



# Illinois Heartland Library System

Illinois Heartland Library System  
September 24, 2013 Board of Directors Meeting  
Helen Matthes Library  
100 East Market Avenue, Effingham, IL 62401  
Phone: 217-342-2464  
6:00 P.M.

***You may also attend the meeting via v-tel at the following locations:***

Carterville Office: 607 S. Greenbriar Rd., Carterville, IL 618-985-3711  
Champaign Office: 1704 W. Interstate Dr., Champaign, IL 61822 217-352-0047  
Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025 618-656-3216  
Illinois State Library, Gwendolyn Brooks Building, 300 South 2<sup>nd</sup> Street, Springfield, IL 62701 217-785-5600

## AGENDA

- |         |   |
|---------|---|
| 6:00 PM | 1. Call To Order  |
| 6:01 PM | 2. Roll Call  |
| 6:05    | 3. Approval of Minutes <ul style="list-style-type: none"><li>a. August 27, 2013 (<b>Attachment A</b>)</li><li>b. September 18, 2013 (<b>Attachment B</b>)</li></ul>   |
| 6:10 PM | 4. Financial Report <ul style="list-style-type: none"><li>Payment of Bills (<b>Attachment C</b>)</li></ul>  |
| 6:15 PM | 5. FY2013 Audit ( <b>Appendix 1</b> )   |
| 6:25 PM | 6. Public Comment   |
| 6:30 PM | 7. Communications   |
| 6:35 PM | 8. Staff Report <ul style="list-style-type: none"><li>a. Staff Activities (<b>Attachment D</b>)</li><li>b. Staff Update (<b>Attachment E</b>)</li><li>c. Secondary Employment – IHLS Staff (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))</li><li>d. Personnel (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))</li></ul> |
| 6:45 PM | 9. ISL Report   |

- |         |   |
|---------|---|
| 7:00 PM | 10. SHARE Report<br>Report from SHARE Executive Council ( <b>Attachment F</b> )   |
| 7:10 PM | 11. Operations Report   |
| 7:15 PM | 12. Grants Report   |
|         | 13. Membership Report   |
| 7:20 PM | 14. IT Report   |
|         | 15. Committee Reports   |
| 7:25 PM | a. Executive  |
| 7:30    | b. Policy   |
| 7:35 PM | c. Personnel  |
| 7:40 PM | d. Membership   |
| 7:45 PM | e. Financial  |
| 7:50 PM | f. Facilities   |
| 8:00 PM | 16. Unfinished Business<br>a. Real Estate Update (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(6))<br>b. Update on Southern Location ( <b>Attachment G</b> )<br>c. Update on Champaign and Decatur Locations<br>d. FY2013 Annual Report ( <b>Appendix 2</b> ) |
| 8:30 PM | 17. New Business<br>Proposed Bylaw Change ( <b>Attachment H</b> )   |
| 9:00 PM | 18. Public Comment  |
| 9:05 PM | 19. Announcements   |
| 9:10 PM | 20. Adjournment   |

*The Illinois Heartland Library System strives to ensure that its meetings are accessible to individuals with disabilities. If you are an individual with a disability and require assistance to observe or participate in this meeting, please contact any system office at least 48 hours prior to the start of the meeting with your specific request.*



**Minutes of the Illinois Heartland Library System Board  
August 27, 2013  
Helen Matthes Public Library, Effingham, IL**

**Call to Order**

Linda McDonnell called the meeting to order at 6:00 p.m.

**Roll Call**

***Board Members  
Attending:***

Karen Bounds, Lynda Clemmons, James Fenton, Betsy Mahoney, James Matthews, Linda McDonnell, Susan Mendelsohn, Jacob Roskovensky, Erin Steinsultz, George Trammell, Nina Wunderlich

***Board Members  
Attending by V-tel:***

Valerie Green, Libby Letterly, Susan Tulis

***Board Members  
Attending by  
Phone:***

***Board Members  
Excused:***

Joan Rhoades

***Board Members  
Absent:***

***Others Present:***

***Carterville:*** Traci Edwards, Ellen Popit

***Champaign:*** Joan Bauer, Ramona Rollins, Mike Szymkoski

***Decatur:*** Bev Obert, Angela Thompson

***Edwardsville:*** Rose Mary Barczewski, Susan Carr, Chris Dawdy

***Effingham:*** Leslie Bednar, Troy Brown, Janet Cler, Juliette Douglas, Gwen Harrison, Pat Norris, and Peggy Durst

***Illinois State Library:*** Mary Downing, Diane Yeoman

**Commitment to Serve**

New Board member Valerie Green was asked to read and sign a "Commitment to Serve" document.

**Approval of Minutes**

Betsy Mahoney moved that the Board approve the minutes of the July meeting. Karen Bounds seconded the motion. The motion passed by voice vote. Valerie Green abstained.

**Financial Report**

Susan Mendelsohn reported that Financial Statements are not available this month because of time required to resolve issues with OCLC accounts, installation of new software and the audit. These reports should be available by October 1.

**Payment of Bills:** The Finance Committee had several questions on the bill lists, since they had three months of bills to review. Questions the committee had included:

- Check # 52974 paid to Neuhoff Media and Check #52983 to Withers Broadcasting for \$2,500 and \$2,496 for radio ads to teach prospective IMSA clients.
- Check # 52982 to Teamsters for union dues deducted from employee paychecks for \$149.00.
- Check # 53043 to Bob Ridings, Inc. for \$86,260.00. Purchase of 4 cargo vans, although the bill list states only 2 were purchased.
- Check #53045 to R. R. Bowker, for Library Thing software, \$3,610.00. A reimbursable OPAC add-on for LINC libraries. This contract is now canceled.
- Check #53076, Ameren, \$4,423.43. For two months electricity for Edwardsville building.
- Check #53125 to Jan Ison. \$1,233.96. Description should have read "Insurance Reimbursement for retiree health insurance."
- Check #53136 to Midwest Sunray Lighting & Signs for repair of Edwardsville flag pole. \$1,639.88. Committee members felt this was very high and encouraged staff to be sure to get competitive pricing for repairs or purchases.

Susan Mendelsohn moved that the bills be approved as submitted. Nina Wunderlich seconded the motion. The motion passed unanimously by roll call vote.

In reviewing the credit card summary the Finance Committee would like to ask the Policy & Planning Committee to review IHLS policy concerning reimbursement for meals.

**Public Comment**

None.

**Communications**

Leslie Bednar distributed a folder of information that will be distributed at fall conferences. She also shared a map showing areas in the State that are served and those unserved by libraries.

Ellen Popit has been visiting member libraries whose directors attended IHLS resource sharing meetings in the spring and discussing SHARE options with them. George Trammell asked how many public libraries are not in SHARE. Ellen responded that approximately 53 are not in SHARE and 11 have said they are interested in transitional membership.

### **Staff Report**

**Staffing Update:** Karen Bounds moved that the Board approve the staff update as it appears in the Board packet. Erin Steinsultz seconded the motion. The motion passed unanimously by voice vote.

**Staff Activities:** The Staff Activities report was included in the board packet. George Trammell asked how much time this report takes and suggested there may be a more efficient way to provide the information.

### ***Personnel:***

*No report.*

### **ISL Report**

Pat Norris reviewed the Illinois State Library funding. The General Assembly added \$3,000,000 to public library per capita grants, which will be fully funded at \$1.25 per capita.

Several Illinois State Library staff members at the Illinois State Fair.

A record 325 people attended On the Frontlines conference, which is subsidized by the Illinois State Library. Next year's conference will be held August 4-6.

Try It! Illinois will be starting October 1 – November 30 – an opportunity to try electronic data bases. 30-40 vendors will participate.

The Live & Learn public library construction grant program will receive \$628,000.

The e-books grant is very exciting. Hopefully, Secretary of State Jesse White will present checks to IHLS, RAILS and CLS for this project.

### **SHARE Report**

With the opening of school, SHARE staff is dealing with new school librarians and staff, forgotten passwords and training.

SHARE Executive Council will meet soon to replace Lee Ann Fisher as chair, since she has moved out of the IHLS area.

We have 20 potential new SHARE members.

### **Operations Report**

Decatur area delivery has moved to the Champaign hub. Three routes have been added and others reworked. IHLS now has only one full-time driver.

Juliette Douglas is serving on the Illinois State Library Delivery Advisory Committee. The committee is looking for opportunities to develop statewide standards for delivery.

### **Grants Report**

On October 1, management of Web Junction will go back to Illinois State Library.

### **IT Report**

Troy Brown reported that he has been working with Champaign Telephone Company to upgrade our phones, and move Decatur lines to Champaign, which will save \$600 a month.

Illinois Century Network has raised the price to house our servers to \$180/month, which is still very reasonable.

### **Committee Reports**

***Policy Committee:*** No report.

***Personnel Committee:*** Personnel Committee will be checking with members for a good time to meet.

***Membership Committee:*** There is a possibility that the Membership Committee may be combined with another committee, since it has completed the large task of making sure all members have met requirements.

***Finance Committee:*** The committee has not heard about the approval of the FY14 budget by the Illinois State Library. They also reviewed options for a different bank that would be more accessible from the Edwardsville office.

***Facilities Committee:*** No report.

### **Unfinished Business**

***Real Estate Update:*** The closing for the sale of the Decatur building is Friday, August 30.

***Update on Southern Location:*** We will move out of the Carterville office around September 24. Jacob Roskovensky suggested a special Board meeting by Adobe or phone conference to review the surplus furniture in Carterville.

### ***Update on Champaign and Decatur Locations:***

A consulting firm inventoried cubicles and furniture in Decatur and Champaign and gave us a plan for the Champaign office using the furniture we have.

### ***Decatur V-Tel Equipment:***

Karen Bounds moved that IHLS move the v-tel equipment currently housed in the Decatur office to the Decatur Public Library and to pay the Decatur Public Library \$60 per month to offset the expense of hosting the equipment. James Matthews seconded the motion. The motion passed by roll call vote. Yes: Bounds, Clemmons, Fenton, Green, Letterly, Mahoney, Matthews, McDonnell, Mendelsohn Steinsultz, Trammell, Tulis, Wunderlich. No: Roskovensky.

***Executive Director Evaluation:***

Betsy Mahoney moved that the Board go into closed session to pursuant to section 5 ILCS 120 § 2(c)(1). Karen Bounds seconded the motion. The motion passed unanimously by roll call vote. Closed session began at 7:36 p.m.

The Board returned to open session at 7:57 p.m.

Karen Bounds moved that the Board accept the Executive Director's evaluation as presented. James Matthews seconded the motion. The motion passed by voice vote. Abstain: Felton, Green.

**New Business**

***FY2013 Annual Report:***

Board members received a copy of the guidelines for the IHLS Annual Report, which is due September 30. The audit will begin in the second week of September and we should have it at the September Board meeting.

***New Member Application:***

George Trammell moved that the Board approve the application for membership of Support and Technical Assistance Regional Network (STARNET). James Matthews seconded the motion. The motion passed unanimously by voice vote.

***Surplus Items List:***

Karen Bounds moved that the Board approve the list of surplus items for the Decatur office. James Matthews seconded the motion. The motion passed unanimously by roll call vote.

***Two New Job Descriptions:***

Leslie Bednar shared two new job descriptions. SHARE Circulation Specialist and E-book Trainer/Coordinator. The SHARE Circulation Specialist is a reconfiguration of current jobs to more accurately reflect the tasks needed now that most libraries have received their initial training for Polaris. The E-book Trainer/Coordinator is a new position that is fully funded by the Statewide E-book grant.

***Secondary Employment:***

Betsy Mahoney moved that the Board go into closed session to pursuant to section 5 ILCS 120 § 2(c)(1). James Matthews seconded the motion. The motion passed unanimously by roll call vote. Closed session began at 8:15 p.m.

The Board returned to open session at 8:20 p.m.

Karen Bounds moved that the Board concur with the Executive Director's recommendation concerning secondary employment of a staff member. George Trammell seconded the motion. The motion passed unanimously by voice vote.

***Bank Accounts:***

Nina Wunderlich moved that Illinois Heartland Library System name US Bank as its preferred local bank and that staff be directed to open appropriate bank accounts as needed. Susan Mendelsohn seconded the motion. The motion passed by roll call vote. Yes: Bounds, Clemmons, Green, Letterly, Mahoney, Matthews, McDonnell, Mendelsohn, Steinsultz, Trammell, Tulis, Wunderlich. No: Fenton, Roskovensky.

Susan Mendelsohn moved that the Board name Betsy Mahoney and Susan Mendelsohn as additional signatories for IHLS bank accounts. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

**Public Comment**

Valerie Green told the Board that she has heard from several libraries that they would have appreciated earlier notice about the change in delivery times due to the Decatur move.

**Announcements**

None

**Adjournment**

Anthony Schuering moved that the meeting adjourn. Joshua Mikeworth seconded the motion. The meeting adjourned at 6:57 p.m.





**Minutes of the Illinois Heartland Library System Board  
Special Meeting  
September 18, 2013**

**Illinois Heartland Library System, Edwardsville Office and by Conference Call**

**Call to Order**

Betsy Mahoney called the meeting to order at 4:10 p.m.

**Roll Call**

**Board Members Attending by Phone:** Lynda Clemmons, James Fenton, Valerie Green, Betsy Mahoney, Linda McDonnell, Joan Rhoades, Jacob Roskovensky, Erin Steinsultz, Nina Wunderlich.

**Board Members Excused:** George Trammell

**Board Members Absent:** Karen Bounds, Libby Letterly, James Matthews, Susan Mendelsohn, Susan Tulis

**Others Present:** **Champaign:** Peggy Durst  
**Edwardsville:** Leslie Bednar, Juliette Douglas

**New Business**

***Surplus Items List for Carterville Office***

Leslie Bednar advised the Board that there were three changes to the list of surplus materials provided to the Board. The following items will be retained for system use and removed from the list:

- 2 folding tables
- 1 table caddy
- 12 fiberglass chairs

Linda McDonnell joined the meeting at 4:26 p.m.

The Board discussed appropriate methods of distributing surplus items. The list will be sent to the IHLS Announce listserv and posted on the IHLS website. Items will be available on September 19 and 20. No additional items will be removed from the surplus items list.

Joan Rhoades moved that the revised list of Carterville Office Surplus Equipment be declared as surplus and made available to IHLS member libraries on a first come, first serve basis at the door with no reserves. Lynda Clemmons seconded the motion. The motion passed unanimously by roll call vote.

**Adjournment**

Betsy Mahoney moved that the meeting adjourn. Nina Wunderlich seconded the motion. The meeting adjourned at 4:38 p.m.

Champaign Office:  
1704 West Interstate Drive  
Champaign, IL 61822  
217-352-0047

Du Quoin Office:  
500 South Madison  
Du Quoin, IL 62832  
618-985-3711

Edwardsville Office:  
6725 Goshen Road  
Edwardsville, IL 62025  
618-656-3216

Aug-13	CHECK #	DATE	PAYEE	DESCRIPTION	LOCATION	FUND	AMOUNT
	53167-53178		VOID				
	53179	08/22/13	AT&T	Telephone-Local & Long Distance-July	Edwardsville	General	\$ 1,657.07
	53180	08/22/13	AT&T	Telephone-Fax Line-July	Edwardsville	General	\$ 75.19
	53181	08/22/13	AT&T	Telephone-Local & Long Distance-July	Champaign	General	\$ 537.89
	53182	08/22/13	Consolidated Insurance Agency	Insurance-Treasurer bond	Edwardsville	General	\$ 1,750.00
	53183	08/22/13	Coventry Health Care of MO, Inc	Insurance-Health-August	All Locations	General	\$ 46,703.27
	53184	08/22/13	Fedex	Postage-Shipping-All Locations	Champaign	General	\$ 160.43
	53185	08/22/13	H&H Health Associates, Inc.	Insurance-EAP	All Locations	General	\$ 2,787.12
	53186	08/22/13	Kavanagh, Scully, Sudo, White				
	53187	08/22/13	Frederick, PC	Legal-Phil Lenzini	Edwardsville	General	\$ 292.58
	53188	08/22/13	Staples Advantage	Office Supplies-Copy Paper	Edwardsville	General	\$ 30.99
	53189	08/22/13	Verizon Wireless	Telephone-MIFI	Carterville	IMSA	\$ 38.16
	53190	08/22/13	Xerox Corporation	Rental-Copier-July & August	Carterville	IMSA	\$ 413.02
	53191	08/21/13	Illinois State Library	Refund-CMC Grant Funds	Edwardsville	CMC	\$ 10,697.95
	53192	08/22/13	Paco Office Equipment, Inc.	Maintenance Agreement-Kyocera Copier	Champaign	OCLC	\$ 80.00
	53193	08/21/13	AT&T	Telephone-T-1-Line-July	Carterville	Share	\$ 266.11
	53194	08/21/13	AT&T	Telephone-T-1-Line-June & July	Champaign	Share	\$ 362.27
	53195	08/21/13	AT&T	Telephone-T-1-Line-June & July	Champaign	Share	\$ 1,658.22
	53196	08/21/13	AT&T	Telephone-T-1-Line-June & July	Champaign	Share	\$ 2,547.24
	53197	08/21/13	Best Buy Business	2 Tablets & Keyboards	Champaign	Share	\$ 362.05
	53198	08/21/13	Gale/Cengage Learning	Database Fee-42 Libraries	Decatur	Share	\$ 3,058.20
	53199	08/21/13	Chris Dawdy	Travel-Sesser, Olney, Girard, Golconda	Edwardsville	Share	\$ 122,983.74
	53200	08/21/13	EBSCO	Database Fees-13 Libraries	Edwardsville	Share	\$ 143.83
	53201	08/21/13	Edith Elliott	Travel-Marion	Edwardsville	Share	\$ 44,746.00
	53202	08/21/13	First Clover Leaf Bank	Safe Deposit Box	Edwardsville	Share	\$ 39.24
	53203	08/21/13	Innovation Experts	My Media Mail-Annual Fee	Edwardsville	Share	\$ 60.00
	53204	08/21/13	GIS Information Systems, Inc.	Maintenance Renewal-Polaris Software	Edwardsville	Share	\$ 26,414.00
	53205	08/21/13	Recorded Books, LLC	Zinio Platform-33 Libraries	Edwardsville	Share	\$ 2,204.12
	53206	08/21/13	AT&T	Telephone-After Hours Line-MIFI-Cellphone	Edwardsville	Share	\$ 48,239.28
	53207	08/22/13	AT&T	Telephone-T-1-Line-June & July	Carter/Decat	Share	\$ 87.13
	53208	08/22/13	Coventry Health Care of MO, Inc	Insurance-Health-August	Carterville	Share	\$ 260.38
					Carterville	General	\$ 88.57



**August Activities for September Board Meeting**

**IHLS Monthly Staff Report  
Tying Our Activities to the ISL Priorities**

Please note: Activities listed are included in the FY2014 IHLS Plan of Service.

**Priority: Resource Sharing**

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

**Objective A: Encourage resource sharing**

**Activities:**

1. Promote the resource sharing capabilities of the LLSAP to all member libraries.
  - ✓ *Conducted several conversations--via email and phone--with prospective SHARE members. As of 9/4/13, we have 24 transitional libraries planning to join SHARE in FY14, FY15, and FY16*
2. Provide training on how to effectively use tools for interlibrary loan beyond the LLSAP using OCLC and other appropriate discovery services.
  - ✓ *Continued to explain the migration to WorldShare ILL by phone and email. Monitored list of IHLS Libraries that have registered for WorldShare. Prepared articles for the "WorldShare Watch" segment of Moving Forward Together.*

SHARE Statistics							
	Circulation	ILL	Reciprocal Borrowing	Pac Searches	Holdings	Bibs	Patrons
April 2013	770,817	61,818	48,513	661,126	8,953,361	1,910,883	790,049
May 2013	743,549	114,430	61,942	1,100,785	8,942,050	1,920.634	784,283
June 2013	814,417	184,940	65,891	661,566	8,981,075	1,905,087	788,023
July 2013	850,892	138,641	68,960	644,208	8,991,402	1,928,106	784,028
August 2013	790,258	139,555	61,543	652,256	8,995,814	1,929,231	798,119

- ✓
- ✓

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

**Activities:**

1. Evaluate current LLSAP policies and develop uniform policies for SHARE with the SHARE Executive Committee. Analyze trends in data and in the library marketplace to determined opportunities for changes and enhancements of LLSAP Services.
  - ✓ *The SHARE Executive Committee met on August 28. A portion of the agenda included discussion on how SHARE membership will vote on the proposed bylaws and best practices.*
2. Participate in the Statewide E-Books Grant opportunity by implementing a SHARE 3M Cloud available to all SHARE members. Non-SHARE members will have the opportunity to participate in the Baker & Taylor Axis 360 consortium supported by RAILS.
  - ✓ *Participated in IHLS/RAILS staff planning meetings.*
3. Employ a variety of instructional methods to allow SHARE members to work effectively and efficiently with the ILS and other shared databases.
  - ✓ *Provided SHARE newsletters for various audiences.*
  - ✓ *Began providing "on demand" basic and advanced circ training.*

- ✓ *Increased the number of times SHARE staff provided training at libraries.*
- 4. Promote, as resources allow, new membership in the SHARE LLSAP. Promote the benefits of membership in the SHARE LLSAP through the following levels: Full, Transitional, Affiliate and CARLI Affiliate. Transitional and Affiliate members request materials through the SHARE PAC (public access catalog) by using an institutional membership library account, and receive delivery of materials through the IHLS courier service. Collections of Transitional and Affiliate members are not available in the SHARE PAC and IHLS will continually consider opportunities to more fully involve these members in resource sharing.
  - ✓ *Profiling completed for three new members.*
  - ✓ *Began attaching items with the first new member.*
- 5. Investigate the possibility of producing bar code labels in-house for member libraries as a means of improving uniformity of symbology and reducing cost to members.
  - ✓ *No longer relevant, as we are using one company that libraries can order from directly.*

**Objective C: Ensure the integrity of records.**

**Activities**

1. Maintain the requirement that all bibliographic records must be OCLC-derived records and have an OCLC control number to ensure database standards and mitigate duplicate records.
  - ✓ *Merged and corrected over 1000 bibliographic records in the SHARE database.*
2. Support a Cataloging Center operation for the SHARE LLSAP members for copy and original cataloging for 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 material 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.
  - ✓ *Cleaned up over 65,000 volume records that mapped incorrectly in data migration.*
3. Provide appropriate training for copy cataloging.
  - ✓ *Provided 8 classes - covering Book Cataloging and MARC Coding.*
  - ✓ *Visited Shipman Elementary School to begin process for adding library materials to SHARE.*

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

**Activities:**

1. Prepare Resource Description and Access (RDA) best practice guidelines for information resources in all formats and make them available via WebJunction.
  - ✓ *Working on.*
2. Fulfill NACO (Name Authority Cooperative Program of the PCC) obligation by creating a minimum of 100 name or uniform title authority records per year.
  - ✓ *Provided 61 name authority files.*
3. Continue support of LLSAP database cleanup efforts in Illinois.
  - ✓ *Working with PALS on cleanup.*
4. Develop two cataloging workshops to be made available in an online format.
  - ✓ *In final stages of editing.*

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

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

**Activities:**

✓

August 2013	Delivery picked up /delivered	ILDS Delivery Items to Hub	ILDS Delivery Items from Hub
DuQuoin	77,922	17,121	17,590
Champaign	104,697	21,290	26,895
Decatur	93,402	17,977	12,819
Edwardsville	201,245	31,347	31,906

**Objective B: Leverage existing delivery resources.**

**Objective C: Participate in the ISL Delivery Standardization and Delivery Pilot Program.**

**Activities:**

**Priority: Talking Book Program**

**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 Carterville**

**Activities:**

1. Contract with the Illinois State Library to manage statewide services.
  - ✓ *Required monthly reports were submitted to the National Library Service.*
  - ✓ *Required quarterly/final report was submitted to the Illinois State Library.*
  - ✓ *Required LSTA final report for FY2013 was submitted to the Illinois State Library.*
2. Serve all persons eligible for service within the state of Illinois as stipulated in the agreement with NLS.
  - ✓ *During the month of July, 357 machines were circulated.*
  - ✓ *44 C1*
  - ✓ *130 DA1*
  - ✓ *207 DS1*
  - ✓ *Staff responded to 16 BARD inquiries during the month of August.*
3. 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.
  - ✓ *8/20/13 Attended a 2-1-1 informational meeting and completed forms to list Talking Books as a social service agency in order for referrals to be made by 2-1-1 operators when appropriate. Marion, IL.*
  - ✓ *8/28/13-8/31/13 Attended the DuQuoin State Fair. Exhibited Talking Books display and met with individuals at the "First Heat" Senior Building sponsored by Secretary of State, Jesse White. DuQuoin, IL.*
4. Ensure the efficient and successful provision of service in accordance with the Revised Standards and Guidelines.
  - ✓ *Filled all requests for machines and equipment within two business days of receipt.*

- ✓ *Responded to all BARD inquiries in a timely and efficient manner.*
- ✓ *During completed all machine inventory.*
- ✓

**Priority: Provide timely and pertinent information to member libraries.**

**Goal: Communications among member libraries and partners.**

**Objective: Provide various mechanisms to ensure good communications among member libraries and partners**

**Activities:**

1. Visits to 15% of our more than 550 agencies would give IHLS staff the opportunity to arrange approximately 70 on-site visits. After a hiatus of almost three years from this valuable activity, a particular area of focus would be those library agencies that have recently seen a change in leadership. Another target audience would be those libraries facing any challenges that might impact their membership status and their ability to receive system services. Also in consideration would be conversations with library boards or other administrative bodies who might request that information from IHLS.

- ✓ *In August, 8 site visits were made. They were to Shawneetown, Zeigler, Wayne City, Patoka, Olive Branch, Cutler, Central, Scott Air Force Base and Washington Park. With the exception of Washington Park and Scott Air Force Base, those visits were made to bring these public libraries up to date on the development of IHLS and their options for system services. The purpose of the visit to Washington Park was to continue the conversation regarding the possibility of membership. The visit to Scott was an opportunity to meet with a new director.*

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

- ✓ *Set up computers, email addresses for new staff & added to website.*
- ✓ *Set up surveymonkey for board committee time scheduling.*
- ✓ *Update & maintain website software platform.*
- ✓ *Assisted SHARE staff with preparing new library for Polaris.*

3. In the event that the Decatur IHLS office is closed, the video conference equipment will be surplus and offered to our member libraries. The equipment at the Decatur facility is approximately 7 years old, and is not compatible with the newer H.323 standards. The screens are older style tube/CRT televisions and cannot support the higher resolution needed to clearly see screen sharing sessions from across the state. If an alternate location is found for staff in the area, then newer and more space-effective equipment would be recommended.

- ✓ *IHLS Board approved transition of Decatur video conference equipment to Decatur Public Library.*

**Priority: Administrative Activities**

**Goal I: 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.

- ✓ *Getting prepared for the yearly audit.*
- ✓ *Prepared three payrolls in August due to timing of biweekly schedule.*
- ✓ *New OCLC Coordinator Rhonda Johnisee started.*

2. Dispose of all surplus equipment in a manner consistent with Illinois State guidelines.

- ✓ *Created surplus inventory list for the Decatur facility. Surplus equipment was distributed to IHLS member libraries on Wednesday and Thursday, August 28 and 29.*

- ✓ *Decatur professional collection items to be retained were boxed and moved to the Champaign facility. The remainder of the collection was offered to member libraries. 176 items were distributed.*
- ✓
- 3. In concert with Illinois State Archives, consolidate, archive, and or dispose of legacy and current system records currently housed in four locations. Order of preference is: Carterville, Decatur, Champaign, and Edwardsville.
  - ✓ *Decatur files were reviewed. Items for Records Retention were labeled. Materials of historical/archival nature were boxed and labeled. These were sent to Edwardsville office. Current membership files and membership agreements were boxed and sent to DuQuoin, att: E. Popit.*
- 4. In January 2013, the Decatur building was declared surplus. It was re-appraised and put on the market. An offer has been made on the property. After the appropriate notice to bid has been placed in the newspaper, the property will be prepared for sale. This will include developing a contract, changing title to the property, etc. It is anticipated that the property will be sold with new owners taking possession in the first half of F2014.
  - ✓ *Closed on sale of Decatur building. Surplus equipment and furniture made available to member libraries at no charge.*

**Objective B. Employ qualified, professional, accountable staff.**

**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 project**

**Activities:**

1. Provide administrative support.
  - ✓ *Initiated internal audit of the FY13 invoices to and payments from member libraries.*

**Objective B: Provide a web-based training and information tool for all library staff, volunteers and students throughout Illinois**

**Activities:**

1. Provide resources to access articles, downloadable materials, case studies and links to relevant materials.
  - ✓ *The web pages making up WebJunction Illinois ([webjunction.org/partners/Illinois](http://webjunction.org/partners/Illinois)) received 2,036 monthly visitors and 7,289 page views.*
  - ✓ *The top pages visited on WebJunction Illinois this month were: IL Job Listings, ILEAD USA, and Administrative Ready Reference.*
2. Enable library staff, volunteers and students to pursue professional development, continuing education, and leisure learning.
  - ✓ *Fifty-six (56) members of the Illinois library community requested Course Access, enabling them to access more than 400 self-paced online courses.*
  - ✓ *Thirty-three (33) members requested access to the [webjunction.org](http://webjunction.org) site to post to discussion threads and submit documents.*
  - ✓ *WebJunction Illinois members enrolled in 151 courses.*
  - ✓ *Two hundred and thirty eight (238) members registered to attend one or both of August's webinars: "Where Teens & Technology Meet: Engaging Teens with Digital Media" (August 8, 2013), and "Marketing Libraries" (August 29, 2013).*
  - ✓ *Fifty-four (54) members of the Illinois library community enrolled in new courses this month on Lynda.com to take advantage of the pilot program.*
3. Provide webinars as part of a continuing education initiative for the Illinois library community.



- ✓ *Preparations were made to facilitate the second youThink! Friday to be presented on September 13, 2013. The presentation, "Public Libraries + School Libraries = Success for your Students" is being provided by Lisa Coleman from the Vernon Area Public Library and Mary Jo Matousek from Meridian Middle School.*
- 4. Bring together ideas, resources and people from all types of Illinois libraries utilizing electronic media.
  - ✓ *Reading, Writing, 'Rithmetic and the School Library", this quarter's blog series on BlogJunction Illinois featured two guest bloggers. Both guest posts explained the importance of partnerships with other community members for school librarians.*
- 5. Enable interaction and collaboration with the goal of expanding and ensuring quality library services to the Illinois library community.
  - ✓ *Preparations were made to begin training staff at the Illinois State Library for the transition of WebJunction Illinois. A procedural manual was created to assist in this process.*
  - ✓ *The WebJunction Illinois Specialist, Lesley Zavediuk continued to work closely with the Illinois State Library to provide an online presence for ILEAD USA.*
- 6. Provide the required grant applications and reports in a timely manner.
  - ✓ *Statistics are being kept to supplement quarterly reports.*

MEMO TO: IHLS Board of Directors  
FROM: Leslie Bednar  
DATE: September 24, 2013  
RE: Staffing Update

We are continuing to hire Courier Drivers for the Decatur and Du Quoin. Please let me know if you have any questions about specific employees and I will provide as much information as I am able.

Thank you.

**Resignations, Terminations and Retirements:**

*Employee Name:* Lyle Fetzler  
*Classification:* Courier Driver (Part-Time—18 hours/week)  
*Project/Location:* Operations/(Decatur) Champaign  
*Last Date of Employment:* August 27, 2013  
*Salary:* \$9.99/hour  
*Comment:* Resigned. Position will be refilled.

*Employee Name:* Lyle Houghland  
*Classification:* Courier Driver (Part-Time—18 hours/week)  
*Project/Location:* Operations/(Du Quoin)  
*Last Date of Employment:* September 11, 2013  
*Salary:* \$9.99/hour  
*Comment:* Resigned. Position will be refilled.

*Employee Name:* Joan Wang  
*Classification:* Cataloguer (Full Time)  
*Project/Location:* Cataloging Maintenance Center/Edwardsville  
*Last Date of Employment:* September 18, 2013  
*Salary:* \$ 9.99/hour  
*Comment:* Resigned. Position will be refilled.

*Employee Name:* Michael White  
*Classification:* Courier Driver (Part-Time—18 hours/week)  
*Project/Location:* Operations/(Decatur) Champaign  
*Last Date of Employment:* September 6, 2013  
*Salary:* \$9.99/hour  
*Comment:* Resigned. Position will be refilled.

## New Hires:

*Employee Name:* Bill Bailey  
*Classification:* Courier Driver (Part Time—18 hours/week)  
*Project/Location:* Operations/Du Quoin  
*Start Date:* September 16, 2013  
*Salary:* \$9.99/hour

*Employee Name:* Melia Bathon  
*Classification:* Page (Part Time—18 hours/week)  
*Project/Location:* Operations / Du Quoin  
*Start Date:* September 4, 2013  
*Salary:* \$8.46/hour

*Employee Name:* Lyle Houghland  
*Classification:* Courier Driver (Part Time—18 hours/week)  
*Project/Location:* Operations/Du Quoin  
*Start Date:* September 9, 2013  
*Salary:* \$9.99/hour

*Employee Name:* Darrell Mitchell  
*Classification:* Courier Driver (Part Time—18 hours/week)  
*Project/Location:* Operations/Du Quoin  
*Start Date:* September 11, 2013  
*Salary:* \$9.99/hour



SHARE Executive Council Report  
August 28, 2013

1. **Call meeting to order and roll call:** The Council met by v-tel at multiple locations at 10am. A quorum was present.
2. **Approval of the minutes:** Minutes from the July 17, 2013 meeting were approved.
3. **Illinois Heartland Library System:** Ellen Popit
  - a. Management of WebJunction is moving from IHLS staff to the Illinois State Library.
  - b. IHLS staff have done 16-18 site visits to member libraries. The majority were non-SHARE members, but some have indicated interest in joining SHARE.
  - c. StarNet has become a member of IHLS
  - d. IHLS staff are preparing to attend fall conferences, including ILA in October.
  - e. Delivery hub update:
    - i. The Carterville delivery hub moved to the new location in Du Quoin in July.
    - ii. Decatur delivery was moving the week of the Council meeting to the Champaign office. Items from both locations would still be sorted separately at this time.
4. **SHARE Staff update:**
  - a. Administrative services: Traci Edwards
    - i. Report on the retirements of Terry Moreland and Sue Byers. Terry will be continuing on a part-time basis to help with special projects.
    - ii. Michelle Ralston being made liaison to the School libraries.
    - iii. Billing a bit delayed—waiting for School libraries to submit their forms.
    - iv. Problems with holds are being worked on. There has been a lot of progress made, but not completely resolved.
  - b. Bibliographic services: Joan Bauer
    - i. EDI (Electronic data interchange) has been set up. This will allow libraries to electronically place orders and receive invoices.
    - ii. Bib Services is looking at the process for adding new libraries.
    - iii. Bib Services committee scheduled to meet the week after the Council meeting.
  - c. Staff services: Chris Dawdy
    - i. Changing job title/description for trainers. They are now Circulation Specialists.
    - ii. IHLS training staff can now “go on the road” with the mobile training lab to any location with 3 or more staff who need training.
    - iii. eBook consortium
      1. Posted position for coordinator.
      2. Free access (beta testing) for all libraries October thru December

3. Signing up for participation will be November 1 thru November 31.
        - iv. Zinio update
          1. 33 libraries participating
          2. 448 patrons with over 2200 uses
          3. Waiting for information on adding schools
        - d. Information Technology services: Michelle Ralston
          - i. In addition to managing the OPAC setup, she will now be liaison to the school libraries.
          - ii. She has been in contact with the school libraries to introduce herself.
5. **SHARE Committee updates:**
  - a. *SHARE Bibliographic & Cataloging Standards Committee:* Joan Bauer reported that the committee had not met, but had a meeting schedule for September 10, 2013.
  - b. *SHARE Circulation & Resource Sharing Committee:* Esther Curry reported that the committee had not met, but were planning a meeting the first week of October.
  - c. *SHARE Policies & Finance/Fees Committee:* Dian Yeoman reported that the committee had not met, but planned to schedule a meeting sometime in October.
6. **Old Business:**
  - a. Voting method: The Executive Council asked that Phil Lenzini be consulted to be sure that our method of electronic voting met all the requirements of the Open Meetings Act (OMA). His opinion was that as long as we had a method to verify who voted, so that it was not a "secret ballot" that we should be in compliance with OMA. In general review of the draft policies and Governance Document, he also recommended that the Circulation policy add a definition section for clarification.
7. **New Business:**
  - a. Lee Ann Fisher, President of the SHARE Executive Council took a new position at a library in another Library System, so a vote was held to elect a new President. Esther Curry was elected.
  - b. Decatur Public Library is the only library in SHARE in the 50,000+ population category, so Robert Edwards, who is Lee Ann's replacement at DPL, was appointed to finish Lee Ann's term.
  - c. The Executive Council recommends that the SHARE Policies & Finance/Fees committee take another look at the draft Governance Document and reevaluate the population break-down for the three Public Library representatives.
8. **Next Meeting:** October 23, 2013 at 10:00 a.m. by v-tel.

Respectfully submitted,

*Esther Curry*

Esther Curry, President

## Proposed Bylaw changes:

### Under Article VI Board of Directors, Section 10 Committees

The President of the Board of Directors shall appoint committees. Membership on standing committees is limited to members of the Board of Directors; excluding the Nominating Committee which is made up of members only. Membership on committees shall be not less than three. Members of the Board of Directors are limited to membership on two standing committees, excluding the Executive Committee. Terms on committees are for one year, or until such time as new appointments are made.

#### Executive Committee:

The elected officers of the Board of Directors plus one other Board member shall constitute the Executive Committee. A majority of the Executive Committee may authorize payment of bills in the event a meeting can not be held. The duties of the committee shall be:

- a. To conduct business between regularly scheduled meetings of the Board of Directors
- b. To provide for the annual evaluation of the Executive Director
- c. To review the By-Laws of the System annually

#### Standing Committees (other than Nominating Committee for the Board of Directors):

##### a. Budget and Finance

- i. The Treasurer shall be the chair of this committee
- ii. To review the financial needs of the System
- iii. To review budget proposals submitted by the Executive Director
- iv. To review audit findings
- v. To review the property and insurance needs of the System
- vi. To determine cost-of-living adjustments and to update the salary schedule appropriately based upon information from the Executive Director

##### b. Personnel

- i. To review position descriptions and staffing requirements of the System.
- ii. To review and update the personnel code of the System

##### ~~c. Membership~~

- ~~i. To develop a process for review of membership eligibility criteria~~
- ~~ii. To review continued membership eligibility of libraries that are members of the System~~
- ~~iii. To review all applications for new members~~

##### c. Policy and ~~Planning~~ **Membership**

- i. To review and update the service policies of the System
- ii. To review and evaluate progress in fulfilling the System strategic plan

iii. To review continued membership eligibility of libraries that are members of the System

d. Nominating Committee for Officers of the Board

i. To develop a slate of officer candidates from the Directors serving on the board at the beginning of the fiscal year

ii. Each candidate shall be contacted about their willingness to serve as an officer

iii. The Slate of Officers shall be voted on at the July meeting of the Board