



DANVILLE
PUBLIC
LIBRARY

October 3, 2006

James P. Quisenberry, President
Lincoln Trail Libraries System Board of Trustees
1704 W. Interstate Drive
Champaign, IL 61822-1068

Dear Mr. Quisenberry,

I am writing on behalf of the Danville Public Library Board and Finance Committee to express our dissatisfaction with the flow of our items through the Lincoln Trail Cataloging Center and to explain why we withheld a check since April 2006 in the amount of \$9,891 for Cataloging Center services from January through June 2006.

This was the second time since March 2005 that we felt it necessary to withhold a portion of our payment to the Cataloging Center in an effort to convince Lincoln Trail to give priority to the previous year's backlog. In March 2005, we decided that we would release that quarter's payment in increments, when 75% and then 100% of the nearly 700 items in backlog were cataloged and returned. Our final check was sent July 21, 2005.

This year, in April 2006, we faced another backlog of items from as far back as June 2005. We withheld a payment from two quarters of \$9,891. By August 23, 2006, we sent a list of the eighteen remaining items from 2005, and we reminded Lincoln Trail that we were still holding a check to the Cataloging Center. We were assured on August 24 that the remaining items would be taken care of. By September 18, we sent another reminder and were assured that the remaining items would be taken care of by week's end. By October 3, three items from 2005 still remain to be cataloged.

We have made adjustments in our ordering schedule, due to the State's shift in Per Capita Grant distributions. Our previous attempts to expend the grant money by April 30 when the notification didn't come until February caused workflow problems for our staff as well as the Cataloging Center staff.

Our concerns have been discussed in a timely manner, and Lincoln Trail held a brainstorming session with librarians earlier in the year. They reassure us each time that the items we have sent over recently are being cataloged in a more timely manner, but we do not understand why the