

January 3, 2007

Joanne C. Hohlman
Inspector, Auditor Analyst
Office of Inspector General
324 W. Monroe St.
Springfield, IL 62704

Dear Ms. Hohlman:

Enclosed are the materials that you requested in your letter of October 18, 2006. I apologize for taking a little longer in getting this to you than my colleagues. We have been short staffed in the Business Office and it took us a little while to compile the information. The information that we provided you was expenses related to work as part of our fund for our Area and Per Capita Grant from the Illinois State Library, which is the General Fund. LTLS uses the IRS rate for reimbursing for mileage for board and staff when personal vehicles are used for travel. LTLS has 3 vehicles that are used for travel and those vehicles are most often used by employees for travel. Thus we have very little use of employee personal vehicles. Lincoln Trail Libraries System (LTLS) pays employees for travel expenses after the travel has occurred or utilized the single LTLS credit card when appropriate. In reviewing our documents for this report we noted that paying actual expenses saved LTLS dollars as the staff often spend less than the per diem rate. Should you have any questions do not hesitate to contact me.

During the time period your request encompasses the travel was paid for following people by LTLS. These were either employees of LTLS or Board members. You will see their names reflected on many receipts.

Patricia Boze - Consultant
Mary Dry - Business Manager
Janice Ison - Executive Director
Donna Schaal - Consultant
Joseph Sciacca - Consultant
Amelia Weber - Consultant
Randi Weiss - Consultant

Also, during that time, we had 13 members of the LTLS Board of Directors. Six of the Board members requested reimbursement for travel. Several of our board members live within 10 miles of the headquarters and did not request reimbursement for meeting travel. The following LTLS Board members travel reimbursement requests are enclosed:

Allen Lanham, Charleston, IL
Sharron Kreider, Clifton, IL
Garrold Eaglin, Marshall, IL
Jennie Cisna, Mattoon, IL
Anita Trame, Mattoon, IL
Nina Pals, Mattoon, IL

In response to your question about LTLS employee participation in Illinois Library Day on March 1st, 41 LTLS area trustees, librarians and staff members participated in the event. Eleven of the 41 participants in Illinois Library Day were LTLS staff and they were on work time and at system expense.

LTLS does not provide grants or stipends for travel and we do not maintain any ongoing consulting agreements. We have attached information on ongoing agreements that are part of the General Fund.

If you have any further questions, please contact me, at (217) 352-0047 ext 221, jison@lincolntrail.info.

Sincerely,

LINCOLN TRAIL LIBRARIES SYSTEM

Jan Ison
Executive Director

Enclosures

- LTLS Staff Travel Expense Vouchers
- LTLS Board Member Travel Expense Vouchers
- LTLS Travel Expense Vouchers paid with LTLS Credit Card
- Ongoing agreements for service