



FISCAL YEAR 2008 PRIORITIES
Jan Ison, Executive Director
Lincoln Trail Libraries System

1. With the LTLS Board of Directors, the LINC Policy, and the LINC Directors Group develop a Strategic Plan for Information Technology Services. Support the strategic planning effort by working with staff to develop a multi-day education opportunity focused on the future of the Integrated Library System and the Online Catalog
2. Conduct an evaluation and review of the LTLS Education and Training program in light of new service delivery methods and WebJunction Illinois to determine the optimum program for LTLS to be providing.
3. Take a leadership role in developing a statewide universal catalog for library resources by piloting and testing WorldCat Local.
4. Assist members in beginning the process of evaluating options for an upgraded software platform for LINC services.
5. Develop a Building and Facilities Plan. The plan must include a long-term strategy for data center role of LTLS including exploring options for co-hosting and/or remote hosting of LTLS information resource technology.
6. Begin a review of the Personnel and Salary Administration Policies and conduct a salary review study as appropriate.
7. Explore options to enhance the LTLS Web Presence by adding e-commerce to the site.
8. Develop a plan for LTLS role in Digitized Services including discovery of resources for digitization and development of partnerships for digitizing and hosting of online collections.

ONGOING RESPONSIBILITIES

1. Manage the overall System program and continually review progress towards activities as outlined in the LTLS Strategic Plan and the Annual Budget and Work Plan.
2. Develop a membership practices and protocols manual for the review of ongoing LTLS membership



3. Maintain contact with member libraries and governing boards regarding LTLS services and provide consulting assistance to personnel and governing officials of member libraries to plan and implement quality library service. Meet with advisory committees.
4. Enhance and expand the service program of LINC and seek new members to participate in the LINC consortium.
5. Seek opportunities to educate funding agencies and legislators as to the funding needs of Lincoln Trail Libraries System and develop informational materials and new approaches to meet funding needs. Work with other agencies to collaborate on service provision when and where possible.
6. Develop, revise, and monitor compliance with LTLS Policies.
7. Maintain flexibility in the LTLS service program in order to respond quickly to opportunities to expand access to information resources through grants and partnerships.
8. Maintain and enhance the internal communication structure by holding regular staff meetings at all levels including general staff meetings, consultant and manager meetings, and meetings with program teams.
9. Maintain a strong partnership arrangement between LTLS and the Illinois State Library. Participate as a member of committees as the opportunity arises.
10. Work with personnel of the other Illinois library systems, CARLI, and other groups to enhance cooperative efforts in Illinois.
11. Participate in the Illinois Library Association, the Illinois Association of School Librarians, the American Library Association, and other professional associations as appropriate.
12. Represent Lincoln Trail Libraries System at appropriate meetings and prepare presentations. Develop articles and other publications to share the success of LTLS and its members.