



**PRIORITIES REVIEW  
JUNE 2007  
Jan Ison, Executive Director  
Lincoln Trail Libraries System**

1. Manage the overall System program and continually review progress towards activities as outlined in the Work Budget and Work Plan.
  - ✓ Regular Monthly Reports to the Board
  - ✓ Annual Reports filed timely
  - ✓ Annual Grant Application filed timely
  - ✓ System Presentation to ISL
  - ✓ Ongoing Management of the System Operation
  - ✓ Conducted an internal review of the Cataloging operations and the Business Office Operations and made changes as appropriate
  
2. Continue to enhance and expand the service program of LINC and to seek new members to participate in the LINC consortia.
  - ✓ 14 libraries have joined LINC since FY 04
  - ✓ 5 of the 14 libraries are circulating online
  - ✓ WebReporter implemented FY 05
  - ✓ Beta Site for Horizon 8.0
  - ✓ Responded to libraries request to study Local Holds Options
  - ✓ Developed a Cataloging Policy Advisory Committee
  - ✓ Implemented MyMedia Mall as a service of LINC
  - ✓ Implemented Prompt Cat
  
3. Implement a new LTLS Web site and implement an online library forum as a part of the web site and investigate the implementation of community-based forums.
  - ✓ Web Site Launched November 2006
  - ✓ Includes Monthly Features articles centered on a single topic (replacement for Monthly newsletter)
  - ✓ Blogs – Quick Connections, Member Libraries, Services, Working Together, Library Jobs, Youth Services
  - ✓ Online Calendar
  - ✓ Won an award for Spinlight Design – our Website Designers
  
4. Conduct a through evaluation and review of the LTLS Cataloging Center in light of the new Illinois Group Cataloging Services and determine the optimum program to offer members in this area.



- ✓ Evaluated Cataloging Operations in FY 07
  - ✓ Completed Evaluation Report
  - ✓ Re-Structured Cataloging Operations to better meet the needs of cataloging users
  - ✓ Managed the Cataloging Center Operations as direct supervisor for all staff during FY 07
  - ✓ Eliminated Cataloging Center Backlog
5. Encourage all LTLS members to participate in OCLC through the Illinois Group Catalog Services program and to take full advantage of all the services especially Interlibrary Loan and direct Interlibrary Loan for materials not in LINC.
- ✓ Membership Policy Revised in FY 05 to require LTLS full members to be governing members of OCLC
  - ✓ 20 Agencies have joined since the requirement
  - ✓ 9 Agencies had 1 building as member and now all buildings have joined
  - ✓ 12 buildings still in process of joining
6. Update LTLS policies specifically Membership, Reciprocal Access and Interlibrary Loan.
- ✓ Interlibrary Loan Policy - (rev. 5/23/2005)
  - ✓ Resource Access Policy - (rev. 5/23/2005)
  - ✓ Membership Policy - (rev. 2/28/2005)
7. Work with member libraries and other library agency partners to determine an economical means for shared purchasing electronic information resources for school, public and special libraries. Promote the use of ISL E-Rich program for cooperative purchases options that are available to members.
- ✓ Participate in the Library Partnership Trust managed by NSLS
    - ✓ EBSCO Databases – Public Libraries
    - ✓ Gale Virtual Reference Library – Public Libraries
      - Central Citizens Library District
      - Champaign Public Library
      - Hoopeston Public Library
      - Marshall Public Library
      - The Urbana Free Library
    - ✓ Gale Virtual Reference Library – Public and Private High schools
      - No one currently participates
  - ✓ Participate in MyMedia Mall
    - All LINC Libraries



- Eastern Illinois University
  - University of Illinois
- ✓ Negotiated elimination of the 25 cents per record ordered from B&T for all LINC Prompt Cat members. LTLS is the only system with this discount
8. Expand the East Central Cooperative Reference Service “MyLibrarian” to more libraries.
- ✓ Changed to AskAway Illinois in FY 06
- 17 LTLS Libraries participate – slight increase from previous participation
9. With the LTLS Board of Directors and the member libraries develop a new LTLS Strategic Plan.
- ✓ Strategic Plan Adopted by the LTLS Board of Directors June 2006
10. 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 if possible.
- ✓ Regular participation in Illinois Library Day
  - ✓ Host the Illinois Library Day Website
  - ✓ Cooperation with Library Partnership Trust
  - ✓ Partnership with other systems in Library Toolkit grants
  - ✓ Participate with other systems in responding to CARLI RFP for Statewide Delivery Service
  - ✓ Manage statewide projects – ILLINET OCLC Accounting; Cataloging Maintenance Center; Weed & Feed Cataloging Project; Universal OPAC grant project; Gates Foundation Grants for ISL
  - ✓ Promoted information about the Illinois School Study
11. Maintain flexibility in the LTLS service program in order to respond quickly to opportunities to expand access to information resources through grants and partnerships.
- ✓ See grants listed on page 5 of this document
  - ✓ Library Partnership Trust
  - ✓ Encouraged participation in Champaign Chamber Electricity Cooperative
  - ✓ Participated with systems in Statewide grant programs



12. Expand the LTLS Affiliate Membership effort in order to coordinate programs and services with non-library information agencies to enhance service delivery to the public and to avoid duplication of services.
  - ✓ Affiliate Agency Policy revised in FY 06
  - ✓ LTLS FY 07 WorkPlan set a goal of adding 5 museum or cultural institutions as affiliate members
  - ✓ Partnered with Octave Chanute on Digitization Grant Application
13. Develop and implement an electronic Trustee Newsletter to improve communication and information to Public Library Trustees.
  - ✓ Newsletter launched FY 06
14. Work with LTLS staff and the Illinois State Library to create a smooth transition for the financial management of ILLINET/OCLC services from ISL to LTLS and develop an efficient billing and accounting process for the program.
  - ✓ Billing to ILLINET/OCLC Members completed as per agreement
  - ✓ Moving to a new Software Platform to conform with LTLS accounting system
  - ✓ Beginning to implement full accrual accounting for OCLC Services – to be finished in FY 08

## ONGOING

1. Maintain contact with member libraries and governing boards regarding LTLS services and provide consulting assistance to personnel of member libraries to plan and implement quality library service. Meet with ongoing advisory committees.
  - ✓ Met with LINC Policy Council
  - ✓ Met with LINC Directors Group
  - ✓ Attended Local Library events including library dedications and open houses
  - ✓ Presenter in several LTLS Continuing Education Events
  - ✓ Presenter at other library events e.g. Illinois OCLC Users Group
2. Develop, revise, and monitor compliance with LTLS Administrative Policies as
  - ✓ Interlibrary Loan Policy - (rev. 5/23/2005)
  - ✓ Resource Access Policy - (rev. 5/23/2005)
  - ✓ Affiliate Agency Policy - (rev. 4/27/2006)



- ✓ Membership Policy - (rev. 2/28/2005)
  - ✓ Personnel Policy - (rev. 11/20/2006)
3. Continue to apply for grants that enhance cooperative services including grants from the Illinois State Library, Federal Grants and Grants from Foundations.
- ✓ FY 05 Live & Learn \$103,854 for the OCLC Accounting Grant
  - ✓ FY 05 Live & Learn \$2,000 for Marc of Quality
  - ✓ FY 05 LSTA \$82,113 for Diversity Grant
  - ✓ FY 05 Gates Foundation \$17,800 for Diversity Grant for ISL
  - ✓ FY 05 Live & Learn \$47,767 for Cataloging Maintenance Center
  - ✓ FY 06 Live & Learn \$88,512 for OCLC Accounting
  - ✓ FY 06 Live & Learn \$4,000 for Marc of Quality
  - ✓ FY 06 LSTA \$5,500 for Diversity Bridge Grant
  - ✓ FY 06 LSTA \$90,000 for Diversity Grant
  - ✓ FY 06 LSTA \$112,285 for PolyTalk
  - ✓ FY 06 Gates Foundation \$113,050 for Rural Sustainability6
  - ✓ FY 06 Live & Learn \$76,722 for Cataloging Maintenance Center
  - ✓ FY 06 Live & Learn \$56,143 for Weed and Feed Cataloging
  - ✓ FY 07 Interest from OCLC Accounting \$104,325 for OCLC Accounting
  - ✓ FY 07 Live & Learn \$4,000 for Marc of Quality
  - ✓ FY 07 LSTA \$63,000 for Universal OPAC
  - ✓ FY 07 Live & Learn \$72,768 adding Libraries to LINC
  - ✓ FY 07 LSTA \$73,000 for Diversity Grant
  - ✓ FY 07 LSTA \$70,000 for Polytalk
  - ✓ FY 07 LSTA \$78,398 for Cataloging Maintenance Center
4. 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.
- ✓ Consultant and Managers Meeting
  - ✓ Regular Monday Meetings of Consultants to review previous week and plan for current week
  - ✓ All Staff meetings quarterly
  - ✓ Meet as needed with individual work groups
  - ✓ Regular email and individual personal communication
  - ✓ LTLS Internal Blog started FY 05
6. Monitor and update as appropriate the internal protocols and procedures of LTLS and maintain and upgrade internal infrastructure as need and funding allows.



- ✓ Regular upgrade of the LAN computers, server and productivity software
  - ✓ Added 2 T1's to LTLS existing T1 Broadband infrastructure – FY 07
  - ✓ Upgraded Videoconference Equipment – FY 07
  - ✓ Enhanced Internal database structure by using Upgrade to existing software
  - ✓ Added Substitute Delivery personnel to improve delivery service
6. Maintain a strong partnership arrangement between LTLS and the Illinois State Library. Participate as a member of committees as the opportunity arises.
- ✓ Participated on committee to review and assist ISL in revision of System Annual Grant Application and Annual Report Form
  - ✓ Participate in Statewide Delivery Committee
  - ✓ Member of the Cost Assessment for OCLC Group Services
7. Work with personnel of the other Illinois library systems, the Illinois Library Computer System Organization (ILCSO), and other groups to enhance cooperative efforts in Illinois. Manage the Illinois Library Systems Web Site
- ✓ LTLS Illinois Library Day Web Site
  - ✓ LTLS manages and hosts the .5 FTE staff member for ILSDO
  - ✓ Manage and Host ILSDO Web site
  - ✓ LTLS Hosts the IOUG Web Site
  - ✓ LTLS Hosts of online surveys for ILSDO
  - ✓ Facilitated a new Strategic Plan for ShLS
  - ✓ Technology Tool Kit – Universal OPAC (WorldCat Local)
  - ✓ Vice-Chair ILSDO
  - ✓ Supported efforts to celebrate the 40<sup>th</sup> Anniversary of Illinois Library Systems
  - ✓ Provide regular presentations to the Mortensen Center for International Librarianship
8. Participate in the Illinois Library Association, the Illinois Association of School Librarians, the American Library Association, and other professional associations as appropriate.
- ✓ Member ALA Budget Analysis and Review Committee until FY 06
  - ✓ Elected to OCLC Members Council as a representative from ILLINET
  - ✓ OCLC Joint Standing Committee on Membership
  - ✓ Member ASCLA Legislative Committee
  - ✓ Presenter at ILA Conference and ALA Conference



- ✓ Participate in ILA, ISLMA, ALA and other appropriate Conferences
  - ✓ Attended Strategic Implications Workshop
  - ✓ Participated in IFLA conference in Oslo, Norway
9. 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.
- ✓ Visits to member library board meetings, open houses and grand openings
  - ✓ Facilitated a new Strategic Plan for Shawnee Library System
  - ✓ Presented with LTLS Staff on the Fish Philosophy of Customer Service for LTLS member libraries.
  - ✓ Attended the World Future Society Conference in July 2005 in Chicago, IL
  - ✓ Attended IFLA in Norway August 2005
  - ✓ LTLS received the Champaign-Urbana International Humanitarian Award for Polytalk in FY 07
  - ✓ LTLS received the ILA Diversity Program award for both Polytalk and Diversity and the ALA Diversity Program award for Polytalk
  - ✓ Assisted Danville Public Library by facilitating their Strategic Planning Process