IHLS Member Connection, sent on a regular basis to over 2,100 subscribers.*
- *The monthly newsletter, IHLS Staff Connection, was sent to staff.*



BOARD SUPPORT

Goals: Refine process for future board and committee meetings. 100% State and Federal compliance for IHLS/Board and appropriate IHLS staff.

- Introduced new Department & Staff Activity Report
- Sent August committee meeting calendar
- Coordinate onboarding of new board members
- Verify new and reelected board members have been OMA certified