

DRAFT

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

DATE: May 27, 2008

TIME: 7:00 P.M.

PLACE: LTLS HEADQUARTERS, CHAMPAIGN, ILLINOIS

MEMBERS PRESENT:

James P. Quisenberry, PresidentUrbana
Rosanne Reidner, Vice PresidentOgden
Allen Lanham, Treasurer.....Charleston
Laura Barnes, SecretaryChampaign
Virginia Erickson.....Urbana
Rochelle FunderburgChampaign
Cynthia HelmsUrbana
Sharron KreiderAshkum
Donna MinerRantoul

MEMBERS NOT PRESENT:

Scott Drone-Silvers.....Mattoon
Janet HastenMarshall
Anieta TrameMattoon

OTHERS PRESENT:

Cyndy Colletti, Illinois State LibrarySpringfield
Marcia Grove, Champaign Public LibraryChampaign

LTLS Staff.....Champaign
 Jan Ison, Executive Director
 Pat Boze, Consultant
 Ramona Rollins, Business Office Manager
 Joe Sciacca, Consultant
 Vanessa Whippo, Consultant
 Karen Wilkinson, Communications Manager

DRAFT

MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS
May 27, 2008

President James Quisenberry called the meeting to order at 7:05 p.m. Roll call was taken with 9 members present, 3 absent.

CONSENT AGENDA

The following Consent Agenda was presented:

A. Approval of Minutes of the April 21, 2008 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks
501 Check Nos. 48323 through 48387
501.1 ACH Direct Deposit
501.2 Check Nos. 1092 through 1095
- Schedules of Activity
501.3 Illinois Funds-Money Market Fund
501.4 The Illinois Funds-Prime Fund
501.5 Main Street Bank and Trust Grant Account
501.6 Illinois Funds OCLC Account
501.7 Main Street Bank and Trust OCLC Checking
501.8 Illinois Funds OCLC Prime Investment
Investment Summary as of April 30, 2008
- Income Statements/Balance Sheets: April 2008

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

Yes – Barnes, Erickson, Funderburg, Helms, Kreider, Lanham, Miner, Quisenberry, Reidner
No – None

PUBLIC COMMENTS - none

PRESIDENT'S REPORT - James Quisenberry

Mr. Quisenberry reported that he attended the System Presidents and Directors Meeting. A representative from the Secretary of State's office talked about the state budget, and the Illinois Map Project was demonstrated. Mr. Quisenberry stated that he enjoys hearing about the good work going on in systems.

DIRECTOR'S REPORT – Jan Ison

Ms. Ison reported that she gave a presentation on WorldCat Local for the Massachusetts Library Association in early May and also attended the American Library Association Legislative Day in

Washington, D.C. At the OCLC Members Council meeting in May, she was elected Vice-President/President Elect. Ms. Ison reviewed the monthly reports, highlighting the WorldCat Local home delivery test; Donna Schaal's attendance at the Computers in Libraries Conference; and the submission of LSTA grant proposals for Digital Gems, future of the integrated library system, and a study of broadband bandwidth needs for Illinois libraries. Seven member libraries wrote grants to automate with LINC.

COMMITTEE REPORTS

Budget/Finance Committee

- Action Item No. 2008-28 FY2009 Budget and Fund Designations

The LTLS Budget/Finance Committee recommends that the FY2009 budget be approved. The FY2009 budget will be sent to the Illinois State Library on June 1, 2008 as part of the FY2009 System Area and Per Capita Application.

| Fund | Expenses | Designations | Estimated Revenue (Informational Purposes Only) |
|--------------------------|--------------------|--------------------|---|
| General Fund | \$ 857,307 | \$275,922 | \$ 825,219 |
| Cooperative Service Fund | \$140,697, | \$135,000 | \$ 83,778 |
| Automation Fund | \$ 439,266 | \$114,217 | \$ 440,527 |
| Capital Maintenance Fund | | \$203,481 | |
| Automation Equity Fund | | \$373,214 | |
| ILLINET/OCLC | | | \$12,111,325 |
| | | | |
| TOTAL | \$1,437,270 | \$1,101,834 | \$13,460,849 |

Ms. Ison gave a PowerPoint presentation on the FY2009 Budget and Work Plan.

A roll call vote was taken to approve Action Item No. 2008-28:

Yes – Barnes, Erickson, Funderburg, Helms, Kreider, Lanham, Miner, Quisenberry, Reidner

No – None

ILLINOIS STATE LIBRARY REPORT – Cyndy Colletti

Ms. Colletti submitted a written report for May 2008. She stated that the Paxton Carnegie Library received a \$25,000 Construction Grant to replace the front entrance concrete steps.

UNFINISHED BUSINESS

- Action Item No. 2008-27 Adoption of LTLS Bylaws Revisions

DRAFT

LTLS staff presented proposed revisions to the Lincoln Trail Libraries System Bylaws at the March 17, 2008 Board of Directors meeting. At the April 21, 2008 Board meeting, the Board approved the staff recommendation to distribute the draft bylaws revisions to LTLS member libraries for comment.

LTLS staff distributed the draft electronically to the LTLS membership. Comments were due by May 19, 2008.

The major revision is a change in the beginning of the System's Board year from July 1 to October 1. If the proposed revision is approved, Board terms currently due to expire on June 30, 2008 will be extended to expire on September 30, 2008. Terms of all current Board members that expire on June 30 will be extended to expire on September 30.

LTLS staff have reviewed the member comments received. Based on the positive input from members, staff recommends that the draft revisions to the LTLS Bylaws be adopted.

Ms. Barnes moved to approve Action Item No. 2008-27; Ms. Erickson seconded the motion. The Board was unanimously in favor of the motion.

NEW BUSINESS

Action Item No. 2008-29 Expenditure over \$10,000

LTLS staff recommends payment of \$32,993.93 to Earl Olson and Son for completion of the ceiling tiles and lighting, pending a successful walk through by the architect and LTLS staff. In accordance with the LTLS Finance and Investment Policy, the check will require two authorized signatures since the amount is over \$10,000.

Ms. Funderburg moved to approve Action Item No. 2008-29; Ms. Barnes seconded the motion. A roll call vote was taken:

Yes – Barnes, Erickson, Funderburg, Helms, Kreider, Lanham, Miner, Quisenberry, Reidner
No – None

DISCUSSION/PLANNING

Joe Sciacca demonstrated the Illinois Map Project that was funded by an LSTA grant. A Web site (www.illinoismap.info) gives a visual representation of libraries in Illinois and shows library service areas.

ANNOUNCEMENTS

Sharron Kreider announced that a retirement party will be held for Clara Schroeder and Wanda Thompson, librarians at Clifton Central Citizens' Library District, on June 25, 2008. Ms. Barnes said that the Illinois House and Senate have passed legislation to move the Surveys, including the Illinois Waste Management and Research Center, from the Department of Natural Resources to the University of Illinois. Mr. Quisenberry stated that the University of Illinois is seeking a University Housing/Residential Life Librarian.

DRAFT

ADJOURNMENT

Ms. Barnes moved to adjourn the meeting; Ms. Erickson seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:25 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, June 16, 2008.

James Quisenberry, President

Laura Barnes, Secretary

Executive Director's Report ***For May 2008***

Jan Ison
Executive Director
Lincoln Trail Libraries System
June 16, 2008

| | |
|--|--|
| ILSDO | The System Directors met at the Alliance Library System on May 2. This was a regular meeting including discussion about cooperative projects, data security, delivery, and follow-up on Illinois Library Day. |
| Massachusetts Library Association Pre-Conference Presentation | On May 7 I gave a presentation on WorldCat Local at the Massachusetts Library Association Conference. The Pre-Conference was about "The Next Generation Catalog." I had the opportunity to attend the entire daylong session, hearing more from Marshall Breeding and the Pines consortia in Georgia. I also learned more about the Phoenix Public Library's development and use of the Endeca software. It was a great experience. |
| American Library Association Legislative Day | On May the 13 and 14 I attended ALA Legislative Day activities. It had been about four years since I attended the event, and it was good reconnecting with this important day. Among the topics of discussion were appropriations for FY 2009 LSTA and Improving Literacy through School Libraries; National Library Services for the Blind to transition from tape to digital technology; restoring cuts to the National Agriculture Library; reauthorization of No Child Left Behind; insuring a state-certified school library media specialist in every school in the SKILLS Act. |
| OCLC Members Council | On May 17-20 I attended the OCLC Members Council. The primary topic of discussion was a change in Governance of OCLC. The Board of Trustees remains the Policy Board of the organization; however, the group voted to change Members Council to a Global Council with Regional Councils that elect members to the Global Council. That Council would continue to elect members to the OCLC Board of Trustees. In addition this meeting was the one in which officers are elected. I was elected Vice-Chair/Chair Elect of Members Council. This will be a challenging time to be part of the transition to the new Governance Structure. |
| Southern Systems "Wrap-Up" Meeting | Consultants and Directors of the four southern systems met on May 23 to discuss what options for cooperation might exist as a result of our learning more about the operations of the systems. It was agreed that the systems consider similar value statements for member libraries, share information about great "deals," share prepared workshops, and share/trade services. |
| Illinois Talking Book and Braille Service | Joe Sciacca and I were invited to facilitate a planning process for the Illinois Talking Book and Braille Service. The first session was on May 29 at the Illinois State Library. Participants included the Illinois State Library representatives and representatives from the Sub-Regional Talking Book Services that are housed in four systems. It was a great beginning. |

Consultants' Report For May 2008

*Lincoln Trail Libraries System
June 16, 2008*

Willow Branch Township Library Meeting

Pat Boze visited with the new Director at Willow Branch Township Library to discuss system services, Horizon configuration, and other issues.

WorldCat Local

For WorldCat Local, Pat Boze and Laurie Bartolini gave a presentation at the IOUG conference, coordinated two conference calls on the WorldCat Direct project, coordinated a conference call/demo for the new LTLS WorldCat Local sites, and participated in weekly project calls with OCLC staff. LTLS also submitted and received an extension to the WorldCat Local project for an additional year's funding.

Meeting of HSLI Libraries

Pat Boze attended a meeting of the HSLI libraries at Lakeview's Charleston campus. Special arrangements had been made for an SLA webinar presentation on leadership for the group.

LINC Directors Group

A LINC Directors Group meeting was held where FY2009 Shared Costs were explained and LINC accomplishments were reviewed. A short demo of WorldCat Local was also given to the group.

"Green" Expo

Joe Sciacca and Pat Boze attended a "Green" Expo presentation by the Illinois Waste Management staff, including Librarian Laura Barnes. Many interesting case studies were presented on efficient use of resources and conservation efforts that have led to cost-savings for businesses.

Southern Systems Wrap-up Meeting

System Directors and Consultants from the four southern systems met on May 23 to continue sharing of ideas. This meeting was to summarize what was learned during the visits to each system. Many opportunities for collaboration were identified, and the meeting process resulted in a positive atmosphere for ongoing collaboration among the four systems.

Air Conditioner Repair

The repair of the 6-ton air conditioner unit on the roof was ordered, and installation of the replacement condenser is expected to be scheduled in early June.

Talking Book Service Strategic Plan

Jan Ison and Joe Sciacca facilitated the first meeting of the Illinois Talking Book and Braille Service Strategic Planning Committee on May 29. We were invited to assist the TBS service develop its first strategic plan by Sharon Ruda, ILTBS Director.

Library Visits

Bismarck-Henning High School; Champaign Public Library; Iroquois County Historical Society, Lakeview College of Nursing, Charleston Campus; Milford District Library; Parkland College, Champaign; Shiloh High School; Urbana Free Library; Watseka Public Library; Willow Branch Township Library, Cisco

Statistical Summary For May 2008

Lincoln Trail Libraries System
June 16, 2008

| | May 2008 | May 2007 | YTD FY2008 | YTD FY2007 |
|--|-------------|-------------|---------------|---------------|
| Automation/Technology | | | | |
| Total Circulation | 395,319 | 345,718 | 4,337,526 | 4,107,980 |
| Media Mall Circulation | 760 | 449 | 7,057 | 4,730 |
| Holds Placed -- Online Libraries | 46,878 | 41,073 | 540,228 | 496,957 |
| Holds Placed - LINCPac Requests | 34,145 | 29,460 | 396,283 | 358,174 |
| Bibliographic Records | 804,266 | 873,268 | | |
| Holdings Records | 2,444,795 | 2,272,462 | | |
| Patron Records | 258,543 | 244,502 | | |
| LTnet Hours Scheduled | 744 | 744 | 8,088 | 8,040 |
| LTnet Hours Available | 744 | 740 | 8,086.75 | 8,020 |
| LINC Hours Scheduled | 744 | 744 | 8,088 | 8,040 |
| LINC Hours Available | 744 | 744 | 8,087.25 | 8,020 |
| Bibliographic Access | | | | |
| Cataloging -- New Materials | 2,324 | 2,571 | 24,306 | 28,609 |
| Cataloging -- Retrospective | 136 | 1,338 | 4,092 | 5,769 |
| Authority Control-New Headings | 0 | 0 | 9,999 | 39,833 |
| Consulting | | | | |
| Consulting and Staff Contacts | 206 | 182 | 1,554 | 1,926 |
| CE and Training | | | | |
| Continuing Education Events | 0 | 1 | 21 | 27 |
| Continuing Education Attendance | 0 | 11 | 462 | 290 |
| Training Events | 8 | 3 | 42 | 39 |
| Training Attendance | 21 | 21 | 236 | 198 |
| Delivery | | | | |
| Delivery Stops | 1,046 | 1,211 | 12,206 | 12,014 |
| Delivery Miles | 12,982 | 14,622 | 147,397 | 149,711 |
| Items Delivered | 59,832 | 66,007 | 757,305 | 681,180 |
| Items Picked Up | 59,906 | | 476,981* | |
| ILDS Items Received | 1,831 | 2,116 | 19,998 | 20,741 |
| ILDS Items Delivered | 1,754 | 1,831 | 20,149 | 19,556 |
| Interlibrary Loan | | | | |
| In-System On-line Lending | 53,379 | 46,310 | 623,280 | 583,280 |
| Internet | | | | |
| Visits to LTLS Web Site | 151,734 | | 1,310,231 | |
| Visits to LTLS Blogs | 4,248 | | 43,797 | |
| Visits to LINCPac | 312,741 | 253,817 | 3,500,026 | 2,360,014 |
| Reciprocal Access | | | | |
| Reciprocal Lending by online libraries | 61,026 | 49,521 | 646,958 | 569,853 |
| Reference | | | | |
| FirstSearch™ Searches | 74,380 | 41,787 | 1,155,174 | 635,808 |

*Items Picked Up reported starting November 2007.

Financial Update For May 2008

**Lincoln Trail Libraries System
June 16, 2008**

Business Office Manager Highlights

Adam Grimes, CPA from Bray, Drake, Liles & Richardson performed an agreed-upon procedures audit on OCLC billing for year ended June 30, 2007.
Attended Southern Systems wrap-up in Effingham.
Set up Verizon Zero Rate Cell phones for Delivery Drivers with assistance from Stephanie Danielson from Verizon.

General Fund

Revenue:

•Overall revenue received thru May is 83.5% of budget. May revenue was \$72,165. Area Per Capita grant payment in the amount of \$72,095 was received from the ISL this month; total other revenue for the year is \$6,885.

Expenses:

- Salary expense for Library Professionals is \$22,565 under budget through May; due to one half time professional position is unfilled.
- Benefit expense is \$11,861 under budget through May. IMRF will remain under budget, as the rate for 2008 is slightly lower than anticipated. Health, Dental & Life insurance remains under budget thru May.
- Building and Grounds expense is \$1, 595 over budget through May. Utilities are \$814 under budget; this line item will be slightly over budget at fiscal year end.

Automation Fund

Revenues are \$13,565 over budget projection. The revenue for May was zero. The May budgeted expenses were \$36,849 under budget; with May actual expenses were at \$30,007.

Cooperative Service Fund

Revenues are \$8,618 over budget projection due to Interest Income revenue being higher than anticipated. The revenue for May was \$2,876. The budgeted expenses are \$43,235 under budget, with May actual expenses at \$5,321.

Grants

FY 08 Polytalk grant received revenue of \$15,038 this month for a total of \$27,084.

FY 08 World Cat Local grant received revenue of \$57,664 this month for a total of \$93,828.

Explanation of Calculations: The information above is from May 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 May.

**ILLINOIS STATE LIBRARY
CONSULTANT'S REPORT
June 2008**

ISL Consultant – Cyndy Colletti, ccolletti@ilsos.net

LIBRARY SYSTEM ADMINISTRATIVE RULES AND STANDARDS

The library system standards have been identified as a primary objective for review and revision. Input from the library community including library system staff and board members; ILLINET library staff and governing board officials; and related library organizations will be vital to the collaborative process of rule revision. The State Library staff will seek broad-based input into the future key roles and responsibilities for library systems through surveys, meetings and hearings. A committee representing the statewide library community will work closely with staff on the library system standards. We would like to define and update library system roles and requirements and member library responsibilities. We ask for your support, insight and ideas during the upcoming months. Due to such challenges as flat state revenue and spiraling gasoline prices, expectations for library systems need to be realistic and up to date. Kathleen Bloomberg will be the point person on the State Library staff, with administrative support from Joseph Natale.

FY2009 SYSTEM AREA AND PER CAPITA GRANT PRESENTATIONS

The system grant presentations are open to the public. Citizens are encouraged to attend.

Monday, July 21, 2008:

8:30 a.m. – 12:00 p.m., Rolling Prairie Library System

1:00 p.m. – 4:30 p.m., DuPage Library System

Wednesday, July 23, 2008:

8:30 a.m. – 12:00 p.m., Metropolitan Library System

1:00 p.m. – 4:30 p.m., Lewis & Clark Library System

Thursday, July 24, 2008:

1:00 p.m. – 4:30 p.m., Lincoln Trail Libraries System

Monday, July 28, 2008:

1:00 p.m. – 4:30 p.m., Alliance Library System

Wednesday, July 30, 2008:

8:30 a.m. – 12:00 p.m., Prairie Area Library System

1:00 p.m. – 4:30 p.m., Shawnee Library System

Thursday, July 31, 2008:

8:30 a.m. – 12:00 p.m., North Suburban Library System

PER CAPITA GRANT WORKSHOPS

Workshops are scheduled at the regional library systems during the next few months to explain requirements for obtaining an Illinois State Library Public Library Per Capita and Equalization Aid grant. ISL staff will review the grant application and explain requirements that will be in place for the next three years to obtain a grant. If you want to participate, sign up at the system whose training you want to attend. You may attend a workshop at any of the systems offering training. While the workshops are not mandatory, participation is encouraged. Contact Mary Downing at mdowning@ilsos.net or 217-782-5506 or Jeanne Urbanek at jurbanek@ilsos.net or 217-524-0050 for more information.

Grant workshops are as follows, with more to be scheduled:

June 25, Alliance Library System, East Peoria, 1:30 p.m. - 3:30 p.m.

July 10, North Suburban Library System, Wheeling, 10:30 a.m. - 12:30 p.m.

July 18, DuPage Library System, Geneva, 10:30 a.m. - 12:30 p.m.

July 29, Metropolitan Library System, Burr Ridge, 9:00 a.m. - 11:00 a.m.

July 29, Metropolitan Library System, Tinley Park Public Library, 12:30 p.m. - 2:30 p.m.

July 31, Shawnee Library System, Rend Lake Market Place, Mt. Vernon, 9:00 a.m. - 11:00 a.m.

July 31, Shawnee Library System, Marion Carnegie Library, 1:00 p.m. - 3:00 p.m.

August 4, Rolling Prairie Library System, Decatur, 9:00 a.m. - 11:00 a.m.

August 6, Lincoln Trail Libraries System, Champaign, 1:30 p.m. - 3:30 p.m.

TIPS FOR USING BIBLIOSTAT FOR IPLAR & ILLINET

Every library should be testing its Username and Password to gain access to the IPLAR and/or ILLINET ILL Traffic Form Surveys. Letters with the Username and Password have been sent to every ILLINET library via the U.S. Postal Service. Try your "log in." If you are having technology/access issues, call the Bibliostat Help Desk at 1-866-785-9935. The Help Desk staff will walk you through some troubleshooting tips to gain access-primarily dealing with pop-up blockers and clearing your browsing history/cache. If you are having trouble seeing the buttons at the bottom of your screen, press the F11 key. If you don't understand IPLAR federal edit checks, send an e-mail to Ron Winner (rwinner@ilsos.net <<mailto:rwinner@ilsos.net>>) who will view your edit checks and assist you in responding to them.

If you didn't keep your interlibrary loan statistics separated by "in-state, out-of-state, returnables, and non-returnables", pragmatic estimates for those figures are permissible and necessary in order enable the auto-calculate functions.

If you're not an Internet Explorer user, let Bibliostat or State Library staff know so that a copy of your "survey" can be sent to your library. The next generation of Bibliostat Collect, scheduled for release this fall, will support a variety of Internet browsers.

The "Submit Survey" button can be found by clicking on the Status and Printing link.

For IPLAR or ILLINET Interlibrary Loan Traffic Form content questions contact:

Ron Winner, rwinner@ilsos.net, (IPLAR or ILLINET), Gwen Harrison, gharrison@ilsos.net (ILLINET), Becky Hunter, bhunter@ilsos.net (Username/Password)

STATE LIBRARY GETS NEW ROUTE 66 PROJECT

The Illinois State Library will be joining the Route 66 Corridor Preservation Program of the National Park Service as a founding partner for the Route 66 Archives and Research Collaboration (ARC). ISL, as an archival research center for Illinois, will assist with the preservation of Route 66's history. ISL will work with libraries and other institutions both on and off the historic road to collect resources, maintain a general inventory of collections within Illinois, and encourage development and educational interest in Route 66. The State Library will ask other Illinois libraries to look through their own collections and determine what resources they may have and what they would be interested in collecting. Collection development will assist researchers and Route 66 enthusiasts. ISL will also be seeking individuals and organizations to conduct oral histories from people associated with Route 66. The Illinois State Library is in the process of identifying Route 66 related resources held in the State Library's collection. ISL will also develop bibliographies and tools for finding materials. ISL is particularly proud to have been given a portion of the Route 66 collection belonging to the late author and Route 66 expert Tom Teague.

ADVANCED SMALL PUBLIC LIBRARY MANAGEMENT INSTITUTE

The 15th annual Small Public Library Management Institute (SPLMI), sponsored by the State Library and hosted by the University of Illinois at Springfield, was held in early June. The weeklong Institute is traditionally intended for directors of smaller public libraries and directors new to the Illinois library community. However, during the past five years, many participants have expressed an interest in a follow-up course or an "advanced" SPLMI. In response to this interest, 47 SPLMI graduates participated in another "advanced" SPLMI this year.

EZRA JACK KEATS MINI GRANTS AVAILABLE

The Ezra Jack Keats Mini-grant Program for Public Schools and Public Libraries supports educators, parents and children in their efforts to spread literacy and love of learning. Maximum Award: \$500. Eligibility: public schools and libraries Deadline: September 15, 2008. Access more information at <http://www.ezra-jack-keats.org/programs/minigrant.html>

SPREAD THE NEWS ABOUT E-NEWS!

Our weekly newsletter is the best source available to find out what's going on at the State Library-everything from grant offerings and important meetings to news about electronic resources. If you know of anyone else you think should be getting E-news from the ISL, let us know and we'll sign him or her up, or have him or her contact Pat McGuckin at pmcguckin@ilsos.net

NEW ISL CONSULTANT ASSIGNMENTS

I'd like to thank the staff, the Board of Lincoln Trail Library System and Director Jan Ison for an informative and valuable two years. Your next ISL Consultant will be Karen Egan. See you at the State Library, Cyndy Colletti

FORTHCOMING

| | |
|---------------------|---|
| June 26 – June 2 | ALA Annual Conference, Anaheim, CA |
| June 30 | Deadline to enter Illinois Emerging Writers Competition, http://www.cyberdriveillinois.com/publications/pdf_publications/lda964.pdf |
| July 21-- 31 | System Presentations at ISL |
| Sept. 23 – 26 | ILA Annual Conference, Chicago |
| Nov. 6 – 8 | ISLMA Conference, Arlington Heights |

Action Item

*Lincoln Trail Libraries System
June 16, 2008*

Action Item No.: 2008-30

Subject: Expenditures over \$10,000

Recommended by: Staff

Adopted:

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. Lincoln Trail Libraries System | FY08 Facilities use for OCLC Accounting Grant | \$ 19,123.00 |
| B. Lincoln Trail Libraries System | FY08 Revenue for OCLC Accounting Grant | \$ 95,617.00 |

Action Item

*Lincoln Trail Libraries System
June 16, 2008*

Action Item No.: 2008-31

Subject: Terms of Office for Board of Directors

Recommended by: Staff

Adopted:

In order to assure that the terms of office for LTLS Directors match the new Board Year of October 1 to September 30, established by a change in the LTLS Bylaws in May 2008, it is recommended that the term of office for all current Board members be extended from June 30 to September 30.

It is further recommended that the current Board officers remain in their office until September 30.

Action Item

*Lincoln Trail Libraries System
June 16, 2008*

Action Item No.: 2008-32

Subject: LTLS Board Meeting Schedule - July-September 2008

Recommended by: Staff

Adopted:

The LTLS Staff recommends that the LTLS Board of Directors meet at 7:00 p.m. on the third Monday of July, August, and September 2008. A schedule of meetings for the new Board year beginning October 1, 2008 will be presented at the September 2008 Board meeting. This schedule will be in effect unless otherwise determined by the Board of Directors.

July 21, 2008

August 18, 2008

September 15, 2008