

Draft

Lincoln Trail Libraries System
Board of Directors Meeting
July 20, 2009

1. Call to Order

2. Roll Call

3. Consent Agenda (These items will be acted upon in one motion. If discussion is requested on an item, it will be considered separately.)

A. Approval of Minutes of the June 15, 2009 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

515 Check Nos. 49217 through 49261

515.1 ACH Direct Deposit

515.2 Check No. 1163 through 1166

- Schedules of Activity

515.3 Illinois Funds-Money Market Fund

515.4 The Illinois Funds-Prime Fund

515.5 Main Street Bank and Trust Grant Account

515.6 Illinois Funds OCLC Account

515.7 Busey OCLC Checking

515.8 Illinois Funds OCLC Prime Investment

Investment Summary as of June 30, 2009

- Income Statements/Balance Sheets: June 2009

All Funds Balance Sheet

All Funds Income Statement

General Fund Balance Sheet

General Fund Income Statement

Automation Fund Balance Sheet

Automation Income Statement

Cooperative Service Fund Balance Sheet

Cooperative Service Income Statement

4. Public Comments

5. President's Report – Rosanne Reidner

6. Executive Director's Report – Jan Ison

- Executive Director's Report for June 2009

- Consultants' Report for June 2009

- Statistical Summary for June 2009

- Financial Update June 2009

Draft

7. Committee Reports

8. ISL Report - Karen Egan

9. Unfinished Business

- FY 2010 Budget

10. New Business

- Action Item No. 2010-1- Expenditures over \$10,000
- LINC Costs FY 2010

11. Discussion/Planning

- ALA
- FY 2010 Board and Planning Calendar

12. Announcements

13. Other Informational Material

- Travel Expense Voucher

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

DATE: June 15, 2009
TIME: 7:00 P.M.
PLACE: Lincoln Trail Libraries System Headquarters

MEMBERS PRESENT:

Rosanne Reidner, President Ogden
James P. Quisenberry, Treasurer Urbana
Janet Hasten, Secretary Marshall
Janet Cler Tolono
Virginia Erickson Champaign
Rochelle Funderburg Champaign
Lavonne Gillespie Ashkum
Cynthia Helms Champaign
Allen Lanham Charleston
Donna Miner Rantoul
Anieta Trame Mattoon

MEMBERS NOT PRESENT:

Scott Drone-Silvers Mattoon
Susan Norris Urbana

OTHERS PRESENT:

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

DRAFT

MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS

June 15, 2009

Rosanne Reidner called the meeting to order at 7:00 p.m. Roll call was taken with 11 members present, 2 absent.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the May 26, 2009 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

514 Check Nos. 49172 through 49216

514.1 ACH Direct Deposit

514.2 Check Nos. 1159 through 1162

- Schedules of Activity

514.3 Illinois Funds-Money Market Fund

514.4 The Illinois Funds-Prime Fund

514.5 Main Street Bank and Trust Grant Account

514.6 Illinois Funds OCLC Account

514.7 Main Street Bank and Trust OCLC Checking

514.8 Illinois Funds OCLC Prime Investment

Investment Summary as of May 31, 2009

- Income Statements/Balance Sheets: May 2009

All Funds Balance Sheet

All Funds Income Statement

General Fund Balance Sheet

General Fund Income Statement

Automation Fund Balance Sheet

Automation Income Statement

Cooperative Service Fund Balance Sheet

Cooperative Service Income Statement

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

Yes – Cler, Erickson, Funderburg, Gillespie, Hasten, Helms, Lanham, Miner, Quisenberry, Reidner, Trame

No – None

PUBLIC COMMENTS - None

PRESIDENT'S REPORT

June 15, 2009

LTLS Board of Directors Meeting

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DIRECTOR'S REPORT – Jan Ison

Ms. Ison attended the groundbreaking ceremony for the new Mahomet Public Library. In attendance was former Governor James Edgar. Governor Edgar took the opportunity to express the need for citizens of Illinois to accept that higher taxes may be necessary to maintain the services libraries provide. Ms. Ison noted that Governor Edgar has always been and continues to be a strong advocate for the libraries of Illinois. Ms. Ison attended an event at the Loyola University Commons, which is a part of the University's library. The facility is beautiful and well used by both faculty and students. Mr. Lanham has also visited the Commons and remarked that the library's location on the campus is a testimony to the University's commitment to it. Ms. Ison also visited the libraries of Sarah Bush Lincoln Health Center, Carle Foundation Hospital and Lakeview College of Nursing. During the month of May Shawnee Library System was damaged by severe thunderstorms that destroyed a portion of the building and left the system without power for over a week. During the power outage the Director was able to maintain communications with member libraries using cell phones and the web based social networking site facebook. This was a good lesson on emergency preparedness for systems and libraries. The staff at Shawnee was not injured in part because they had an emergency plan and took cover when warnings were issued. LTLS Business Office Manager, Ramona Rollins attended two symposiums in May one on human resources management and another on financial services oversight. Both meetings provided Ms. Rollins with valuable contacts and information regarding bank practices and employee relations. The statistical report for May showed continued increases in all areas for FY2009. The annual report will be available soon. Ms. Ison anticipates the annual report will reflect an unprecedented increase in circulation over FY2009. Also of note, the Kill-A-Watt meters provided through a partnership between LTLS and Ameren are now in circulation, ten member libraries have launched new web sites and a survey to help develop the FY2010 Continuing Education calendar is in progress.

COMMITTEE REPORTS

- LTLS Executive Board of Directors

Mr. Quisenberry asked that the Executive Board of Directors Report be moved to the end of the meeting in the event of a motion to close the session. The Executive Board of Directors Report was moved to the end of the meeting with the President's consent.

ILLINOIS STATE LIBRARY REPORT

UNFINISHED BUSINESS

- FY2010 Budget

The Board received copies of the FY2010 Budget and Work Plan

- Reciprocal Borrowing

Ms. Ison prepared a written draft of a report on Reciprocal Borrowing. The report is intended to be used by the member libraries for informational purposes. Lincoln Trail Libraries System member libraries are experiencing new trends with regard to reciprocal borrowing. Very little existing information on reciprocal borrowing statistics and practices is available to address these new challenges. Ms. Ison's report is intended to provide member libraries with more information on how other systems and libraries handle reciprocal borrowing. The conversation that followed the presentation of the report highlighted the strength of the LTLS Board of Directors multitype nature. Each member of the board offered insightful comments from their own unique perspectives on reciprocal borrowing trends at their library. Ms. Ison asked that the board continue to contribute their thoughts and perspectives to the report moving forward.

NEW BUSINESS

DRAFT

•Action Item No. 2009-32 Expenditures Over \$10,000.00

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.

A. FY2009 Facilities usage cost for OCLC Accounting Grant \$26,172.00

Mr. Lanham moved to approve Action Item No. 2009-32; Ms. Helms seconded the motion. A roll call vote was taken:

Yes – Cler, Erickson, Funderburg, Gillespie, Hasten, Helms, Lanham, Miner, Quisenberry, Reidner, Trame

No – None

DISCUSSION/PLANNING

•Library Support Staff Certification Program

Ms. Schaal prepared a presentation on the Library Support Staff Certification Program (LSSCP). A complete description of the program is available at: <http://www.ala-apa.org/lsscp/index.html> Lincoln Trail Libraries System is one of five field test sites for the program. During the field test Lincoln LTLS will be offering a course on Fundamentals of Library Services. Applicants must complete this course along with two other core competencies and three elective competencies to qualify for consideration.

ANNOUNCEMENTS

COMMITTEE REPORTS

- LTLS Executive Board of Directors
- Evaluation Priorities Review June 2009
- FY2010 Priorities Revised
- Action Item No. 2009-31 Executive Director

Mr. Quisenberry moved to close the session; Ms. Trame seconded the motion. A roll call vote was taken:

Yes – Cler, Erickson, Funderburg, Gillespie, Hasten, Helms, Lanham, Miner, Quisenberry, Reidner, Trame

No – None

Closed Session—a closed session for “(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.”

Following the closed session the meeting resumed President Reidner called for a vote on Action Item No. 2009-31 Executive Director.

Yes – All Present

No - None

ADJOURNMENT

DRAFT

Mr. Lanham moved to adjourn the meeting; Mr. Quisenberry seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 9:45 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, July 20, 2009.

Rosanne Reidner, President

Janet Hasten, Secretary

Executive Director's Report ***For June 2009***

Jan Ison
Executive Director
Lincoln Trail Libraries System
July 20, 2009

Illinois OCLC Users Group

I participated in the Illinois OCLC Users Group Annual meeting on Friday June 19th. The program included a presentation by Jay Jordan, President and CEO, OCLC; Karen Calhoun, Vice President, World Cat and Meta Data Service; Bob Seal, Dean of Libraries, Loyola University and myself. My presentation was about Members Council/Global Council and the World Cat Local Pilot.

LINC Policy Council

The LINC Policy Council met on June 24th. A key topic was the FY 2010 LINC shared costs. Specifically the discussion centered on what data should be used to count circulation for the cost sharing formula. The data has been taken from the Annual Profile Summary and there was a proposal to take it from the LINC circulation and attribute Reciprocal Borrowing circulation to the home library of the patron. That concept passed the policy council and was referred to the LINC Directors Group.

ILSDO @ LCLS

Illinois Library System Directors met at Lewis and Clark Library System on June 30 and July 1. My term as Chair expired on the 30th and Bev Obert became Chair. We were pleased to learn about a loan program through National City Bank that assists organizations with loans to improve buildings to be more environmentally friendly.

Delivery Video Conference

Several LTLS staff members participated in a videoconference review of the ILDS delivery system. The new ILDS has been in operation for a year and a half and this was a time to take stock of how things are going. All participants had good things to say about the service.

OCLC Board of Trustees Event

On June 7th many Illinois library leaders including myself participated in a dinner and networking event at the Loyola University Library Commons. The Board of Trustees of OCLC holds one meeting per year in a library of one of the Board members. Bob Seal, Loyola University Librarian is on the Board and this year's meeting was held in Chicago. It was wonderful to tour and learn about the beautiful commons and to talk "shop" with so many library colleagues.

Jim Rettig - Consortia

Jim Rettig, ALA President interviewed me about library consortia in mid June. Jim is giving a presentation in Spain in the next month and he wanted more information on multitype cooperation and how it works to improve library service in Illinois.

OCLC Global Council

In June I conducted the first meeting of the Executive Committee for OCLC Global Council. The meeting involved eleven people in five different time zones from 7:00 a.m. to 11:00 p.m.

Consultants' Report For June 2009

Lincoln Trail Libraries System
July 20, 2009

- WorldCat Local** Champaign Public Library's 'test' of branch holdings display has finally been correctly configured and is now displaying in the Champaign WorldCat Local interface. The CARLI Voyager upgrade in June required major configuration changes but was successfully completed a few days after the upgrade. Staff continue to coordinate usability testing among the pilot libraries and are also assisting OCLC in its own end-user testing for academics in the pilot.
- ILDS Delivery Videoconferene** CARLI and the Illinois State Library hosted a statewide ILDS delivery videoconference to provide information on ILDS after its first year and to solicit feedback on possible issues that need to be resolved. System delivery staff, CARLI staff, and ISL staff participated.
- Webinars** Pat Boze participated in 3 webinars - Sirsi Dynix's Software as a Service presentation; OCLC's new MetaSearch consolidated searching functionality for WorldCat Local; and ATLAS, the Alliance Library System's new social networking-based digitization site that incorporates maps, podcasts, and digitized documents in a community-contributed environment.
- Small Public Library Management Institute** Pat Boze attended 3 days of the Small Public Library Management Institute in Springfield. Three LTLS member library staff attended the week-long Institute - Ryan Franklin, Mattoon Public Library; Connie Hitchins, CCLD, and Linda Mitchell, Hoopston Public Library District.
- Library A Week** Library A Week is a new project that features our member libraries. It will appear in the "About LTLS Members" blog. Every week LTLS consultants will be visiting a different library and interviewing staff for the feature. On Wednesdays a member library's profile will be posted to the blog. This is a great way for our libraries to learn about what is unique to each library, and what similarities they share.
- Disaster Recovery Workshop** Joe Sciacca and Bob Towner attended a 1-day fire recovery and disaster planning program presented by the Illinois Fire Services Institute (IFSI). The program included a burn simulation demonstrating the effect of heat and water damage on library print and non-print materials. Participants got hands-on experience on the salvage and recovery of burned and water-damaged materials. Development of a disaster plan using DPlan (<http://www.dplan.org>), an online tool to assist small and large libraries organize procedures and resources in advance of a disaster.
- IFSI Groundbreaking** Joe Sciacca attended the Illinois Fire Service Institute Groundbreaking Ceremony for their new building on June 19th. The new IFSI building will include a new library, expanded training and emergency operations space, and a Memorial Hall honoring Illinois firefighters killed in the line of duty. Construction was set to begin in June and will take about 1 year to complete. See our About LTLS Members blog post for story and photos (<http://tinyurl.com/nutfau>).
- LTLS on Facebook** During June, LTLS transitioned our existing Facebook page to a fan page. The new LTLS Facebook page can be found by searching for "Lincoln Trail Libraries System" on the Facebook search page. We have 44 fans already. LTLS also has a Twitter account, located at <http://www.twitter.com/lincolntrail>, which contains primarily short updates excerpted from the Quick Connections blog.
- Library Visits** On-site visits: Lakeview College of Nursing, Oakwood Public Library, Fisher High School, Champaign Public Library, Urbana Free Public Library, Paxton-Buckley-Loda High School, Watseka Public Library, Arthur Public Library, Provena Covenant

Statistical Summary

For June 2009

Lincoln Trail Libraries System
July 20, 2009

	June 2009	June 2008	YTD FY2009	YTD FY2008
Automation/Technology				
Total Circulation	469,816	417,082	5,360,555	4,754,608
Media Mall Circulation	1,356	747	12,303	7,804
Holds Placed -- Online Libraries	60,550	49,456	685,693	589,684
Holds Placed - LINC Pac Requests	45,908	36,541	508,876	432,824
Bibliographic Records	837,735	805,532		
Holdings Records	2,513,125	2,443,478		
Patron Records	281,304	260,170		
LTnet Hours Scheduled	720	720	8,760	8,808
LTnet Hours Available	720	720	8,757	8,807
LINC Hours Scheduled	720	720	8,760	8,808
LINC Hours Available	720	720	8,757	8,807
Bibliographic Access				
Cataloging -- New Materials	2,286	2,028	27,535	26,334
Cataloging -- Retrospective	744	113	1,847	4,205
Authority Control-New Headings	0	0	62,040	9,999
Consulting				
Consulting and Staff Contacts	182	61	1,710	1,615
CE and Training				
Continuing Education Events	1	1	21	22
Continuing Education Attendance	15	16	274	478
Training Events	0	0	42	42
Training Attendance	0	0	202	236
Delivery				
Delivery Stops	847	785	12,274	12,991
Delivery Miles	14,331	13,315	164,021	160,712
Items Picked Up	81,300	65,194	908,820	542,175
Items Delivered	83,465	50,894	922,497	808,199
ILDS Items Received	2,259	1,824	23,950	21,822
ILDS Items Delivered	2,106	1,835	23,636	21,984
Interlibrary Loan				
In-System On-line Lending	53,752	52,320	698,999	675,600
Internet				
Visits to LTLS Web Site	172,978	141,773	1,707,479	1,452,004
Visits to LTLS Blogs	7,888	8,945	65,863	52,742
Visits to LINC Pac	619,733	367,878	6,273,792	3,867,904
Reciprocal Access				
Reciprocal Lending-online libraries	84,656	67,252	865,928	714,210
Reference				
FirstSearch™ Searches	56,805	60,778	476,109	1,215,952

*Items Picked Up reported starting November 2007.

Lincoln Trail Libraries System ---- Statistical Summary FY 2000- FY 2009

	FY2009	FY2008	FY2007	FY2006	FY2005	FY2004	FY2003	FY2002	FY2001	FY2000
Automation/Technology										
Total Circulation	5,360,555	4,754,608	4,496,286	4,438,883	4,097,658	3,878,948	3,736,194	3,555,217	3,261,678	3,011,969
Media Mall Circulation	12,303	7,804	5,196	2,880						
Holds Placed -- Online Libraries	685,693	589,684	550,599	511,188	405,449	293,945	236,673	217,430	187,813	167,819
Holds Placed -- Remote Access	508,876	432,824	389,821	356,852	208,249	217,130	105,527	86,579	55,111	40,049
Bibliographic Records	837,735	805,532	879,466	798,927	728,048	665,648	653,098	643,292	623,668	599,705
Holdings Records	2,513,125	2,443,478	2,241,023	2,144,330	2,033,140	1,977,060	1,992,263	1,901,385	1,815,621	1,707,840
Patron Records	281,304	260,170	246,506	230,614	218,474	213,795	207,580	200,676	198,178	190,709
LTnet Hours Scheduled	8,760	8,808	8,760	8,784	8,760	8,784	8,760	8,760	8,760	
LTnet Hours Available	8,757	8,807	8,740	8,709	8,670.25	8,755.75	8,739	8,735.25	8,580	
LINC Hours Scheduled	8,760	8,808	8,760	8,784	8,744	8,326.5	8,212.5	8,213	8,212.5	
LINC Hours Available	8,757	8,807	8,740	8,767.75	8,717.75	8,176.5	8,135	8,153.25	8,015	
Bibliographic Access										
Cataloging -- New Materials	27,535	26,334	30,879	28,799	23,618	23,145	22,430	21,994	21,295	20,224
Cataloging -- Retrospective	1,847	4,205	6,523	1,697	623	2,085	4,580	6,418	9,594	12,783
Authority Control-New Headings	62,040	9,999	39,833	32,898	1,256	33,769	4,943			
Consulting										
Consulting and Staff Contacts	1,710	1,615	2,056	2,624	2,841	4,564	3,521	5,146	6,274	5,676
CE and Training										
Continuing Education Events	21	22	28	32	57	40	32	41	52	62
Continuing Education Attendance	274	478	310	447	986	623	463	676	794	735
Training Events	42	42	42	45	61	82	65	77	64	95
Training Attendance	202	236	212	305	415	650	412	548	333	453
Delivery										
Delivery Stops	12,274	12,991	12,953	12,991	12,536	12,645	15,901	15,173	16,520	16,293
Delivery Miles	164,021	160,712	163,397	169,000	157,666	161,302	189,235	186,061	192,300	188,220
Items Picked Up	908,820	542,175								
Items Delivered	922,497	808,199	749,527	771,863	649,034	591,349	586,948	542,904	517,822	
ILDS Items Received	23,950	21,822	22,229	22,091	21,650	19,005	12,634	13,572	13,204	
ILDS Items Delivered	23,636	21,984	21,215	21,801	20,801	15,118	12,026	11,887	11,842	
Interlibrary Loan										
In-System On-line Lending	698,999	675,600	637,698	457,009	325,767	274,475	274,402	240,084	210,247	175,150
Internet										
Visits to LTLS Web Site	1,707,479	1,452,004								
Visits to LTNet			46,920	50,809	50,288	94,524	151,646	78,091	125,840	163,328
Visits to LTLS Blogs	65,863	52,742								
Visits to LINCpac	6,273,792	3,867,904	2,601,115	2,252,723	1,667,740	773,913	133,955			
Reciprocal Access										
Lending by online libraries	865,928	714,210	627,429	620,329	576,274	531,556	531,404	502,470	436,240	401,628
Reference										
FirstSearch™ Searches	476,109	1,215,952	676,526	685,003	721,372	785,121	871,561	866,080	720,813	699,996

Financial Update

For June 2009

Lincoln Trail Libraries System
July 20, 2009

Business Office Manager Highlights

Ramona Rollins attended Human Resources 101 workshop sponsored by the Central Illinois Human Resources Group.

General Fund

Revenue:

- The General Fund revenue received year-to-date is 91% of the annual budget. June revenue was \$0. The General Fund revenue received year-to-date is \$72,095 under budget projections through June.

Expenses:

- The General Fund expenses year-to-date are \$88,441 under budget projections through June; with General Fund actual expenses for June were \$59,556.

Automation Fund

- Automation Fund revenues received year-to-date is \$3,195 over budget projections through June, with actual revenue for June was \$2,000.
- The Automation Fund expenses year-to-date are \$86,906 under budget projections through June; with June actual expenses were \$31,757.

Cooperative Service Fund

- Cooperative Service Fund revenues year-to-date are \$6,849 under budget projections through June, with actual revenue for June was \$1,600.
- The Cooperative Service Fund budgeted expenses year-to-date are \$15,974 under budget projections through June; with June actual expenses were \$6,958.

Grants

No grant monies received this month.

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

**ILLINOIS STATE LIBRARY
CONSULTANT'S REPORT
July 2009**

BROADBAND STIMULUS MONEY

As part of this year's sweeping federal economic stimulus legislation, rules for the awarding of broadband money have been released. The first application deadline is August 14.

The Illinois State Library is exploring the submission of a statewide application in cooperation with the Illinois Department of Commerce and Economic Opportunity under the Public Computer Centers program (part of the Broadband Technology Opportunities program commonly referred to as "BTOP"). Public libraries, community colleges and other Community Technology Centers are eligible under this category.

ADMINISTRATIVE/LEADERSHIP STANDARDS FOR LIBRARY SYSTEMS

The Library System Standards Committee met recently and approved a draft of Administrative/Leadership standards for comment by the Illinois library community. These standards are posted on WebJunction Illinois.

To view the draft Administrative/Leadership standards and previously posted committee documents, go to the "Library Systems" page (in the Illinois Center area at <http://il.webjunction.org/il-systems>) and scroll down to the documents posted in the Overview section.

To comment on the Administrative/Leadership standards:

- You must be signed in to post comments
- Click on the Discussion tab on the Library Systems page
- Then click on the thread where you want to post comments, i.e. the Administrative/Leadership Standards discussion thread.
- Then click on "Reply" in response to the first comment that is posted or another one

For more information, please contact Kathy Bloomberg at 217-785-0052

BILL & MELINDA GATES FOUNDATION OPPORTUNITY ONLINE HARDWARE GRANTS

The Opportunity Online Hardware grant program is an initiative sponsored by the Bill & Melinda Gates Foundation, to help public libraries and their communities build sustainability for free computer and Internet access at the public library. This initiative focuses on libraries that are not yet able to adequately serve their patron's technology needs and are also serving high-poverty communities with limited access to computers and the Internet.

This program differs from the previous foundation initiatives, in that it includes a local funding match requirement and it provides funds to purchase computers, peripherals and the associated training and technical support rather than the equipment itself. These matching grants provide an incentive for libraries to engage the community to raise funds and communicate the value of technology in libraries. The Public Library Association will be providing advocacy training for three-person teams from each library to build skills, confidence levels and motivate others to sustain technology at the library.

July 16th, the foundation made formal announcement about these grants to Illinois libraries. For more information, please contact Karen Egan at 217-782-7749 or visit <http://il.webjunction.org/il-oo>

WEBJUNCTION NEWS <http://il.webjunction.org/>

WebJunction Illinois encourages users to continue to take advantage of the free online courses made available through the WebJunction Illinois Course Catalog. To make your experience with the Course Catalog as smooth as possible, please check the "Remember Me" box before you add courses to your cart and checkout. This will ensure that you can complete the checkout process successfully.

There has been a steady increase in use of WebJunction Illinois. In August 2008, there were 50 course registrations. In the month of April 2009, there were 1,407 course registrations. Also in the month of April 2009, there were 6,765 visits to WJIL with an average of 7.02 pages viewed and a total of 47,463 total pages viewed.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORTS

Just a reminder--public library district annual reports are due 9/1/2009. All municipal public library (city, town, township, village) are due 30 days after the close of their fiscal year. Information about the 09 IPLAR is accessible at http://www.cyberdriveillinois.com/departments/library/whats_new/iplar2009.html (whats_new must be entered with an underline not a space)

CALENDAR 2009

- | | |
|-----------------|---|
| October 6 – 9 | Illinois Library Association Conference, Peoria |
| October 29 – 31 | Illinois School Library Media Association Conference, Springfield |
| October 30 | CARLI Annual Meeting, Champaign |
| November 6 | SLA IL Chapter Metropolitan Library System, Burr Ridge |
| December 9 | ER-XPO: The Illinois State Library Electronic Resource Exposition, Schaumburg Township District Library (register at L2) |

2010

- | | |
|---------------|---------------------------------|
| March 15 – 17 | On the Front Lines, Springfield |
|---------------|---------------------------------|

Action Item

***Lincoln Trail Libraries System
July 20, 2009***

Action Item No.: 2010-1

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.

A.	SirsiDynix	2 nd Installment of FY09 Hardware/Software Maintenance	\$37,662.51
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LINC Shared Costs
Report to the LTLS Board
July 20, 2009

The LINC Libraries have used the same shared cost formula for more than 15 years. This cost formula has relied on yearly Annual Profile Summary self-reported data for each agency and the agency's buildings. The APS fiscal year data used to calculate the LINC shared costs are: circulation, holdings, and materials budget (both total materials and periodicals expenditures).

For the past 5 years, the LINC libraries have seen an increase in the public library reciprocal lending circulation. More and more public library borrowers are going to multiple LINC libraries to check out materials. From FY2004 to FY2009, there has been a 62% increase in reciprocal lending circulation, while during the same period there has been a 38% increase in total circulation. In FY2009, 865,298 reciprocal circulations were done at the public libraries. With this noticeable trend in changes in borrower behavior, a review of the source of circulation data was brought to LINC Policy Council this spring.

LTLS staff prepared comparisons of LINC shared costs, with 4 different circulation data sources, for LINC Policy Council to review. The four circulation data sources were:

- APS circulation,
- LINC circulation only,
- LINC circulation minus reciprocal lending circulation, and
- LINC borrower circulation data at any location.

LINC Policy Council discussed the sources and, at its June meeting, voted that the 'LINC borrower circulation data at any location' was the fairest representation of circulation activity for the LINC shared costs.

A final draft spreadsheet with the LINC borrower circulation data has been distributed to the LINC Directors Group. LDG members have also been asked to vote on the use of LINC borrower circulation data as the circulation data source. With a vote deadline of July 17, 77% have voted in favor of this data source, with 17% indicating no preference and 6% voting against it.

Using the LINC borrower circulation data source has the most impact on those public libraries whose borrowers most frequently visit other libraries. Schools, academics, and special libraries are not affected by this change because their borrowers do not circulate materials at other libraries. Also, the LINC Shared Costs will continue using the APS data for holdings and materials budget.

LINC Policy Council also voted that a LINC Directors Group committee should be formed to examine the entire LINC Shared Cost formula beginning in the fall of 2009.