

JULY Activities For The AUGUST Board Meeting

IHLS Monthly Staff Report - Tying our Activities to the ISL Priorities

Priority: Resource Sharing

Activities

Utilize training on the SHARE Polaris platform for all available modules across a variety of delivery methods. When appropriate, interlibrary loan, reciprocal borrowing and reciprocal access as well as copyright will be addressed.

- SHARE staff conducted four chat sessions with member libraries, and eight classes on the use of Polaris modules.

Site visits ---to approximately 20% of our membership. This will be a special focus of visits to new library directors. ILL review will be documented as a component of each visit.

- July 8 - Site visit to Chrisman Public Library to visit a new library director
- July 29th - Attended a networking event at the University of Illinois.

SHARE trainings---as part of our grant (Growing Resource Sharing in IHLS through Growing SHARE) IHLS staff will have the opportunity to review ILL policies and procedures with new members. Contact with existing members will be made through other SHARE trainings. ILL review will be documented for each training.

- SHARE staff conducted four chat sessions with member libraries, and eight classes on the use of Polaris modules.

SHARE Statistics

| | Circulation | ILL | Reciprocal Borrowing | PAC Searches | Holdings | Bibs | Patrons |
|----------------------|-------------|---------|----------------------|--------------|-----------|-----------|---------|
| July-16 | 732,014 | 147,853 | 67,944 | 1,022,861 | 9,240,186 | 1,843,617 | 817,164 |
| Aug-16 | | | | | | | |
| Sept-16 | | | | | | | |
| Oct-16 | | | | | | | |
| Nov-16 | | | | | | | |
| Dec-16 | | | | | | | |
| 2016 TOTALS | | | | | | | |
| 2016 AVERAGES | | | | | | | |
| Jan-17 | | | | | | | |

| | | | | | | | |
|-----------|--|--|--|--|--|--|--|
| Feb-17 | | | | | | | |
| Apr - 17 | | | | | | | |
| May - 17 | | | | | | | |
| June – 17 | | | | | | | |

Activities

Continue participation in the Statewide E-Books Grant opportunity.

- Two libraries started participation in our Cloud Library shared collection on August 1, bringing the total number of participants to 190 library agencies (151 public, 31 school, 5 academic, and 3 special).
- In the month of July, 29,162 items were circulated - an average of 940 items per day. This is the largest number of circulations we have seen in one month to date.
- One staff training and one Cloud Library launch event were held in the month of July with a total of 6 participants.
- The transfer of items from the Lewis and Clark Digital Overdrive consortium into the Cloud Library will be completed during the second week of August. Circulation statistics will likely increase in August as a result

Employ a variety of instructional methods to allow SHARE members to work effectively and efficiently with the ILS, and other shared databases.

- SHARE staff conducted four chat sessions with member libraries, and eight classes on the use of Polaris modules.

Continue the development and enhancement of the SHARE website to meet the informational and training needs of the IHLS libraries. Provide software and technical support for members of the LLSAP.

- A working group made up of SHARE and IT staff have been making changes to the SHARE website, and the prototype was previewed by the Executive Council at their July meeting. The consensus of the members was that the new website appears to be easier to navigate, and to find needed information. The new, improved version of the website will be live by mid-August.

Objective C: Ensure the integrity of bibliographic records.

Activities

Maintain the requirement that all bibliographic records (with the exception of equipment, on order and E-book) must be OCLC derived records and have an OCLC control number to ensure database standards and mitigate duplicate records.

- Staff corrected and enhanced 1 item that had non-OCLC bibs in the SHARE database during July. We have been emphasizing working on the digital grant metadata.

Support a Cataloging Center operation for SHARE.

- Imported 67 that qualify has \$3 Bib bibliographic records.
- Cataloged 772 retrocon items in July for new libraries joining SHARE.
- Cataloged 72 items in July through the CMC.
- Created 142 on order bibs in July.
- Cataloged 595 items in July for SHARE member libraries

Provide appropriate training for cataloging.

- 8 classes or sessions on cataloging, barcoding, serials, searching/matching were held during July, with 129 attendees for 387 contact hours. Provided Dewey Classification classes.
- Barcoding 1 and 2 were offered 2 places and a cataloger's training day was held.
- Answered member libraries' questions, phone calls and emails concerning library technical services.

Evaluate the current methods utilized for ensuring the quality of the database through cataloging.

- Merged 607 bibliographic records in the SHARE database during July.
- Edited 1769 bibliographic records.
- Corrected 367 item records.

Evaluate the efficacy and fee models associated with the Cataloging Center operation for possible revision.

- Reviewing the efficiency of offering a \$3 bib option for audiobooks.

Objective D: Operate Cataloging Maintenance Centers on behalf of libraries in Illinois.

Activities

Fulfill NACO (Name Authority Cooperative Program of the PCC) obligation by creating a minimum of 100 name or uniform title authority records per year.

- 1 local series heading authority record was created by staff.

Continue support of LLSAP database cleanup efforts in LLSAP.

- Cataloged 92 items in July through the CMC.

Cooperate with Illinois State Library staff to identify statewide cataloging needs and develop strategies to meet them, prioritizing statewide initiatives that require cataloging expertise to ensure statewide access and resource sharing assistance with projects as agreed upon.

- Continue work on documents from Meadville Lombard Library for the Digital Grant. Transcription of the other documents that were digitized continues.
- Transcription of the papers from the Chicago Botanical Gardens continues, with several additional completed.

- Transcription of the ledgers from the State Archives as well as the immigration papers from SIU-Carbondale has begun.
- Increased the amount of staff working on the transcription so that projects could be more complete by December 2016.

Goal II: Provide a sustainable delivery system that provides the best service possible for Illinois libraries and their users.

Objective A: Ensure that IHLS delivery of library materials is accurate, timely, and meets member library needs.

Activities

1. Conduct quarterly counts of library materials and continue to refine the counting methodology.

Quarterly count conducted the week of August 8

| July 16 | Delivery picked up /delivered | ILDS Delivery Items to Hub | ILDS Delivery Items from Hub |
|--------------|-------------------------------|----------------------------|------------------------------|
| Champaign | 189,498 | 30,496 | 32,673 |
| Du Quoin | 47,335 | 16,645 | 19,233 |
| Edwardsville | 223,889 | 23,369 | 37,791 |

Priority: Provide timely and pertinent information to member libraries

Goal: Effective and efficient communications with member libraries and partners.

Objective A: Provide various mechanisms to ensure good communications with member libraries and partners.

Activities

Maintain an interactive website to assist member libraries in effective utilization of IHLS services and promote member forums.

- New grant opportunities were added to the Grants page on the IHLS website.
- New discounts were added to the Vendor Discount page of the IHLS website.

In FY17

In concert with membership, system staff will strive to make communication with stakeholders as efficient and timely as possible.

- Held the first Members Matter meeting.
- 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.

- The IHLS newsletter, Moving Forward Together, was sent each week to over 2,100 subscribers.

Priority: Administrative Activities

Goal 1: Ensure effective utilization of IHLS resources

Objective A: Ensure fiscal accountability

Activities:

1. Support the business operations of IHLS through monthly financial reports, payroll, accounts payable, and accounts receivable.
 - Began fieldwork for the FY2015-2016 Audit.
 - Prepared 4th quarter Financial and Narrative Grant Reports for submission to ISL on July 15, 2016.
 - Prepared and submitted 2016 2nd quarter 941 tax forms.
 - Prepared and processed three payrolls.
 - Prepared June 2016 Bill Payment, Credit Card Transaction, Statement of Revenues and Expenditures, and Balance Reports for IHLS Finance Committee and Board of Directors.
 - Generated and mailed 2,086 accounts receivable invoices (OCLC – 19 Monthly, 11 Quarterly, 924 Annual and 127 Transactional; SHARE – 3 SHARE Monthly, 20 Quarterly, 457 Annual, 12 3M eBooks, 188 Cloud (3M) Subscription, 56 FY16 4th quarter Cataloging/Barcoding, 33 Zinio Subscription, 63 My Media Mall Subscription, 21 Gale Subscription, 151 Annual Bibliographic Services, 1 Barcoding Buddy Credit).
 - Received and posted 122 accounts receivable cash receipts checks (OCLC – 69, SHARE – 45 & General – 8).
 - Received and entered 196 accounts payable invoices.
 - Disbursed 112 Accounts Payable Checks totaling \$393,660.15.

Objective B: Employ qualified, professional, accountable staff.

Activities

1. Recruit and employ qualified personnel of diverse backgrounds to carry out the mission and goals of IHLS. Increase the applicant pool by participating in local community events, college job fairs and advertising current openings with culturally diverse media and professional organizations.
 - Conducted 9 new hire orientations

Goal II: Partner with the Illinois State Library and other organizations to support statewide services.

Objective A: Maintain the accounting operation for the ILLINET OCLC grant.

Activities

1. Ensure adequately trained, professional staff are assigned to this project.
 - Will continue hands on training with the Traverse software.
 - Online training through Fred Pryor is offered to all of the OCLC staff.
2. Provide required grant applications and reports in a timely manner.
 - The FY2016 OCLC Billing Grant 4th quarter Financial and Narrative Report was submitted to the Illinois State Library.
3. Provide administrative support.
 - IHLS provides ongoing administrative support for the OCLC Billing grant.
 - The IT department worked with Alternative Business Systems to connect the Traverse 11 to the online account website.

Objective B: Work cooperatively with ISL, RAILS and other stakeholders to provide excellent library services.

Activities

Explore opportunities for shared services in the consulting and continuing education areas.

- On July 11th and 12th, Ellen Popit attended a statewide brainstorming session in Bloomington to discuss the redevelopment of a Leadership Institute for Illinois librarians