Glossary (including acronyms)

ACH

The Automated Clearing House is a network of financial institutions that facilitates electronic payments and money transfers between bank accounts in the United States.

ADA

The Americans with Disabilities Act is a federal civil rights law that prohibits discrimination against individuals with disabilities in employment, state and local government services, public accommodations, transportation, and telecommunications. More information is available at www.ada.gov.

Adaptive Technologies

Adaptive technologies to enable persons with visual, hearing, and mobility disabilities to utilize products that they would not normally be able to use such as computers, phones, movies, etc.

ALA

The American Library Association is the world's oldest and largest library association. The ALA promotes library service and librarianship, with a mission to provide leadership for the development, promotion, and improvement of library and information services. More information is available at www.ala.org.

Appropriation

Public funds set aside for a specific purpose. An appropriation amount gives the library board of trustees the authority to spend the funds. The appropriation amount includes money that will be spent from all sources such as tax levy, state or federal funds, interest, donations and endowments, and other library revenue including but not limited to fines and fees.

Acquisitions

A core library function ensuring the library has the resources needed to meet the needs of its users. It is also the department or function responsible for selecting, ordering, and receiving library materials to build and maintain the library's collections.

Audit

A systematic examination of the financial records of an organization conducted, as a rule, by an external party to verify the accuracy of and determine conformance to the established financial criteria; a written report of such examination.

Authentication

Authentication is the verification of a device's identity before allowing access to a system or resources.

Back Door Referendum

The Illinois Compiled Statutes [10 ILCS 5/28-2(f)] defines a back door referendum as the submission of a public question to the voters of a political subdivision, initiated by a petition of voters or residents of such political subdivision, to determine whether an action by the the governing body of such subdivision shall be adopted or rejected.

Bibliographic Record

A bibliographic record is a structured document that includes a description of a library item, such as a book, DVD, or e-resource. It includes information such as the author, title, publication date, and subject headings to help library users identify and retrieve the item.

Boundaries (Library)

The library's legally defined, geographic service area from which the library receives tax support for the provision of library services.

Broadband

Broadband is high-speed Internet connectivity ranging from 256kbps (kilobits per second) and higher.

Budget

Is a financial plan that outlines the expected income and expenditures for a public library over a specific period (fiscal year or calendar year, depending on the library). It serves as a blueprint for allocating resources to support library services, programs, staff, collections, technology and facilities.

Bylaws

A law, ordinance, or regulation made by a public or private corporation, or an association or unincorporated society, for the regulation of its own local or internal affairs and its dealings with others or for the governance of its members.

Capital Improvement Plan

A multi-year plan that outlines a library's strategy for identifying, prioritizing, and budgeting for major infrastructure projects, such as building renovations, expansions, or upgrades.

Capital Reserve Fund

A segregated account used to set aside funds for future capital improvements, replacements, or acquisitions of property, equipment, or building upgrades, ensuring long-term financial stability and preparedness for major expenses.

Cataloging

The preparation of bibliographic records in accordance with specific uniform principles. (See also Classification)

Classification

Arrangement of bibliographic records by specific numbers and letters in accordance with a systematically predetermined and arranged schedule, generally by subject matter. Two commonly known and used schedules are the Dewey Decimal System and the Library of Congress Classification. (See also Cataloging)

Chicago Library System (CLS)

The Chicago Public Library (CPL) is one of three regional library systems in Illinois that supports the public library system serving the City of Chicago, consisting of 81 locations, including a central library, three regional libraries, and branches throughout the city's 77 Community Areas.

Collection Development

The systematic process of building and maintaining a library's materials collection to meet the informational, cultural, and recreational needs of its users.

Collection Management

The continuous review and evaluation of the library's collection to ensure that the collection is current, relevant, and useful. (See also acquisitions)

Conflict of Interest

When an individual's private financial, familial, or social interests could compromise their judgment or decisions in the workplace. The Public Officers Prohibited Activities Act [50 ILCS 105] delineates areas with which public officers must comply in order to avoid conflicts of interest.

Cooperative Collection Development

A system for coordinating selection and purchase of materials between two or more libraries in order to avoid unnecessary duplication, complement the collections of participating libraries, and utilize public funds in a responsible manner.

Corporate Authority

The aggregate body of officers of a municipality vested with the authority in regard to the particular matters referred to by statute. For most Illinois libraries, this is the Board of Trustees or the Board of Directors.

CREW

Continuous Review, Evaluation, and Weeding (CREW) is an ongoing process of evaluating and weeding collections as detailed in Belinda Boon's The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium Sized Public Libraries (Texas State Library, 1995). Learn more at www.tsl.state.tx.us/ld/pubs/crew/index.html

Delivery or System Delivery

The physical transportation of materials between libraries to fulfill patron requests. Delivery is a key component of interlibrary loan, allowing patrons access to materials outside their library or library system.

EEOC

The Equal Employment Opportunity Commission (EEOC) is a federal agency that enforces laws against job discrimination and harassment based on race, color, religion, sex, national origin, disability, age, and genetic information. More information is available at www.eeoc.gov

E-Rate

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. Learn more at www.usac.org/sl/.

Expenditures

The money spent on various items and services, including staff salaries, materials (books, journals, etc.), equipment, and building maintenance, all necessary for providing library services.

Facility Assessment

A comprehensive evaluation of a building's physical condition, identifying existing and potential problems, and providing recommendations for maintenance, repairs, and upgrades, allowing for informed decision making regarding capital planning, maintenance, and asset management.

FICA

Federal Insurance Contribution Act (FICA) is the tax provisions of the Social Security Act, as they appear in the Internal Revenue Code. See www.ssa.gov to learn more.

Financial Disclosures

The process of making a company's financial information, such as financial statements, available to the public or relevant stakeholders to promote transparency and accountability. These are crucial for investors, creditors, and other stakeholders to assess a company's financial health, performance, and risk profile.

Firewall

A firewall is a collection of security measures designed to prevent unauthorized electronic access to a networked computer system.

FOIA/Freedom of Information Act

A federal law that allows individuals to request access to records from government agencies including local governments such as libraries, with exceptions for certain sensitive information. The aim of FOIA is to increase transparency and accountability in public bodies.

FOIA Officer

An official designated by a public body to receive and respond to records under FOIA, ensuring compliance with the law.

Friends of the Library

Non-profit, volunteer groups that support libraries in their communities through financial contributions, advocacy, and other activities. These groups aim to promote and support the resources, services, and needs of libraries, often serving as advocates for the value of libraries.

Foundations

A non-profit organization, typically a 501(c)(3), established to support a library through private fundraising, securing funding for programs, services, collections, and capital projects that extend beyond public funding.

FTE

FTE stands for "full-time equivalent" and is a unit of measurement used to represent the total number of full-time hours worked by all employees in a business or organization, regardless of whether they are full-time or part-time.

Calculation:
To calculate FTE, you sum the total hours worked by all employees (full-time and part-time) and then divide by the number of hours considered a full-time workweek (typically 40 hours).
Example: If two employees each work 20 hours a week (part-time), their combined FTE is 1.0 (20 hours/person * 2 people = 40 hours / 40 hours/week = 1.0 FTE).

Fund Balance
> In the context of a library's finances, a "fund balance" represents the accumulated difference between a library's assets and liabilities, essentially the net worth of its financial resources.
> **How it's calculated:** Fund balance is calculated by subtracting total liabilities from total assets.

GASB
> The Governmental Accounting Standards Board (GASB) is an independent, private-sector organization that establishes accounting and financial reporting standards for state and local governments, ensuring they follow Generally Accepted Accounting Principles (GAAP).

Hardware
> Hardware is computer components such as the monitor, keyboard, central processing unit (CPU), mouse, etc.

Hub (Library System Hub)
> A service center of a library system providing services such as interlibrary loan delivery to libraries in a geographic region.

HVAC
> Heating Ventilating Air Conditioning (HVAC) is the system and equipment used to control and maintain indoor temperature, air quality, and humidity.

ILCS
> The Illinois Compiled Statutes (ILCS) are a compilation of Public Acts, organized by Chapter and Act number under nine topical categories. Most, but not all, Public Acts are incorporated into the ILCS. See www.ilga.gov/legislation/ilcs/ilcs.asp.

IHLS
> Illinois Heartland Library System (IHLS or Heartland) is one of three regional library systems in Illinois that supports all types of Illinois libraries (public, school, academic, and special), and their staff and trustees by providing interlibrary loan, delivery service, access to digital collections, an automation consortium, continuing education and networking opportunities for library staff, discounts and group purchases, and access to grants. IHLS provides services to libraries in southern and parts of central Illinois. Additional information is available at www.illinoisheartland.org.

ILA
> The Illinois Library Association is a professional membership organization that represents Illinois libraries and the public who depend on them. ILA connects library professionals and supporters

to each other and the important issues facing libraries. Additional information is available at
www.ila.org

IPLAR

The Illinois Public Library Annual Report (IPLAR or Annual Report) is the collection of Illinois public library information and statistics for the purpose of compiling, preserving, and publishing library statistical information as required by law. This information is reported to the Institute and Museum and Library Services (IMLS) as part of the Public Library Survey (PLS) compilation of national public library data.

ISL

The Illinois State Library, under the Secretary of State, is the principal information resource for state government. The State Library serves as a regional federal documents depository, maintains collections of historic and contemporary Illinois documents and maps. The State Library provides support to libraries throughout the state through the administration of grants. The State Library also administers basic adult literacy instruction through its Literacy Office. The state library also manages the Talking Book and Braille Service, which serves the needs of the visually impaired. See www.ilsos.gov/departments/library/ for additional information.

ILLINET

Illinois Library and Information Network is a statewide library alliance that, along with the Illinois State Library, Reaching Across Illinois Library System (RAILS), Illinois Heartland Library System (IHLS or Heartland), Chicago Public Library System (CPLS), provide statewide resource sharing.

ILLINET INTERLIBRARY LOAN CODE

The interlibrary loan code that governs resource sharing among ILLINET members. www.cyberdriveillinois.com/departments/ library/libraries/pdfs/illcode.pdf

IMRF

The Illinois Municipal Retirement Fund (IMRF) is established under statutes adopted by the Illinois General Assembly and governed by a board of seven trustees who must also be participating members. Many, but not all, Illinois public libraries participate in IMRF. Both employers and employees contribute to IMRF. More information is available at www.imrf.org.

Integrated Library System (ILS)

An ILS is a computer-based system designed to manage all aspects of a library's operations, from acquiring and cataloging materials to managing circulation and providing access to resources.

Interlibrary Loan

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library.

LAN

Local Area Network, or collection of interconnected computers, servers, and hubs within an organization. Multiple LANs linked together form a WAN, or Wide Area Network.

Library Bill of Rights
> The Library Bill of Rights is a statement by the American Library Association (ALA) outlining the rights of library users to intellectual freedom and the expectations placed on libraries to support those rights, emphasizing access to information and resources without discrimination.

Local Government
> Special districts with limited purpose that provide tax supported services that residents want such as library services. Local government examples include counties, towns, school districts, and library districts.

LLSAP
> Local Library System Automation Programs. Each regional library system's cooperative resource sharing (ILS, OPAC, interlibrary loan) program for member libraries.

MARC
> Machine Readable Cataloging. The MARC formats are standards for the representation and communication of catalog records in computerized formats. www.loc.gov/marc/

Market Benchmarking
> Comparing a library's performance, practices, and resources against those of similar libraries or industry leaders to identify strengths, weaknesses, and areas for improvement.

MLS/MLIS
> Master's in Library Science degree/Master's in Library and Information Science degree.

Mission Statement
> A formal summary of the aims and values of a company, organization, or individual.

Nonresident Fee Cards
> Nonresidents are persons who reside outside of a tax-supported library's legal service area and, therefore, are not being assessed a tax for public library service. Public library boards may choose to extend public library services to nonresidents through a nonresident fee. Municipal libraries: 75 ILCS 5/47(12) and Public Library Districts: 75 ILCS 16/30-55.60.

OCLC
> The Online Computer Library Center (OCLC) is an international cataloging and resource-sharing database. OCLC and its member libraries cooperatively produce and maintain WorldCat, the largest online public access catalog in the world. See www.oclc.org for more information.

OPAC
> An Online Public Access Catalog (OPAC) is an online card catalog accessible to the public.

Open Captioning
> Open captioning is on-screen text descriptions that display a video's dialogue.

OMA
> The Open Meetings Act (OMA) is an Illinois law [5 ILCS 120] that details conduct of meetings for municipal/governmental agencies.

OSHA

Occupational Safety and Health Administration (OSHA) is the main federal agency charged with the enforcement of safety and health legislation. See www.osha.gov for more information.

PLA

The Public Library Association, a division of the American Library Association, supports public libraries through professional development and networking, public library initiatives, and a conference for public library staff. See www.pla.org for additional information.

Podcast

A podcast is a digital recording made available on the Internet for downloading to a personal audio player, including video as well as audio files. Podcast is derived from a combination of "broadcasting" and "iPod."

Policymakers

A member of a government department, legislature, or other organization who is responsible for making new rules, laws, etc.

Positive Pay

A fraud prevention tool used by businesses and financial institutions to safeguard against unauthorized checks by matching check details including check number, amount, and account number against a list of authorized checks provided by the business.

Public Acts

Public Acts are bills that have become law. The Illinois Compiled Statutes (ILCS) are a cumulative organization of Public Acts into a coherent framework. Most, but not all, Public Acts are incorporated into the Illinois Compiled Statutes.

RAILS

Reaching Across Illinois Library System (RAILS) is one of three regional library systems in Illinois that supports all types of Illinois libraries (publics, schools, academics, and specials), and their staff and trustees by providing interlibrary loan, delivery service, access to digital collections, an automation consortium, continuing education and networking opportunities for library staff, discounts and group purchases, and access to grants. RAILS provides services to libraries in the northern and west-central areas of Illinois. Additional information is available at www.railslibraries.org.

Reciprocal Borrowing

A form of cooperative agreement between two or more libraries allowing their users onsite circulation/borrowing privileges at another library.

Records Retention

The practice of maintaining public records for specific durations, followed by a system for redirecting, storing, or disposing of them. Records retention ensures compliance with legal and regulatory requirements, protects sensitive information, and facilitates efficient access to data when needed. No public record in Illinois may be disposed of without the approval of the

appropriate records commission. See www.ilsos.gov/archives/records_management/home.html
for more information.

Referendum

A referendum is the submission of a proposed public measure or law to the vote of the
people for ratification or rejection. Illinois law prescribes the details for submission of public
questions.

Regional Library Systems

Illinois Library Systems are funded by annual system area and per capita grants from the Illinois
State Library to serve the communities in their geographic area. This creates a network of
cooperative library resource sharing accessible to Illinois residents. The key functions of the
library systems include the administration of online consortial catalogs, known as Local Library
System Automation Programs (LLSAPs), support for resource sharing and library system delivery
service. Library systems were established by the Illinois Library System Act (75 ILCS 10/). Support
for the Illinois Library Systems is provided through the Secretary of State's office with funds
appropriated by the Illinois General Assembly. The following are library systems that support
public libraries, Chicago Public Library System; Illinois Heartland Library System and Reaching
Across Library System.

Remote Access

Remote access is the ability for a library patron to access via computer various library
resources (the library catalog, website, electronic databases, etc.) 24/7/365.

Revenues

Income from activities and operations normal for a business or organization. Public library
revenues primarily come from local taxes, with contributions from state and federal
governments, as well as donations, fees, and grants.

Software

Computer programs that operate the computer system itself as well as user programs that
enable the creation and manipulation of data.

Special Reserve Fund

A designated pool of money set aside for specific, often long-term, purposes, such as funding
future major repairs, replacements, or expansions, rather than day to day operation. The board
of trustees of a public library district can establish a special reserve fund by ordinance. The
board can transfer unexpended balances from annual library taxes to the special reserve fund.
The board should also create a plan for use of the special reserve fund. More information can be
found in the Illinois Public Library District Act (75 ILCS 16/40-50) and the Illinois Local Library Act
(75 ILCS 5/5-8).

Stakeholders

Individuals, groups, or organizations that have a vested interest in the library's activities,
services, and outcomes, and who can be affected by or influence the library's operations.
Examples include current and potential library users, staff, organizations, or individuals who
provide financial support to the library, organizations or institutions that collaborate with the

library, policymakers, community members, local businesses, cultural and special interest organizations, and educational partners.

Strategic Plan

A document that outlines an organization's vision, mission, values, goals, and the strategies and tactics needed to achieve them, as well as how those actions will be implemented and measured. It helps organizations focus their efforts, allocate resources effectively, and make informed decisions to achieve its long-term objectives.

Succession Plan

A strategy for ensuring the smooth transition of critical roles and knowledge when staff members leave, whether planned or unexpected, ensuring continuity of services and operations.

Technology Plan

A document that outlines a library's goals and strategies for using technology to achieve its mission, including current and future technology needs, budgets, and staff training.

TIF

Tax Increment Financing (TIF) refers to a geographically targeted economic development tool where municipalities capture and divert increased property taxes from new development to subsidize the development. TIFs are used to revitalize areas, stimulate economic development, and finance public infrastructure improvements.

Treasurer's Bond

A financial security, typically a surety bond, that protects the library from financial loss due to the treasurer's mismanagement of or misappropriation of funds. Illinois State Statute requires that a Treasurer's Bond be "not less than 50% of the total funds received by the library in the last fiscal year."

United for Libraries/ALTAFF

Association for Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association. www.ala.org/united/

Virtual Private Network (VPN)

A virtual private network is a private network built within a public network.

Virtual Reference

Virtual reference is a 24/7/365 collaborative web-based reference service among libraries designed to meet users' reference needs through electronic means (email, chat, instant messaging, etc.).