

Draft

Lincoln Trail Libraries System  
Board of Directors Meeting  
June 15, 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 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 No. 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 Busey 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

4. Public Comments

5. President's Report – Rosanne Reidner

6. Executive Director's Report – Jan Ison

- Executive Director's Report for May 2009

- Consultants' Report for May 2009

- Statistical Summary for May 2009

- Financial Update May 2009

Draft

7. Committee Reports

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

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” or (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees,” as authorized by 5 ILCS 120/2(c)(1) and 5 ILCS 120/2(c)(2).

8. ISL Report - Karen Egan

9. Unfinished Business

- FY2010 Budget
- Reciprocal Borrowing

10. New Business

- Action Item No. 2009-32- Expenditures over \$10,000

11. Discussion/Planning

- Library Support Staff Certification Program

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:** May 26, 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  
Scott Drone-Silvers ..... Mattoon  
Lavonne Gillespie ..... Ashkum  
Cynthia Helms ..... Champaign  
Allen Lanham ..... Charleston  
Donna Miner ..... Rantoul  
Susan Norris ..... Urbana  
Anieta Trame ..... Mattoon

**MEMBERS NOT PRESENT:**

Virginia Erickson ..... Champaign  
Rochelle Funderburg ..... Champaign

**OTHERS PRESENT:**

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

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**MINUTES OF THE MEETING OF THE LTLS BOARD OF DIRECTORS**  
May 26, 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 April 20, 2009 Meeting

B. Approval of Treasurer's Report

- Schedules of Checks

513 Check Nos. 49127 through 49171

513.1 ACH Direct Deposit

513.2 Check Nos. 1150 through 1158

- Schedules of Activity

513.3 Illinois Funds-Money Market Fund

513.4 The Illinois Funds-Prime Fund

513.5 Main Street Bank and Trust Grant Account

513.6 Illinois Funds OCLC Account

513.7 Main Street Bank and Trust OCLC Checking

513.8 Illinois Funds OCLC Prime Investment

Investment Summary as of April 30, 2009

- Income Statements/Balance Sheets: April 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

Mr. Drone-Silvers moved to approve the Consent Agenda; Ms. Miner seconded the motion. A roll call vote was taken:

Yes – Cler, Drone-Silvers, Gillespie, Hasten, Helms, Lanham, Miner, Norris, Quisenberry, Reidner, Trame

No – None

**PUBLIC COMMENTS** - None

**PRESIDENT'S REPORT** - Ms. Reidner presented the board with a written review of the May Feature articles from the LTLS website. Ms. Reidner found the articles to be very informative and thanked the staff for the work they did on the articles. Ms. Reidner was part of the LTLS delegation to Library Day in Springfield. She enjoyed the opportunity and stressed the importance of advocating for libraries.

**DIRECTOR'S REPORT** - Jan Ison

Ms. Ison attended a meeting of the System Directors and learned that there is an upcoming workshop for all System Board Members in the planning stages for sometime in FY2010. The System Directors are also planning to hold the presentations of the budget via videoconference rather than meeting in Springfield. Ms. Ison told the board that LTLS, not the libraries themselves, will be updating of all LTLS member libraries to L2. Ms. Ison attended an OCLC meeting in Dublin Ohio. Ms. Ison was elected to serve as the first President of the newly formed OCLC Global Council. This position will help LTLS to better implement online meetings and workshops. OCLC announced that a service called WorldCat Quick Start will be free to all libraries who have subscriptions to First Search. The Illinois State Library pays for this service for Illinois libraries thus this will be free to all libraries in Illinois. Another new feature is that all databases purchased through OCLC will be indexed by article allowing for location of full text in one search. Circulation continues to grow at a rapid pace along with items delivered and items picked up. The LTLS consulting team submitted LSTA grants in April.

**COMMITTEE REPORTS**

•Budget & Finance Committee

The Board received copies of the OCLC FY2008 procedures Audit. This is the second time this audit has been completed and all changes recommended by the first audit were implemented.

The Budget & Finance Committee completed the budget for FY2010. The copies of the budget and Action Item the Board received required a revision. The revision was in the amount estimated for the Automation Fund. The amount for Processing Services under Automation Fund was changed from 152,324 in the budget to 159,500. The revision was noted during discussion and the Action Item was changed under Automation Fund in the Estimated Revenue column from 439,087 to 450,949.

•Action Item No. 2009-29 Fy2010 Budget Revision and Fund Designations

The staff recommended approval of the FY2010 budget expense and designations by fund (as revised) The Action Item was changed under Automation Fund in the Estimated Revenue column from 439,087 to 450,949.

Mr. Drone-Silvers moved to approve Action Item No. 2009-29 (as revised); Mr. Lanham seconded the motion. A roll call vote was taken:

Yes - Cler, Drone-Silvers, Gillespie, Hasten, Helms, Lanham, Miner, Norris, Quisenberry, Reidner, Trame

No - None

**ILLINOIS STATE LIBRARY REPORT** - Karen Egan

Ms. Egan submitted a written report for February of 2009.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

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•Action Item No. 2009-30 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. LTLS-OCLC FY09 Wilson Select payment \$18,300.00

Mr. Lanham moved to approve Action Item No. 2009-30; Ms. Hasten seconded the motion. A roll call vote was taken:

Yes – Cler, Drone-Silvers, Gillespie, Hasten, Helms, Lanham, Miner, Norris, Quisenberry, Reidner, Trame

No – None

**DISCUSSION/PLANNING**

•FY2010 Budget and Work Plan

Ms. Ison prepared a presentation of the LTLS FY2010 Budget and Work Plan. One of the goals for LTLS in FY2010 is to highlight member libraries on the About LTLS Members Blog. The presentation inspired a lively conversation about the challenge of using web 2.0 technologies effectively.

**ANNOUNCEMENTS**

Ms. Hasten shared the story of a birthday party hosted by the Marshall Public Library. What made this story special was the young guest of honor’s request that all her gifts be made in the form of donations to the library. Ms. Trame added that Mattoon Public Library is using a summer reading program called “Read For A Cause” to get local businesses involved by asking for a donation to match the total number of books read. The donations may be as small as a penny per book.

**ADJOURNMENT**

Ms. Trame moved to adjourn the meeting; Ms. Miner seconded the motion. The Board was unanimously in favor of the motion, and the meeting was adjourned at 8:15 p.m.

Approved by the Lincoln Trail Libraries System Board of Directors on Monday, June 15, 2009.

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Rosanne Reidner, President

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Janet Hasten, Secretary

# **Executive Director's Report**

## **For May 2009**

*Jan Ison*

**Executive Director**  
**Lincoln Trail Libraries System**  
**June 15, 2009**

### **System Directors Meeting**

The Illinois Library System Directors met on May 5<sup>th</sup> and 6<sup>th</sup> at the North Suburban Library System. Topics covered at the meeting included: FY 2010 Annual Plans, Calculating delivery costs the same in order to compare cost per item, update the Systems Strategic Plan and FY 2010 focus (Sustainable Services, Environment, Resources, and Value – SERV), developing a funding needs plan.

### **ALA Legislative Day**

As part of my personal time in Washington DC for my daughter's graduation, I attended the annual American Library Association Legislative Event. I met with Representative Johnson's staff, Senator Burris' staff and with Senator Durbin. The day prior to the visits ALA provided a briefing on the following key issues: LSTA Funding, LSTA Reauthorization, Copyright, E-Rate, Telecommunications, Improving Literacy Through School Libraries and more.

### **Broadband and American Recovery and Reinvestment Act**

While in Washington DC, I also had the opportunity to attend a special briefing sponsored by the Bill & Melinda Gates Foundation and the ALA regarding Broadband and AARA. The following presenters provided a good overview of next steps for libraries. John Windhausen, President, Telepoly, and former Senior Counsel, U.S. Senate Commerce Committee; Greg Rohde, President, E-Copernicus, and former Administrator, National Telecommunications and Information Administration (NTIA); Linda Schatz, President, EdTech Strategies, and former Vice President of the Universal Service Administrative Company (which administers the E-rate program); Lynne Bradley, Director, ALA's Office of Government Relations; Carrie Lowe, Director, Program on Networks in ALA's Office for Information Technology Policy; Jill Nishi, Deputy Director, U.S. Libraries Program, Bill & Melinda Gates Foundation. The presentation and slides can be found at the [Know your Stimulus Web site](#).

### **OCLC Members Council**

The final meeting of the OCLC Members Council was held May 17 – 19, 2009. This was a celebration of past successes and planning for the future of the OCLC Global Council. There were meetings of each of the three regional groups – the Americas, Asia-Pacific, and Europe, Middle East and Africa. Each region presents its own challenge with the diversity of members. At the end of the meeting I became the first President of OCLC Global Council. My plan is to focus on Membership and Engaging Members in the cooperative conversation.

### **Mahomet Groundbreaking**

On the last Saturday in May, I had the pleasure of attending the groundbreaking for the new Mahomet Public Library District. It was a beautiful day and a fun event. Besides the groundbreaking the best part were the remarks by former Governor and Secretary of State Jim Edgar. Governor Edgar has been and continues to be a great supporter of libraries of all types and knows how important they are to our communities.

### **FY 2010 Plan of Service**

LTLS staff completed the FY 2010 Plan of Service as per the requirements. There are many exciting opportunities and plans in the document. FY 2010 will be a year of changes for LTLS

# Consultants' Report For May 2009

Lincoln Trail Libraries System  
June 15, 2009

- WorldCat Local** The WorldCat Local grant project received an extension through December 30, 2008. Vanessa Whippo attended a meeting of the Statewide Cataloging Standard Committee at Illinois State Library May 22nd. The meeting featured a presentation by Laurie Bartolini of the comparative features of OCLC's WorldCat Quick Start and WorldCat Local aimed at system database managers and cataloging consultants.
- LINC Cataloging Center & CMC** The LINC Cataloging Center welcomed a new paraprofessional cataloger, Alissa Marcum, in May. In addition to other previous experience, Alissa has four years' experience on the staff of Tolono Public Library. The Cataloging Maintenance Center finalized a contract to provide a substantial amount of copy and original cataloging of music CDs and musical scores for Chicago State University Library.
- IPLAR** Joe Sciacca and Donna Schaal attended a workshop on the use of Bibliostat software which will be used by public libraries to submit Illinois Public Library Annual Reports this year, and which features an online website for searching an archive of data from past annual reports.
- LINCPac** Pat Boze set up a new LINCPac for Oakwood Public Library District, whose Board approved this purchase in April. Also, Champaign Public Library LINCPac is now configured to allow new Champaign residents to self-register. The information is then retrieved by Champaign library staff who approve the borrower's card based on validation information brought into the library by the new resident. Self-registration saves staff time on inputting personal patron information such as address, name, etc.
- EZ Kill-a-Watt meters** LTLS distributed the EZ Kill-a-Watt meters to member libraries. The meters are made available through a partnership between Illinois Library Systems and AmerenIP and are aimed at increasing awareness of electricity costs and the power consumption of household appliances. The meters are cataloged in LINC and libraries are circulating the devices to patrons.
- Per Capita Grant** Joe Sciacca, Donna Schaal, and Michelle Ralston attended a VTel session about the Public Library Per Capita Grant application requirements and procedures, presented by Illinois State Library staff. The requirements are more substantial than in prior years and the session was intended to help system consultants work with libraries in completing their applications. Application forms will be available July 1 and will be due October 15th.
- Plinkit Training** Donna Schaal attended an advanced Plinkit training hosted by the Rolling Prairie Library System. In this session, advanced features were discussed. Bev Obert and Troy Brown gave an update on the status of the cooperative. The new version will also be launched sometime during the summer.
- May Feature Articles** LTLS Consultants and Executive Director Ison developed a series of Features articles on Social Networking. This month's theme included articles on social networking, instant communications, image sharing, do-it-yourself publishing, and genealogical research. The articles are linked on the home page of the LTLS Website and were viewed over 770 times during May. The April Feature articles on the subject of Return on Investment (ROI) remained popular during May with over 950 views.
- Library Visits** Mattoon Middle School, University of Illinois – LIS Library, Mahomet Public Library

# Statistical Summary For May 2009

Lincoln Trail Libraries System  
June 15, 2009

	<b>May 2009</b>	<b>May 2008</b>	<b>YTD FY2009</b>	<b>YTD FY2008</b>
<b>Automation/Technology</b>				
Total Circulation	418,171	395,319	4,890,739	4,337,526
Media Mall Circulation	1,303	760	10,947	7,057
Holds Placed -- Online Libraries	51,407	46,878	625,143	540,228
Holds Placed - LINCPac Requests	39,282	34,145	462,968	396,283
Bibliographic Records	836,341	804,266		
Holdings Records	2,495,131	2,444,795		
Patron Records	278,782	258,543		
LTnet Hours Scheduled	744	744	8,040	8,088
LTnet Hours Available	744	744	8,037	8,087
LINC Hours Scheduled	744	744	8,040	8,088
LINC Hours Available	744	744	8,037	8,087
<b>Bibliographic Access</b>				
Cataloging -- New Materials	2,001	2,324	25,249	24,306
Cataloging -- Retrospective	246	136	1,103	4,092
Authority Control-New Headings	3,397	0	62,040	9,999
<b>Consulting</b>				
Consulting and Staff Contacts	164	206	1,528	1,554
<b>CE and Training</b>				
Continuing Education Events	1	0	20	21
Continuing Education Attendance	12	0	259	462
Training Events	4	8	42	42
Training Attendance	10	21	202	236
<b>Delivery</b>				
Delivery Stops	1,002	1,046	11,427	12,206
Delivery Miles	13,020	12,982	149,690	147,397
Items Picked Up	74,318	59,906	827,520	476,981*
Items Delivered	74,396	59,832	839,032	757,305
ILDS Items Received	2,046	1,831	21,691	19,998
ILDS Items Delivered	1,702	1,754	21,530	20,149
<b>Interlibrary Loan</b>				
In-System On-line Lending	47,878	53,379	645,247	623,280
<b>Internet</b>				
Visits to LTLS Web Site	129,674	151,734	1,534,501	1,310,231
Visits to LTLS Blogs	6,895	4,248	57,975	43,797
Visits to LINCPac	828,887	312,741	5,654,059	3,500,026
<b>Reciprocal Access</b>				
Reciprocal Lending by online libraries	78,995	61,026	781,272	646,958
<b>Reference</b>				
FirstSearch™ Searches	57,258	74,380	419,304	1,155,174

\*Items Picked Up reported starting November 2007.

# **Financial Update For May 2009**

**Lincoln Trail Libraries System  
June 15, 2009**

## **Business Office Manager Highlights**

Ramona Rollins attended a luncheon meeting of the Central IL Human Resource Group concerning “Survivor Guilt: guilt of the employees left behind after a layoff” and the IL Public Investors’ Financial Symposium in Springfield.

## **General Fund**

### **Revenue:**

- The General Fund revenue received year-to-date is 91% of the annual budget. May revenue was \$0. The General Fund revenue received year-to-date is \$1,283 over budget projections through May

### **Expenses:**

- The General Fund expenses year-to-date are \$75,147 under budget projections through May; with General Fund actual expenses for May were \$57,808.

## **Automation Fund**

- Automation Fund revenues received year-to-date is \$39,327 over budget projections through May, with actual revenue for May was \$0.
- The Automation Fund expenses year-to-date are \$74,812 under budget projections through May; with May actual expenses were \$29,702.

## **Cooperative Service Fund**

- Cooperative Service Fund revenues year-to-date are \$3,385 under budget projections through May, with actual revenue for May was \$6,982.
- The Cooperative Service Fund budgeted expenses year-to-date are \$13,082 under budget projections through May; with May actual expenses were \$7,201.

## **Grants**

No grant monies received this month.

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.



**Review**  
**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
  - ✓ Technology Plan in Progress
  - ✓ Comprehensive Survey completed regarding member library needs
  - ✓ Draft Plan in progress
  - ✓ Estimated timeline for Plan for Board review July 2009 for adoption August or September 2009
  - ✓ Future of the ILS Symposium held September 2008 with 240 participants
  - ✓ Very Successful conference
  
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.
  - ✓ Currently conducting a survey of member libraries regarding needs and desires of education and training which will inform new direction (if needed for Education and Training)
  - ✓ Participate with other systems and ISL in L2 (statewide CE Calendar)
  - ✓ Worked with L2 developers to develop interoperability between LTLS internal database and L2. (This is still in progress and currently it requires LTLS staff intervention to ensure that events are displayed.
  - ✓ Promoted WebJunction educational opportunities to member libraries
  - ✓ Continued to provide Education and Training for LTLS members.
  
  - ✓ Began an evaluation of the LTLS Delivery Service
  
3. Take a leadership role in developing a statewide universal catalog for library resources by piloting and testing WorldCat Local.
  - ✓ Managed World Cat Local R & D Project
  - ✓ World Cat Local successfully integrated with 4 different ILS products
  - ✓ 20 Illinois libraries participating in WorldCat Local



- ✓ 9 Illinois libraries participating in World Cat Direct (sending requested items directly to home of user)
  - ✓ Regular presentations on WorldCat Local as a potential solution for a Next Generation ILS
  - ✓ 14 libraries participating in WorldCat Link Manager
4. Assist members in beginning the process of evaluating options for an upgraded software platform for LINC services.
- ✓ The process for upgrading software for LINC has not progressed significantly
  - ✓ Held "Future of the ILS Symposium" in September 2007 which began the informational process
  - ✓ Held a demonstration of Polaris Library System for LTLS members
  - ✓ Participating in Ohio Open Source project to learn more regarding the positives and negatives of utilizing open source
  - ✓ Monitoring the implementation of Open Source ILS projects for large consortia.
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.
- ✓ Had all the lighting and ceiling tiles replace at LTLS
  - ✓ Worked with Architect to develop a overview plan for remodeling LTLS interior to enhance accessibility and to support education and delivery operations more effectively
  - ✓ Project stalled due to budget considerations
6. Begin a review of the Personnel and Salary Administration Policies and conduct a salary review study as appropriate.
- ✓ Reviewed Personnel Policy in relationship to retirement payout for staff
  - ✓ Continually monitored IMRF costs to determine best option for LTLS
  - ✓ Monitored and recommended increase in salary scale based on CPI
  - ✓ Began review of Position descriptions by having staff report daily activities for a month
  - ✓ Encourage Business Office manager to participate in the Central Illinois Human Resource Group
7. Explore options to enhance the LTLS Web Presence by adding e-commerce to the site.
- ✓ E-Pay available but not activated
  - ✓ Exploring several options for credit card acceptance especially CE



- ✓ No major requests for this type of payment
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.
- ✓ Digital Gems Launched
  - ✓ 1,021 individual digitized images available on the site, in LINC and in OCLC
  - ✓ Participating libraries include a special library, museum and 2 public libraries

### 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.
  - ✓ 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
2. Develop a membership practices and protocols manual for the review of ongoing LTLS membership
  - ✓ Draft document presented to committee
  - ✓ Document to be revised and approved at next Membership Committee meeting
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.
  - ✓ Meet with LINC Policy Council
  - ✓ Meet with LINC Directors Group
  - ✓ Attended Local Library events
  - ✓ Presented in several LTLS Education and Training Events
  - ✓ Attend Local Library Board meetings
  - ✓ Visit Member libraries
  - ✓ Implemented Trustee Connections
  - ✓ Continued regular blogs and news updates for LTLS members



- ✓ Encouraged LTLS member libraries without a website to join PLINKIT (10 members have joined)
4. Enhance and expand the service program of LINC and seek new members to participate in the LINC consortium.
    - ✓ 6 libraries have joined LINC during FY 2008 & FY 2009
    - ✓ Implemented Library Elf as a service of LINC
    - ✓ Implemented Library Thing as a service of LINC
    - ✓ A new Circulation policy for LINC was adopted
    - ✓ Worked with various vendors used by libraries to configure locally purchased products to work with LINC
    - ✓ Implemented Horizon to work with WorldCat Local
    - ✓ -Upgrade of Horizon, WebReporter, and LINC Pac
    - ✓ -Moved from one WebFeat platform to another
    - ✓ -Local holds implemented
    - ✓ -Implemented local services e.g. Homeroom, Reserve Room, Patron Self-Registration
  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.
    - ✓ Participate in Illinois Library Day
    - ✓ Participated in ALA Library Day
    - ✓ Host the Illinois Library Day Website
    - ✓ Developed ROI information piece for distribution
    - ✓ Submitted Shovel- ready funding needs to state list for federal stimulus funding consideration
  6. Develop, revise, and monitor compliance with LTLS Policies.
    - ✓ LTLS Bylaws Revised 5.2008
    - ✓ Responded to several questions issues related to Reciprocal Borrowing
    - ✓ Wrote an informational report on Reciprocal Borrowing
  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.
    - FY 2008 Grants
      - ✓ LSTA Digital Imaging Grant \$ 18,028
      - ✓ LSTA Delivery Ramp-Up \$ 4,900



- ✓ LSTA MARC of Quality \$ 500
- ✓ LSTA World Cat Local \$144,520
- ✓ State & Interest OCLC Accounting \$ 95,617
- ✓ LSTA Polytalk \$ 80,000
- ✓ State Subsidy for LLSAP members \$ 10,707.58
- ✓ State CMC \$ 80,606

FY 2009 Grants 2009

- ✓ State MARC of Quality \$ 500
- ✓ LSTA World Cat Local \$150,000
- ✓ State & Interest OCLC Accounting \$128,871
- ✓ LSTA OHIO Multistate \$ 47,571
- ✓ State CMC \$ 65,405

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.
  - ✓ 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, IM and individual personal communication
  - ✓ LTLS Internal Blog
9. Maintain a strong partnership arrangement between LTLS and the Illinois State Library. Participate as a member of committees as the opportunity arises.
  - ✓ Chaired the OCLC Group Services Pricing Committee
  - ✓ Chaired ILSDO
  - ✓ Vice-President, President-Elect of OCLC Members Council
  - ✓ Participated in the Statewide Delivery TaskForce
10. Work with personnel of the other Illinois library systems, CARLI, and other groups to enhance cooperative efforts in Illinois.
  - ✓ Participated in statewide Delivery TaskForce
  - ✓ Participated with System Directors to propose a statewide delivery service managed and operated by Systems. (Systems did not receive the contract.)
  - ✓ Assisted Lewis and Clark Library System in planning process
  - ✓ Facilitating a new Strategic Plan for the Illinois Talking Book Service



- ✓ Provide regular presentations to the Mortensen Center for International Librarianship
  - ✓ Worked with ILSDO to offer Wilson Select to libraries of Illinois after funding cuts from the State Library in FY 2009
11. Participate in the Illinois Library Association, the Illinois Association of School Librarians, the American Library Association, and other professional associations as appropriate.
- ✓ Chair of the ALA Conference Committee
  - ✓ Participated in the ALA Conference Program Coordinating Committee
  - ✓ Numerous presentations on WorldCat Local and other cooperative services
  - ✓ Attended ILA, ALA and IFLA
  - ✓ Worked with ALA/APA for LTLS to be a pilot site for the Library Support Staff Certification Program
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.
- ✓ Visits to member library board meetings, open houses, ground breakings and grand openings
  - ✓ Facilitating a new Strategic Plan for the Illinois Talking Book and Braille Service
  - ✓ Co-presented a paper on Teen Services in Libraries at the Japanese Library Fair and Forum in November 2008
  - ✓ Implemented Features articles on the LTLS Home Page – Topics range from Return on Investment to Social Networking to Advocacy to reports on ALA activities
  - ✓ Presentation on WorldCat Local pilot at the Massachusetts Library Association



**FISCAL YEAR 2010 PRIORITIES**  
**Jan Ison, Executive Director**  
**Lincoln Trail Libraries System**

1. Work with the LTLS Board of Directors to develop a new LTLS Strategic Plan.
2. Work with the Board, member libraries and staff to evaluate options for the next generation ILS for LINC.
3. Finalize the review of the LTLS Delivery system and the LTLS Education and Training program.
4. Encourage member libraries to take full advantage of the OCLC Group services program and all services available to members of OCLC.
5. Continue to gradually upgrade and enhance the LTLS physical facility.
6. Review and update as necessary LTLS position descriptions.
7. Complete the Technology Plan for LTLS.
8. With other library systems explore options for a statewide membership policy and provide input to the Statewide Standards development process
9. Evaluate the current LTLS WebSite and update as needed.
10. Explore further use of Return on Investment and Key Indicators of success to provide information on the value provided by LTLS services.
11. Enhance the LTLS Consulting Service by actively assisting local libraries in personnel recruitment and hiring.

**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. Regularly monitor progress in achieving activities in the Work Plan
2. Maintain contact with member libraries and governing boards regarding LTLS services and provide consulting assistance to personnel and



