



Lincoln Trail
Libraries System

November 7, 2006

Mr. William Satterwhite, President
Danville Public Library Board of Trustees
319 N. Vermilion Street
Danville, Illinois 61832

Dear Bill,

I am writing on behalf of the Lincoln Trail Libraries System to formally respond to your letter of October 3, 2006. As you know, we have had informal emails about the performance of the LTLS Cataloging Center prior to this letter. The purpose of the letter is to update you on the progress that we have made in addressing the issues that you raised.

I want to thank you for your patience while we work diligently to evaluate the Cataloging operation and determine the best way to address the issue of faster turn-around-time in getting materials back to your library. I believe that as of today we have all of the very old original cataloging material returned to Danville Public Library. This has been a very high priority of mine; and until we are "caught" up, LTLS is contracting with the state supported Cataloging Maintenance Center for new original cataloging. That allows the LTLS Cataloging Center staff to concentrate on getting other types of cataloging materials back more quickly. By the end of December, our goal is to have the Center be in a position to return items to libraries within two weeks from the time they are sent. That is the goal that my staff is working diligently to meet. At the same time, we are evaluating all of our processes to be sure that we balance the needs that libraries have for quality access with quick return of items.

In addition to internal evaluation of the Center, the LINC Policy Council, upon my request, established an ad hoc committee to review the standards of quality that Cataloging organizations must follow. I am hoping that this committee can have recommendations by the end of March 2007. In addition, I will be holding regional meetings with libraries who use the LTLS Cataloging Center in late November or early December to determine what suggestions librarians have to improve the service.

Thank you for forwarding your Cataloging Center payments for FY 06 and the first quarter of FY 07. Finally, thanks for your ongoing support of library cooperation and your patience while we work to make this service the best it can possibly be.

Sincerely,

LINCOLN TRAIL LIBRARIES SYSTEM

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