

NOVEMBER & DECEMBER ACTIVITIES FOR THE FEBRUARY BOARD MEETING

IHLS Monthly Staff Report

Tying our Activities to the ISL Priorities

Priority: Resource Sharing

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

Objective A: Encourage resource sharing

Activities

1. Monitor SHARE policy and protocol compliance and coordinate those policies with IHLS policies regarding resource sharing.
 - SHARE staff have worked on combining the various policy and procedure documents into one document, *SHARE Operational Guidelines*. Each SHARE committee will have an opportunity to review the document prior to release to member libraries. The Operational Guidelines will be a constant work-in-progress, as staff and committees add information, policies and procedures. The document will be searchable and will be posted on the SHARE website for member library access.
2. Provide training on how to effectively use tools for interlibrary loan beyond the LLSAP using OCLC WorldShare
 - SHARE staff conducted a workshop in Effingham for member libraries using WorldShare
3. 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 13 training sessions in November and December
4. The 2014 revision of the ILLINET Interlibrary Loan Code and the expected revision of System Standards provide a valuable opportunity for outreach to our membership. In conjunction with the IHLS Resource Sharing Policy, these documents will clarify roles, responsibilities and benefits for all participants. The "Best Practices" and Checklist information that will be a part of the ILL Code revision rollout will be a significant help. There are occasions that will come as a matter of course during FY 15 that will allow us to review and/or provide training in this area.
 - 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.

Site visits were made to the following libraries

- Rome CCSD #2 (11-17-2015)
- Wayne City Public Library (11-17-2015)
- Morthland College (11-18-2015)
- Brownstown CUSD #201 (11-20-2015)
- Ramsey Public Library (11-20-2015)
- Christ the King School (12-3-2015)
- Springfield #186 (12-3-2015)
- Opdyke-Belle Rive CCSD #5 (12-4-2015)
- Mounds Public Library (12-10-2015)
- Scott Air Force Base (12-17-2015)

Objective B: Provide a framework for members to participate in a state-of-the-art integrated library system.

Activities

1. Continue participation in the Statewide E-Books Grant opportunity.
 - Renewals for the Cloud Library shared collection were processed in November and December. Only 1 participating school library declined to renew.
 - One school library and one public library joined the consortium as of January 1 bringing the total number of participating library agencies to 171 (135 public, 28 school, 5 academic, and 3 special).
 - The IHLS Technology Petting Zoo and a staff training was provided at Chatham Area District Library on December 16, 2015, with approximately 15 staff members attending.
2. Promote new membership in the SHARE LLSAP through the *Growing Resource Sharing in IHLS Through Growing SHARE* grant. IHLS will continually consider opportunities to more fully involve these members in resource sharing.
 - staff continue to work with transitional members as they get ready to Go Live on Polaris

Objective C: Ensure the integrity of bibliographic records.

Activities

1. 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 447 items that had non-OCLC bibs in the SHARE database during November and December.
2. Support a Cataloging Center operation for SHARE Full members for copy and original cataloging of MARC bibliographic records and the creation of local authority records to

enhance recovery. Service options are Cataloging Library (Full member meets continuing education requirements for cataloging staff and performs own cataloging); Barcoding A Library (Full member sends all new materials to Center for copy and original cataloging and assessed fee based on percentage of library's materials budget); Barcoding B Library (full member sends new materials as needed for original cataloging and assessed fee of \$10 per item cataloged). Any item that meets the Cataloging Maintenance Center's (CMC) eligible collections criteria for free cataloging is passed on to the CMC.

- Cataloged 757 items in November and 714 items in December for SHARE member libraries.
 - Imported 143 in November and 146 items in December that qualify has \$3 Bib bibliographic records.
 - Cataloged 1317 retrocon items in November and 903 retrocon items in December for new libraries joining SHARE.
 - Cataloged 131 items in November and 122 items in December through the CMC.
 - Created 112 on order bibs in November and 165 on order bibs in December.
3. Provide appropriate training for cataloging.
 - 15 classes or sessions on cataloging, barcoding, serials, searching/matching were held during November & December, with 172 attendees for 356 contact hours.
 - Provided Cataloger's Training session via Adobe Connect.
 - Visited and trained three new libraries that are joining SHARE.
 - Worked with several new libraries that are going live on SHARE, providing additional information about item and bibliographic records.
 - Provided serials training for several new and current members
 - Answered member libraries' questions, phone calls and emails concerning cataloging.
 4. Evaluate the current methods utilized for ensuring the quality of the database through cataloging.
 - Merged 712 bibliographic records in the SHARE database. Edited 2539 bibliographic records, and corrected 1219 item records.
 - SHARE Cataloging committee met in November and reviewed and discussed cataloging policies.
 5. Evaluate the efficacy and fee models associated with the Cataloging Center operation for possible revision.
 - The \$3 bib option has been tested on audiobooks and found to take a too much time for editing, even for local edits. Will be working on ways to better train for searching OCLC for audiovisual materials that qualify for \$3 bibs

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

Activities

1. Fulfill NACO (Name Authority Cooperative Program of the PCC) obligation by creating a minimum of 100 name or uniform title authority records per year.
 - 11 name authority records in November and 15 name authority records in December were created by staff.
 - 10 local series heading authority records in November and 9 local series heading authority records in December were created by staff.
2. Continue support of LLSAP database cleanup efforts in LLSAP.
 - Staff corrected and enhanced 447 items that had non-OCLC bibs in the SHARE database. 133 were retrieved from the member libraries and OCLC bibs fully enhanced.
 - Cataloged 131 items in November and 122 items in December through the CMC.
3. 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 the Dr. Bradley sermons 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.

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. Working in concert with ISL, RAILS and CARLI, continue the implementation of recommendations from the Delivery Advisory Committee.
 - Met with ISL, RAILS and CARLI to provide corrected information for L2
2. Conduct quarterly counts of library materials and continue to refine the counting methodology.
 - November 16 - 20, 2015 was the latest quarterly count of 49,758 items a week circulating between our three hubs
3. Develop methods to deliver training to member libraries on labeling, packaging, and other preparation of library materials with the goal of improving delivery time.

- Finalized the "Welcome to Delivery" packet to distribute to member libraries with best practices listed
4. Evaluate the current delivery routes and adjust as needed to improve delivery efficiency using the fleet management system.
- Using the LASA mapping project to evaluate current routes and modify them if necessary

November/December 2015	Delivery picked up /delivered	ILDS Delivery Items to Hub	ILDS Delivery Items from Hub
CHAMPAIGN	Nov.213,824 Dec.186,020	Nov.30,593 Dec. 28,805	Nov. 29,897 Dec. 27, 933
DU QUOIN	Nov. 82,549 Dec. 95,082	Nov. 19,629 Dec. 21,645	Nov.18,699 Dec.18,914
EDWARDSVILLE	Nov. 170,987 Dec. 228,887	Nov. 29,966 Dec. 31,700	Nov. 28,712 Dec. 27,814

Objective B: Leverage existing delivery resources.

Activities

1. Evaluate direct and overhead costs for sorting and delivery.
 - SarahFae Stuehlmeier completed the fiscal cost of delivery and all of its components

Priority: Illinois Machine Sublending Agency

Goal: Provide good customer service and well maintained machines to patrons of the Talking Books Program.

Objective: Support the statewide machine lending program located in DuQuoin.

Activities

	C1s Sent	DS1s Sent	DA1s Sent	BARD Inquiries Responded To
August 2014	9	173	94	13
September 2014	22	154	134	15
October 2014	23	121	177	10
November 2014	10	110	114	12
December 2014	15	86	154	11

January 2015	22	78	159	14
February 2015	9	57	118	9
March 2015	19	86	176	13
April 2015	13	75	166	10
May 2015	21	74	139	14
June 2015	18	52	200	13
July 2015	29	72	225	15
August 2015	43	55	236	17
September 2015	15	24	284	7
October 2015	34	4	317	11
November 2015	34	12	250	18
December 2015	13	6	217	14

1. Participate in the planning, coordination and evaluation of Illinois Talking Book Service, and ensure appropriate provision of services by staying informed of current procedures and trends related to Talking Books, the National Library Services/Library of Congress and librarianship in general.
 - 11/03/15- IMSA Manager participated in a conference call for the Conference Committee for Parents of Students with Visual Impairments
 - 11/04/15- IMSA staff participated in the Talking Book and Braille Service Quick Catch Up meeting via V-Tel
 - 11/18/15- IMSA manager conducted outreach at Heritage Woods of Benton
 - 11/30/15- IMSA held a staff meeting
 - 12/01/15- IMSA Manager and staff participated in a meeting with Ellen Popit and Leslie Bednar
 - 12/01/15- - IMSA Manager participated in a conference call for the Conference Committee for Parents of Students with Visual Impairments
 - 12/11/15: IMSA Manager traveled to the Illinois State Library to participate in the Talking Book and Braille Service Director’s Meeting as well as the Advisory Board meeting
 - 12/16/15: IMSA staff participated in the Talking Book and Braille Service Quick Catch Up meeting via V-Tel

2. Ensure the efficient and successful provision of service in accordance with the Revised Standards and Guidelines.
 - Filled all requests for machines and equipment within 2 business days of receipt of request.
 - Responded to all BARD inquiries in a timely and efficient manner

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

1. Utilize web conferencing tools to support member communications such as Connect with Leslie which uses the Adobe Connect platform.
 - Connect with Leslie was held in November via Adobe Connect.

In FY15

- In concert with membership, system staff will strive to make communication with stakeholders as efficient and timely as possible.
 - 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.
 - The IHLS newsletter, Moving Forward Together, was sent each week to 2,100 subscribers (with the exception of the week of 12/28-01/01).
 - Information on the budget situation and how member libraries can contact their legislators was shared via email, IHLS website, and the IHLS newsletter.
 - Inclement weather procedures were updated on the website and shared with the membership.

Priority: Administrative Activities

Goal 1: Ensure effective utilization of IHLS resources

Objective A: Ensure fiscal accountability

Activities:

Goal 1: Ensure effective utilization of IHLS resources
Objective A

Ensure fiscal accountability

Activities:

Support the business operations of IHLS through monthly financial reports, payroll, accounts payable, and accounts receivable.

- Prepared November and December Bill Payments, Credit Card Transaction Reports, Statement of Revenues and Expenditures, and Balance Reports for IHLS Finance Committee.
- Generated and mailed a total of 368 accounts receivable invoices in November and December (*OCLC – 38 Monthly and 251 Transactional; SHARE – 6 SHARE Monthly /*

Quarterly Membership, 5 3M Subscription, 19 3M eBooks, 28 Bibliographic Service Fees; General – 1 Library Law Books, 3 Room Rental, and 17 Dreamhost).

- Received and posted a total of 490 accounts receivable cash receipts checks in November and December (*OCLC – 302; SHARE – 166 & General – 22*).
- Prepared and processed five payrolls - two in November and three in December.
- Disbursed a total of 267 Accounts Payable Checks totaling \$456,146.97 in November and December.
- Received and entered a total of 356 accounts payable invoices during November and December.

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.
 - Attended job fairs in Granite City and Belleville, Illinois
 - Updated IHLS application, removed criminal history questions as required by law
2. Provide all-staff training retreat focused on staff collaboration and customer service.
 - Conducted annual Safety Training for all staff at all locations
3. Continue monthly staff meetings as well as expand the Hi-Five local meetings that can update staff in each location about weekly activities.
 - Conducted High 5 in Edwardsville
 - Conducted High 5 in Champaign
4. Develop and implement a wellness program.
 - Scheduled (free) CPR training for employees at all locations. Edwardsville received training on November 19 and 20, 2015.
 - Scheduled (free with insurance coverage) on-site flu shots for employees. Edwardsville received flu shots on November 10, 2015. Du Quoin received flu shots on November 24, 2015.