DIRECTOR & STAFF ACTIVITY REPORT

JUNE 2017

Looking to FY2017 and Year 6 as a large service organization, the uncertainty of state support is ever present. Illinois Heartland Library System (IHLS) has demonstrated a capacity for providing more and better member services for our members regardless of the financial challenge. Placing member needs first allows us to improve current services and develop new services as well. To paraphrase Aristotle Onassis, *"We have freed ourselves of the hope that the sea will ever rest. We have learned to sail in high winds."*

HUMAN RESOURCES REPORT & STAFF ACTIVITIES

Submitted by Adrienne Elam, CFO

Live workshop or online training	Format	# of staff
Learning Microsoft Flow	Online	1
Motion 5.3 Essential Training	Online	1
Learning Git and GitHub	Online	1
Moodle 3.0 Essential Training	Online	2
Sharepoint Online Essential Training	Online	2

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.

- Lori Knabe processed in two new employees
- Plan Staff Day

# INFORMATION TECHNOLOGY REPORT & STAFF ACTIVITIES

Submitted by Troy Brown, IT Director

SHARE and IT staff were invited by the RAILS Software Overlay Project to participate in a 3-day live demo of the three finalists in their overlay project. The three finalists were: SHARE-IT by Auto-Graphics, Relais D2D from OCLC and INN-REACH from Innovative Interfaces. Traci Edwards, Joan Bauer, and Troy Brown attended and participated in the sessions. The sessions were broadcast live by RAILS and participants online were able to participate through the chat interface. The sessions were very informative and we look forward to what comes out of this project.

IT

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

- Brant attended ALA to represent the IT department and participate in the poster session for the delivery iPad project.
- IT Staff cleaned up internal documentation.
- Installed new office server for the Carbondale location. This server includes functionality to be the offsite backup location for SHARE.
- Spec out and purchase new laptops for CMC grant project.
- Brandon joined Leslie on her monthly video call, "Connect with Leslie". The topic was virtual reality and cybersecurity.
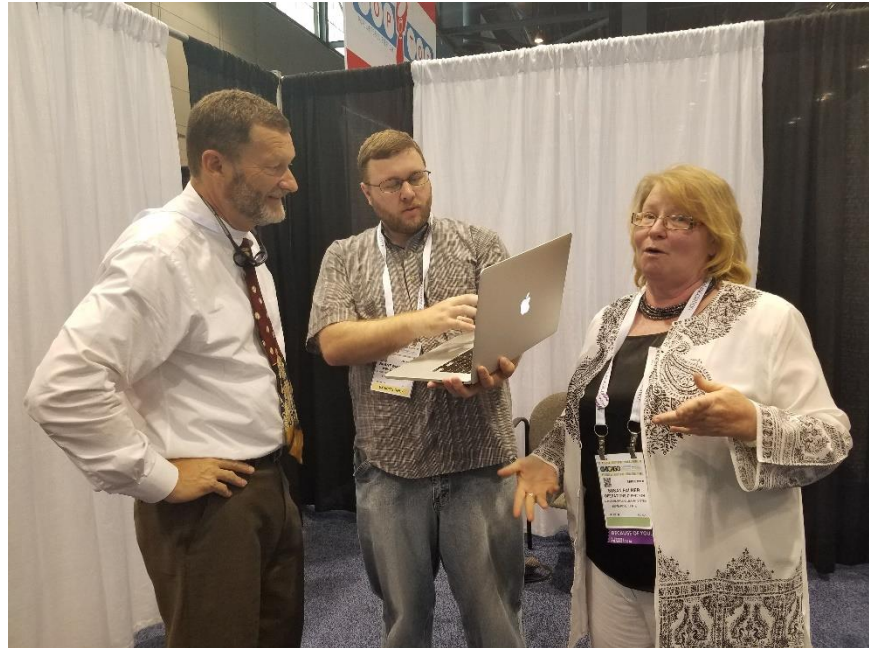
MEMBERSHIP REPORT & STAFF ACTIVITIES

Submitted by Ellen Popit, Membership and Grants Director

Site Visits:

June 19:   Participated in a Town Hall meeting at the Mounds Public Library. The meeting was set up with community partners to discuss the future of the library.

July 6:   Visited the Northside Community Children's Library to discuss service options for this library that is not currently a system member.

July 6:   Visited the Dry Point Township Library.

Professional Development:

June 23-27: Attended the American Library Association Conference in Chicago. Unmatched opportunity for continuing education and networking.

June 29:   Participated in a conference call to begin planning the 2019 Illinois Youth Services Institute.

Other: Worked to assist libraries in completing the annual Non-Resident Fee Survey.

NETWORKING

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

- 4 IHLS Staff Members attended the American Library Association Conference
- An IHLS Staff Member participated in a planning meeting for the 2019 Illinois Youth Services Conference.
- Hosted the IHLS Annual Meeting in Carbondale, which was attended by several members.

OPERATIONS REPORT & STAFF ACTIVITIES

Submitted by Susan Palmer, Operations Director

Shared the IHLS FY17 Delivery Survey with: The IHLS Board, the Illinois State Library, CARLI and RAILS (Reaching Across Illinois Library System). Positive feedback was received from the agencies.

Coordinated a poster session at ALA, "Delivery Moves". Participants in this project shared some of the many ways that delivery is accomplished. Participating in the session with IHLS were the team from the Laboratory of Applied Spatial Analysis (LASA) headed by Dr. Randy Pearson and included Zachary Schleicher and Joshua Pritsolas; MOBIUS's Stephen Strohl and Reaching Across Illinois Library System's Mark Hatch.


Attended American Library Association (ALA) conference in Chicago. It is always such an inspiring conference that allows networking opportunities with people across the nation. So many ideas have now been generated or discarded for taking delivery up another level. Linda Petty and myself, were fortunate to get a behind the scenes tour of the Chicago Public Library's new sorting machine.
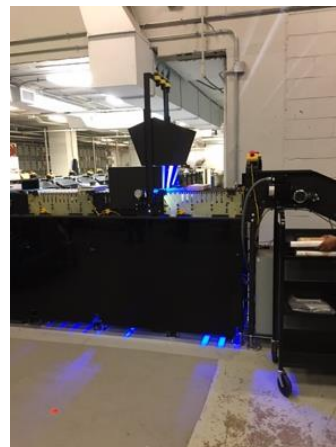
DELIVERY

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

June 2017	IHLS LIBRARIES DELIVERY	IHLS HUB TO HUB DELIVERY	ILDS – CARLI DELIVERY
Carbondale	25,221	13,240	572
Champaign	98,428	24,760	1,470
Edwardsville	111,614	27,920	1,912

July 2016 - June 2017 Items Incoming
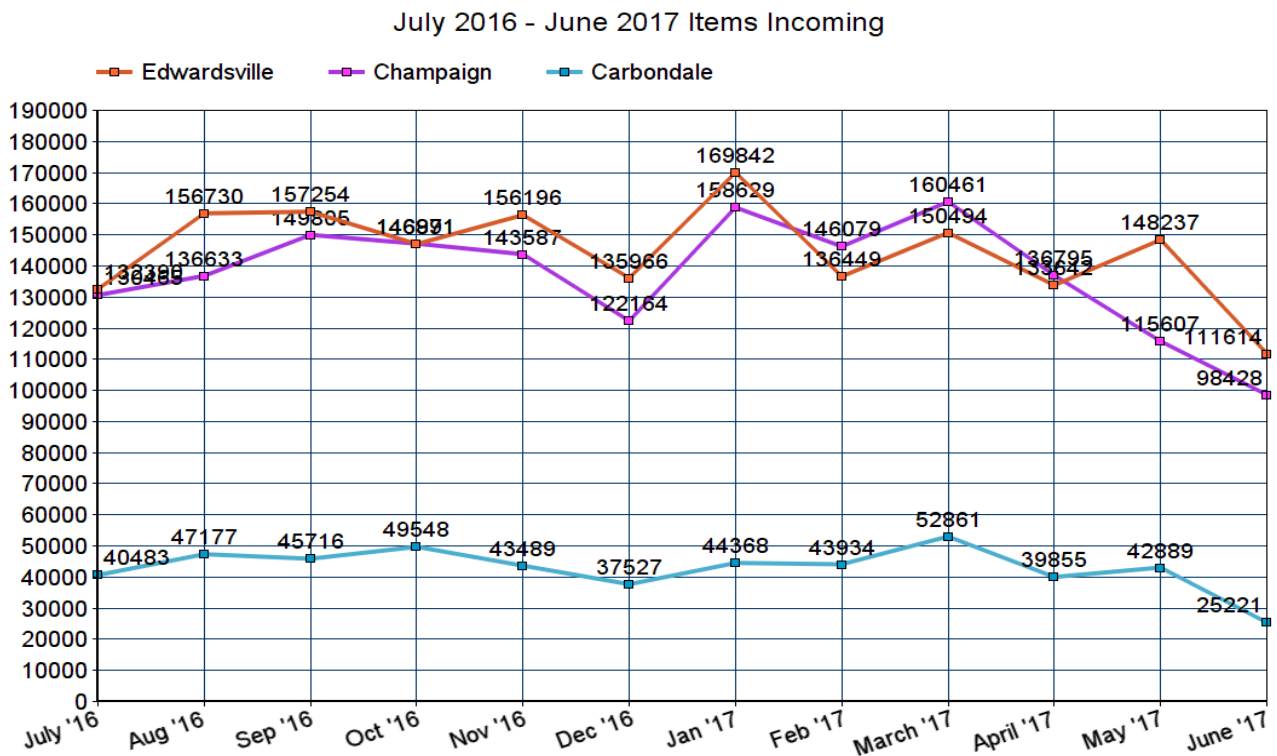
SHARE REPORT & STAFF ACTIVITIES

Submitted by Chris Dawdy, SHARE Director

SHARE Member fee, eResource fee, and Cataloging fee invoices for Fiscal Year 2018 are being sent to members in mid-July. For libraries that are paying their fees annually or quarterly, first payments will be due in October.

The change in cataloging standards from AACR2 (Anglo American Cataloging Rules) to RDA (Resource Description Analysis) officially occurred on July 1. Catalogers everywhere in SHARE—both at IHLS and in libraries--are working on changing existing bibliographic records to follow the new standards.

There are now five libraries joining SHARE, with assistance from the Wal-Mart grant—Jonesboro Public Library, Tilden Public Library, Ramsey Public Library, Zeigler Public Library, and Mounds Public Library. Two more are considering whether or not they can take advantage of the grant funds, and those are South County Public Library District and West Union District Library. Cutler Public Library and Witt Township Memorial Library have informed IHLS staff that they do not have the funds to participate in SHARE, even with grant funding.

GRANT DOCUMENT TRACKING
Goal: Maintain and track all grant documentation and due dates.
- Staff are working on final quarterly reports for the CMC and TMQ grants.
- Staff are working on a progress report for the Wal-Mart grant.

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 478 items for SHARE member libraries.
- Staff imported 181 $3 bibs for SHARE member libraries.
- Staff created 101 on order bibs for SHARE member libraries
- Staff cataloged 78 items for new member libraries joining SHARE.
- Staff merged 593 bibliographic records, clean up/corrected 2517 bibliographic records, and corrected/cleanup 221 item records

CATALOGING MAINTENANCE CENTER (CMC)

Goals: To provide cataloging and bibliographic services for the libraries in RAILS and IHLS 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 continue editing transcriptions for scrapbooks for the Lombard College.
- CMC staff cataloged 78 items for libraries in Illinois.
- CMC staff created 19 NACO name authority records for improved user access.

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 7 cataloging related classes, provided 2 Cataloging workdays and hosted one Cataloger's Training Session.

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
July - 16	732,014	147,853	67,944	1,022,861	9,240,186	1,843,617	817,164
Aug - 16	770,064	164,585	60,333	999,263	9,270,779	1,828,926	820,638
Sept - 16	893,619	177,648	61,127	919,900	9,294,272	1,842,936	812,870
Oct - 16	856,619	171,240	56,668	881,243	9,309,983	1,845,810	814,219
Nov - 16	819,181	164,705	52,150	801,306	9,321,947	1,848,249	814,357
Dec - 16	681,303	150,605	46,402	815,326	9,323,317	1,847,422	814,693
Jan - 17	862,751	186,851	52,758	897,795	9,330,945	1,849,837	816,146
Feb - 17	801,069	171,320	51,303	809,065	9,338,607	1,842,104	815,965
Mar - 17	899,448	189,149	57,252	903,580	9,341,656	1,843,529	816,754
Apr - 17	756,642	162,917	53,731	767,834	9,359,144	1,845,711	816,719
May - 17	686,822	152,452	55,730	767,561	9,343,291	1,849,368	809,673
June – 17	774,872	157,431	78,136	713,745	9,354,324	1,848,287	812,667

LLSAP DEVELOPMENT

Goal: To increase members participating in SHARE.

- Kinmundy Public Library, Carrollton Public Library, and Golconda Public Library are scheduled to receive circulation training, in preparation for going live on Polaris.
- Northwestern Elementary School, Northwestern Junior/Senior High School, Odin Schools, Newton Community High School, and Newton Elementary School are scheduled to go live on Polaris when school starts this fall.

ERESOURCES

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.

- The MyMediaMall Annual Meeting was hosted on June 14 at the IHLS-Champaign office and via Zoom and v-tel. The adoption of a new Intergovermental Agreement by each MyMediaMall member library was discussed. The Intergovermental Agreement will make it so each IHLS member in MyMediaMall is allowed to vote on fee increases, new features, etc.
- Cloud Library training and a patron event were provided for the Vienna Public Library on June 19.
- The Cloud Library shared collection circulated 31,518 items in the month of June and two new libraries (Vienna Public Library and Coulterville Public Library started participation as of July 1, 2017.
- Staff spoke about SHARE and the Cloud Library Shared Collection during the Bibliotheca User IdeaExchange at the ALA Annual Conference.
- Information was sent out to Zinio participants regarding the new RBdigital App.

CONTINUING EDUCATION
Goal: To provide continuing education opportunities as allowed by ISL directive.
- SHARE staff provided eleven training sessions on cataloging and circulation.

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.

ADMINISTATIVE STAFF ACTIVITIES

COMMUNICATIONS
Goals: Effective and efficient communication with IHLS stakeholders
- Held a Connect with Leslie meeting using Zoom.
- Meetings were held on the rebranding/advocacy project.
- The new IHLS logo was revealed at the Annual Meeting.
- Updated several documents/procedures to work towards a consistent look in outgoing communications.
- 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.
- Three (3) grants/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, Moving Forward Together, sent on a regular basis to over 2,100 subscribers. The newsletter was redesigned and the name was changed from Moving Forward Together to IHLS Member Connection.
- 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.
- Create monthly committee meeting calendar
- Streamline board packet
- Follow up with board members on OMA requirements

Sarah Isaacs
Illinois Intervention Clearinghouse

Clyde Ha