

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
LINCOLN TRAIL LIBRARIES SYSTEM**

DATE: July 21, 2008

TIME: 7:00 P.M.

PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

MEMBERS PRESENT:

Rosanne Reidner, Vice PresidentOgden
Laura Barnes, SecretaryChampaign
Allen Lanham, Treasurer.....Charleston
Janet HastenMarshall
Cynthia HelmsUrbana
Sharron KreiderAshkum
Donna MinerRantoul
Anieta TrameMattoon

MEMBERS NOT PRESENT:

James P. Quisenberry, PresidentUrbana
Scott Drone-Silvers.....Mattoon
Virginia Erickson.....Urbana
Rochelle FunderburgChampaign

OTHERS PRESENT:

Karen Egan, Illinois State LibrarySpringfield

LTLS StaffChampaign
 Jan Ison, Executive Director
 Pat Boze, Consultant
 Michelle Ralston, Consultant
 Ramona Rollins, Business Office Manager
 Donna Schaal, Consultant
 Joe Sciacca, Consultant
 Vanessa Whippo, Consultant
 David Lottes, Communications Manager

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MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS

July 21, 2008

Vice President Rosanne Reidner called the meeting to order at 7:10 p.m. Roll call was taken with 8 members present, 4 absent.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the June 16, 2008 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks
503 Check Nos. 48486 through 48552
503.1 ACH Direct Deposit
503.2 Check Nos. 1098 through 1101
- Schedules of Activity
503.3 Illinois Funds-Money Market Fund
503.4 The Illinois Funds-Prime Fund
503.5 Main Street Bank and Trust Grant Account
503.6 Illinois Funds OCLC Account
503.7 Main Street Bank and Trust OCLC Checking
503.8 Illinois Funds OCLC Prime Investment
Investment Summary as of June 30, 2008

INCOME STATEMENTS/BALANCE SHEETS: JUNE 2008

Ms. Barnes moved to approve the Consent Agenda; Ms. Kreider seconded the motion. A roll call vote was taken:

Yes – Barnes, Hasten, Helms, Kreider, Lanham, Miner, Reidner, Trame

No – None

PUBLIC COMMENTS - none

PRESIDENT'S REPORT - none

DIRECTOR'S REPORT – Jan Ison

Ms. Ison welcomed Karen Egan as the new consultant for the Illinois State Library. The report from the ALA (American Library Association) convention are posted on the features section of the LTLS website. Ms Ison reviewed statistics for both June of 2008 and the 2007 fiscal year Ms. Ison noted an unusually large increase in First Search usage. Over the coming weeks Ms. Ison will continue to evaluate the distribution and delivery procedures and policies of LTLS in an effort to maximize efficiency in those areas. Ms. Ison has already determined that the true volume of items in transit has not been reflected

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in reports until recently. In fact the number of items being handled is likely doubled when items received are calculated along with items delivered.

COMMITTEE REPORTS - none

ILLINOIS STATE LIBRARY REPORT – Karen Egan

Ms. Egan submitted a written report for July of 2008 and introduced herself to the board. Ms. Egan is hopeful that she will be able to attend the board meetings despite recent budget cuts to travel expenses at the Secretary of State's Office. Ms Egan thanked everyone for their participation in the LSTA grant reviews and asked that all participate in the review of system standards. Ms. Egan noted that the budget has been cut for Periodical Abstracts and Wilson Select Plus. Several board members expressed disappointment at the elimination of those resources as a free statewide resource.

UNFINISHED BUSINESS - none

NEW BUSINESS

- Action Item No. 2009-01 Expenditures over \$10,000

LTLS staff recommends payment of the checks listed below. In accordance with the LTLS Finance and Investment Policy, the checks will require two authorized signatures since the amounts are over \$10,000.

A. SirsiDynix	July/Dec. 2008 Software/Hardware Maintenance	\$ 35,231.96
B. SirsiDynix	Payment for final acceptance test per rider G	\$ 28,764.00

Ms. Ison proposed an addition to transfer funds from the automaton equity fund to pay for part B of this action as it is a holdover from a previous action that was never transferred away from the equity fund.

Mr. Lanham moved to approve Action Item No. 2009-01, with the addition; Ms. Barnes seconded the motion. A roll call vote was taken:

Yes – Barnes, Hasten, Helms, Kreider, Lanham, Miner, Reidner, Trame
No – None

- Action Item No. 2009-02 FY2009 Fund Designations and Revenue

The LTLS staff recommends authorization by the LTLS Board of Directors of the following fund balance designations at June 30, 2008.

Cooperative Service Fund	\$135,000
Automation Fund Appropriated Balance	\$121,153
Capital Maintenance	\$185,901
Automation Equity Fund	\$373,214 (\$344,450 after addition to Action item No. 2009-01)
Operating Reserve (General Fund)	
A minimum balance of \$230,869 not to exceed	\$275,466

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The staff recommends that CMC Contract Cataloging Revenue in the amount of \$9,519.34 to be transferred to a new fund called CMC Contract Cataloging.

The staff recommends a transfer from the Capital Maintenance Fund in the amount of \$59,430 to the General Fund. This is for the replacement of ceiling tile by Earl Olson and Sons.

The staff recommends a transfer from the Cooperative Service Fund in the amount of \$41,850 to the Capital Maintenance Fund.

The staff further recommends that any undesignated funds in the General Fund in excess of the “not to exceed amount” be transferred to the Capital Maintenance Fund and that any undesignated funds in the Automation Equity Fund be transferred to reserve for that fund. Further, the staff recommends that any undesignated funds in the Automation Fund be transferred to the Automation Equity Fund.

Mr. Lanham moved to approve Action Item No. 2009-02; Ms. Hasten seconded the motion. A roll call vote was taken:

Yes - Barnes, Hasten, Helms, Kreider, Lanham, Miner, Reidner, Trame

No - None

DISCUSSION/PLANNING

The FY2009 Nominating Committee volunteers are as follows. Laura Barnes, Sharon Krieder and Rosanne Reidner.

ANNOUNCEMENTS

Ms. Barnes announced that the bill to make the Illinois Waste Management and Research Center part of the University of Illinois was signed by the Governor. The organization’s name has been changed to Illinois Sustainable Technology Center. Mr. Sciacca announced that the Lincoln-Douglas debate exhibit is currently at Bement Public Library.

ADJOURNMENT

Ms. Barnes moved to adjourn the meeting; Ms. Miner seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:30 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, August 18, 2008.

James Quisenberry, President

Laura Barnes, Secretary

Executive Director's Report For July 2008

Jan Ison
Executive Director
Lincoln Trail Libraries System
August 18, 2008

- LTLS Presentation at ISL** On July 24th, Roseanne Reidner, Laura Barnes, Allen Lanham, Pat Boze, Ramona Rollins and I traveled to the Illinois State Library to make our annual presentation regarding our plans for FY 2009 and our accomplishments for FY 2008. It was a productive meeting and all of the board members made a great contribution to the presentation.
- Talking Book Service Strategic Plan** On July 18 Joe Sciacca and I facilitated the 2nd of a series of meetings to develop a strategic plan for the Talking Book Service. As a result of the meeting the group agreed on a vision and mission statements. In addition good progress was made on strategic goals for the service. Another meeting will be scheduled in late summer to move this process forward.
- LTLS Delivery** During July I began more direct management and monitoring of the LTLS Delivery service. On two separate occasions I went on delivery routes with the LTLS delivery team. I participated in the actual delivery and observed how the delivery is accomplished. I will continue this in August and September. I believe that we can make the service more streamlined, but it will take local effort in order to make this happen.
- Statewide E-Resources Purchase** In mid July the Illinois state Library announced that they were no longer able to fund the statewide subscriptions for Wilson Select Plus and Periodical Abstracts due to the Governor's cut to the SOS budget. As Chair of the Illinois Library Systems Directors Organization I convened several conference calls to determine if systems could together offer a statewide group purchase for the databases. It was agreed during July to offer Wilson Select with the pricing structure to be determined in early August.
- ILSDO** In early July the Illinois Library System Directors met. At the meeting ILSDO agreed on a new mission and vision statements along with 5 strategies. They are as follows:
Mission Statement: Illinois Library Systems are catalysts for individual and collective excellence for all Illinois libraries.
Vision Statement: Illinois Library Systems envision a future where collaboration between libraries, organizations, and the people of Illinois results in easy access to information anytime, anywhere.
Strategies: Illinois Library Systems are committed to:
 1. Leadership in promoting innovation in library services
 2. Facilitate sharing of resources and information
 3. Assist libraries of all types to be essential to the communities they serve
 4. Promote the value of librariesAdvance partnerships and alliances for the benefit of the people of Illinois
- LINC Policy Council** The council met in late July and received a report from the Circulation committee recommending new shared policies for loan periods, renewal periods, holds self, notices and others. The recommendations were based on the committees belief that it is best for users if there is more consistency. The LINC Policy Council will hold hearings and get input on the recommendations. I think that the committee has done wonderful work and everyone on the committee understands how this will be better for our users.

Consultants' Report For July 2008

Lincoln Trail Libraries System
August 18, 2008

ISLMA Leadership Session	Pat Boze attended a day-long ISLMA Leadership Training Session at Alliance Library System. Other LTLS librarians represented at this event included Katie Dailey, Marshall School, Georgeanne Burch and Christine Jenkins from GSLIS @ UIUC, Sarah Hill, Paris Union School, and Kim Anderson, Jefferson School-Champaign.
WorldCat Local	A presentation on WorldCat Local was given at the Shawnee Library System's quarterly Library Advisory Council meeting in Centralia. Other WorldCat Local work involved coordinating conference calls for more information about E-Z Proxy authentication and continuing the planning/implementation of the CARLI Voyager solution.
Polaris ILS	A demonstration of various features and functions of the Polaris ILS was held at LTLS on July 17. Staff from LINC libraries as well as representatives from Shawnee Library System attended the 5-hour presentation.
LINC Policy Council	LINC Policy Council met and considered possible changes to circulation rules that would allow for more consistent treatment of patrons as they utilize materials from multiple libraries. LINC Milestones: Sidney Public Library came online on July 28.
Lincoln-Douglas Debates Exhibit	The Lincoln-Douglas Exhibit began its rotation among LTLS libraries. The first location was in Bement. The exhibit will move on to Champaign Public Library on August 11th. A press release describing the exhibit and display schedule was distributed to media contacts in the LTLS area.
PolyTalk	Michelle and Joe coordinated the design of ads in order to promote PolyTalk to the public. There will be an ad appearing in Library Hotline as well as several newspapers throughout the state. Ms. Mumtaz Memon, a Mortenson Center Associate, recorded the Punjabi audio file for PolyTalk.
Russian Language Center Library	Pat Boze visited the Russian Language Center Library on the UIUC campus. The staff at this Department of Education-funded library are interested in joining LTLS and LINC as a way to fulfill their primary mission of outreach to the K-12 community.
Camtasia	Donna Schaal attended a North Suburban Library System sponsored workshop on the software package Camtasia. Camtasia produces professional looking tutorials and web demos. Donna plans on answering some of the more repetitive questions LTLS receives with tutorials and demos that will be available on our website.
Digital Gems	Vanessa Whippo catalogued the needed records for the new Digital Gems website by creating new Dublin Core records. These records will then be converted into MARC and loaded into Horizon. Two collections have been entered into ContentDM. They are the Krannert Art Museum's replicas and objects and the 99th Pursuit Squadron William R. Thompson collection. Check it out at: http://www.digitalgems.info . For more information about Digital Gems, contact Donna Schaal.
Plinkit	Donna Schaal trained 3 more libraries on the Plinkit software. This brings LTLS' total to 8 libraries participating in this statewide grant. Plinkit is a template web-design package that makes creating and maintaining a website easy.
Library Visits	Paris Public Library, Asia Educational Media Services Library, Russian Language Center Library, Illinois State Library, Alliance Library System, Sidney Public Library, Central Citizens' Library District

Financial Update For July 2008

**Lincoln Trail Libraries System
August 18, 2008**

**Business Office
Manager
Highlights** Attended FY 2009 System Budget Presentation at the Illinois State Library.

General Fund **Revenue:**
• Overall revenue received for July is 0% of budget. July revenue was \$0. Our FY08 final Area Per Capita grant payment in the amount of \$72,095 was received in July.

Expenses:
• Overall budgeted expenses for July were \$34,968 under budget for the year, with overall General Fund expenses for July were \$35,420.

Automation Fund Revenues for July were \$72,948 over budget for the year. The revenue for July was \$106,648. The budgeted expenses for July were \$11,122 over budget for the year with July actual expenses were \$45,521.

**Cooperative
Service Fund** Revenues for July were \$4,733 under budget for the year. The revenue for July was \$3,190. The budgeted expenses for July were \$9,098 under budget for July, with July actual expenses at \$3,177.

Grants FY 08 OCLC LLSAP Subsidy Grant monies totaling \$10,707.59 was received in July.

Explanation of Calculations: The information above is from July financial statements and compares actual year-to-date expenses with annual budget amount divided by 12 and multiplied by 11 for the year-to-date budget amount through July.

Action Item

*Lincoln Trail Libraries System
August 18, 2008*

Action Item No.: 2009-03

Subject: Expenditures over \$10,000

Recommended by: Staff

Adopted:

In accordance to the Lincoln Trail Libraries System Finance and Investment Policy, the following expenditure is over the \$10,000 limit and will require two authorized signatures.

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|---|-------------|
| A. Alternative Business SystemsPurchase Traverse Accounting Software FY2008 | \$10,125.00 |
| B. Alternative Business SystemPurchase Traverse Accounting Software FY2009 | \$10,125.00 |