

September 15, 2010

Ms. Anne Craig, Director  
Illinois State Library  
300 South Second Street  
Springfield, IL 62701

Dear Anne,

This letter is being submitted in response to your request for a letter of clarification with regard to the FY11 Area and Per Capita Grant and the Shawnee Library System.

### **Staffing**

The Shawnee Library System currently employs 15 people. In addition to those 15, we also accommodate the five employees of the Southern Illinois Talking Book Center. Attached to this letter is a document that lists all employees by department with contact information and a brief description of job responsibilities. Fourteen employees are full time; and James Watson, a substitute driver, is part time. To fill a gap left by a recent retirement, we anticipate hiring a part-time driver in October. We have recently contracted with the Lewis and Clark Library System for a portion of Troy Brown's time, but he remains a full-time employee of ShLS. Over the last several months, responsibilities have been adjusted so that all employees are focused on working to ensure that delivery and the LLSAP run seamlessly, that the Southern Illinois Talking Book program is supported, and that we move forward with the work of restructuring.

### **Services**

**Administrative Services:** The interim director will continue to represent the system in all required capacities. The business manager and office manager will continue the fiscal management of the system as well as supplying data and overseeing materials and property as we move toward restructuring.

**Delivery:** For the time being, we are happy to report that delivery has been maintained at the FY10 level. There are no changes anticipated here.

**LLSAP Support:** With the layoff of one full-time employee earlier in the year, this department is stretched thin. However, four libraries have just started circulating in SILNET. Commitment to the LLSAP is paramount and is evidenced by the strong working relationship between

member libraries and the LLSAP and IT Managers. The LLSAP staff members continue to work with the other three southern systems to determine areas of cooperation and collaboration.

**Technical Services:** This department does original cataloging on OCLC and performs bibliographic maintenance and authority control on the LLSAP. In addition, technical services provides support to member libraries for the cataloging, serials, and acquisitions modules of the LLSAP. When appropriate, training is offered to LLSAP members on the cataloging elements of Dynix and OCLC.

**Facilities:** In June, the Shawnee Library System Board of Directors voted to put the Headquarters building up for sale. At this point, there is a real possibility of a purchase within the current fiscal year, with an option for ShLS to lease back needed space. To that end, time will need to be devoted to repurposing office space, dealing with surplus inventory, and attending to records retention requirements.

**Continuing Education:** It is anticipated that the scope of continuing education offerings in FY11 will be limited and focused primarily on areas that involve the LLSAP. Any continuing education offered will be conducted with a plan of cost recovery.

**Consulting:** The consulting department has been eliminated. However, as we are able, we will respond to questions from the membership. If the request is beyond what we can handle based on available staff and commitments, we will do our best to refer the issue to another resource.

**Communication:** As we move toward restructuring, it is paramount that we keep communications with the membership open and transparent. We will continue to share electronic updates with them and maintain a web presence on our website and on the southern systems cooperative site, Cooperation Today.

## **Finances**

Based on current financial information, Shawnee Library System operations will remain stable through the end of the FY10 lapse period. Although it is not anticipated that there would be a need to borrow, credit accommodations were secured from Old National Bank in March 2010. The rate and origination fees were approved should financing need to be secured.

Please don't hesitate to contact me if any additional information is required. As always, thank you for your continued support.

Sincerely,

Ellen Popit, Interim Director

cc: H. Neil Kelley

Enc.