

September Activities for October Board Meeting

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

✓ *Indicates this month's staff activities.*

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.
 - ✓ *Began the process of merging in-state and out-of-state ILL patron records. The goal is to have only one record per library for member libraries to use when sending materials out on ILL. Over 300 records were deleted or cleaned up in September.*
 - ✓ *Participated in the ISL InterLibrary CodeRevision Committee.*
2. Provide training on how to effectively use tools for interlibrary loan beyond the LLSAP using OCLC and other appropriate discovery services. These FirstSearch classes are available to all system members and include reciprocal borrowing and access topics: FirstSearch Searching: Searching the Databases Like an Expert; FirstSearch Administration: The Basics. System members with full OCLC membership are encouraged to take the FirstSearch Interlibrary Loan class which includes a focus on copyright compliance.
 - ✓ *Made 75 + phone calls to member libraries informing them of the changes taking place with OCLC's Interlibrary Loan product. Attended monthly meeting with OCLC on the migration to WorldShare ILL.*

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
September 2013	885,916	141,666	60,944	696,999	9,021,461	1,935,716	800,708

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 over 550 bibliographic records in Polaris.*
 - ✓ *Updated and enhanced over 660 bibliographic records in Polaris.*

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.

- ✓ *Cataloged 1380 items and imported 88 WorldCat Prompt records.*
- ✓ *Created 45 authority records*
- ✓ *Created 31 local series headings in Polaris.*
- ✓ *Created 226 On Order records for member libraries.*

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.
 - ✓ *Preliminary draft was sent to staff to review.*
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.
 - ✓ *Created 45 name authority records.*
3. Continue support of LLSAP database cleanup efforts in Illinois.
 - ✓ *Continue to work with RAILS libraries and IHLS for clean up.*
4. Develop two cataloging workshops to be made available in an online format.
 - ✓ *Revisions to workshop.*

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

September 2013	Delivery picked up /delivered	ILDS Delivery Items to Hub	ILDS Delivery Items from Hub
Champaign	120,976	34,143	36,184
Decatur	94,750	* Note: The ILDS numbers for Decatur and Champaign are now combined.	
DuQuoin	81,952	17,750	18,741
Edwardsville	198,949	34,073	34,197

Objective B: Leverage existing delivery resources.

Activities:

1. Implement a replacement schedule for delivery vehicles for FY2015, with fleet replaced when mileage exceeds 200,000 miles.

- ✓ *Received 4 new courier vans.*

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

Activities:

1. Participate in monthly meetings with operations staff from RAILS, CARLI, CPL and ISL.
 - ✓ *Participate in monthly meetings with operations staff from RAILS, CARLI, CPL and ISL.*
 - ✓ *Participated in the September meeting of the Illinois State Delivery Advisory Committee.*

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.*
2. Serve all persons eligible for service within the state of Illinois as stipulated in the agreement with NLS.
 - ✓ *During the month of September, 348 machines were circulated.*
61 C1
110 DA1
177 DS1
 - ✓ *Staff responded to 12 BARD inquiries during the month of September.*
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.
 - ✓ *9/13/13 Participated in the Illinois State Library Talking Book and Braille Service Patron Advisory Committee conference call.*
 - ✓ *9/16/13 Participated in the NLS BARD Mobile Application Webinar.*
 - ✓ *9/18/13 Participated in the Senior Adult Services Health Fair in Carbondale, IL.*
 - ✓ *9/21/13 Participated in the Southern Illinois Women's Health Conference in Carterville, 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.*

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. Maintain an interactive website to assist member libraries in effective utilization of IHLS services and promote member forums.
 - ✓ *Updated website with new information, including board, staff, and new hub location information.*
 - ✓ *Maintained and updated website platform.*
 - ✓ *Assisted member libraries in renewing their domain registrations.*

2. 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.

- ✓ *The video conference equipment that was previously at the IHLS Decatur Office is now at the Decatur Public Library and will be available for v-tel meeting attendance by participants in that region of the IHLS service area.*

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.

- ✓ *IHLS Annual Audit*
- ✓ *Single Federal Audit*
- ✓ *Continue work on new accounting software*

2. 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, Edwardsville.

- ✓ *Most personnel and financial records requiring permanent retention have been sent to the Edwardsville Office.*

3. Consolidate all IHLS administrative records to a single location for efficiency. Establish an administrative file structure that follows a record retention schedule set by the Illinois State Archives and provides remote access for staff at other locations.

- ✓ *Most personnel and financial records requiring permanent retention have been sent to the Edwardsville Office.*

4. Other initiatives:

- ✓ *Conducted a walkthrough to confirm completion of the construction at the DuQuoin location and identified the punch list.*
- ✓ *Moved office staff from the Carterville Office to the DuQuoin Office.*
- ✓ *Began exploring options to increase safety and security at each location.*
- ✓ *Contracted with an environmental consultant to conduct testing for mold at the DuQuoin location.*
- ✓ *Completed the Annual Report.*

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.

- ✓ *Hired one new courier driver.*

2. Other initiatives

- ✓ *Sent out legally required forms to all employees regarding the new Health Care Reform.*

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

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) received 2,185 monthly visitors and 7,878 page views.*
 - ✓ *The top pages visited on WebJunction Illinois this month were IL Job Listings, ILEAD USA, ILEAD USA Illinois, and Administrative Ready Reference.*
2. Enable library staff, volunteers and students to pursue professional development, continuing education, and leisure learning.
 - ✓ *Sixty (60) members of the Illinois library community requested Course Access, enabling them to access more than 400 self-paced online courses.*
 - ✓ *Fifteen (15) members requested access to the webjunction.org site to post to discussion threads and submit documents.*
 - ✓ *WebJunction Illinois members enrolled in 113 courses.*
 - ✓ *One hundred and seventy one (171) members registered to attend one, two, or all three of September's webinars: "Impact Survey: Understand Your Community's Technology Needs" (September 5, 2013), "Building a Digital Dodge City" (September 10, 2013), and "Leaving Fort Ref: Frontiers of Embedded Librarianship" (September 24, 2013).*
3. Provide webinars as part of a continuing education initiative for the Illinois library community.
 - ✓ *The second youThink! Friday, "Public Libraries + School Libraries = Success for your Students" was presented on September 13, 2013. Forty five (45) WJ members registered for the event and fourteen (14) members attended the live event.*
 - ✓ *Training was conducted with staff members at the Illinois State Library to prepare for the third youThink! Friday presentation in November.*
4. Bring together ideas, resources and people from all types of Illinois libraries utilizing electronic media.
 - ✓ *BlogJunction Illinois received six hundred and thirty nine (639) unique visitors this month.*
 - ✓ *The current blog series, "Reading, Writing, 'Rithmetic & the School Library" wrapped up on September 23, 2013. It featured five guest bloggers that wrote on topics such as: partnerships within the community, meeting teacher and student needs, and summer library hours.*
 - ✓ *Training was conducted with staff members at the Illinois State Library to take over management of BlogJunction Illinois on October 1st.*
5. Enable interaction and collaboration with the goal of expanding and ensuring quality library services to the Illinois library community.
 - ✓ *The WebJunction Illinois Specialist, Lesley Zavediuk, conducted five online training sessions and one in person session to prepare staff members at the Illinois State Library to take over management of this project.*
 - ✓ *The WebJunction Illinois Specialist also 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.*