

ILA

Handbook of Organization and Membership Directory



2012–2013



**HANDBOOK OF ORGANIZATION
AND MEMBERSHIP DIRECTORY**

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The ILA Handbook of Organization

is a guide to the structure of the Illinois Library Association. It provides names of current officials and committee members. It contains key documents, such as the Mission Statement, Bylaws, and Policies. It also contains information on the current awards available, lists ILA's current publications, and provides various order forms and membership applications.

The Membership Directory

includes the name and brief address of personal, institutional, and associate members. Please notify the ILA Office of any changes or corrections to the information. Illinois Library Association, 33 W. Grand Ave., Ste. 401, Chicago, IL 60654-6799, phone: 312-644-1896, fax: 312-644-1899, e-mail: ila@ila.org.

Editor: Robert P. Doyle

Cover Illustration: Terri Murphy, terrimurphyart.com

Publication Design: JDRB Design, Chicago, IL

Printer: Aspen Printing Services, Naperville, IL

International Standard Serial Number 1095-7944

International Standard Book Number 978-1-890249-23-8

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Printed in the United States of America.

Mission Statement of the Illinois Library Association

The Illinois Library Association is the voice for Illinois libraries and the millions who depend on them. It provides leadership for the development, promotion, and improvement of library services in Illinois and for the library community in order to enhance learning and ensure access to information for all. This access is essential for an open democratic society, an informed electorate, and the advancement of knowledge for all people.

Advocating for the Public Interest

- develop and promote strong public policy related to libraries, literacy, and lifelong learning;
- defend intellectual freedom and access to information; and
- increase public awareness of the value of libraries to society.

Promoting Excellence and Innovation

- provide outstanding programs of continuing education and leadership development;
- support the recruitment, retention, and professional development of a culturally and racially diverse workforce for libraries;
- produce high quality publications and communications; and
- celebrate the achievement of excellence and innovation on behalf of the membership.

Managing the Present to Prepare for the Future

In order to achieve these goals, ILA will use its resources wisely and maintain a flexible structure that promotes the diverse interests and broad participation of members.

ILA's Origins

Officially founded in 1896, the association now consists of 3,200 members representing all types of libraries across the state.

The first meeting of what was to become the Illinois Library Association was held November 22–23, 1881. Originally called the Western Library Association (WLA), it met twice, in 1881 and again in 1884, both times in Illinois. William Frederick Poole was its first president and its avowed purpose was to promote cooperative purchasing and cataloging. The WLA ceased to exist in 1885. Ten years later, members of the Chicago Library Club proposed forming a state library association and held a meeting in Springfield to officially launch the Illinois Library Association. The vision and spirit of these early founding members—Katharine Sharp, Percy F. Bicknell, Dr. G.E. Wire and others—has been echoed by countless ILA members and leaders through the years.

Illinois Library Association 2012-2013 Executive Board

The Illinois Library Association Executive Board is the governing body of the association and is comprised of fifteen directors serving a three-year term and an ALA councilor who serves a three-year term. The board adopts and oversees implementation and evaluates all plans, policies, programs, and budget for the association. Together, board members constitute leadership of the association and assume responsibility for its success.

	TERM	COMMITTEE MEMBERSHIP/ LIAISON ASSIGNMENTS
<p>President Pamela Van Kirk 708 N. I St. Monmouth, IL 61462 phone: 309-734-3922 e-mail: pamela.vankirk@gmail.com</p>	2011-2014	<p>Advocacy Committee Conference Program Committee 2012 Executive Committee Finance Committee Public Policy Committee Ex officio, Illinois State Library Advisory Committee</p>
<p>Vice President/President-Elect Su Erickson Robert Morris University 905 Meridian Lake Dr. Aurora, IL 60504 phone: 630-375-8209 fax: 630-375-8193 e-mail: serickson@robertmorris.edu</p>	2012-2015	<p>Advocacy Committee Conference Program Committee 2013 Executive Committee Finance Committee Public Policy Committee</p>
<p>Immediate Past President Lynn Elam Algonquin Area Public Library District 2600 Harnish Dr. Algonquin, IL 60102 phone: 847-458-6060 fax: 847-458-9370 e-mail: lelam@aapl.org</p>	2010-2013	<p>Executive Committee Finance Committee Nominating Committee Public Policy Committee</p>
<p>Treasurer Leslie Warren American Bar Association Division of Public Education 321 N. Clark St. Chicago, IL 60654-7598 phone: 312-988-5737 fax: 312-988-5494 e-mail: leslieann.warren@gmail.com</p>	2010-2013	<p>Executive Committee Finance Committee Fundraising Committee</p>

DIRECTORS-AT-LARGE	TERM	COMMITTEE MEMBERSHIP/ LIAISON ASSIGNMENTS
Laura Barnes Illinois Sustainable Technology Center 1 E. Hazelwood Dr. Champaign, IL 61820 phone: 217-333-8957 fax: 217-333-8944 e-mail: l-barnes@illinois.edu	2010-2013	<i>ILA Reporter</i> Advisory Committee GODORT
Cynthia L. Fuerst Vernon Area Public Library District 300 Olde Half Day Rd. Lincolnshire, IL 60069 phone: 847-634-3650 fax: 847-634-8449 e-mail: cfuerst@vapld.info	2010-2013	Finance Committee Reaching Forward Forum for Library Support Staff
Kate Hall New Lenox Public Library District 120 Veterans Pkwy. New Lenox, IL 60451-2390 phone: 815-485-2605 fax: 815-485-2548 e-mail: khall@newlenoxlibrary.org	2011-2014	Finance Committee Leadership Forum Youth Services Forum
Jeanne Hamilton Charleston Carnegie Public Library 712 Sixth St. Charleston, IL 61920 phone: 217-345-4913 fax: 217-348-5616 e-mail: jeanne@charlestonlibrary.org	2011-2014	Intellectual Freedom Committee Young Adult Services Forum
Amanda McKay Helen Matthes Library 100 E. Market Effingham, IL 62401 phone: 217-342-2464 fax: 217-342-2413 e-mail: amanda@effinghamlibrary.org	2010-2013	Librarians for Social Responsibility Forum Membership Committee
Scott E. Pointon White Oak Library District Romeoville Branch Library 201 W. Normantown Rd. Romeoville, IL 60446-4226 phone: 815-552-4226 fax: 815-552-4297 e-mail: spointon@whiteoaklibrary.org	2011-2014	Resource and Technical Services Forum
Carol E. Reid Heartland Community College Library 1500 W. Raab Rd. Normal, IL 61761 phone: 309-268-8279 fax: 309-268-7989 e-mail: carol.reid@heartland.edu	2012-2015	Awards Committee Public Library Forum

DIRECTORS-AT-LARGE	TERM	COMMITTEE MEMBERSHIP/ LIAISON ASSIGNMENTS
<p>Becky Robinson Galesburg High School 1135 W. Fremont St. Galesburg, IL 61401-2499 phone: 309-343-4146 fax: 309-343-8896 e-mail: brobinson@galesburg205.org</p>	2012-2015	iREAD
<p>Leora Siegel Chicago Botanic Garden Lenhardt Library 1000 Lake Cook Rd. Glencoe, IL 60022 phone: 847-835-8202 fax: 847-835-6885 e-mail: lsiegel@chicagobotanic.org</p>	2012-2015	Cultural and Racial Diversity Committee Finance Committee
<p>Ellen Sutton College of DuPage Library 425 Fawell Blvd. Glen Ellyn, IL 60137 phone: 630-942-2659 fax: 630-858-8757 e-mail: suttone@cod.edu</p>	2011-2014	Illinois Association of College & Research Libraries Forum Marketing Committee
<p>Susan L. Westgate Bartlett Public Library District 800 S. Bartlett Rd. Bartlett, IL 60103-4663 phone: 630-213-5024 fax: 630-837-2669 e-mail: swestgate@bartlett.lib.il.us</p>	2012-2015	Best Practices Committee Reference Services Forum
<p><i>ALA Councilor</i> Denise Zielinski Joliet Public Library, Black Road Branch 3395 Black Rd. Joliet, IL 60431 phone: 815-846-6500 fax: 815-744-7208 e-mail: dzielinski@jolietlibrary.org</p>	2012-2015	Advocacy Committee Library Trustee Forum
<p><i>Ex Officio</i> Anne B. Craig Illinois State Library 300 S. Second St. Springfield, IL 62701-1796 phone: 217-782-2994 phone: 800-665-5576 fax: 217-785-4326 e-mail: acraig@ilsos.net</p>		
<p>Robert P. Doyle Illinois Library Association 33 W. Grand Ave., Ste. 401 Chicago, IL 60654-6799 phone: 312-644-1896 fax: 312-644-1899 e-mail: doyle@ila.org</p>		

ILA Executive Board members should:

1. Understand and support the association's mission.
2. Employ the executive director, work in cooperation with him/her, and participate in his/her evaluation.
3. Prepare for and attend board meetings regularly; actively participate, including service on committees, as an officer, and as a board liaison to assigned units within the association.
4. Engage in development of goals and plans for the association, review progress, and evaluate outcomes.
5. Act as a trustee of the association's money, working to provide adequate resources and overseeing responsible expenditure of funds.
6. Participate in the ILA fundraising activities and personally support those activities.
7. Represent the association as a whole and communicate regularly with membership from various constituencies.
8. Set policies which further the association's mission, while ensuring legal and ethical integrity and accountability to membership.
9. Share expertise, contribute to decision-making, and support decisions of the board.
10. Complete assignments in a timely fashion.
11. Enhance the association's public standing.

Each ILA Executive Board member has a liaison relationship with several ILA committees and/or forums. The purpose of the liaison relationship is to facilitate communication and to give each ILA unit an informed voice at the board level to represent its activities, issues, and viewpoints. It is mutually beneficial that the liaison relationship be actively cultivated between the board member and the forum or committee leaders. The following suggestions are advanced to establish a strong relationship:

Committee/Forum Leader

- Put the board liaison on your roster so meeting reminders, agendas, and documents will be sent automatically to the liaison.
- Call the board liaison with questions that involve ILA policies, goals, and finances. (Procedural questions are probably best answered by the ILA staff.)
- Send the board liaison a copy of the unit's activity report three weeks before ILA Executive Board meetings. (Send a copy to the ILA office as well for distribution to other board members.)
- Discuss upcoming plans with the board liaison in the early stages of development to benefit from useful advice about policy issues that may affect the activity.

- Invite your board liaison to your meetings.
- At the end of the term of office, turn over minutes and other significant documents to the new committee/forum leader.

Board Liaisons

- Keep informed of ILA policies, goals, and financial guidelines to serve as a resource to units.
- Stay on top of ILA activities across-the-board to assist units in planning, avoiding overlap activities and date conflicts.
- Attend unit meetings (in person or electronically) if possible, but especially if the unit leader seeks the liaison's assistance to work on a specific issue.
- Ensure that committee chair or forum manager submit the report of their activities in a timely manner (schedule is listed on the report form).
- Monitor, encourage, and assist the committee or forum to meet both their goals and those goals assigned within the ILA Strategic Plan.
- Be an informed voice for the unit at ILA Executive Board meetings. Share board documents and news with units.

Financial expectations

Board members are responsible for their own travel, meals, and lodging. Meetings are held in various cities around the state and frequently in the following locations: Bloomington, Springfield, Joliet, Shorewood, and Chicago. For the July orientation meeting, the board members should expect to stay for up to two nights in a nearby motel unless they are within a short driving distance of the meeting location. Board meetings generally last from 10:00 a.m. to 3:00 p.m. but may start earlier and last longer if there is an overly full agenda.

Directors on non-profit boards are usually expected to contribute financially to the organization as a show of their support. As leaders of the association, ILA Executive Board members are encouraged, whenever financially able, to make a minimum annual donation of \$100 to the ILA Endowment Fund. Donations can be made directly, contributed from fundraisers or honoraria, or solicited from other sources.

Conflict of interest

All board members are required to sign a 'Non-Conflict of Interest' statement at the beginning of each year of their term.

Meetings

The ILA Executive Board meets five times each fiscal year. Meeting schedules for the ILA Executive and Finance Committees and for other committees and forums vary.

COMMITTEES

Committees provide major support services for ILA membership, leadership, special interest groups, and the Executive Board. Committee chairs are appointed by the current ILA president with the approval of the Executive Board. Terms of office vary and include a single one-year term for most committees. This term is designed to provide an avenue for interested members to become easily involved in ILA activities. The hope is that the experience gained will encourage members to continue their involvement in ILA. ILA members may volunteer or be appointed to these committees.

Advocacy Committee

The committee focuses on implementation of the legislative agenda as recommended by the Public Policy Committee (PPC) and approved by the ILA Executive Board; develops an annual advocacy plan in conjunction with PPC and the Executive Board; identifies advocacy best practices and implements them as appropriate; builds partnerships with organizations that have similar views; is responsible for advocacy education of ILA members; develops educational materials and programs to improve ILA members' advocacy skills. Committee consists of twelve voting members, representing all types of libraries and public library trustees, serving three-year, staggered terms including one member serving a one-year term. Each incoming ILA president shall appoint four members, including his/her designated Advocacy Committee chair. Nonvoting ex officio members are the ILA executive director, the director of the Illinois State Library, ILA president, ILA vice president/president-elect, and the chair of PPC.

Co-Chairs

Betsy Adamowski
Itasca Community Library
500 W. Irving Park Rd.
Itasca, IL 60143-2093
phone: 630-773-1699
fax: 630-773-1707
e-mail: badamowski@linc.lib.il.us

Marian V. Albers
Mascoutah Public Library
3 W. Church St.
Mascoutah, IL 62258-2004
phone: 618-566-2562
fax: 618-566-2563
e-mail: malbers@mascoutah.lib.il.us

Members

Sue Anderson	2012-2013
Brian Chase	2012-2015
Dennis Danowski	2012-2015
Carol Vaughan Kissane	2010-2013
Jane L. Lenser	2012-2015
John Morrissey	2012-2015
Maria Otero-Boisvert	2012-2015
Denise Raleigh	2012-2015
Charm Ruhnke	2011-2014
John Spears	2012-2015

Ex Officio

M. Katherine Berggren, ILA Public Policy Committee
Lynn Elam, Immediate Past President
Anne Craig, Illinois State Library
Robert P. Doyle, ILA Executive Director
Pam Van Kirk, ILA President
Lawren Tucker, Illinois State Library
Su Erickson, ILA Vice President/President-Elect

Awards Committee

Administers the awards and recognition program of the association annually; publicizes the awards to attract qualified nominees; selects association-wide award winners. Committee membership is not more than ten personal members from diverse types of library settings. Members serve a two-year, staggered term including one member serving a one-year term. Chair is appointed by the vice president/president-elect of ILA for one year. All persons commenting or voting in the ILA awards process will recuse themselves from participating in the process of any award for which they have been nominated or the process of any award for which they have a conflict of interest.

	TERM ON COMMITTEE	BOARD LIAISON
Co-Chairs Leslie Forsman Triopia CUSD 27 2204 Concord-Arenzville Rd. Concord, IL 62631 phone: 217-457-2281 fax: 217-457-2277 e-mail: lforsman@triopiacusd27.org	2012-2014	Carol E. Reid
Nicole Wilhelms Downers Grove Public Library 1050 Curtiss St. Downers Grove, IL 60515 phone: 630-960-1200 fax: 630-960-9374 e-mail: nwilhelms@gmail.com	2012-2014	
Members Linda Burns Renee Grassi Maggie Hommel Louise A. Nee Shannon Scanlan Jenny Sevier Richard Stewart Mary Wilkes Towner	2011-2013 2011-2013 2012-2014 2011-2013 2011-2013 2012-2014 2012-2013 2011-2013	

Best Practices Committee

The Best Practices Committee promotes excellence in Illinois libraries by collecting and publicizing real-life examples of solutions to problems and issues faced by libraries in their communities. These practices include, but are not necessarily limited to, successful programs, services, and management strategies. The committee will be composed of eight members serving two-year terms including one member serving a one-year term. Appointed by the ILA vice president/president-elect, members will serve two-year terms, with at least three new committee members appointed each year.

Chair

Kelly Durov
Park Ridge Public Library
20 S. Prospect Ave.
Park Ridge, IL 60068-4188
phone: 847-825-3123, x203
fax: 847-825-0001
e-mail: kdurov@prpl.org

Members

Lindsay Barber	2012-2104
Veronica DeFazio	2012-2014
Grant Fredericksen	2012-2014
Britta Krabill	2012-2104
Hilary Meyer	2012-2014
William Pardue	2012-2013
Vicky Porth Tobias	2012-2013

TERM ON COMMITTEE	BOARD LIAISON
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2011-2013	Susan Westgate
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Conference Program Committee

Coordinates program planning for ILA Annual Conference. Membership will be made up of individuals representing the diverse nature of our association with appointments for one year. The vice president appoints a person who will be chair during his/her year as president.

TERM ON COMMITTEE	BOARD LIAISON
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2012 Co-Chairs

Beth Duttlinger
Lillie M. Evans Library District
14707 Twp. Rd. 1100E
Bradford, IL 61421
phone: 309-385-4540
fax: 309-385-2661
e-mail: bethd@lmeibrary.org

2012	Pamela Van Kirk
------	-----------------

Alissa Williams
Pekin Public Library
101 E. Lakeland Rd.
Morton, IL 61550
phone: 309-347-7111
fax: 309-347-6587
e-mail: awilliams@pekinpubliclibrary.org

Members

Peggy Danhof
Jane E. Ehrenhart
Dianne Hollister
Portia E. Latalladi
Matthew J. Paris
Jerri Picha
Heidi Rhea
Tracy Ruppman
Amanda E. Standerfer
Karly Steele
Lisa Powell Williams

2013 Chairs

To be determined

TERM ON COMMITTEE	BOARD LIAISON
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2013 Conference Program Committee

April Becker	2013	Su Erickson
Su Bochenski	2013	
Kathy Caudill	2013	
Jamie Conklin	2013	
Shirley Jensen	2013	
Ann Kennedy	2013	
Portia Latalladi	2013	
Elsie Martinez	2013	
Jennifer Paliatka	2013	
Sharon Silverman	2013	
Cindy Taylor	2013	
Catherine Yanikowski	2013	

Cultural and Racial Diversity Committee

- Identifies strategies to increase membership in ILA of librarians, trustees, and support staff of varied cultures and races and to provide opportunities for involvement in leadership positions for these members.
- Identifies strategies to recruit workers of varied cultures and races in libraries and to provide support for these workers to obtain professional library degrees, if desired.
- Encourages libraries to employ work forces that reflect the cultural and racial composition of their communities.
- Encourages governing boards to reflect the cultural and racial composition of their communities.
- Positions the Illinois library community to participate effectively in the opportunities provided by ALA's Spectrum Initiative.
- Seeks partnerships with library institutions and organizations to support these initiatives.
- Monitors and evaluates diversity efforts in the association and reports to the ILA Executive Board annually about achievements, continuing challenges, and strategies for change.

Committee membership is not more than ten personal members from diverse types of library settings. Members serve a three-year, staggered term including one member serving a one-year term. Chair is appointed by the vice president/president-elect of ILA for one year.

	TERM ON COMMITTEE	BOARD LIAISON
Chair Vandella Brown Illinois State Library 200 S. Second St. Springfield, IL 62701-1796 phone: 217-586-6847 fax: 217-786-4326 e-mail: vbrown@ilsos.net	2009–2013	Leora Siegel

Members

Katrina Belogorsky	2012–2015
Melody Coleman	2012–2015
Larissa Good	2012–2015
Robin Helenthal	2012–2015
Joanne Karss	2012–2015
Mary Ann Lema	2012–2015
Elizabeth Marszalik	2012–2015
Mary Medjo Me Zengue	2011–2014
Neena Nagpal	2010–2013

Finance Committee

Ensures that the association remains fiscally sound by monitoring association finances and developing fiscal policies; submits a recommended annual budget to the ILA Executive Board. Consists of three board members (serving two-year, staggered terms), the past president for one year, and the treasurer as chair. Each incoming ILA president should appoint members. Nonvoting ex officio members are the ILA executive director, the ILA president, and the ILA vice president/president-elect.

	TERM ON COMMITTEE
Chair Leslie Warren American Bar Association Division of Public Education 321 N. Clark St. Chicago, IL 60654-7598 phone: 312-988-5737 fax: 312-988-5494 e-mail: leslieann.warren@gmail.com	2010–2013
Members Lynn Elam	2010–2013
Cynthia Fuerst	2011–2013
Kate Hall	2011–2013
Leora Siegel	2012–2014

Ex Officio

Robert P. Doyle, ILA Executive Director
Pamela Van Kirk, ILA President
Su Erickson, ILA Vice President/President-Elect

Fundraising Committee

Identify fundraising strategies that will provide long-term financial stability for the association, to include, but not limited to, such areas as grants, the endowment, and scholarships. Oversees the Illinois Library Luminaries program, which includes monitoring contributions. Committee consists of six members who serve two-year, staggered terms including one member serving a one-year term. Chair is appointed for one year.

	TERM ON COMMITTEE	BOARD LIAISON
Chair John Chrastka AssociaDirect Inc. 8 S. Michigan Ave., Ste. 2014 Chicago, IL 606013 phone: 877-263-0010 fax: 312-263-0009 e-mail: jchrastka@associadirect.com	2011–2013	Leslie Warren
Members Genna M. Buhr	2012–2014	
Jeffrey A. Douglas	2012–2014	
Kimberly A. Litland	2011–2013	
Benjamin Shapiro	2012–2014	
Mary J. Soucie	2012–2014	

ILA Reporter Advisory Committee

To work with the ILA executive director to help ensure quality content in the *ILA Reporter* and to assist in obtaining that content. Consists of six members serving two-year, staggered terms including one member serving a one-year term. Each incoming ILA president should appoint three members.

Members

Lauren Collen	2012-2014
Lisa Guidarini	2012-2013
Christina Stoll	2011-2013
Andrea Tillander	2011-2013
Pamela A. Tomka	2012-2014
Alissa Williams	2012-2014

TERM ON COMMITTEE	BOARD LIAISON
	Laura Barnes

Intellectual Freedom Committee

- Keeps abreast of statewide and national issues and challenges.
- Gathers and disseminates information to the membership.
- Serves as a clearinghouse and source of information for libraries seeking assistance.
- Promotes intellectual freedom by actively contacting library and school officials where materials or procedures have been challenged, offering the assistance of the ILA membership.
- Raises awareness and provides continuing education activities for the public and membership.
- Works with ILA's Public Policy Committee in selecting the Intellectual Freedom Award winner.
- Provides leadership and assistance in access and privacy for electronic information.

Committee membership is not more than ten personal members from diverse types of library settings. Members serve a two-year, staggered term including one member serving a one-year term. Chair is appointed by the vice president/president-elect of ILA for one year.

TERM ON COMMITTEE	BOARD LIAISON
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Co-Chairs

Suzanne Arist Wilmette Public Library District 1242 Wilmette Ave. Wilmette, IL 60091-2558 phone: 847-256-5025 fax: 847-256-6911 e-mail: suzarist@sbcglobal.net	2011-2013	Jeanne Hamilton
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Marcie Shaffer Bloomington Public Library 205 E. Olive St. P.O. Box 3308 Bloomington, IL 61701 phone: 309-557-8946 fax: 309-828-7312 e-mail: marcies@bloomingtonlibrary.org	2012-2014	
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Members

Anthony Auston	2011-2013
Molly Brumbaugh	2012-2013
Johanna Delaney	2011-2013
Amy Glass	2012-2014
Melissa Rice	2012-2014
Roger A. Ritzman	2011-2013
Louise Svehla	2012-2014
Alex Todd	2012-2014

iREAD Committee

The Illinois Reading Enrichment and Development (iREAD) program is a coordinated, self-supporting effort to develop and provide high-quality, low-cost resources and products to enable local library staff to promote reading. The program's audience is preschoolers, teens, and adults. The program's goals are:

- to provide a program that supports local library efforts to promote literacy and lifelong learning;
- to provide a forum for grassroots involvement across the state;
- to encourage statewide participation in and use of the iREAD theme;
- to encourage efficient use of local staff time by networking resources across the state;
- to provide high-quality, low-cost products through volume purchase; and
- to provide resources and projects suitable for all size libraries, rural, urban, and suburban.

The committee is composed of twelve ILA Members three chairs—chair, future chair, and developing chair; four coordinators: resource guide, showcase, and publicity; and five members-at-large: to back up coordinators and perform duties as requested by the chairs—should include young adult and adult representatives who, in addition to member-at-large duties, give guidance to the supplemental materials geared toward these age groups. Chairs will serve a three-year term. Coordinators and members-at-large will serve two-year terms. The committee shall submit recommendations to the ILA president for selection of the iREAD chair.

TERM ON COMMITTEE BOARD LIAISON

2013 Chair

Michele Wyss
 Forman Valley Public
 Library District
 404½ S. Harrison St.
 P.O. Box 710
 Manito, IL 61546
 phone: 309-968-6093
 fax: 309-968-7120
 e-mail: mlwyss@yahoo.com

2010–2013

Becky
 Robinson

Members

Jennifer Billingsley
 Becky Fyolek
 Keshia Garnett
 Kate Kite
 Anne Luzeniecki
 Joe Marcantonio,
 YA Forum Liaison
 Laura Mesjak
 Brandi Smits
 Heather Venetucci-Johnson,
 RS Forum Liaison

2012–2014

2011–2013

2012–2014

2011–2013

2011–2013

2012–2014

2012–2014

2014 Chair

Kathryn Fredrickson
 phone: 708-288-1550
 e-mail: callalily78@gmail.com

2011–2014

2015 Chair

Maggie Hommel
 Park Ridge Public Library
 20 S. Prospect Ave.
 Park Ridge, IL 60068-4188
 phone: 847-825-3123 x282
 fax: 847-825-0001
 e-mail: mhommel@prpl.org

2012–2015

Year	iREAD Chairs	iREAD Themes
1982	Ann Barnett Hutton	A to Zebra
1983	Elizabeth Huntoon	Reading Rainbow
1984	Maxine Payne	Be a Star! Read!
1985	Ruth E. Faklis Robin Currie	Open Books, Open Doors
1986	Rachel Miller	Readers On The Move
1987	A. Denise Farrugia	Quest—Journey into Reading
1988	A. Denise Farrugia	Devour A Book
1989	Arlene Kaspik	The Great Book Hunt
1990	Jan Eakins Jones	Station Read, 1990 On Your Dial
1991	Barbara J. Lintner	This is Reading Country
1992	Jean Jaderborg	Discover Read!
1993	Paula Moore James Steenbergen	Amazing Book Capers
1994	Ruth Shasteen Nancy Scott	Celebrate Reading
1995	Nancy Buikema	Reading is Tremendous!
1996	Judith McMahon Kathleen McSwain	Travel the Reading Highway
1997	Anita K. Elgin Carolyn Gray	Team iREAD

Year	iREAD Chairs	iREAD Themes
1998	A. Denise Farrugia	Dive Into Books
1999	Tina J. Hubert	Time Trek Readers
2000	Vince G. Sovanski	READ for the Fun of It
2001	Jean Jaderborg	Feed Your Need to Read
2002	Paula Lopatic	Reading Rocks!
2003	Lori Craft	Lights! Camera! READ!
2004	Judy Decker	Explore the Reading Trail
2005	Pat Roche	Superheroes—Powered by Books
2006	Victoria A. Blackburn	Voyage to Book Island
2007	Sharon Lawrence Hrycewicz	Mission Read: To the Library and Beyond!
2008	Lori Craft	Get in the Game—Read
2009	Vincent G. Sovanski	Read on the Wild Side
2010	Jason Stuhlmann	Scare Up A Good Book
2011	Kathi Kresol	A Midsummer Knight's Read
2012	Amber Creger	Reading Is So Delicious!
2013	Michele Wyss	Have Book—Will Travel!
2014	Kathryn Fredrickson	Paws to Read!
2015	Maggie Hommel	

Marketing Committee

The Marketing Committee will help libraries promote the value they bring to their communities through the sharing of successful marketing practices. In addition, the committee may serve as the marketing arm of the association. Committee membership is not more than ten members, including the chair. A minimum of three members should be responsible for the day-to-day marketing activities of their library. The committee chair will recommend candidates for appointment who match these qualifications to the incoming ILA president. Appointments are for three-year, staggered terms including one member serving a one-year term. The chair is appointed by the ILA vice president/president-elect for one year.

Co-Chair

Donna Fletcher
Donna E. Fletcher
Consulting, Inc.
426 Park Ave.
Highland Park, IL 60035
phone: 847-432-1972
fax: 847-926-8180
e-mail: defconsult@att.net

	TERM ON COMMITTEE	BOARD LIAISON
--	----------------------	---------------

	2011-2014	Ellen Sutton
--	-----------	--------------

Elizabeth S. Neill
Bellwood Public Library
488 S. Parkview
Elmhurst, IL 60126
phone: 708-547-7395
fax: 708-547-9352
e-mail: esneill@yahoo.com

	2011-2014	
--	-----------	--

Members

Catherine Bailey	2012-2013	
Christine Ciglar	2012-2015	
Molly Coleman	2011-2014	
R. Toby Greenwalt	2010-2013	
Shauna Porteus	2012-2015	
Sue Wilsey	2011-2014	

Membership Committee

Plans and accomplishes activities that increase, retain, and enhance all types of memberships in the association. Committee membership is not more than eight personal members. Appointments for members are for two-year, staggered terms including one member serving a one-year term. Chair is appointed by the vice president/president-elect of ILA for one year.

	TERM ON COMMITTEE	BOARD LIAISON
--	----------------------	---------------

Chair

Donna Schaal
Illinois Heartland
Library System
1704 W. Interstate Dr.
Champaign, IL 61822-1068
phone: 217-429-2586
fax: 217-428-1852
e-mail: dschaal@illinoisheartland.org

	2011-2014	Amanda McKay
--	-----------	--------------

Members

Tiffany Auxier Verzani	2011-2013	
Cynthia Cole	2011-2013	
Kim Gotches	2012-2014	
Tina Louise Happ	2012-2014	
Kristen Newton McCallum	2011-2013	
Michele Paladines	2012-2013	
George H. Scheetz	2011-2013	

Nominating Committee

Develops an annual slate of candidates for the Executive Board, including vice president/president-elect and ALA councilor (every four years). Committee consists of six members, in addition to the chair, serving one-year terms. Chair of the committee is the immediate ILA past president. Members serve as ballot counters once ballots have been received and inform the candidates of the election results.

	TERM ON COMMITTEE
--	----------------------

Chair

Lynn Elam
Algonquin Area
Public Library District
2600 Harnish Dr.
Algonquin, IL 60102
phone: 847-458-6060
fax: 847-458-9370
e-mail: lelam@aapld.org

2013

Members

Mary J. Soucie	2013
David Seleb	2013
Randy Wilson	2013
Kathryn Harris	2013
Sarah Hill	2013
Matthew Paris	2013

- Nominating Committee shall be appointed by the Executive Board and consist of no more than seven persons (representative of the diverse constituencies of ILA and geographic regions in Illinois). See ILA Bylaws, Article IX, Section 3.
- The Nominating Committee is chaired by the immediate ILA past president. She/he is responsible for calling meetings and selecting nominees. The slate must be selected by December 20 each year in order to meet *ILA Reporter* February deadlines.
- Each forum may submit to the Nominating Committee a list of up to three (3) of its members to be considered for nomination to the Executive Board. See ILA Bylaws, Article IX, Section 4.
- In selecting candidates, the Nominating Committee will use a "pairing" system for board election to reflect the Illinois library community's diverse constituencies. Our diverse constituencies include, but are not limited to racial and ethnic diversity, age, gender, sexual orientation, geographic diversity, type of library worker, and trustee representation. Pairing requires two candidates who reflect these diversities for each of the designated seats up for election. The board will always have at least one member representing academic librarianship, one representing special librarianship, one representing school librarianship, and one representing public libraries. The ILA presidency would be rotated with public librarians being limited to serving two out of any three years
- ILA office sends test e-mail to all current individual members. This fulfills two functions: informing members of upcoming election and process, and to catch bad addresses. Members may also request a paper ballot instead of an electronic ballot at this time. January 1.
- The slate of nominees along with the procedures for nominations by petition will be published in the February issue of the *ILA Reporter*.
- Nominations by petition must be received in the ILA office no later than March 1.
- Chair of the Nominating Committee will secure biographical information as determined by the committee from all candidates no later than March 5.
- Chair of the Nominating Committee prepares the ballot and biographical information in an order to be established by lot and forwards to the ILA office no later than March 15.
- Based on "non-e-mail" members or members requesting a paper ballot, the ILA office will print the ballot and biographical information. ILA office will transmit nominee material to ILA Webmaster (e.g., biographical information.)
- The ILA office will mail ballot, biographical information, and a return envelope to members requesting paper ballots or without e-mail addresses.
- Election polls are open on April 1. Automated e-mail messages linking to online ballot goes out; paper ballots are mailed to "non-e-mail" members and members requesting a paper ballot; any e-mail bounce backs after announcement message is transmitted are immediately converted to paper ballot.
- Reminder e-mail to members that have not yet voted is sent on April 22.
- Ballots must be returned to the ILA office no later than thirty (30) days after the postmarked date on the ballot.
- The Nominating Committee chair will arrange for counting of ballots and determining of those elected in accordance with the bylaws.
- The Nominating Committee will be responsible for notifying all candidates of election results by phone. The ILA office will mail vote tally to all candidates.

Public Policy Committee

Provides the association's focus on legislative matters; recommends studies on projects designed to advance the development of all types of libraries; advocates legislative action that advances library service for all residents of Illinois. Committee consists of twelve voting members, serving three-year, staggered terms including one member serving a one-year term. Each incoming ILA president should appoint four members, including his/her designated Public Policy Committee chair. Nonvoting ex officio members are the ILA executive director, the director of the Illinois State Library, ILA president, ILA vice president/president-elect, the chair of the ILA Intellectual Freedom Committee, the Federal Library Legislative and Advocacy Network coordinator, and a representative of the school library community, a representative of the academic library community, a representative of the library systems community (these last three ex officio members usually are the president of ISLMA, the executive director of CARLI, and the chair of the ILSDO, or their designee). A vacancy shall be declared for any member who is absent without cause from three regular meetings in the period of one year.

TERM ON BOARD LIAISON COMMITTEE

Chair

M. Katherine Berggren
Matteson Public Library
801 S. School Ave.
Matteson, IL 60443-1897
phone: 708-748-4431 x316
fax: 708-748-0579
e-mail: berggren@sslic.net

2011–2014 Pamela Van Kirk

Members

Deirdre Brennan	2010–2013
Esther Curry	2011–2014
Carole Dickerson	2010–2013
Lee Ann Fisher	2012–2015
Michaela Haberkern	2011–2014
Timothy Jarzemsky	2012–2015
Kathy McSwain	2012–2015
Mary Petro	2012–2015
Fran Roehm	2012–2015
Phyllis C. Self	2010–2013
Vance Wyatt	2012–2015

Ex Officio

Betsy Adamowski and Marian Albers	ILA Advocacy Committee
Lynn Elam	ILA Past President
Anne Craig	Illinois State Library
Suzanne Arist and Marcie Shaffer	ILA Intellectual Freedom Committee co-chairs
Tom Dorst	CARLI
Robert P. Doyle	ILA Executive Director
Pamela Van Kirk	ILA President
Lou Ann Jacobs	ISLMA
Su Erickson	ILA Vice President/ President-Elect

Government Documents Forum (GODORT)

Focuses on government information issues and is affiliated with ALA's GODORT.

2012–2013 Manager

John A. Shuler
Collections Development Department
801 South Morgan St.
Richard J. Daley Library
University of Illinois at Chicago
Chicago, IL 60607
phone: 312-996-2730
fax: 312-413-0424
e-mail: alfred@uic.edu

Board Liaison: Laura Barnes

Illinois Association of College & Research Libraries (IACRL) Forum

Presents the interests and concerns of academic librarians in Illinois (ACRL chapter).

2012–2013 Manager

Tamara J. Schnell
Lincoln Land Community College
1470 Lenhart Rd.
Springfield, IL 62711
phone: 217-786-2353
fax: 217-786-2251
e-mail: tammy.schnell@llcc.edu

Board Liaison: Ellen Sutton

Leadership Forum

Provides a forum for nurturing and mentoring current and future leaders, as well as developing and promoting outstanding leadership practices, both within ILA and the broader Illinois library community.

2012–2013 Manager

Laura Barnes
Illinois Sustainable Technology Center
1 E. Hazelwood Dr.
Champaign, IL 61820
phone: 217-333-8957
fax: 217-333-8944
e-mail: l-barnes@illinois.edu

Board Liaison: Kate Hall

Librarians for Social Responsibility Forum (LSRF)

Issue-oriented, responding to librarians' social issues.

2012–2013 Co-Managers

Stacy Wittmann
Eisenhower Public Library District
4652 N. Olcott
Harwood Heights, IL 60706
phone: 708-867-7828
fax: 708-867-1535
e-mail: wittmanns@eisenhowerpld.org

James Madigan
Oak Park Public Library
834 Lake St.
Oak Park, IL 60301-1314
phone: 708-697-6909
fax: 708-697-6900
e-mail: jmadigan@oppl.org

Board Liaison: Amanda McKay

Library Trustee Forum (LTF)

Maintains a continuing education program and information network for library trustees and encourages citizens' use and support of libraries.

2012–2013 Manager

Margaret J. Danhof
Fountaindale Public Library District
300 W. Briarcliff Rd.
Bollingbrook, IL 60440-2884
phone: 630-759-2102
e-mail: pdanhof@yahoo.com

Board Liaison: Denise Zielinski

Public Library Forum (PLF)

Addresses the networking needs and professional growth of public library managers.

2012–2013 Manager

Kimberly A. Litland
Brookfield Public Library
3609 Grand Blvd.
Brookfield, IL 60513
phone: 708-485-6917 x121
fax: 708-485-5172
e-mail: klitland@brookfieldpubliclibrary.info

Board Liaison: Carol E. Reid

Reaching Forward Forum for Library Support Staff

Addresses the needs and interests of library support staff in academic, public, school, and special libraries.

2012–2013 Co-Managers

Tobi A. Oberman
Skokie Public Library
5215 Oakton St.
Skokie, IL 60077-3680
phone: 847-673-7774
fax: 847-673-7797
e-mail: toberman@skokieliibrary.info

Tom Rich
2410 Horeb Ave.
Zion, IL 60099
e-mail: TomRichConsulting@gmail.com

Board Liaison: Cynthia Fuerst

Reference Services Forum (RSF)

Offers opportunities to share and enhance reference skills, including readers' advisory, as well as to promote and recognize quality library reference service.

2012–2013 Co-Managers

Bruce Brigell
Skokie Public Library
5215 Oakton St.
Skokie, IL 60077-3680
phone: 847-324-3142
fax: 847-673-7797
e-mail: bbrigell@skokieliibrary.info

Kara Kohn
Plainfield Public Library District
15025 S. Illinois St.
Plainfield, IL 60544
phone: 815-327-2515
fax: 815-439-2878
e-mail: kkohn@plainfield.lib.il.us

Board Liaison: Susan L. Westgate

Resources & Technical Services Forum (RTSF)

Focuses on the development, design, application, and integration of various technologies to improve access and delivery of information to libraries.

2012–2013 Manager

Joy Anhalt
Tinley Park Public Library
7851 Timber Dr.
Tinley Park, IL 60477
phone: 708-532-0160 x5713
fax: 708-532-2981
e-mail: j_anhalt@tplibrary.org

Board Liaison: Scott E. Pointon

Young Adult Services Forum YASF)

Creating and providing professional development opportunities and materials for library staff members working with young adult populations.

2012-2013 Manager

Rebecca Boland
Hinsdale Public Library
20 E. Maple St.
Hinsdale, IL 60521-3432
phone: 630-986-1976
fax: 630-986-9654
e-mail: bboland@hinsdalelibrary.info

Board Liaison: Jeanne Hamilton

Youth Services Forum (YSF)

Addresses the needs and interests of those concerned with quality library service for children.

2012-2013 Co-Managers

Sheri Daun-Bedford
Woodridge Public Library
3 Plaza Dr.
Woodridge, IL 60517
phone: 630-964-7899
fax: 630-964-0175
e-mail: sdbedford@woodridgelibrary.org

Christy Kepler
Oswego Public Library District
228 Adams St.
Batavia, IL 60510
phone: 630-978-61276
fax: 630-978-1315
e-mail: ckepler@oswego.lib.il.us

Board Liaison: Kate Hall



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ILA CONFLICT OF INTEREST POLICY

Individuals holding key positions of authority in the Association—including, but not necessarily limited to, members of the Executive Board, other elected officials, committee and task force chairpersons or co-chairpersons, all members of the Conference Committee, and forum managers or co-managers—must not use these positions for their own direct or indirect personal gain or to unduly benefit a particular library, business, or other organization with which they are associated. All such individuals who become aware of an actual or potential conflict of interest with respect to any matter they are to consider by virtue of their position of authority in the Association shall immediately disclose this conflict and shall neither vote on the matter nor attempt to influence the votes of others. Such points shall be recorded in the minutes of any meeting during which they arise.

All individuals elected or appointed to, or already holding, any of the key positions enumerated above shall be required annually to complete, sign, and submit an Agreement Covering Disclosure of Potential Conflicts of Interest in order to assume or remain in these positions.

ILLINOIS LIBRARY ASSOCIATION

Agreement Covering Disclosure of Potential Conflicts of Interest

I have reviewed, understand, and agree to observe ILA's Conflict of Interest Policy. In accordance with this policy, I agree to disclose any relationships or potential relationships that could be construed as posing a conflict of interest relating to my service to the Association. Both paid and unpaid affiliations will be disclosed.

SOURCES OF POTENTIAL CONFLICT:

I agree to bring these interests, as well as other interests which might arise or of which I might subsequently become aware, to the attention of the Executive Board and/or the appropriate committee, task force, or forum when any such interest is germane to a topic under discussion. In addition to disclosing this potential conflict of interest, I shall neither vote on any matter related to this topic nor attempt to influence the votes of others.

I further agree that I will update this statement whenever necessary during my term of service, and I further understand that this statement shall be considered public information within the Association.

Name [printed] Position of Authority within Association

Signature Date

ILA FORUM AND COMMITTEE REPORTS

This form is to be completed by board liaisons. The ILA Executive Board will have meetings on the following dates in 2012/2013: July 25, 2012; November 9, 2012; February 8, 2013; April 26, 2013; and June 14, 2013. Reports should be forwarded two weeks before each board meeting. Please make two copies of each report, forward one to your forum manager or committee chair and one directly to the ILA, 33 W. Grand Ave., Ste. 401, Chicago, IL 60654-6799; phone: 312-644-1896; fax: 312-644-1899; e-mail: ila@ila.org.

Forum or Committee

Report completed by	Date
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Activities underway or completed this quarter:

Projected activities during the upcoming months:

Questions or concerns that need to be addressed by the ILA Board:

ILA FORUM/COMMITTEE WORKSHOP PLANNING FORM

Due: Five Months Prior to Event

Organization/Forum sponsoring the event: _____

Person completing this form: _____ Daytime phone: _____

Program information (wording provided will be used in promotional pieces): _____

Program title: _____

Program contact person: _____ Institution: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Description of program: _____

Target Audience: _____

Organizational responsibilities (Who will be responsible for key activities?)

Obtain site: _____

Secure speakers: _____

Plan promotion: _____

Develop materials: _____

Registration: _____

Food events: _____

Publicity/Promotion: _____

Location of program: _____

Date of program: _____ Length of program: _____

Maximum attendance: _____ Minimum attendance: _____

Registration deadline: _____

Registration fee: ILA Member _____ Nonmember _____

Will meal(s) be served? (Describe): _____

Special dietary needs, e.g., vegetarian: _____

Estimated cost (per person and total): _____

Please include the following information on all registration forms:

Name of event: _____

Name: _____

Institution: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone: _____ Fax: _____

E-mail: _____

Method of Payment: Check or money order for \$_____ made payable to ILA.

Charge: \$_____ to my Visa, Mastercard, Discover, American Express # _____ Exp. Date: _____

Name as it appears on card: _____

Signature: _____

Please send registration form and payment to:

Illinois Library Association, 33 W. Grand Ave., Ste. 401, Chicago, IL 60654-6799, fax: 312-644-1899, or register online at www.ila.org/events.

Moderator's name/Title: _____

Institution: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Speaker's name/Title: _____

Institution: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

WORKSHOP BUDGET PLANNING

Proposed Budget:

Income

Registration

Projected attendance _____ x registration fee \$ _____ \$ _____
 Other revenue (grant, donation).
 Describe: _____ \$ _____

Expenses

Speaker 1

Travel (\$.50/mile or airfare via coach) _____ miles x .50 \$ _____
 Hotel (1 night only when necessary) \$ _____
 Per diem (\$35/day when overnight stay is required) \$ _____
 Honorarium \$ _____

Speaker 2

Travel (\$.50/mile or airfare via coach) _____ miles x .50 \$ _____
 Hotel (1 night only when necessary) \$ _____
 Per diem (\$35/day when overnight stay is required) \$ _____
 Honorarium \$ _____

Speaker 3

Travel (\$.50/mile or airfare via coach) _____ miles x .50 \$ _____
 Hotel (1 night only when necessary) \$ _____
 Per diem (\$35/day when overnight stay is required) \$ _____
 Honorarium \$ _____

Registration fee

Projected attendance _____ x \$15.00 \$ _____

Handouts/printing/ mailing

Printing/graphic assistance \$ _____
 Postage \$ _____
 Additional promotion \$ _____

Audiovisual costs

\$ _____

Food and beverage

\$ _____

(Per person cost multiplied by projected attendance.)

Other expenses (Describe: _____)

\$ _____

Projected Income is expected (subtract expenses from income)

\$ _____

Workshop guidelines

1. Cancellation of a workshop must be done by the planner, the forum manager, and the ILA office. The ILA office will handle notification and refunds.
2. Workshop budgets must be submitted to the ILA office five months prior to the event. For publicity purposes, all program copy must be received at least 120 days prior to the event deadline.
3. Once the workshop registration price is set and publicized, it will not be changed.
4. All workshop registration forms must be submitted to the ILA office before being duplicated and/or distributed.
5. Individual refunds will be made after the workshop is held. The following deadlines will be adhered to and must be stated on all registration forms:
 - 100 percent refunds for cancellations submitted in writing by registration deadline;
 - 50 percent refunds for cancellations submitted in writing one week prior to the event;
 - No refund for cancellations made the day of or after the event.
6. Workshop organizer must notify the ILA office as to name badges for non-attendees (speakers, guests, etc.).
7. Weekly registration update lists will be faxed to each workshop organizer on Friday afternoons. Name badges will be sent to the contact designated by the workshop organizer three days before the event.
8. Workshop fees should include the \$15 fee to the ILA for the registration process.
9. The ILA office must be aware of all speakers requiring an honorarium, travel, etc.
10. All bills must be sent to the ILA office within thirty days of the event. Attachment of all receipts is necessary.
11. All food payments will be made by ILA check request upon receipt of an invoice. No pre-payment of food will be processed.
12. Ten percent of workshop income will be deposited in the Reserve Fund.

Bylaws of the Illinois Library Association

Article I—Name

Section 1. The name of this organization shall be the Illinois Library Association.

Article II—Purpose

Section 1. The Illinois Library Association shall be a not-for-profit educational organization, the purpose of which shall be to improve and develop library service and librarianship.

Article III—Members

Section 1. Any individual or organization interested in the purpose of this association shall become a member upon payment of dues. Personal members shall be entitled to hold elected office and vote. Institutions or businesses interested in the purpose of this association shall become nonvoting members upon payment of dues.

Article IV—Association Year

Section 1. The association year shall be July 1 to June 30.

Article V—Executive Board

Section 1. The governing body of the association shall be an elected Executive Board comprised of sixteen Members the president, the vice-president/president-elect, twelve directors-at-large, the immediate past president and the ALA Councilor. The vice-president/president-elect will be elected to a three-year term serving the first year as vice-president/president-elect, the second year as president, and the third year as immediate past president. The twelve directors-at-large will each serve a three-year term or until successors are qualified. Terms of directors shall be staggered so that four directors are elected each year. The ALA councilor shall serve a term as required by the constitution and bylaws of ALA. All terms shall begin on the first day of the association year.

Section 2. The association's executive director and the director of the Illinois State Library shall be nonvoting members of the Executive Board.

Section 3. The Executive Board shall adopt, implement, and enforce all policies

and budgets for the association and coordinate all activities of the association.

Section 4. The decision of the Executive Board shall be final in all matters, but any decision or action of the Executive Board may be changed or overturned by the vote of three-quarters of the association members in attendance at any duly constituted association business meeting at which a quorum is present.

Section 4.1. The Executive Board may be directed to take action by the vote of a majority of association members in attendance at any duly constituted membership meeting at which a quorum is present.

Section 5. The Executive Board shall hold a minimum of four meetings a year. Meetings shall be called by the president or by any three members of the board. Nine voting members of the board shall constitute a quorum. A majority of the voting members present shall be sufficient to pass any measure at a meeting at which a quorum is present.

Section 6. The Executive Board may transact business by mail or electronically at the discretion of the president.

Section 7. Any member of the Executive Board, with the exception of the Officers, may be removed for cause by a vote of three-quarters of the members present at an Executive Board meeting where a quorum is present. Any officer of the Executive Board may be removed for cause by a vote of three-quarters present at a duly constituted membership meeting.

Section 7.1. A director shall resign by submitting a letter of resignation to the president.

Section 7.2. A vacancy shall be declared for any board member who is absent without cause from three regular board meetings in the period of one year.

Section 7.3. A vacancy on the Executive Board shall be filled by an interim appointment by the president, with the approval of the Executive Board and shall serve the remainder of the unexpired term.

Section 8. A member of the Executive Board may not serve two terms in succession. A period of at least one year must pass from the end of an individual's

three-year term on the board before that individual is eligible to serve another term.

Section 8.1. A member of the Executive Board elected to fill an unexpired term of two years or less is eligible for nomination and election to a full three-year term.

Article VI—Officers

Section 1. The officers of the association shall be the vice-president/president-elect, the president, the immediate past president, and the treasurer.

Section 2. The president-elect shall be duly elected by the membership of the ILA. This officer will serve as vice-president of the board for the first year, president the second, and past president the third. The treasurer will be chosen from among the continuing directors-at-large, and will be elected by a majority vote of the Executive Board at its last meeting in the association year. The term of the treasurer shall begin on the first day of the association year.

Section 2.1. The treasurer may be elected to two consecutive one-year terms.

Section 2.2. Any officer may resign from office by submitting a letter of resignation to the Executive Board.

Section 2.3. Upon the resignation, removal, or incapacitation of the president, the vice-president shall assume the duties of the president.

Section 2.4. Vacancies in the position of vice-president or treasurer shall be filled by the appointment of the president with the approval of a majority of a quorum of the Executive Board. The appointee shall serve until the conclusion of the fiscal year. The replacement for the position of vice-president/president-elect shall be elected at the next association-wide election.

Section 3. Duties of Officers.

Section 3.1. The president shall preside at all meetings of the Executive Board, and shall chair all meetings of the association membership. The president shall serve as the principal spokesperson for the association.

Section 3.2. The vice-president/president-elect shall serve on the Executive Board and assume the duties of the president in the absence of the president.

Section 3.3. The treasurer shall oversee all financial activities of the association.

Section 3.4. The president and treasurer shall submit to the membership annually a report of the association activity and finances which shall be placed in the association archives.

Article VII—Executive Committee

Section 1. The Executive Committee will consist of the officers and the executive director. The executive director will be a nonvoting member. The immediate past president will chair the Executive Committee.

Section 2. The Executive Committee shall oversee the implementation of association policies and plans and the conduct of association activities during the intervals between meetings of the Executive Board.

Section 3. The Executive Committee shall assign duties and responsibilities to the executive director and to the association members consistent with adopted plans and budgets.

Section 4. The Executive Committee, in consultation with the executive director, shall be responsible for the regular reviewing of the personnel policies for ILA staff and will apprise the Executive Board of any changes sought.

Section 5. The Executive Committee shall not assume the planning, budgeting, or policy-making responsibilities of the Executive Board.

Article VIII—Executive Director

Section 1. The Executive Board shall employ an executive director, whose principal place of employment shall be known as the Executive Office.

Section 2. The executive director shall supervise the association staff in accordance with the personnel policies for ILA staff, shall administer the activities and business affairs of the association under the direction of the Executive Board and Executive Committee, shall be secretary to the Board and to the association, and shall perform other duties assigned by the board.

Section 3. The executive director shall provide the Executive Board an annual report to be placed in the association archives and other reports as requested.

Article IX—Nomination and Elections

Section 1. Elections for all association-wide, membership-elected positions shall be by mail ballot.

Section 2. All candidates for elective office shall be personal members of the association at the time of nomination.

Section 3. The Nominating Committee shall be appointed by the Executive Board and consist of no more than seven persons (representative of the diverse constituencies of ILA and geographic regions in Illinois) and shall be chaired by the association's immediate past president.

Section 4. Each forum may submit to the Nominating Committee a list of up to three of its members to be considered for nomination to the Executive Board.

Section 5. The Nominating Committee shall nominate two candidates for vice-president/president-elect, and shall nominate two candidates for each of the four director positions, and for any director vacancy resulting from an unexpired term.

Section 6. The Nominating Committee shall seek the best qualified candidates from the association membership and shall address the issue of under-represented groups in the leadership in formulating the slate.

Section 7. The Nominating Committee shall nominate two persons as candidates for the position of ALA Councilor in the years in which an election is required.

Section 8. Each year the Nominating Committee shall report its slate of candidates to the membership in the February issue of the *ILA Reporter*.

Section 9. Nominations by petition for an elective office shall be proposed in writing by at least one hundred (100) personal members of the association and delivered to the Executive Office by March 1. Candidates nominated by petition shall be added to the slate and placed in the candidate group that most clearly matches the affiliation of the petitioner. The determination of placement on the slate is the responsibility of the Nominating Committee.

Section 10. Ballots listing all candidates for vice-president/president-elect and

for director positions shall be mailed no later than April 1 to all who hold personal memberships in the association. The deadline for return to the Executive Office shall be thirty days after the ballot is postmarked. The same calendar will hold in years when the ALA Councilor is elected.

Section 11. The candidate receiving the highest totals for each elective position shall be elected to a three-year term. If the position is open due to a vacancy on the board, the candidate receiving the highest total for that position shall be elected for the balance of the unexpired term.

Section 12. In the event of a tie ballot, the winner shall be determined by lot.

Section 13. If an elected candidate is unable to assume office, the candidate who received the next highest number of votes for that specific position shall be declared the winner.

Article X—Meetings

Section 1. There shall be an annual business meeting of the association at its annual conference or at another time and place determined by the Executive Board.

Section 2. Special meetings of the association shall be called by the Executive Board, and shall be called by the president upon receipt of a written request of one hundred (100) members of the association. Written notice of the time and place of special meetings shall be given to all association members at least three weeks and no more than sixty (60) days prior to the meeting, and only business mentioned in the call shall be transacted.

Section 3. One hundred and fifty (150) personal members shall constitute a quorum at any annual or special meeting. A majority of personal members present and voting shall be required to pass any measure except as otherwise required in these bylaws.

Section 4. A mail vote of the personal members may be taken at the discretion of the Executive Board. An affirmative response by the majority of those whose responses are received by the Executive Office within thirty days after postmark of mailing from the Executive Office shall be required to pass a proposal.

Article XI—Membership Dues

Section 1. The categories of and dues for association personal and nonvoting members shall be determined by the Executive Board, subject to approval of two-thirds of the personal members present and voting at the annual meeting, provided that written notice of proposed changes has been given to all members at least three weeks, but not more than sixty (60) days, in advance of the meeting.

Section 2. Dues shall be paid annually in advance. Membership shall cease when dues are forty-five days in arrears.

Section 3. Personal and nonvoting members who have forfeited their membership through non-payment of dues shall be reinstated upon payment of dues for the current year.

Section 4. The Executive Board may adopt formulas for establishing member anniversary dates and membership incentive programs.

Article XII—Management

Section 1. The Executive Board, through its development of plans and policies for the association, shall determine the allocation of management responsibilities and tasks.

Section 2. The president, with the approval of the Executive Board, shall have the authority to appoint teams of members, committees, and task forces, or utilize any other appropriate management concept, in order to effectively accomplish the mission of the association.

Section 2.1. The president, with the approval of the Executive Board, shall have the authority to discontinue management assignments, or to disband or reorganize any team, committee, or task force, as necessary for the effective accomplishment of the association's mission.

Section 3. The Executive Board, through its allocation of funding in the annual budgeting process, shall determine the resources to be available to various individuals and groups involved in the management of the association.

Section 4. The Executive Board shall provide policies and guidelines for all management activities.

Article XIII—Forums

Section 1. An ILA forum may be formed with the approval of the Executive Board. The purpose of forums is to provide programs and services that will meet the needs of individuals and/or institutions that have particular special interests.

Section 2. The Executive Board shall be required to establish a forum upon the written request of sixty (60) or more ILA personal members.

Section 3. The Executive Board shall establish general guidelines and policies for the operation of forums, and shall provide funding for forum activities as part of the annual budget of the association.

Section 4. The Executive Board shall discontinue a forum when it has determined that the usefulness of the forum has ended.

Article XIV—Official Record

Section 1. The archives of the Illinois Library Association shall be the depository for all records of ILA of permanent value. These shall be housed in the Abraham Lincoln Presidential Library, originally Illinois State Historical Library, created in 1889 by the Illinois General Assembly. The executive director shall be responsible for transmitting these records.

Section 2. The executive director shall transmit reports of all meetings of the association to whatever journal the Executive Board shall designate to publish the official reports of the association. It shall be the duty of the executive director to obtain one copy of each number of the journal in which such reports appear for the ILA archives.

Article XV—Affiliation with ALA

Section 1. The association shall be a chapter of the American Library Association, as provided in the bylaws of that association. The Executive Board may choose to affiliate any element of the association with a comparable unit of ALA.

Section 2. The ILA representative to the ALA Council shall be elected by mail vote at the same time as ILA officers, for a term as required by the constitution and bylaws of ALA.

Section 3. The president of ILA shall appoint, with the approval of the Executive Board, a substitute ALA councilor in the event that this office is vacated. The appointed councilor shall serve the remainder of the unexpired term.

Article XVI—Affiliation with Other Organizations

Section 1. The Executive Board may affiliate the association, or any element of the association, with other organizations whose purpose is consistent with that given in Article II.

Article XVII—Endowment Funds

Section 1. Endowment funds shall be administered by the Executive Board for the benefit of the association.

Article XVIII—Annual Audit

Section 1. The accounts of the association shall be audited annually by an auditor selected by the Executive Board.

Article XIX—Dissolution

Section 1. In the event that it becomes necessary to dissolve the Illinois Library Association, the assets remaining after all obligations have been met shall be transferred to a not-for-profit educational or charitable organization whose purpose is to foster and improve library service. The organization shall be selected by the Executive Board of the association.

Article XX—Parliamentary Authority

Section 1. The latest edition of *Robert's Rules of Order* shall govern the association except when it is inconsistent with the bylaws of the Illinois Library Association.

Article XXI—Amendments

Section 1. Any bylaw may be amended by a two-thirds vote of the personal members present and voting at any meeting of the association where a quorum is present, provided that copies of the amendment are mailed to personal members thirty days before the meeting. Amendments to proposed bylaws may be presented from the floor only if they are germane to the issue. Mail votes shall be taken at the discretion of the Executive Board. An affirmative response by a two-thirds majority of those eligible to vote whose response is received by the Executive Office within thirty days after the postmark by mailing of ballots from the Executive Office shall be required to pass a proposal.

Article XXII—Definitions

Section 1. The terms “mail” and “postmark” in these bylaws shall be defined respectively as delivery, and date of delivery, by mail, e-mail, or other electronic means.

Sunday, 15 May 2011

ILA Fiscal Policy and Procedures

6010 Fiscal Policy Review

This fiscal policy should be reviewed biannually by the treasurer and the Finance Committee.

6010.1 Fiscal Year

The fiscal year of the Illinois Library Association is July 1 to June 30. (Bylaws: Article IV, Section 1)

6011 Executive Board

The governing body of the association shall be an elected Executive Board comprised of the ALA Councilor who shall serve a four-year term and fifteen directors, each of whom shall serve a three-year term or until successors are qualified. The association's executive director and the director of the Illinois State Library shall be nonvoting members of the Executive Board. (Excerpted from Bylaws: Article V, Sections 1 & 2)

The Executive Board shall adopt, implement, and enforce all plans, policies, and budgets for the association and coordinate all activities of the association. (Bylaws: Article V, Section 3)

The Executive Board, through its allocation of funding in the annual budgeting process, shall determine the resources to be available to various individuals and groups involved in the management of the association. (Bylaws: Article XII, Section 3)

6011.1 Association Officers

The officers of the association shall be the president, the vice-president, immediate past president and the treasurer. (Bylaws: Article VI, Section 1)

The president shall preside at all meetings of the Executive Board, and shall chair all meetings of the association membership. The president shall serve as the principal spokesperson for the association. (Bylaws: Article VI, Section 3.1)

The vice-president shall assist the president as called upon and shall assume the duties of the president in the president's absence. (Bylaws: Article VI, Section 3.2)

The treasurer shall oversee all the financial activities of the association. (Bylaws: Article VI, Section 3.3)

6011.2 Executive Committee

The Executive Committee will consist of the officers and the executive director. The immediate past president will chair the Executive Committee. (Bylaws: Article VII, Section 1)

The Executive Committee shall oversee the implementation of association plans and conduct of association activities during the intervals between meetings of the Executive Board. (Bylaws: Article VII, Section 2)

The Executive Committee shall assign duties and responsibilities to the executive director and to association members consistent with adopted plans and budgets. (Bylaws: Article VII, Section 3)

The Executive Committee shall not assume the planning, budgeting, or policy-making responsibilities of the Executive Board, and shall in all cases be bound by the decisions and policies of the Executive Board. (Bylaws: Article VII, Section 5)

6012 Treasurer—Responsibilities

The treasurer serves as the chair of the Finance Committee.

The treasurer shall submit an annual report on the financial condition of the association to the membership at the annual meeting, and this report shall be placed in the association archives. (Bylaws: Article VI, Section 3.4)

The treasurer proposes fiscal policy and presents financial reports generated by the ILA Office. The following documents should be included in these reports on a monthly basis: the current budget status, a balance sheet showing all

cash assets and liabilities, and a summary statement of income and expenses for the time period covered by the report.

In addition to these reports, accounting and special reports shall be presented concerning the financial status of projects, fund balances and other activities that produce cash receipts and expenditures. Detailed records of income and expenses shall be available in the Executive Office.

The treasurer, in consultation with the Finance Committee, shall prepare a written report within thirty days of the close of the fiscal year. The executive director will make this annual report available to the membership through an ILA publication.

The treasurer, in consultation with the Finance Committee and the executive director, shall oversee the association's investments in savings certificates, treasury bills, or other federally-insured, income-producing investments when cash assets allow such investments without jeopardizing the association's ability to conduct current business.

6015 Finance Committee

The Finance Committee is an administrative committee which consists of the treasurer and a minimum of four other members drawn from the Executive Board. Committee members are appointed to two-year, staggered terms. The president and the executive director serve as ex officio members.

The Finance Committee reviews all fiscal policies and procedures, responding to direction from the Executive Board. The Finance Committee serves as the consulting body for the treasurer, the Executive Board, and the executive director in such areas as association investments, the budget, and other financial concerns of the association.

6016 Executive Director—Fiscal Responsibilities

The executive director shall administer the activities and business affairs of the association under the direction of the Executive Board and Executive Committee. (Bylaws: Article VIII, Section 2)

The Executive Office under the direction of the executive director shall have custody of the ledgers, account books, check books, deposit records, vouchers, pass books, and other documents pertinent to the association's fiscal matters. Such records shall be regularly updated and available to any member of the association upon reasonable notice and during office hours.

The executive director shall administer all cash receipts and disbursements in accordance with policies established by the Executive Board.

The executive director shall collect data for consideration in the budget process; arrange meetings, hearings, etc.; draft a recommended budget; disseminate budget information; and in other ways work with the Finance Committee and the Executive Board to facilitate the function of budget review and control.

The executive director shall, in consultation with the treasurer and the Finance Committee, administer the association's investments in savings certificates, treasury bills, or other federally-insured, income-producing investments when cash assets allow such investments without jeopardizing the association's ability to conduct current business.

The Executive Office financial staff shall assist the treasurer in presenting monthly reports to the Executive Board at regularly scheduled board meetings. Generally, the following documents shall be included: a current budget comparison, a balance sheet showing all cash assets and liabilities, and a summary of income and expenses.

Special reports and accounting shall be made as required on the financial

status of projects, fund balances, and other nonbudget activities that produce cash receipts and expenditures.

The executive director shall provide the forum managers and committee chairs with quarterly financial reports outlining the operational expenses.

Authorization for payment of expenses from approved office budget shall be the responsibility of the executive director.

6016.1 Taxes

The executive director shall be responsible for meeting deposit and filing requirements of state, local, and federal agencies. These include:

1. Deposits and reports of federal taxes withheld.
2. Deposits and reports of state taxes withheld.
3. Deposits and reports of FICA withheld.
4. Filing of annual information reports as a tax-exempt organization with the U.S. Internal Revenue Service.
5. Filing of all other forms pertinent to taxes or salaries as required by government agencies.

6016.2 Insurance and Bonds

Comprehensive insurance is to be maintained for the Executive Office, including liability, theft, fire, worker's compensation, employee and officer dishonesty, and other types of insurance as deemed necessary by the Executive Board.

Directors and officers insurance shall be maintained by the association.

The executive director is authorized to contract for policies after board approval. All insurance programs should be reviewed annually by the executive director.

6017 Suspected Misconduct and Dishonesty

Introduction

Like all organizations, the Illinois Library Association (ILA) is faced with the risks that come from wrongdoing, misconduct, dishonesty, and fraud. As with all business exposures, we must be prepared to manage these risks and their potential impact in a professional manner.

The impact of misconduct and dishonesty may include:

- The actual financial loss incurred
- Damage to the reputation of our organization and to our employees
- Negative publicity
- Cost of investigation
- Loss of employees
- Loss of customers
- Damage to our relationship with our suppliers or contractors
- Litigation
- Decrease in employee morale

ILA's goal is to establish and maintain an environment of fairness, ethics, and honesty for our employees, officers, customers, suppliers, and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee and officer every day.

ILA is committed to the deterrence, detection, and correction of misconduct and dishonesty. The discovery, reporting, and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

Purpose

The purpose of this document is to communicate association policy regarding the deterrence and investigation of suspected misconduct and dishonesty by

employees, officers, and others, and to provide specific instructions regarding appropriate action in case of suspected violations.

Definition of Misconduct and Dishonesty

Misconduct and dishonesty include but are not limited to:

- Theft or other misappropriation of assets, including assets of the organization, our customers, suppliers, or others with whom we have a business relationship.
- Misstatements and other fraud in our organization’s records, including intentional misstatement of the financial position or results of operations.
- Forgery or other alteration of documents
- Fraud, including misappropriation of assets, and other unlawful acts
- Other wrongdoing

The association specifically prohibits these and any other illegal activities in the actions of its employees, officers, and others responsible for carrying out the association’s activities.

Policy and Responsibilities

Reporting

It is the responsibility of every employee or officer to immediately report **suspected** misconduct or dishonesty to the ILA Executive Director (or directly to the ILA President, if more appropriate).

The ILA Executive Director, when made aware of such potential acts by subordinates, must immediately report such acts to the ILA President. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation, is strictly forbidden.

Due to the important yet sensitive nature of suspected violations, effective professional follow-up is critical. Employees or officers, while appropriately concerned about “getting to the bottom” of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Concerned, but uninformed, employees or officers represent one of the greatest threats to proper incident handling. All relevant matters, including suspected but unproved matters should be referred immediately to the Executive Director (or directly to the ILA President, if more appropriate) for follow-up.

Additional responsibilities of the Executive Director

The Executive Director has three additional responsibilities:

First, be aware of what can go wrong in your area of responsibility.

Second, establish and maintain monitoring, review, and control procedures that will prevent acts of wrongdoing.

Third, establish and maintain monitoring, review, and control procedures that detect acts of wrongdoing promptly should prevention efforts fail.

Assistance in effectively carrying out these responsibilities is available

through ILA’s accountant and the treasurer.

Responsibility and authority for follow-up and investigation

The Finance Committee has the primary responsibility for all investigations involving fiscal misconduct and dishonesty. The committee may request the assistance of the external auditors, including review of the external auditor’s annual examinations and evaluations of internal controls.

The Finance Committee will have:

- Free and unrestricted access to all records and premises, whether owned or rented.
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities (whether in electronic or other form) without the prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of investigative or related follow-up procedures.

All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and ILA’s Fiscal Policy and Procedures.

Reported incident follow-up procedure

Care must be taken in the follow-up of suspected misconduct and dishonesty to avoid acting on incorrect or unsupported accusations, to avoid alerting suspected individuals that follow-up and investigation is underway, and to avoid making statements that could adversely affect the association, an employee, officer, or other parties.

Accordingly, the general procedures for follow-up and investigation of reported incidents are as follows:

1. Employees, officers, and others must immediately report all factual details as indicated above under Policy and Responsibilities.

2. The Finance Committee has the responsibility for follow-up and, if appropriate, investigation of all reported incidents.
3. All records related to the reported incident will be retained wherever they reside.
4. Do not communicate with the suspected individuals about the matter under investigation.
5. In appropriate circumstances and at the appropriate time, the Finance Committee will notify the executive director of ILA.
6. The Finance Committee may also obtain the advice of legal counsel at any time throughout the course of an investigation or other follow-up activity on any matter related to the report, investigation steps, proposed disciplinary action, or any anticipated litigation.
7. Neither the existence nor the results of investigations or other follow-up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know in order to perform their duties and responsibilities effectively.
8. All inquiries from an attorney or any other contacts from outside of the association, including those from law enforcement agencies or from the employee under investigation, should be referred to ILA's legal counsel.

Investigative or other follow-up activity will be carried out without regard to the suspected individual's position, level, or relationship with the association.

Questions or clarifications related to this policy

All questions or other clarifications of this policy and its related responsibilities should be addressed to the association's legal counsel, who shall be responsible for the administration, revision,

interpretation, and application of this policy.

6018 External Auditors

The accounts of the association shall be audited annually by an auditor selected by the Executive Board. (Bylaws: Article XVIII, Section 1)

The annual audit report should be presented to the treasurer, the president, and the executive director by an audit firm. It will be the responsibility of the Treasurer and the Executive Director to present the audit report to the Finance Committee and the Executive Board.

The audit will be reviewed by the Finance Committee and any recommendations made to the Executive Board by the auditor will be addressed and appropriate action taken within the fiscal year. The audit report shall include a review of the treasurer's quarterly reports, shall check compliance with regulatory agency requirements, shall attest to the reliability of the system's internal control, and shall attest to the efficiency of the Executive Office in administering the affairs of the association.

6018.1 Method of Accounting

The day-to-day records of the association shall use the accrual method of accounting.

6020 Account Series for Financial Records

Account series numbers vary from year to year and are determined by ILA accountants.

6021 Books And Records To Be Maintained

The following books and records will be maintained by the association as required by the Internal Revenue Service and other government agencies:

- Cash Receipts
- Cash Disbursements
- General Ledger
- General Journal

- Accounts Receivable
- Accounts Payable
- Payroll Records
- Membership Roster
- Office Equipment Records
- Investment Records
- Inventory Records

Permanent Records

- Annual Reports
- Articles of Incorporation
- Audited Financial Statements
- Check Registers
- Constitution and Bylaws
- Correspondence—legal/important matters only
- Depreciation Schedules
- General Journals
- Tax Returns/Payment Checks
- Illinois Annual Reports
- Insurance Records
- Inventory Records—claims/policies/accidents
- Office Equipment
- Membership Rosters
- Minutes and Resolutions
- Newsletters (one copy)
- Board & Annual Membership Policies & Procedures
- Publication Samples—current version

Ten Years

- Budgets
- Purchase Invoices
- General Ledgers

Three Years

- Correspondence—general
- Insurance Policies—after expiration
- Investment Records
- Payroll Records

One Year

- Correspondence—routine

6022 Internal Financial Reports

Designated financial reports outlining operational expenses shall be provided quarterly to the forum managers and committee chairs.

6030 Budget Development, Review, and Approval

The Finance Committee submits the budget for the Executive Board's approval at the last Executive Board meeting of the fiscal year. In preparing the budget, the Finance Committee reviews the financial needs of the organization, taking into consideration the priorities of the association's strategic plan and the budget proposals submitted by forum managers, committee chairs, and the executive director.

The Finance Committee shall meet in sufficient time prior to the last Executive Board meeting of the fiscal year in order to incorporate program and operational expenses into the framework of the preliminary budget.

All activities and events sponsored by the Illinois Library Association or groups within the association must be planned as cost-recoverable. Activities that do not comply with this guideline must be approved by the Executive Board. Regarding the association's activity priorities, the Finance Committee must also formulate recommendations on the amount of nonrecoverable funds available to the forum managers and committee chairs each year.

Budget revisions must be approved by the Executive Board.

6040 Dues

The categories of and dues for the association personal and nonvoting members shall be determined by the Executive Board subject to approval of two-thirds of the personal members present and voting at the annual meeting, provided that written notice of proposed changes has been given to all members at least three weeks, but not more than sixty days, in advance of the meeting. (Bylaws: Article XI, Section 1)

The current dues schedule shall accompany all applications for membership in the association.

Membership in the association is based on anniversary dates.

6050 Bank Accounts

The association shall maintain at least two months operational expenses in a readily accessible account from which withdrawal may be made without penalty.

The remainder of all association assets shall be invested in government-insured, high interest-bearing accounts or certificates as determined by the Treasurer in consultation with the executive director.

All cash receipts shall be deposited in an association interest-bearing account and credited to the appropriate ledger account, which is reviewed by the executive director.

Withdrawal or transfer of funds from the association savings/investment account will require the signature of the executive director.

Checks drawn on the association checking account require the signature of the executive director or any officer of the association. Checks in excess of \$5,000 or made payable to the executive director require two signatures. (Payroll related checks excepted.)

Wire transfers from the association checking account in excess of \$5,000 shall be initiated by the executive director and confirmed by the bank with a phone call to any officer of the association.

6051 Unrestricted Net Assets

It shall be the goal of the association to build and maintain unrestricted net assets which, at the end of a given year, are equal to a minimum of fifty percent (50%) of the association's total budgeted expenses for the following year. These monies shall constitute ILA's operating reserve and shall be used to provide for temporary cash flows exigencies as well as to meet unexpected or emergency needs that severely impair the association's

ability to operate. Ten percent (10%) of the net proceeds from workshops/projects, conferences, and IREAD shall be dedicated to the building and maintaining the operating reserve and shall be transferred into the association's pool of long-term investments.

The following categories of funds shall neither be counted as part of the association's operating reserve nor in any way affect the annual determination of how large the reserve should be: cash awards conferred or bestowed on the basis of merit, such as the World Book/ALA Goal Award; cash contributions given for a special or extraordinary purpose; grants which fund special projects; and the ILA Endowment Fund principal.

Unrestricted gifts which have not been designated for use by the Executive Board within twelve months of receipt will be transferred into the association's pool of long-term investments.

6060 Short-term Investment Policy

The primary consideration for the investment of the association's funds is security; the second most important is liquidity; the third most important is maximizing the yield.

The treasurer, in consultation with the executive director, shall administer the association investments when cash assets allow such investments without jeopardizing the association's ability to conduct business.

The investments shall include, but not be limited to the following: mutual funds invested in U.S. government-backed securities or GNMA funds; obligations of the U.S. government and its agencies; Federal Money Market Fund; and certificates of deposit issued by U.S. government-insured financial institutions. The Board should appoint an Investment Broker to work with the association staff and treasurer in developing an investment portfolio to meet the association's needs.

A complete record of all investments, including bank or other holding agency, amount of investment, account number or other identification, interest rate, maturity date, conditions for withdrawal and other pertinent information shall be on file in the Executive Office.

Income from all association investments shall be deposited to the general fund.

6061 Long-term Investment Policy

A. Preamble

Founded in 1896, the Illinois Library Association (ILA) is a 501(c) (3) charitable and educational organization. The association represents all types of libraries—public, school, academic, and special libraries serving government, commerce, the armed services, hospitals, prisons and other institutions. Its members are primarily librarians and library staff, but also trustees, publishers, and other supporters.

The Illinois Library Association is the voice for Illinois libraries and the millions who depend on them. It provides leadership for the development, promotion, and improvement of library services in Illinois and for the profession of librarianship, in order to enhance learning and ensure access to information for all.

The association is governed by a fifteen-member Executive Board, made up of elected officers. The main sources of income are: membership dues, continuing education fees, and the sales of published materials.

The Invested Funds of the Illinois Library Association, hereinafter referred to as the “Fund,” is an investment portfolio generated from the net surpluses of the association in prior years.

The Fund is held as an asset of the association under the authority of the Executive Board, hereinafter referred to as the “Board,” for the express purposes of providing investment

income to support the programs and services of the association, to serve as a reserve source of funds in the unforeseen event of a financial catastrophe or deficit, and to build the assets of the association through reinvestment and capital appreciation.

The Fund shall not contain any assets that may be restricted as regards their investment or disposition. The Board is responsible for the implementation of and adherence to the policies and objectives of the Fund as set forth in this document.

The Board may retain professional investment management to manage the investments of the Fund and to provide advice and counsel in such matters.

B. Investment Objectives

1. **Rate of Return Objectives:** The Fund is expected to achieve, over the measured period as defined in Paragraph B 4, a Total Rate of Return which exceeds the Consumer Price Index (CPI) and S&P 500 Index (after investment advisor fees.). Total Rate of Return is defined as all dividends and interest and all realized and unrealized gains and losses net of all investment-related expenses, including the investment manager’s retainer.
2. **Cash Income Requirements:** Since there are no immediate liquidity demands on the Fund, the source of investment return is not important. There is no preference for cash income as opposed to capital appreciation.
3. **Relative Performance:** In addition to the Real Rate of Return objective stated above, total investment return for each fund over a market cycle is expected to be in the top half of the peer group and appropriate benchmark for each investment.
4. **Measured Period:** For purposes of measuring a rate of return over a market cycle, the measured period shall be no less than three nor more than five calendar years.
5. **Fiduciary Standards:** The assets of the Fund are to be invested

and managed in a fashion that is consistent with generally accepted standards of fiduciary responsibility. The safeguards that would guide a prudent investment manager are to be strictly observed. All transactions utilizing assets of the Fund are to be undertaken for the sole benefit of the Fund and the association. All regulations specific to the State of Illinois will be observed.

C. Investment Guidelines

1. **Permissible Investments:** Assets of the Fund may be invested only in publicly-traded common and preferred stocks, exchange traded funds, convertible bonds, and fixed income securities, whether interest bearing or purchased at discount, including money-market instruments, subject to any restrictions hereinafter specified. In addition, mutual funds may be utilized for investment of fund assets. No other securities or instruments shall be presumed to be permissible investments without prior written approval of the Board.
2. **Asset Allocation:** The long-term financial requirements of the association and preference of the Board imply a portfolio of investments, placing heavy emphasis on equity securities because of their superior total return characteristics over full market cycles. The Board recognizes, however, that there may be times when fixed income investments may also be an appropriate asset class for the Fund because of their superior current income and safety of principal characteristics. Therefore, the asset allocation policy for the Fund shall be as follows:

ASSET ALLOCATION	MAXIMUM %	
	MINIMUM %	
Equities (including short-term buying reserves)	90%	50%
Fixed Income	50%	10%

Under normal circumstances it is the Board’s intention to have the Fund substantially invested in equity securities.

- a. Equity Investments: The Board has a strong preference for “no-load” mutual funds. The Board believes that the use of equity mutual funds and exchange traded funds will provide professional management, broad diversification, and relative cost efficiency considering the modest size of the Fund. The mutual funds selected, weighted by the proportion each investment bears to the total equity investment mix, shall reflect an overall risk and return profile similar to that of the S&P 500 Index.
- b. Fixed Income Investments: The fixed income assets of the Fund shall be invested with Money Markets, CD’s, U.S. Government Bills, Notes and Bonds, Corporate Bonds rated A or better, Exchange Traded funds, and Bond Mutual funds.

- 2. Management Reporting: Any consultant(s) retained by the Board shall be present for one regular or special meeting of the Board each year. They will review the performance of the Fund within the context of the Investment Policy and Objectives and will make recommendations as to any desirable changes in the overall investment strategy. The consultant(s) will also make recommendations regarding any changes in investment policy deemed appropriate.

6063 Temporarily Restricted Net Asset

The Association reports gifts of cash and other assets as temporarily restricted if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets. When the assets are depleted, the fund is eliminated. The Association, as of June 2012, has the following temporarily restricted funds: Hugh C. Atkinson Memorial/DEMCO Award; de Lafayette Reid Fund for Continuing Education; Robert R. McClarren Legislative Development Award; and the Sylvia Murphy Williams Fund. For background information on each of these awards, please refer to the Awards section of the *ILA Handbook of Organization and Membership Directory*.

6065 Endowment Fund

- 1. *Establishment*: The Executive Board (hereinafter “the Board”) of the Illinois Library Association (hereinafter “ILA”) has resolved to establish and maintain an Endowment Fund for Illinois libraries.
- 2. *Purpose*: The purpose of the Endowment Fund is to support Illinois libraries and specifically, to be used to account for the receipt, investment, and the disposition

of resources donated to ILA when such gifts are made with the stipulation that only the income earned from the investment of the donated assets may be spent.

- 3. *Use of Proceeds*: The interest earned by the Endowment Fund (herein “proceeds”) will be used by ILA to:
 - provide resources to develop, promote and improve library services in Illinois;
 - enhance learning and ensure access to information for and through Illinois libraries;
 - shape the future of libraries by advocating for the development of public policy and legislation, and promoting intellectual freedom; and
 - support educational programs designed to develop library leaders.
- 4. *Donor Agreements*: Although ILA will adopt and utilize a standard form for Donor Agreements incorporating the general terms of this policy, the Executive Committee is authorized to negotiate the specific terms of any modified agreement with a donor when advisable and when the donor wishes to make a restricted gift or a gift of appreciated property, or limit the use of the respective proceeds. Such modified Donor Agreements must be in writing and are subject to the approval of the Board. Once such agreements are approved by the Board, the ILA executive director may execute the agreement on behalf of ILA.
- 5. *General Terms*: All information about donors or prospective donors, including names, beneficiaries, gift amounts, estate sizes, and so forth shall be kept strictly confidential by ILA and its authorized personnel unless permission is obtained from the donor to release such information. In order that proper and appropriate recognition and appreciation can be devoted to donors, ILA personnel may encourage donors to give such

D. Investment Management

- 1. Investment Management: The Board, at its discretion, may retain the services of one or more professional, licensed, investment consultants to assist in the implementation of the Board’s stated investment policy. A copy of this policy shall be provided to the investment consultant(s). Any fees shall be set forth in a letter of agreement between the association and the consultant(s).
- 2. Operating Procedures: The executive director is hereby authorized to carry out and implement the directions of the Board with respect to the investment of Fund assets.

E. Review Procedures

- 1. Review and Amendments: The Board, or its appointed Committee, shall review this policy annually to determine if amendments or modifications are appropriate. Amendments, when approved, shall be communicated promptly to all interested parties.

permission, but any donor limitations shall be honored.

Donors should be advised to seek legal counsel for all aspects of proposed gifts whether by devise, trust agreement, contract, or other legal document. The donor should consult with an attorney on matters relating to both estate planning and the tax liability of a gift.

The principal amount of the perpetual endowment gifts must remain intact in the Endowment Fund in perpetuity. Income from such gifts, the proceeds therefrom will be available for expenditure or reinvestment. The gifts in the Endowment Fund bear legal restrictions that the Board ordinarily cannot alter except as permitted by the donor, the Donor Agreement or applicable state or federal law.

If ILA receives appreciated property as a gift for the Endowment Fund, the Board will sell the property as soon as prudently possible, with the advice of the investment manager. The proceeds from the sale shall then be invested through the Endowment Fund.

Endowment gifts may be restricted or unrestricted as to the ultimate disposition of income earned. In order to restrict the use of funds earned from a gift, the donor must donate a minimum of \$100,000. Each restricted gift of \$100,000 and above will have a separate accounting entry. The principal amounts of each restricted fund will be readily identifiable, the income earned during each accounting period will be readily identified with the fund that produced it and the ultimate expenditure of such restricted income must be traceable.

6. *Fund Management:* The Endowment Fund is used in a legal and accounting sense to account for resources obtained from outside donors or grantors who have placed

restrictions on the use of either the principal amounts of their gifts and grants or the proceeds or income earned on those principal amounts. Other ILA designated funds are not generally included within this group of funds for accounting purposes.

For financial management purposes, the Endowment Fund may be invested with other ILA funds, such as reserve funds, to facilitate the integration of operational and investment cash flows with long term asset planning. If the Endowment Fund is integrated with other ILA funds, the Endowment Fund must be separately identifiable through generally accepted accounting practices and procedures.

The ILA Board shall select an investment manager who will recommend an investment strategy for the Endowment Fund. This professional will guide the Board, so that the endowment portfolio is invested under the guidelines set up in ILA's Investment Policy.

7. *Spending Policy:* All endowment earnings should be appropriated for expenditure.
8. *Termination:* If ILA joins in a federation with other state associations, the Endowment Fund shall be transferred with other ILA assets and liabilities to the new federation, but the Endowment Fund shall be restricted in its use and operation to be used for the same purpose or purposes as set forth in this policy and the applicable Donor Agreements. If ILA is disbanded or dissolved, the Endowment Fund shall be transferred to the 501(c)3 foundation of the American Library Association for perpetuation of the purposes for its establishment.

6070 Workshops

Budget formulation is the responsibility of the appropriate manager (or individual designated by a manager) planning or chairing the event. All workshops must be planned on a cost recovery basis. Nonmembers shall be charged a higher registration fee than members. The association will assess a \$15 registration/administrative fee per registrant for all events handled by the ILA office.

All bills must be submitted to the ILA office within sixty days of the event to receive payment.

6076 Outside Funding

A forum manager, committee chair, or any group within the association must obtain executive director approval prior to applying for or seeking any special funding or grant from a federal, state, or other outside agency.

The Executive Board shall be notified of all requests for special funding or grants from any federal, state, or outside agency.

Evaluating Project Feasibility

1. Is the proposed project conceptually appropriate?
 - Does it fit within the parameters of ILA's mission and strategic plan?
 - Does it provide necessary resources to ILA in the form of any or all of the following:
 - Does it constructively promote ILA and Illinois libraries?
 - Does it provide needed services to ILA and/or Illinois libraries?
 - Does it provide needed revenue to ILA and/or Illinois libraries?
 - Do the pros of pursuing the grant/project outweigh the cons?
2. Is the proposed project realistic?
 - Are deadlines for submitting the proposal realistic?
 - Has the feasibility of the proposal been determined through direct contact with the granting organization and/

or through other means of evaluation?

- Are the grant writing, management, and reporting requirements manageable?
- Are staffing levels sufficient to successfully write, conduct, and report on the grant project?
- Are staff hours considered a match or in kind contribution?
- Have the following responsibilities been appropriately delegated to an ILA representative and/or partnering agency?

Person/Agency assigned to task:

Writing the grant proposal:

Carrying out all project activities:

Fiscal administration:

Fulfilling reporting requirements:

Coordinating overall grant administration:

Requirements Checklist:

If ILA determines that a proposed grant or project is both conceptually appropriate and realistic, prospective project partners or projects must meet the following requirements before submitting a proposal involving ILA:

- If ILA is to administer a grant and/or bear responsibility for its execution, a minimum of 10-30 percent of project funds (or other reasonable amount determined by the ILA Executive Director or designee) should be allocated for associated administrative tasks, included but not limited to time allocated to grant writing, reporting, budgeting, record-keeping, etc.
- Any in-kind costs potentially incurred by ILA must be revealed to and agreed upon by the ILA Executive Director or designee before any grant proposal involving ILA is submitted to potential funder(s).
- Exempting any in-kind costs agreed to by the ILA Executive Director, project funds should cover all costs incurred by ILA for project expenses such as, but not limited to: accounting; human resources; information technology; telecommunications services; equipment; promotional materials; supplies; travel.
- Either the grant funding must fund appropriate staffing levels to complete the project, or partners must provide appropriate staffing to carry out the funded activities without putting an undue burden on ILA staff.
- The roles of each partnering entity must be agreed upon and clearly spelled out in the grant itself, and/or in a memorandum of understanding.

6080 General Reimbursement & Billing Policies

The association will reimburse only expenses that have been officially approved by the Executive Board through its annual budget. Members cannot incur a program expense without the prior approval of the appropriate person.

No member may enter into a contractual agreement or incur vendor expense over \$200 without the approval of the ILA office. Approval is given in the form of a purchase order.

All expenses over \$200 must be billed to the association and are handled as accounts payable.

The following expenses incurred on approved association business, including participation as an Executive Board member, committee member, or forum member may be reimbursed upon receipt of the approved voucher.

A. Transportation

1. Public transportation: Actual cost of coach fares on airlines, buses, railroads, or cab fares with reasonable tip will be reimbursed. If the most expensive means of transportation is utilized, the expense must be pre-approved by the chair of the meeting. When available, members are expected to use an airport limousine or bus rather than private taxi. Baggage handling, tolls, parking fees, and other necessary tips are reimbursable.
2. Private automobiles: The mileage rate will be set by the ILA Executive Board. Mileage payment shall not exceed the cost of public transportation when the latter is a reasonable alternative. When two or more people travel in the same vehicle, only one shall claim mileage.
3. Rental cars: Rented vehicles shall be used only when no other form of transportation is available or in cases where use by more than one person results in a savings over other available transportation.

B. Housing

Actual costs will be reimbursed when required by a two-day association activity (including travel time). Baggage handling tips are reimbursable. Members are expected to use the least expensive accommodations whenever possible.

First priority for hotel complimentary rooms at the ILA Annual Conference will be given to the ILA president and conference co-chairs. The executive director may assign additional complimentary rooms at his or her discretion.

C. Food

Food expenses are not reimbursable by the association unless the meal price is included in the cost of the activity. An exception is the expense of meal tickets for each association award winner and a guest at an association-wide function.

D. Special Expenses

The cost of certain miscellaneous expenses may be allowed. For example, costs for a room rented for official business and telephone calls and wires on official business are reimbursable.

6080.1 Payment of Bills, Contracts, and Other Expenses

Bills are paid within ninety days of receipt. Checks in payment of vouchers and bills are issued semimonthly.

6080.2 Forum Operations—Expenditures & Reimbursements

Forums are annually budgeted for basic operations. This amount is determined by the Finance Committee as part of the annual budget process.

6080.3 Activities—Expenditures and Reimbursements

All expenses related to association activities, such as workshops, publications, or surveys, must be pre-approved.

6082 Expenses for Meetings Held in Conjunction with Another Conference

The association will support the attendance of the ILA Councilor to the ALA Midwinter Meeting and Annual Conference and of the ILA President to Library Legislation Day and the ALA Annual Conference. The Finance

Committee will annually budget appropriate amounts for covering the expenses when the budget is prepared. Reimbursement for transportation, lodging, and food will be based on the ILA fiscal policy.

6083 Repayment of Advances

When the association advances monies for members for food, transportation, and/or lodging to facilitate scheduling or to obtain a discount, all monies must be repaid to the association within thirty days after the event.

6090 Honoraria and Fees

Association members are not paid honoraria or fees for work performed for the association. Speaking engagements or workshop presentations are examples of service to the association in the same manner as assuming a leadership role within the Illinois Library Association or committee work.

Exceptions may be made in advance with the approval of the Executive Board. An exception may be granted if a member's contribution is clearly and specifically related to recognized professional expertise outside the field of libraries and librarianship and for which a fee is normally charged. If an association member's library is recognized on a national level and the expectation of a fee or honorarium is customary, an exception may also be approved by the Executive Board.

6091 Cash Awards

A monetary award of \$600 or more to an association member requires the Executive Office to submit a 1099-MISC tax form in the name of the award recipient.

Friday, 15 June 2012

ILA Public Policy Principles

This statement of principles incorporates widespread library development concerns as identified by all segments of the Illinois library community.

These deliberately broad principles form the framework for ILA's positions on public policy issues relating to library services, and they will be accompanied each year by an action agenda developed by the Public Policy Committee and approved by the ILA Executive Board that are designed to be responsive to immediate legislative concerns and opportunities. These principles provide a basis for ILA and its members' response to non-ILA sponsored legislative initiatives.

The Illinois Library Association supports any and all opposition to censorship and restriction of intellectual freedom, in all formats.

The Illinois Library Association shall uphold the principles in the American Library Association's , the statement, and the .

The Illinois Library Association shall defend the rights of all library patrons to confidentiality of their records.

The Illinois Library Association strongly supports the role of all libraries as access points to electronic information.

The Illinois Library Association supports moral and ethical behavior in both provision of library services and governance of libraries.

The Illinois Library Association supports full and complete access to public information.

The Illinois Library Association shall assist all libraries in meeting recognized standards appropriate for their services.

The Illinois Library Association supports in principle the legislative program of the American Library Association and continues to take a leadership role in its development and implementation.

The Illinois Library Association shall work toward ensuring that all libraries

are governed by appropriate laws or rules enabling them to provide maximum quality services.

The Illinois Library Association shall work toward ensuring equitable personnel and operating policies for all libraries.

The Illinois Library Association shall work toward ensuring that all libraries have physical facilities enabling them to provide maximum quality services and comply with the Americans with Disabilities Act and the Illinois Accountability Code.

The Illinois Library Association shall work toward provision of adequate financial support that is not diminished from year to year for all libraries.

The Illinois Library Association shall encourage all libraries to extend services to the unserved and underserved, advocating state wide tax supported local public library services.

The Illinois Library Association supports appropriate funding and staffing of the Illinois State Library.

First approved 1992, amended 1993, 1994, 1995, 1999.

ILA's Quick Response Team

In 1996, ILA President Sue Stroyan appointed a Legislative Consultant Task Force. The mission of the Task Force was to evaluate ILA's legislative and public policy program and develop recommendations to establish and maintain a vital legislative presence for ILA with the Illinois state legislature and the Office of the Governor (see , July/August 1996, pp. 2-4). One of the task force's recommendations was the establishment of a Quick Response Team.

"On rare occasions during a legislative session when the legislative consultant identifies a need for a change in or variation of ILA's official position on a bill, the board believes that a quick response group consisting of the ILA president, chair of the Public Policy Committee, the director of the Illinois State Library, and the ILA executive director should consult by telephone, e-mail, or fax, if necessary, to give the consultant guidance."

The Illinois Library Association's Executive Board reaffirmed this policy at the June 7,

2002 ILA Executive Board meeting and added the past president to the Quick Response Team.

As requested by the Illinois State Library Director, the Illinois Library Association's Executive Board removed the Illinois State Library Director as a voting member of the ILA Quick Response Team and added the incoming ILA President as a member of the Quick Response Team. This action was taken on December 4, 2009.

Internet Access Policy

The Illinois Library Association acknowledges that the Internet provides access to powerful and information-rich resources that expand the boundaries of knowledge. Together, information and access to that information constitute the twin pillars of democratic government and an informed citizenry. The Illinois Library Association supports the following principles regarding access to resources: free and unfettered access to information is crucial to an informed citizenry; all federal and state constitutional provisions related to First Amendment freedom; and rights of individuals to privacy in their use of electronic information resources.

The Illinois Library Association notes that the U.S. Supreme Court decision in , 521 U.S. 844, 117 S.Ct. 2329, 138 L.Ed.2d. 874 (1997), states that attempts to limit access to the Internet in the name of protecting citizens are unconstitutional. The Illinois Library Association supports the right of parents and legal guardians to guide the development of their children and to select those resources that they deem suitable for their own children. ILA asserts that Internet policy is appropriately developed at the level of the local library rather than the state or federal level.

Passed by the ILA Executive Board, February 25, 2000.

The Use of ILA's Name

The Illinois Library Association (ILA) is a nonprofit organization serving as the voice for the interests of libraries located in Illinois. It provides leadership for the development, promotion, and improvement of Illinois library services through a structure of forums and committees and task forces.

All units in the ILA structure are responsible to the Executive Board that determines policies. The Board's actions, however, may be changed by a two-thirds vote of the membership (Article V, Section 4). Thus, the ultimate responsibility for the use of the Illinois Library Association name rests with the membership.

The Executive Board is a governing board, appointing an executive director who is in charge of the day-to-day running of the Association.

ILA leadership, in carrying out their assigned duties and responsibilities, are called upon to use ILA's name and, in that name, to commit the Association to programs and activities. All such use of ILA's name requires approval of the executive director and, ultimately, the Executive Board.

ILA leadership, using ILA's name in executing their responsibilities or in entering into formal relationships with other organizations, abides by stated ILA policies and principles. Formal relationships which permit another organization to use the name "ILA" or that of the ILA unit, other than to identify the provider of information or services, must be based on a written agreement pursuant to which ILA retains control of the use of its name or the unit's name. Again, all such agreements require the approval of the executive director and, ultimately, the Executive Board.

Passed by the ILA Executive Board, June 8, 2001.

Illinois Library Association sponsors forums* for political candidates to:

1. educate our members;
2. motivate our members to participate in the elections;
3. give our members a chance to hear the views of significant candidates; and
4. provide the opportunity for the candidates to hear our concerns.

(* Forums are defined as ILA sponsored in-person meetings, print and/or electronic communications between candidates and members.)

Criteria for Political Candidate Inclusion

To insure that these goals are met, the following criteria for candidate participation will be considered.

1. The candidate must meet the requirements of the Illinois Constitution and the United States Constitution.
2. The candidate must meet all requirements to be on the ballot according to state election laws.
3. The candidate must have made a public announcement of his or her candidacy.
4. The candidate must show evidence that a formal campaign is being waged, e.g., presence of headquarters (office, storefront or other publicly accessible site other than the candidate's personal residence), campaign telephone number, stationery and staff (campaign manager, treasurer, public relations person), scheduled campaign appearances, calendar of events which the candidate will attend.
5. Demonstration of voter interest and support. In assessing the significance of a candidacy, ILA will require that either: (a) a candidate's party received at least 5 percent of the popular vote in the most recent prior general election; or (b) by September 15 has shown at least 15 percent support in a reputable statewide poll. ILA may consider other factors, as well.

In all cases, the Illinois Library Association will exercise its good faith judgment in deciding whether or not a candidate has demonstrated sufficient voter interest and support.

Passed by the ILA Executive Board, February 28, 2002.

Guidelines for Campaigning by Candidates for the ILA Executive Board

These guidelines are intended to insure, insofar as possible, that there is equality of opportunity for all members of the Illinois Library Association to seek elected office regardless of their personal financial resources or their access to organizational or other financial support.

The association encourages candidates to use good judgment in their use of financial and other resources available to them in conducting their campaigns.

ILA Support:

Support provided to candidates by ILA:

- A link on the ILA Web site to a Web page maintained by the candidate, as well as a link on the ILA election page with the candidates' photo and biography.
- The publication of the names and library affiliations of the candidates proposed by the ILA Nominating Committee in the February issue of the *ILA Reporter*.
- A candidate's statement of no more than 150 words that is included in the ballot mailing to all members.

Other than the support listed above, no ILA funds or staff time may be used to support the candidacy of any individual candidate.

Campaign contributions:

Soliciting campaign contributions is prohibited. Campaign contributions by vendors, either in cash or in kind, have the potential of seriously skewing the election process. Candidates must avoid such contributions. Vendors should be encouraged to make financial contributions to recognized ILA endowments and special funds previously established to receive these.

Travel:

ILA does not provide funding for candidate travel. All travel arrangements and expenses are the responsibility of the candidate.

Endorsements:

Individuals who are elected officers of the association are considered official representatives of the association and are presumed to be speaking as official representatives. Therefore, they may not endorse candidates. Members of the Nominating Committee may not endorse individual candidates.

Campaign materials:

Candidates are encouraged to use creativity to reach out to association members and to minimize personal costs through the use of electronic resources such as e-mails, Web sites, podcasts, etc. Campaign materials should reflect only the goals and perspective of the candidate. All discourse should reflect positively on the association and its members.

Violation of the above guidelines may result in disqualification. These guidelines will go into effect as of July 2008.

Passed by the ILA Executive Board, February 28, 2008.

Equal Rights Amendment

At the request of the ILA Public Policy Committee, the ILA Quick Response Team determined in May 2003 to endorse the ratification of the federal Equal Rights Amendment (ERA) by the Illinois General Assembly and requested the Illinois library community to contact their elected officials to ask them to support ratification of ERA.

Service to Homeless Populations in Illinois

While affirming the right of access to information for all, the Illinois Library Association and its members believe library policy regarding services to homeless populations are best established at the local level. The following guidelines are offered in support of developing local policies that are in accordance with state and federal laws, provide maximum access to information to individuals seeking library services, and protect the collective interests of the community as a whole, represented by the library board.

In addition to ensuring the rights of patrons, both homeless and not, libraries are in the business of offering resources to their community that provide opportunity to those most in need. To deny access to information on the basis of economic or social disadvantage is to participate in perpetuating that disadvantage. At the same time, policies that protect everyone's access to that information are an essential part of ensuring continued support and existence of library resources.

Legal precedent has held that public libraries, as places set aside by the government for the public's receipt of information and services, are designated public forums subject to the First Amendment. As such, individuals possess a right to access the public library that is protected by the First Amendment. (*Kreimer v. Bureau of Police*, 958 F.2d 1242, 1259 (3d Cir. 1992).

Courts have struck down a number of library policies that effectively allowed library employees to deny access to the homeless because of individuals' appearance or personal hygiene. In general, rules that permit library employees to make discriminatory decisions regarding a user's right to access the library do not survive court review, especially if the rule appears to target a particular class of users. (See *Kreimer*, above; see also *Armstrong v. D.C. Public Library*, 154 F. Supp. 2d 67, 75 (D.D.C. 2001).

Following a 2006 case filed by the Massachusetts Coalition for the Homeless, the Central Massachusetts Housing Alliance, and the American Civil Liberties

Union (ACLU) against the Worcester Public Library, a policy was developed that added options to the library's practice of requiring proof of residency, such as:

1. Letter from social service agency or temporary employer providing proof of residency within the past 30 days.
2. Returned post card mailed to an individual at a given address; when it is returned to the library by the individual, establishing that they receive mail at that address, they are allowed to apply for and receive a library card. There is an additional provision that the address needs to be verified orally every three months. Massachusetts does not accept a post office box or business address for this purpose.

A recent article in *Public Libraries*, May/June 2012, "Library Service to the Homeless," offers guidelines to developing legally acceptable practices and ethical policies. ILA suggests developing a policy checklist that includes:

- Accordance with the First Amendment;
- Equality and consistency of policies and enforcement;
- Clear and open statement of policies;
- Regular review and appeals process; and
- Cooperation with social service agencies in the community to provide alternatives to conventional proof of residency and other practical, constructive means to provide access.

Passed by the ILA Executive Board, June 15, 2012.

Creating or Changing Illinois State Law

Robert P. Doyle

Creating or changing Illinois state law is a complex, time-consuming, and difficult process. Statutory changes require passage by the Illinois legislature and approval of the governor. The effort requires the total mobilization of all interested persons aggressively advocating for the proposed legislation. While each bill and set of circumstances are unique, generally speaking, all of the following major steps are required to change Illinois law:

1. Ideas, Initiatives, Positions, and Agenda

ILA's advocacy program includes development of legislative initiatives (bills proposing changes to existing Illinois laws), legislative monitoring (review and tracking of all bills introduced), development of association positions (support, opposition, or neutral position on bills affecting ILA's membership), and direct advocacy on key bills.

The Illinois library community and the ILA Public Policy Committee (PPC) are responsible for formulating initiatives (for example, laws the association would like to create or amend) and developing positions on legislative issues presented by others. This combined agenda is presented to the ILA Executive Board for its approval in early fall and then presented to the ILA membership at the annual membership meeting. The ILA Executive Board, through the PPC, is the final authority for determining the association's position on specific bills.

Action Item: If the association would like to propose new legislation, the association, through the public policy process, must approve the proposed legislative initiative.

2. Strategy

The PPC is responsible for developing a comprehensive strategy to get a bill passed. The ILA Executive Board will review, refine, and approve the strategy; and

the ILA staff, with the assistance as noted below, will be responsible for implementing the strategy.

Action Item: PPC must develop a strategy that includes all the steps needed to pass a bill: research, legislative drafting, sponsorship, testimony, development of position papers, membership education, and all advocacy efforts.

3. Research

No idea will be seriously considered unless it is grounded in fact and supported by solid research. It is insufficient to state that the bill is necessary or desirable. The association must be able to explain the history of the problem, the current situation, and how the proposed legislation specifically addresses the problem. Each aspect of this research must be more than anecdotal. It must be backed-up wherever possible with statistical or other quantifiable proof of each point asserted. The Illinois library community and the ILA Public Policy Committee are responsible for the research work.

Action Item: Outline and assign research tasks to support legislative premise.

4. Drafting Legislation

Every proposed bill must be drafted in the proper format and taken to the Illinois Legislative Reference Bureau for printing. Proper drafting requires legal, historical, and often technical knowledge. ILA staff will be responsible for drafting the bill, the PPC and the ILA Executive Board will review the draft(s). It is typical for any proposal to go through many rewrites and amendments before a final form is approved.

Action Item: Draft and approve the proposed legislative language.

5. Sponsorship

Effective advocacy begins with identifying the best elected official(s) to lead the legislative effort. While all legislators will ultimately be asked to support a bill, the lead sponsor in

each chamber is crucial to success. For example, if the association wants to proceed with a bill that has fiscal implications and that will likely be referred to the Revenue Committee, the lead sponsor might best be a member of that committee. Or, if the association wants to proceed with a bill that has intellectual freedom implications and that will be referred to Judiciary Committee, the lead sponsor might best be a member of that committee. An excellent cosponsor is an official from the district where the issue was raised or a key leader in the Illinois General Assembly. Contacting legislators to request sponsorship is time-consuming but incredibly important to successful passage. ILA staff, with advice and assistance from the Illinois library community, will be responsible for obtaining lead sponsors. ILA members would be asked to seek cosponsorship by their local legislators.

Action Item: Select and contact the best lead and cosponsors.

6. Coalition Building

It is absolutely crucial that the association engage other associations or interested parties in supporting or neutralizing opposition to a bill. The groups listed in parentheses will have the primary responsibility for the following steps in this process: identification of key players (PPC and ILA staff), contacting these groups (PPC and ILA staff), possibly negotiating with these groups (ILA staff), maintaining communication with coalition (ILA staff), determination of groups to present testimony (PPC, ILA staff, and coalition members), and division of floor responsibilities (ILA staff and staff from coalition members with a presence in Springfield).

Action Item: Contact and build a broad-based coalition with clearly assigned responsibilities.

7. ILA Advocacy

Advocacy requires mobilization of the entire membership and active

participation by every person in a leadership role at the association.

Action Items: If ILA seeks the passage of a bill, the following will need to be done:

- a. notify the membership of the effort and ask them to directly contact legislators (ILA staff);
- b. highlight the issue at advocacy day (ILA staff);
- c. prepare materials explaining the issue that could be used by members in contacts with legislators and distributed to legislators and staff (PPC and ILA staff);
- d. ask the Illinois Secretary of State and State Librarian to take a lead role in advocating on our behalf (ILA staff);
- e. direct advocacy to legislators and legislative staff by ILA's legislative consultant;
- f. preparation and delivery of testimony by ILA at all relevant committee hearings (PPC, ILA president, and ILA staff); coordination of those appearances will be handled by the ILA staff; and
- g. drafting and distribution of floor speeches and other materials to be used in final passage debate in both chambers.

8. ILA's Quick-Response Team

On rare occasions during a legislative session when ILA staff identifies a need for a change in, or variation of ILA's official position on a bill, a quick-response team consisting of the ILA president, past president, chair of the Public Policy Committee, the director of the Illinois State Library, and the ILA executive director will consult by telephone, e-mail, or fax, if necessary, to provide guidance.

Action Item: Quick-response team called as required by changing circumstances.

9. Advocacy to Governor's Office

As a bill progresses in the legislative process it is crucial to involve the governor's office to seek his support or address concerns. Once a bill is approved by both chambers of the legislature, advocacy contacts and letters of support need to be sent to the governor to explain the bill's purpose and request his signature. ILA staff will notify the membership of this effort and ask them to contact the governor at appropriate times.

Action Item: Advocacy to governor's office requesting support and governor's approval.

10. Post-Governor's Action

If the governor vetoes a bill passed by the legislature, it would be necessary for the association to advocate for an override of the governor's veto when the legislature reconvenes. This often requires re-initiating many of the steps identified above, including additional research, drafting of new position papers, work with lead sponsors, contacts to legislators, preparation of testimony, mobilizing the membership, etc.

Action Item: Develop and implement a comprehensive strategy for overriding the governor's veto.

Awards

Introduction

The Illinois Library Association's awards program recognizes excellence in librarianship and library service in Illinois. The program increases awareness of the contributions of all association participants, including recipients, sponsors, co-sponsors, and committees/forums.

Awards Committee

The Awards Committee administers the recognition program of the association annually; works in conjunction with committee and forum managers to administer committee and forum awards; publicizes the awards to attract qualified nominees; selects association-wide award winners.

Committee chair and members are appointed by the vice president/president-elect of ILA. Committee membership is limited to not more than ten personal members, in addition to the chair, representing diverse types of libraries. Members serve two-year, staggered terms with up to five members being appointed each year. The chair serves a three-year term: one as a member-at-large, one as the chair, and one *ex-officio*.

Committee members who have been nominated or who have made a nomination for any award will remove themselves from commenting or voting during the voting process. In the event that a committee member's library has nominations (either for the library or library employee), that committee member will remove themselves from commenting or voting during the voting selection. The ILA organization, ILA committees, and ILA forums are not eligible to be nominated for any ILA award.

ILA Committees and Forums

The following ILA committees and forums that present awards that support a unique mission of their own:

AWARDS COMMITTEE

Alexander J. Skrzypek Award
Deborah Dowley Preiser Marketing Award
DEMCO Innovative Award
Hugh C. Atkinson Memorial/DEMCO Award
Librarian Of The Year Award

IACRL FORUM

Academic Librarian Of The Year Award

INTELLECTUAL FREEDOM COMMITTEE

Intellectual Freedom Award

MEMBERSHIP COMMITTEE

Crosman Award

PUBLIC POLICY COMMITTEE

Robert R. McClarren Legislative Development Award

REACHING FORWARD FORUM FOR LIBRARY SUPPORT STAFF

Robert P. Doyle ILA Conference Grant for Support Staff Award
Oberman and Rich Reaching Forward Conference Grant for Support Staff Award

REFERENCE SERVICES FORUM

Reference Services Award

RESOURCES AND TECHNICAL SERVICES FORUM

TBS Technical Services Award

TRUSTEE FORUM

Trustee of the Year Award

YOUNG ADULT SERVICES FORUM

Young Adult Librarian of the Year Award

YOUTH SERVICES FORUM

Davis Cup Award
Golden Ticket Award

See www.ila.org for a complete list of previous award winners.

All awarding groups must work in accordance with the established timetable listed in the Awards guidelines.

Awards not given by an ILA committee/forum but from another source, (such as a library, individual, company etc.), will be solicited, evaluated, selected and announced by the Awards Committee.

ILA committees/forums must:

1. Obtain and confirm sponsorships.
2. Solicit nominations in cooperation with the Awards Committee.
3. Evaluate award nominations.
4. Contact the award winners, in cooperation with the Awards Committee, and send all necessary follow-up documentation.

Lack of Suitable Award Applicant

Awards committee and committees/forums are not obligated to make a selection of a winner in any year when an appropriate candidate for an award is not available. In the event that no deserving nominations are received, the committee/forum may not then nominate a recipient. In the event that no nominations are received, the committee/forum may nominate one or more persons from which the committee/forum may then choose a recipient.

Nomination/Review Procedure

The Awards Committee begins to publicize the nominations for ILA awards in January under the guidance of ILA staff. Publicity will be included in the *ILA Reporter*, *ILA E-Newsletter*, and on the ILA Web page. Each committee/forum that is responsible for an award will work with the Awards Committee to promote its award. All publicity should start in the month of January and conclude in May.

All nominations and letters of recommendation should be received by the ILA office by close of business on May 15. Any nomination that does not include all of the necessary components outlined on the stated criteria of the award will not be considered.

The ILA office will send all necessary nomination documentation to Awards Committee members, as well as each committee chair/forum manager responsible for an award, and notify the Awards Committee chair of number of nominations received for each committee/forum award.

A systematic procedure for evaluating nominations should be agreed upon prior to the selection. It is strongly suggested that the procedure and/or form utilized in the previous year be used or at least serve as a point of reference.

Awards Timeline

October/November/December	Design publicity, submit to ILA Web page, <i>ILA E-Newsletter</i> and <i>ILA Reporter</i>
January	Contact ILA committees and forums to confirm their awards Begin initial publicity Begin planning the awards ceremony
February	Identify possible nominees for awards and contact possible nominators to encourage them to submit a nomination
March / April	May 31 deadline for receipt of Reaching Forward nominations Continue <i>ILA Reporter</i> , <i>ILA E-Newsletter</i> and Web page promotion Follow-up calls/e-mails to possible nominators Follow-up publicity
May	May 15 deadline for receipt of nominations at the ILA office Copies of nominations sent to Awards Committee members, and appropriate committee and forum chairs
June	Committees and Forums meet to determine award winners Confirm sponsors for following year awards Awards Committee, forums and committees, along with ILA office, notified of winners by June 30
July	Winners notified, confirm acceptance of their awards Sponsors notified of the winners Confirm award presenters Gather and confirm information for press releases, letters, award documents, etc. and deliver to ILA office Write and mail congratulatory letters and ceremony information to winners, copies to presenters and sponsors Write and distribute press releases announcing the winners
August	Award document printing/framing (ILA office) Finalize ceremony plans Finalize photographer Determine who needs a formal invitation to the ceremony: (winners, old and new Awards Committee members, sponsors, presenters, committee/forum chairs, family/friends of winners, ILA Board and elected officers, ILA staff, etc.)
September	Finalize ceremony speakers, emcee, speeches, presenters, sponsors, winners Finalize committee member task assignments for ceremony
October (post-conference)	Send thank you notes/ <i>ILA Reporter</i> article photos Put award winner names on the ILA Web page

Establishment of New Awards

The request for a new ILA or committee/forum award may be made by any member or committee/forum of ILA or from any individual or group outside ILA interested in the recognition and development of libraries and librarianship.

The following points should be considered for the establishment of a new ILA award:

1. The intent and purpose of the individual or group making the proposal or donating a sum of money to be used for award purposes. ILA awards shall recognize significant achievements within the profession and not serve primarily as advertisements for the donor.
2. The existence of already established awards in the same or similar areas of interest, since overlapping awards are to be avoided.
3. The monetary award to the winner and a three-year commitment of funding.
4. All ILA awards presented must have a personal, corporate, or other type of sponsor/underwriter.
5. ILA awards are typically of two types: Conference Grants and Recognition Awards.

A copy of the award proposal must be submitted to the ILA office in June in order to be considered for the following year; i.e., submit proposal by June 2012 for an award to be presented at the 2013 ILA Conference.

The ILA Executive Board shall consider each proposal at an executive board meeting. It is useful for a representative of the ILA committee/forum most closely connected with the proposal to attend this meeting to answer questions and to hear the advice of the executive board. The proposed award will be presented to the ILA Executive Board and, if approved, will be given to the Awards

Committee Chair for inclusion in the official roster of ILA Awards.

Funding

Beginning in 2012, the following guidelines will be applied to funding levels for awards.

1. A minimum three-year commitment of funding.
2. Recognition awards will have a minimum award amount of \$200.
3. \$50 annual administrative fee to be paid by sponsors to help offset the following:
 - a. Preparation, printing and distribution of award criteria and nomination forms.
 - b. Publicity and promotion of the award.
 - c. Presentation expenses.
4. If it is stipulated that an award winner is to be given a certificate or plaque, then the sponsor for that award will be responsible for cost of certificate or plaque.

Discontinuing or Suspending an Award

ILA awards may be discontinued or suspended for any of the following reasons:

1. Lack of nominations or applications for the award for three consecutive years.
2. Inability of Awards Committee to select a winner because criteria are not relevant, impractical, or outdated.
3. Continuing pressure on Awards Committee to influence the selection of a winner.
4. Withdrawal of financial support by the sponsor.
5. Any other reasons deemed appropriate by the Awards Committee.

Recommendations to discontinue or suspend an ILA award will be presented to the ILA Board of Directors for action.

Unless otherwise noted, the nomination deadline for Awards is May 15.

See www.ila.org for list of past winners and additional information.

Hugh C. Atkinson Memorial/ DEMCO Award

Presented by Illinois Library Association and DEMCO, Inc. in honor of Hugh C. Atkinson (1933-1986). Due in large part to his influence, Illinois garnered national recognition in statewide interlibrary cooperation. As a supplier to the nation's libraries for more than eighty years, DEMCO is committed to recognizing excellence in libraries and library service as exemplified by Hugh Atkinson's leadership.

Category

The award shall be made annually for sustained activity and contributions having a lasting impact on librarianship. The recipient may be an individual, a group, a program, or an institution.

Eligibility

The award recipient must meet the criteria outlined. Individuals need not be librarians or ILA members, nor groups associated with ILA or with any specific library organization. Programs may have originated in any institution or organization with or without library affiliation, and an award-winning organization may be a library, a library system or consortium, or a non-library organization.

Criteria

To be considered for this award, activities or contributions relating to multitype library cooperation and/or resource-sharing should meet one or more of the following standards:

- evidence of a sustained effort over a period of years;
- contribution should be of a permanent quality; and
- performance should serve as a model for similar programs.

The written statement of support should be based on the above criteria. Attach newspaper clippings or other forms of documentation, if available, to this application.

Award

The recipient will receive a formal citation and \$1,000 financial award.

Crosman Memorial Award

Presented by the ILA Membership Committee and Mortenson Construction in memory of Alex Crosman, director of the Peoria Public Library until his death in 1986. Crosman was instrumental in forming the Junior Members Round Table in Illinois.

Category

This award recognizes the achievements of the library workers who are new or relatively new to the field and encourages continued involvement in the profession. Other awards honor those who have accomplished a great deal over a long period of time; this award is to honor people who have accomplished a great deal in a short time.

Eligibility

- Open to those who have been in the library field or profession for ten years or less.
- Open to individuals working in all types of libraries.
- Individuals may nominate themselves or be nominated by others.
- Nominee must be a personal member of ILA.

Criteria

Emphasis will be placed upon involvement and contributions to the library field and involvement in the community or institution served by the nominee's library. The written statement of support should include:

- previous positions and dates;
- memberships and offices in professional or related organizations;
- publications;
- honors received;
- two professional references including names, addresses, and phone numbers; and
- why the nominee deserves the award (in 200 words or less).

Award

The recipient will receive a certificate and a \$200 financial award.

Davis Cup Award

Presented by the ILA Youth Services Forum and ABDO Publishing to honor Marion Davis for her active role in services to children at the Des Plaines Public Library and beyond. Often serving as mentor to children's librarians in the area, Davis was a storyteller extraordinaire, making this oral tradition a link with people, young and old.

Category

This annual award is presented to a person who has made an outstanding contribution in library service to young people. Since its inception in 1971, the award has been presented to individuals who exemplify resourcefulness, professionalism, and caring in their service to young people.

Eligibility

The recipient must be an ILA member. Neither the recipient nor the nominator need be a youth services librarian. Members of the Davis Cup Committee and the Youth Services Forum officers cannot nominate an individual for the Davis Cup.

Criteria

The nomination should consist of the completed ILA nomination form and a written statement. The statement should be no more than four pages, demonstrating with specific examples how the individual meets the following criteria. A maximum of three references may be included. The criteria for consideration are:

- specialized or innovative programs or services for young people initiated by the nominee;
- service to the library profession through active participation in professional organizations (at the local, state, or national level), the training of others, publishing, etc.;
- the nominee has influenced and/or cooperated with persons and organizations within his/her community in the planning or presenting of programs or services for young people; and
- the nominee has reached and affected persons outside his/her own community by deed, idea, and/or example.

Award

The recipient will receive an engraved Revere bowl and a \$300 financial award.

DEMCO Library Innovative Award

Presented by the Illinois Library Association and DEMCO.

Category

This award recognizes a library's achievement in planning and implementing an innovative or creative program or service, which has had measurable impact on its users. The purpose of this award is to encourage innovation by highlighting the overall activities of a library (including staff, administration, governance, and volunteers) in successfully marshalling its resources to benefit its users.

Eligibility

Libraries of any size and type are eligible for this award.

Criteria

- The recipient must be a library rather than an individual.
- The nominee will have designed and executed an innovative or creative program or service.
- The program or service must have had a measurable impact on its users.
- Innovation can be what is new to a particular library and library population and has a major impact on the community.

Award Winners

The recipient will receive a plaque and \$1,000 financial award.

Robert P. Doyle ILA Conference Grant for Support Staff Award

Presented by the Reaching Forward Forum for Library Support Staff in honor of ILA Executive Director Robert P. Doyle, who has been a strong advocate for library assistants and provided essential support for the Reaching Forward Conference.

Category

The purpose of this award is to encourage support staff attendance at the ILA Annual Conference.

Eligibility

Open to support staff working in all types of libraries, who may nominate themselves or others.

Criteria

Submit a statement, one page or less, completing the phrase "Why I (or my nominee) would like to attend the ILA Annual Conference and how it would affect my (his/her) personal and professional growth."

Award

The recipient will receive a one-year ILA membership and full registration and expenses to attend the ILA Annual Conference, up to \$800.

Nomination Deadline

March 31

Golden Ticket Award

Presented by the ILA Youth Services Forum and Rob Zimmers of Quality Books, Inc.

Category

This annual award is presented to an individual who has made an outstanding local contribution in library services to young people in his/her community by creating and implementing library programs that promote a love of literature and instill positive feelings about libraries.

Eligibility

The recipient should be an individual working directly with children in a library setting. Individuals may nominate themselves or be nominated by others. Nominees need not be a personal member of ILA. Members of the Youth Services Forum's Awards Committee and Youth Services Forum officers cannot nominate an individual for this award.

Criteria

The nomination should consist of the completed ILA nomination form and a written statement of no more than four pages. The written statement should include:

- Examples of innovative and dynamic programs for youth up to eighth grade initiated and presented by nominee within the past two years
- How such programs have benefited the library and its community
- Why the nominee deserves this award

Optional: A maximum of three pages of supporting pictures and a maximum of five promotional flyers may also be included.

Award

The recipient will receive a one year personal membership to ILA (if already a personal member, he/she will receive a free one year renewal of his/her membership), and a \$200 financial award.

Illinois Academic Librarian of the Year Award

Presented by the Illinois Association of College and Research Libraries (IACRL) Forum and CARLI.

Category

Established in 1985, this award recognizes an Illinois librarian who is making an outstanding statewide contribution to academic or research librarianship and to library development.

Eligibility

Any ILA member; the recipient must have distinguished himself/ herself in notable service to the forum and to the Illinois Library Association, as well as exhibited leadership and exemplary library service in an academic setting.

Criteria

To assure equitability of representation of awardees among the various types of academic libraries and constituencies represented in the forum's membership, the awards committee will give consideration, on a revolving basis, to these factors in the selection process. Individuals nominated should have demonstrated achievements in such areas as:

- service to the organized profession through ILA, the IACRL Forum, and related organizations;
 - significant and influential academic or research library service;
 - contributions to academic or research library development through research or publications; or
 - planning or implementing a library program of exemplary quality.
- Nominees do not have to meet all the above criteria.

Award

The recipient will receive a certificate, a \$500 financial award, and have their name and date added to the plaque at the Illinois State Library.

Intellectual Freedom Award

Presented by the ILA Intellectual Freedom Committee and Quality Books, Inc. The officers and managers of Quality Books, Inc. are lifelong residents of Illinois and have strong personal commitments to libraries. Freedom to choose what materials shall be available in libraries is a core concern and this honorarium recognizes the sharing of that responsibility by others.

Category

An individual or group is recognized for outstanding contributions in defending intellectual freedom or the advancement of these principles as espoused and promulgated by both the Illinois Library Association and the American Library Association.

Eligibility

Nominations are solicited throughout the state of Illinois from school, academic, special, and public libraries. Library systems are also solicited, as well as ILA and its forums and committees. Any other Illinois group or individual may also submit nominations.

Criteria

Submit a written statement of how the nominee meets the criteria. If nominated due to a specific incident, give the date and attach any supporting documentation, such as newspaper clippings, etc. The award may be for a single event of the current year or for an ongoing project, educational workshop, or promotion. It also may be related to legislative support on the local, state, or national level.

Special consideration will be given to events or contributions relating directly to the First Amendment. The committee is also interested in recognizing activities related to the broader topics of freedom of information, with the understanding that contributions must impact directly on Illinois and its citizens to be considered.

Award

The recipient will receive a certificate and a \$500 financial award.

Librarian of the Year Award

Presented by the Illinois Library Association and Sikich, LLC.

Category

This award recognizes a librarian's distinguished service and leadership in Illinois libraries. Generally, the librarian so honored will have made an impact locally, statewide, and nationally. However, if an individual's service is unusually outstanding on one level, then the nomination can rest on that area alone. Librarians so honored will have demonstrated a commitment to libraries, and especially Illinois libraries, which can serve as a model for others in the profession.

Eligibility

Any professional staff member of an Illinois library and member of the association.

Criteria

The award recipient shall meet at least two of the following criteria:

- active membership in ILA, as evidenced by attendance at conference and workshops, participation on ILA committees or forums, or other support of the association;
- leadership role in ILA;
- positive contributions to the library field, such as research, publications, innovative program development, etc.; and
- outstanding work on a particular aspect of library service in the home library of the nominee, e.g., grant award, successful referendum for tax or bonds for library construction, outstanding public relations program, etc.

An official nomination shall consist of a letter of nomination justifying the nomination in light of the criteria above. Letters of support will not be considered. Instead, the nominator is asked to list references with which the committee may consult, if additional information about the nominee is required.

Award

The recipient will receive a certificate and a \$500 financial award.

Robert R. McClarren Legislative Development Award

Presented by the ILA Public Policy Committee.

This award was established in 1989 to recognize Robert R. McClarren for:

- inspiring and guiding the development of a comprehensive legislative program on behalf of Illinois libraries and the Illinois Library Association;
- serving with singular distinction on the ILA Library Legislative Development Committee;
- being instrumental in establishing a grassroots program of legislator education and awareness;
- drafting language for library legislation, which benefits Illinois libraries;
- being an articulate spokesperson on behalf of Illinois libraries with the secretary of state, the General Assembly members, and Congressional delegation members;
- being instrumental in drawing statewide support for library legislative initiatives from a broad base of constituencies; and
- embodying by example the highest standard for citizen initiative in the shaping of the laws governing Illinois library development.

Category

The award is given to a worthy recipient from the Illinois library community—librarian, trustee, legislator, or library—who has contributed significantly to legislative development in the state of Illinois.

Eligibility

An individual, group, or institution may be nominated.

In the event that no deserving nominations are received, the Public Policy Committee may not then nominate a recipient.

Criteria

The award recipient shall demonstrate outstanding accomplishment in at least one of the pioneering and exemplary achievements (cited above) of Robert R. McClarren's distinguished career.

Award

The recipient will receive a certificate. The recipient's name will be added to the permanent plaque on display at the Illinois State Library.

Oberman and Rich Reaching Forward Conference Grant for Support Staff Award

Presented by the Reaching Forward Forum for Library Support Staff in honor of Tobi Oberman and Tom Rich, who were instrumental in developing the Reaching Forward Conference for library support staff.

Category

The award recognizes the contributions of a support staff member to the library community and to the role of support staff in libraries.

Eligibility

Open to support staff working in all types of libraries. Persons may nominate themselves or others.

Criteria

A one page or less letter completing the statement, "Why I would like to attend Reaching Forward" or "Why I think [name of nominee] deserves to attend Reaching Forward" should be submitted to the selection committee.

Award

Recipient(s) will receive free registration to the current year Reaching Forward Conference, an overnight stay at the Reaching Forward conference hotel, \$50 for expenses, and a framed certificate.

Nomination Deadline

March 31

Deborah Dowley Preiser Marketing Award

Presented by the Illinois Library Association and the Oak Park Public Library.

Category

This award recognizes a library employee's excellent work in public relations and adult programming over a period of several years, reflecting the importance of publicity and adult programming as central to the role of the library as a community center and to the library as place.

Eligibility/Criteria

The award recipient shall demonstrate most or all of the following:

- Membership in ILA.
- Employment in an Illinois library.
- Involvement in library public relations and adult programming at the ILA and in other local/regional/national forums.
- Continuing production of exciting and innovative public relations activities and/or adult programming.
- Demonstrated success at level that is recognized as exemplary over a period of years in either or both library public relations and adult programming.
- Nominee is considered a role model by virtue of deeds, actions, ideas, and examples.

Award

Recipient will receive a certificate and a \$250 financial award.

Reference Services Award

Presented by the ILA Reference Services Forum and Ancel Glink.

Category

This award recognizes excellence in accordance with the Reference Services Forum's mission statement: "The ILA Reference Services Forum exists for all who are interested in providing assistance to library users as they seek and use information. The forum offers opportunities to share and enhance skills as well as to promote and recognize quality service throughout Illinois."

Eligibility

Nominees can be an individual, group, department, or library. The nominee should be a personal ILA member or be employed by an institution that is an ILA member. Nominees do not have to be a member of RSE.

A Reference Services Forum subcommittee selects the recipient. In the event that no deserving nominations are received, the awards subcommittee members may not then nominate a recipient.

Criteria

Nominees must demonstrate one or more of the following:

- Specialized or innovative programs or services;
- Service to the library profession through active participation in professional organizations (at the local, state, or national level);
- The nominee has influenced and/or cooperated with persons or organizations within his/her community in the planning or presenting of programs or services for; and
- The nominee has reached and affected persons outside his/her own community by deed, idea, and/or example.
- A written statement of no more than 200 words should be submitted. Letters of support and examples of quality work or innovative programs that reflect the intent of the forum's award criteria, up to ten in number, should be included.

Award

The recipient will receive a certificate and a \$250 financial award.

Alexander J. Skrzypek Award

Presented by the ILA and the Illinois State Library in honor of Alexander J. Skrzypek (1905-1976), the first librarian for the blind at the Chicago Public Library. Skrzypek's career in libraries began in 1919 as a part-time page and he was named head librarian for the blind in 1952.

Category

The award is given to a person who has made an outstanding contribution to the advancement of library services for the blind or physically disabled in Illinois.

Eligibility/Criteria

The nominee's contribution(s) to advancing library services for the blind and physically disabled may take the form of:

- an imaginative innovation in local or statewide services;
- a recognized contribution to the Illinois program of service for the disabled;
- an innovative public awareness campaign, which stimulated growth in local or statewide library services;
- a significant publication or writing in the field;
- the efforts of boards and libraries to follow/comply with the American with Disabilities Act (ADA); or
- any activity of recognized importance in the field.

In the event that no deserving nominations are received, the ILA Awards Committee may not then nominate a recipient.

The written nomination statement should support the criteria. Attach any supporting documentation.

Award

The recipient will receive a certificate and have their name added to the plaque at the Illinois State Library.

TBS, Inc. Technical Services Award

Presented by the Resources and Technical Services Forum and TBS, Inc. (Today's Business Solutions).

Category

This annual citation is awarded to an individual who has made a substantial contribution in the area of library technical services.

Eligibility

The nominee should be a personal ILA member or be employed by an institution that is an ILA member. The nominee does not have to be a member of Resources and Technical Services Forum.

The forum manager and manager-elect shall appoint an awards subcommittee of three members. The subcommittee shall solicit, receive and evaluate all nominations. In the event that no deserving nominations are received, awards subcommittee members may not then nominate a recipient. Those recommending nominees for this award should submit a letter of nomination addressing how the nominee meets the criteria, and, if possible, obtain and submit a vita or resume from the nominee.

Criteria

Individuals nominated should have demonstrated achievements in such areas as:

- Planning and implementing a technical services program of noteworthy quality;
- Leadership abilities within the area of technical services; and
- Service to the profession through regional, state, and national organizations.

Nominees need not meet all of the above criteria.

Award

The recipient will receive a certificate and a \$500 financial award.

Trustee of the Year Award

Presented by the ILA Trustee Forum and Bradbury Associates/Gossage Sager Associates, in honor of Don Sager (of Gossage Sager) and Sarah Long.

Category

This annual citation is awarded to a public library trustee for achievement, leadership, and service to libraries.

Eligibility

The nominee must be a member of ILA and have made a significant contribution to his/her local library. Eligibility includes participation in two of three levels of service (system, state, and national activities) and demonstrated evidence of quality leadership ability.

Criteria

The written support statement should not contain the nominee's name, but should be attached to the fully completed Nomination for Recognition form. The written support statement should detail the following:

- contributions to local library, system activities, and involvement on the state and national levels;
- years of service, offices/positions/committees, and accomplishments;
- notable leadership qualities; and
- any other relevant information.

A note on the selection process for the Trustee of the Year Award: A subcommittee of three selects the recipient, but the selection is done in the blind. The subcommittee does not know the name(s) of the nominee(s) until the selection is made. In the event that no deserving nominations are received, awards subcommittee members may not then nominate a recipient.

Award

The recipient will receive a certificate.

Young Adult Librarian of the Year Award

Presented by the ILA Young Adult Services Forum and Sourcebooks this award honors Sharon Ball for her positive impact on young adults and Young Adult Librarians as she served as a consultant for the North Suburban Library System and beyond. She served as an advocate and inspiration to Young Adult Librarians in Illinois for years and brought Young Adult services to the forefront during her career.

Category

The purpose of this award is to recognize outstanding service to young adults by a librarian serving in the state of Illinois. This annual award is presented to a professional Young Adult Librarian who is currently an ILA member. The recipient will have made an outstanding local contribution in library services to young adults in his/her community by creating and implementing library programs and services that promote a love of literature and/or instill positive feelings about libraries.

Eligibility

The recipient should be an individual working directly with young adults in a library setting. Nominees need to be a personal member of ILA. Nominees must hold a Masters of Library and Information Science. Individuals may nominate themselves or be nominated by others. Members of the Young Adult Services Forum's Awards Committee and Young Adult Services Forum Officers may not nominate an individual for this award.

Criteria

The nomination should consist of the completed ILA nomination form and a written statement of no more than one page. A maximum of three letters of reference may be included. The written statement should include:

- Examples of innovative services and dynamic programs and/or services for teens, grades 6-12 initiated and presented by the nominee within the past two years
- How such programs and services have benefited the library and/or its community
- Why the nominee deserves this award

Award

The recipient will receive a certificate and a \$200 financial award.

Sylvia Murphy Williams Fund

In 2003, the association established a fund in the name of the late Sylvia Murphy Williams, 2002-2003 ILA President and Director of the Dundee Township Public Library, to provide additional support to Illinois recipients of the ALA Spectrum Initiative Scholarship. The Spectrum Initiative was created to address the issues of underrepresentation of ethnic librarians within the profession and to serve as a model for ways to bring attention to other diversity issues.

See www.ila.org for list of past winners and additional information.



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1896 Thomas H. Nelson	1943 Dorothy E. Hiatt
1897 Col. J. W. Thompson	1944 Pearl I. Field
1898 Col. J. W. Thompson	1945 Sarah S. Molony
1899 Col. J. W. Thompson	1946 Andrew B. Lemke
1900 E. S. Willcox	1947 Alice Lohrer
1901 E. S. Willcox	1948 Ruth W. Gregory
1902 Anderson H. Hopkins	1949 Eleanor Plain
1903 Anderson H. Hopkins	1950 Ruth A. Hardin
1904 Katherine L. Sharp	1951 Andre S. Nielsen
1905 Carl B. Roden	1952 Gertrude Gscheidle
1906 Mary B. Lindsay	& Eleanor Welch
1907 C. J. Barr, H. C. Remann, & Ange V. Milner	1953 Eleanor Plain
1908 Mary Eileen Ahern	1954 Mildred L. Nickel
1909 Mary Eileen Ahern	1955 Marguerite Giezentanner
1910 Nellie E. Parham	1956 Robert B. Downs
1911 Henry E. Legler	1957 Ralph E. McCoy
1912 J. C. M. Hanson	1958 Miriam H. Johnson
1913 Phineas L. Windsor	1959 Alex Ladesnon
1914 F. K. W. Drury	1960 Miriam Peterson
1915 Mary Eileen Ahern	1961 Elizabeth O. Stone
1916 Mary J. Booth	1962 Phyllis Maggeroli
1917 C. J. Barr & Effie A. Lansden	1963 William Bryan
1918 Jane P. Hubbell	1964 Lucien White
1919 Jane P. Hubbell	1965 Charles DeYoung
1920 Helen A. Bagley	1966 Julius Chitwood
1921 Effie A. Lansden	1967 Harold Goldstein
1922 John S. Cleavinger	1968 Harold Rath
1923 Ida F. Wright	1969 Mary Ann Swanson
1924 Adah F. Whitcomb	1970 de Lafayette Reid
1925 George B. Utley	1971 Joe W. Kraus
1926 Harriet M. Skogh	1972 Donald E. Wright
1927 Harriet M. Skogh	1973 Peter Bury
1928 Lucy Wilson Errett	1974 Margaret Dees
1929 Earl W. Browning	1975 Alice Ihrig
1930 Michael Gallagher	1976 Edna Holland
1931 Alice William	1977 Melvin George
1932 Emily V. D. Miller	1978 Frank J. Dempsey
1933 Winifred Ver Nooy	1979 Dawn Heller
1934 Anna May Price	1980 Betty Simpson
1935 Phineas L. Windsor	1981 Robert McClarren
1936 Sue Osmotherly	1982 Clayton Highum
1937 William F. Baehr	1983 Judy Drescher
1938 Earl W. Browning	1984 Valerie J. Wilford
1939 Katherine L. Arzinger	1985 Harold Hungerford
1940 Nathan R. Levin	1986 Robert Plotzke
1941 Emily Minter	1987 Carla Funk
1942 Arnold H. Trotier	1988 Marlene Deuel
	1989 Fred Peterson
	1990 Estelle Black
	1991 Brent Crossland
	1992 Randy Wilson
	1993 Jay Wozny
	1994 Lee A. Logan

ILA Executive Directors

1973–75	James A. Harvey (Executive Secretary)
1976–78	John R. Coyne (Executive Secretary)
1979–80	Alfred L. Woods (Executive Secretary)
1981–82	Judith C. Burnison
1983–89	Willine C. Mahony
1989	James Steenberg (acting)
1990–93	Barbara Manchak Cunningham
1993–95	Jane E. Getty
1995	Donna Dziedzic (interim)
1996–	Robert P. Doyle

1995 Sue Stroyan
1996 Ruth E. Faklis
1997 Kathleen M. Balcom
1998 Pamela Gaitskill
1999 Carolyn Anthony
2000 Denise Zielinski
2001 Arthur P. Young
2002 Sylvia Murphy Williams
2003 Nancy M. Gillfillan
2004 Allen Lanham
2005 Dianne Harmon
2006 Tamiye Meehan
2007 Bradley F. Baker
2008 Donna Dziedzic
2009 Carole A. Medal
2010 Gail Bush
2011 Lynn Elam
2012 Pamela Van Kirk
2013 Su Erickson

ILA Annual Conferences

Past Annual Conferences

<i>Date</i>	<i>Place</i>	
January 23, 1896	Springfield	
November 27, 1896	Chicago	
January 20, 1897	Springfield	
May 13, 1897	Peoria	
February 22, 1898	Evanston	
February 21–22, 1899	Champaign–Urbana	
February 21–23, 1900	East St. Louis	
February 21–23, 1901	Lincoln	
April 30–May 1, 1902	Quincy	
April 13–15, 1903	Chicago: University of Chicago	
April 20–21, 1904	Chicago	
April 20–21, 1905	Decatur	
May 22–24, 1906	Rockford	
February 20–22, 1907	Springfield	
October 12–14, 1908	Bloomington	
October 12–14, 1909	Galesburg	
October 11–12, 1910	East St. Louis	
October 11–13, 1911	Rock Island	
October 24–26, 1912	Joliet	
December 30–31, 1913	St. Louis, MO	
October 21–23, 1914	Chicago	
November 3–5, 1915	Springfield	
October 11–13, 1916	Champaign–Urbana, University of Illinois	
October 17–19, 1917	Ottawa	
October 9–11, 1918	Decatur	
October 7–9, 1919	Peoria (postponed because of an influenza epidemic)	
October 12–14, 1920	Peoria	
October 11–13, 1921	Springfield	
October 19–21, 1922	Urbana: University of Illinois Champaign–Urbana	
September 26–28, 1923	Chicago	
October 21–23, 1924	Peoria	
October 14–16, 1925	Bloomington	
May 12–14, 1926	Rockford	
October 27–29, 1927	Mt. Vernon	
October 17–19, 1928	Joliet	
October 16–18, 1929	Danville	
October 15–17, 1930	Urbana: University of Illinois Champaign–Urbana	
October 21–23, 1931	Urbana	
October 26–28, 1932	Moline	
October 17, 1933	Peoria	
October 31–November 2, 1934	Springfield	
October 30–November 1, 1935	Chicago	
October 28–31, 1936	Decatur	
November 3–5, 1937	Rockford	
October 26–28, 1938	Peoria	
October 26–28, 1939	Chicago	
October 24–26, 1940	Springfield	
October 9–11, 1941	Chicago	
October 22–24, 1942	Chicago	
* November 10, 1943	Chicago	
* October 14, 1944	Chicago	
* October 13, 1945	Chicago	
October 10–12, 1946	Springfield	
November 13–15, 1947	Chicago	
November 18–20, 1948	Springfield	
** November 9–12, 1949	Grand Rapids, MI	
October 19–21, 1950	Peoria	
October 18–20, 1951	Chicago	
October 2–4, 1952	Chicago	Springfield
November 5–7, 1953	Chicago	Chicago
November 4–6, 1954	Chicago	Springfield
October 27–29, 1955	Chicago	Chicago
1956	Peoria	Peoria
November 9, 1957	Chicago	Chicago
October 23–25, 1958	Rockford	Rockford
November 19–21, 1959	Chicago	Chicago
*** October 27–19, 1960	St. Louis, MO	St. Louis, MO
October 26–28, 1961	Chicago	Chicago
October 25–27, 1962	Springfield	Springfield
October 31–November, 1963	Aurora	Aurora
October 22–24, 1964	Peoria	Peoria
October 28–30, 1965	Chicago	Chicago
October 21–23, 1966	Rockford	Rockford
October 11–14, 1967	Milwaukee, WI	Milwaukee, WI
October 17–19, 1968	Chicago	Chicago
October 22–25, 1969	Peoria	Peoria
October 22–24, 1970	Chicago	Chicago
November 3–6, 1971 (MRLC)	Chicago	Chicago
October 12–14, 1972	Chicago	Chicago
October 31–November 3, 1973	Rosemont	Rosemont
October 23–25, 1974	Springfield	Springfield
December 3–5, 1975	Chicago	Chicago
November 2–5, 1976	Chicago	Chicago
October 25–28, 1977	Springfield	Springfield
October 24–27, 1978	Chicago	Chicago
****October 31–November 2, 1979	Milwaukee, WI	Milwaukee, WI
November 13–15, 1980	Chicago	Chicago
1981		
October 21–23, 1982	Chicago	Chicago
1983		
May 9–11, 1984	Chicago	Chicago
May 1–3, 1985	Springfield	Springfield
1986	Chicago	Chicago
April 22–24, 1987	Springfield	Springfield
May 11–13, 1988	Chicago	Chicago
April 5–7, 1989	St. Charles	St. Charles
May 2–4, 1990	Springfield	Springfield
May 1–4, 1991	Chicago	Chicago
March 18–21, 1992	Chicago	Chicago
April 27–May 1, 1993	Springfield	Springfield
March 23–26, 1994	Chicago	Chicago
May 2–6, 1995	Peoria	Peoria
May 14–18, 1996	Chicago	Chicago
October 26–28, 1997	Springfield	Springfield
October 24–27, 1998	Chicago	Chicago
October 16–19, 1999	Chicago	Chicago
October 14–17, 2000	Peoria	Peoria
October 17–20, 2001	Springfield	Springfield
September 24–27, 2002	Chicago	Chicago
October 14–18, 2003	Springfield	Springfield
September 28–October 2, 2004	Chicago	Chicago
October 11–14, 2005	Peoria	Peoria
October 3–6, 2006	Chicago	Chicago
October 9–12, 2007	Springfield	Springfield
September 23–26, 2008	Chicago	Chicago
October 6–9, 2009	Peoria	Peoria
September 28–30, 2010	Chicago	Chicago
October 18–20, 2011	Rosemont	Rosemont

Future Annual Conferences

<i>Date</i>	<i>Place</i>
October 9–11, 2012	Peoria
October 15–17, 2013	Chicago
October 14–16, 2014	Springfield

* No conference held because of the war. Annual business meetings held on days indicated.

** Held in conjunction with the 1949 Midwest Regional Conference of the American Library Association. Business meeting held on November 10.

*** Held in conjunction with the Missouri Library Association.

**** Held in conjunction with the Midwest Federation of Library Associations.

Policies Governing Conference Registration, Literature Distribution, and Conference Speakers

Adopted by the ILA Executive Board, November 22, 1996

1. Admission to programs is by official conference badge only.
2. All attendees must register for the conference. Exceptions:
 - a. Registration fee for ILA staff is waived.
 - b. Special guests of ILA, such as the speakers for General Sessions, will have their registration waived for the entire conference. The ILA President, Executive Director, and/or the Conference Chair can approve guests to the conference.
 - c. At conference social events, one guest may attend without conference registration if accompanied by a registered conferee. Guests must purchase event ticket(s) if applicable.
3. There will be a preferential registration fee for ILA members. A preferential registration fee may be extended to other groups with the approval of the ILA Board.
4. Volunteers, including committee members, are expected to pay the regular registration fees to attend the conference. There are no special discounts or preregistration for committee members.
5. A discounted fee for all categories of registrants will be offered to individuals who preregister. Nonprofit organizations may submit materials for the Literature Distribution area. These materials must be approved in advance by the conference manager. No commercial firms may use this area. All handling is the responsibility of the applicant.

1. Regular Conference Programs Honoraria/Expenses
 - a. Employees and trustees of Illinois libraries or library agencies will not receive honoraria nor have expenses reimbursed for presenting regular conference programs.
 - b. Speakers not related to the Illinois library community will receive a one-day waiver of the registration fee for the day they are speaking. They are eligible to receive honoraria, fee to be established on a case-by-case basis, and to be reimbursed for expenses. (Reimbursable expenses to include: a pre-established per diem, travel expenses, and host costs at the conference hotel.)
 - c. Honoraria and expenses for nonmembers and non-librarian speakers will be negotiated by ILA staff in consultation with the Conference Committee.
2. Requests for equipment to be used by speakers must be submitted to ILA staff for review within a time frame established by the staff in consultation with the Conference Committee.
3. Decisions concerning the taping of program sessions will be made by ILA staff. A release form signed by the speaker must be on file before a conference program may be taped.

For preconferences the following is in effect:

<i>Employees & trustees of Illinois libraries</i>	<i>Transport</i>	<i>Registration Waived</i>	<i>Photocopies Hotel</i>	<i>Per Diem</i>	<i>(\$50 max.)</i>
ILA members	NO	YES	YES	YES	YES
Nonmembers	NO	YES	YES	YES	YES

Sponsorship Guidelines

At the November 15, 2002, ILA Executive Board meeting, the board determined to propose the following “Sponsorship Guidelines” for the ILA membership’s consideration at the 2003 ILA Annual Conference:

1. Sponsors will be invited to send a representative to the Opening General Session to be introduced by the ILA president; the representative would not be invited to speak at the session.
2. At smaller events, sponsors could be invited to speak by the organizers of the event. Presentations would be limited to five minutes.
3. Sponsor banners will not be displayed at the Opening General Session. They could be displayed at other events at the discretion of the event organizers.
4. Signs produced by ILA and bearing the sponsor’s logo will be displayed at all events.
5. The sponsor’s logo will be displayed in the conference program book.
6. Distribution of promotional materials would be permitted. At the Opening General Session, materials may be placed on chairs; the association, however, does not provide literature distribution tables for promotional materials. Organizers of individual events may allow promotional materials to be displayed and distributed for the length of that event only.
7. Sponsors will be allowed to greet attendees at receptions.
8. Deadlines must be met by sponsors. Those responsible for conference sponsorship fundraising will be made aware of these deadlines.

Passed by the ILA Membership, October 16, 2003.

Acronyms

AALL	American Association of Law Libraries	IFC	Intellectual Freedom Committee
AAP	American Association of Publishers	IREAD	Illinois Reading Enrichment and Development
AECT	Association for Educational Communications & Technology	LSRF	Librarians for Social Responsibility Forum
AJL	Association of Jewish Libraries	LF	Leadership Forum
ALISE	Association for Library and Information Science Education	LTF	Library Trustee Forum
ALA	American Library Association	PLF	Public Library Forum
AASL	American Association of School Librarians	PPC	Public Policy Committee
ALCTS	Association for Library Collections & Technical Services	RF	Reaching Forward Forum for Library Support Staff
ALSC	Association for Library Service to Children	RSF	Reference Services Forum
ALTAF	Association for Library Trustees, Advocates, Friends, and Foundations	RTSF	Resources and Technical Services Forum
ACRL	Association of College & Research Libraries	YASF	Young Adult Services Forum
ASCLA	Association of Specialized & Cooperative Library Agencies	YSF	Youth Services Forum
LITA	Library & Information Technology Association	ILDS	Illinois Library Delivery System; Intersystems Library Delivery System
LLAMA	Library Leadership & Management Association	ILLINET	Illinois Library and Information Network
PLA	Public Library Association	IMLS	Institute of Museum and Library Services
RUSA	Reference & User Services Association	IOUG	Illinois OCLC Users Group
YALSA	Young Adult Library Services Association	IRA	International Reading Association; Illinois Reading Association
ARL	Association of Research Libraries	ISBE	Illinois State Board of Education
ARLIS/NA	Art Libraries Society of North America	ISL	Illinois State Library
ARRT	Adult Reading Round Table	ISLAC	Illinois State Library Advisory Committee
ASCD	Association for Supervision and Curriculum Development	ISLMA	Illinois School Library Media Association
ASIS	American Society for Information Science	ISTE	International Society for Technology in Education
ATLA	American Theological Library Association	LACONI	Library Administrators Conference of Northern Illinois
CAA	Chicago Area Archivists	LC	Library of Congress
CALL	Chicago Association of Law Libraries	LLSAP	Local Library System Automation Program (regional database coordinated by the Illinois library systems)
CAML	Chicago Area Museum Libraries	LRC	Library Research Center (University of Illinois at Urbana-Champaign)
CARLI	Consortium of Academic and Research Libraries	LSCA	Library Services and Construction Act
CBC	Children's Book Council	LSTA	Library Services and Technology Act
CIS	Congressional Information Service	MARC	Machine-Readable Bibliographic Information
CLA	Canadian Library Association; Catholic Library Association	MLA	Medical Library Association; Modern Language Association; Music Library Association
CLIR	Council on Library and Information Resources	NCATE	National Council for Accreditation of Teacher Education
CPLS	Chicago Public Library System	NCLIS	National Commission on Libraries & Information Science
CMS	Central Management Services (Illinois state agency responsible for telecommunications, etc.)	NCTE	National Council of Teachers of English
CODSULI	Council of Directors of State University Libraries in Illinois	NCTM	National Council of Teachers of Mathematics
COSLA	Chief Officers of State Library Agencies	NILRC	Network of Illinois Learning Resources in Community Colleges
FTRF	Freedom to Read Foundation	NISO	National Information Standards Organization
HECA	Higher Education Cooperation Act (grant funds administered by the Illinois Board of Higher Education)	NREN	National Research and Education Network
HSLI	Health Science Librarians of Illinois	OCLC	Online Computer Library Center, Inc.
IAECT	Illinois Association for Educational Communication and Technology	OERI	Office of Educational Research and Improvement
IBBY	International Board on Books for Young People	PALI	Private Academic Libraries of Illinois
IBHE	Illinois Board of Higher Education	RAILS	Reaching Across Illinois Library System
ICCB	Illinois Community College Board	REFORMA	National Association to Promote Library Services to the Spanish Speaking
ICN	Illinois Century Network	RIF	Reading is Fundamental
IFLA	International Federation of Library Associations and Institutions	RLACE	Reference Librarians Association Continuing Education
IHLS	Illinois Heartland Library System	RLG	Research Libraries Group
ILA	Illinois Library Association	SAA	Society of American Archivists
CARD	Cultural and Racial Diversity Committee	SILRC	Southern Illinois Resources Cooperative
GODORT	Government Documents Forum	SLA	Special Libraries Association
IACRL	Illinois Association of College and Research Libraries Forum	SSLI	Society of School Librarians International
		ULC	Urban Libraries Council
		WHCLIS	White House Conference on Libraries & Information Science

Illinois Library Systems

Chicago Public Library System (CPLS)

<http://www.chicagopubliclibrary.org>
 400 S. State St.
 Chicago, IL 60605-1203
 phone: 312-747-4090
 fax: 312-747-4968

Illinois Heartland Library System (IHLS)

<http://www.illinoisheartland.org>

Carterville Office
 607 S. Greenbriar Rd.
 Carterville, IL 62918-1602
 phone: 618-985-3711
 fax: 618-985-4211

Champaign Office
 1704 W. Interstate Dr.
 Champaign, IL 61822-1068
 phone: 217-352-0047
 fax: 217-352-7153

Decatur Office
 345 W. Eldorado St.
 Decatur, IL 62522-2114
 phone: 217-429-2586
 fax: 217-428-1852

Edwardsville Office
 6725 Goshen Rd.
 Edwardsville, IL 62025-3045
 phone: 618-656-3216
 fax: 618-656-9401

Reaching Across Illinois Library System (RAILS)

<http://www.railslibraries.info>

Burr Ridge Office
 125 Tower Dr.
 Burr Ridge, IL 60527-5783
 phone: 630-734-5000
 fax: 630-734-5050

Coal Valley Office
 220 W. 23rd Ave.
 Coal Valley, IL 61240-0125
 phone: 309-799-3155
 fax: 309-799-7916

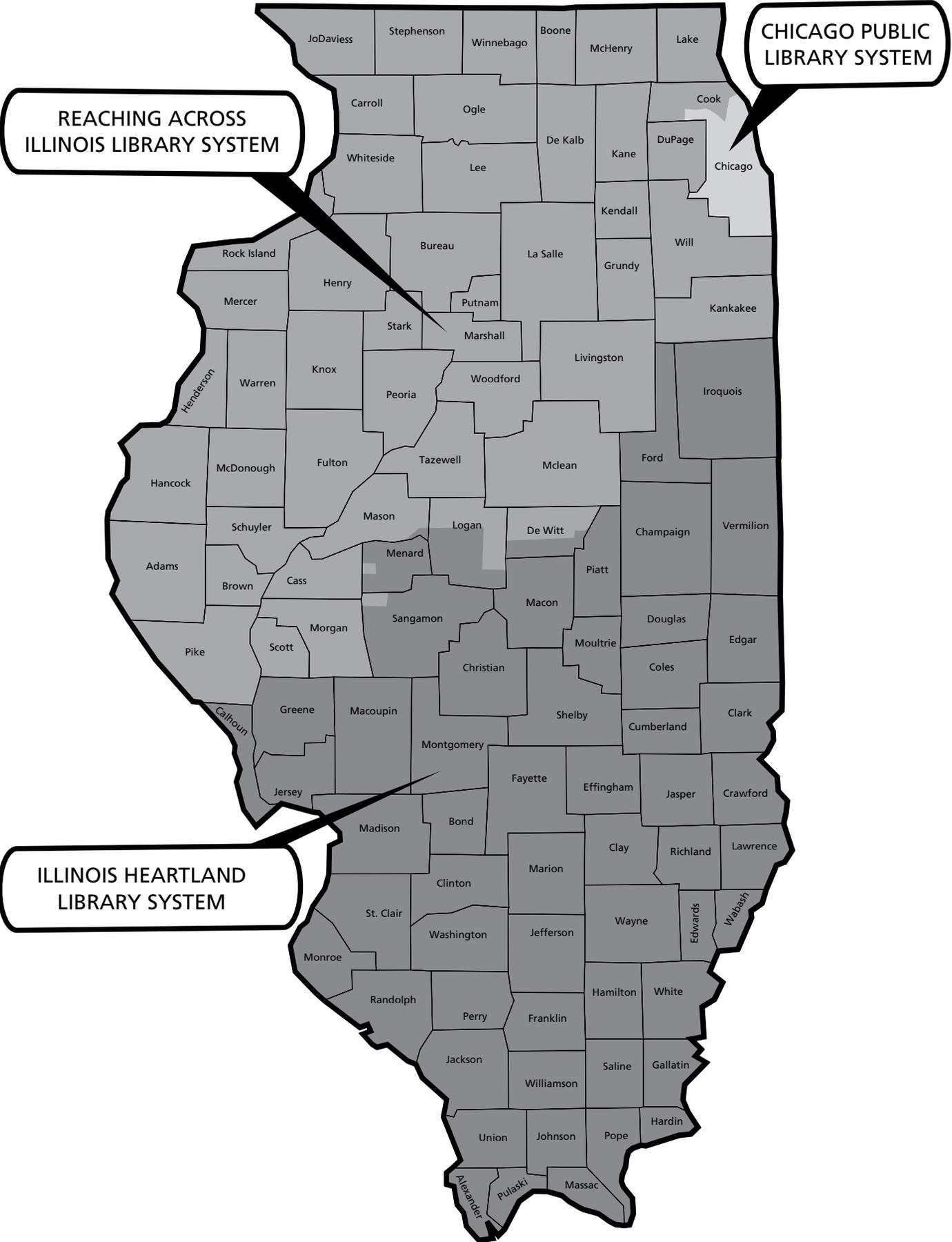
East Peoria Office
 600 High Point Ln.
 East Peoria, IL 61611
 phone: 309-694-9200
 fax: 309-694-9230

Geneva Office
 127 S. First St.
 Geneva, IL 60134-2771
 phone: 630-232-8457
 fax: 630-232-0699

Rockford Office
 4863 American Rd.
 Rockford, IL 61109-2643
 phone: 815-873-1282
 fax: 815-873-1328

Shorewood Office
 405 Earl Rd.
 Shorewood, IL 60404-9402
 phone: 815-729-3345
 fax: 815-725-0930

Wheeling Office
 200 W. Dundee Rd.
 Wheeling, IL 60090-2799
 phone: 847-459-1300
 fax: 847-459-0391



Related Organizations

American Association of Law Libraries (AALL)

105 W. Adams, Ste. 3300
Chicago, IL 60603
phone: 312-939-4764
fax: 312-431-1097
e-mail: aallhq@aall.org
<http://www.aallnet.org>

American Booksellers Association (ABA)

200 White Plains Rd., Ste. 600
Tarrytown, NY 10591
phone: 800-637-0037
fax: 914-591-2720
e-mail: info@bookweb.org
<http://www.bookweb.org>

American Booksellers Foundation for Free Expression (ABFFE)

19 Fulton St., Ste. 407
New York, NY 10038
phone: 212-587-4025
fax: 212-587-2436
e-mail: info@abffe.org
<http://www.abffe.org>

American Civil Liberties Union of Illinois

180 N. Michigan Ave., Ste. 2300
Chicago, IL 60601
phone: 312-201-9740
fax: 312-201-9760
e-mail: acluofillinois@aclu-il.org
<http://www.aclu-il.org>

American Library Association (ALA)—Headquarters

50 E. Huron St.
Chicago, IL 60611-2795
phone: 312-944-6780 or
800-545-2433
fax: 312-440-9374
e-mail: ala@ala.org
<http://www.ala.org>

American Library Association (ALA)

1615 New Hampshire Ave. NW, 1st Fl.
Washington, DC 20009-2520
phone: 202-628-8410 or
800-941-8478
fax: 202-628-8419
e-mail: alawash@alawash.org
<http://www.ala.org/ala/offices/wo>

American Society for Information Science and Technology (ASIS&T)

1320 Fenwick Ln., Ste. 510
Silver Spring, MD 20910
phone: 301-495-0900
fax: 301-495-0810
e-mail: asis@asis.org
<http://www.asis.org>

American Theological Library Association (ATLA)

300 S. Wacker Dr., Ste. 2100
Chicago, IL 60606-6701
phone: 312-454-5100 or 888-665-ATLA
fax: 312-454-5505
e-mail: atla@atla.com
<http://www.atla.com>

Art Libraries Society of North America (ARLIS/NA)

7044 S. 13 St.
Oak Creek, WI 53154
phone: 414-908-4954 x107
fax: 414-768-8001
e-mail: c.roper@arlisna.org
<http://www.arlisna.org>

Association for Library and Information Science Education (ALISE)

65 East Wacker Pl., Ste. 1900
Chicago, IL 60601-7246
phone: 312-795-0996
fax: 312-419-8950
e-mail: contact@alise.org
<http://www.alise.org>

Association for Supervision and Curriculum Development (ASCD)

1703 N. Beauregard St.
Alexandria, VA 22311-1714
phone: 703-578-9600 or
800-933-2723
fax: 703-575-5400
e-mail: member@ascd.org
<http://www.ascd.org>

Association Forum of Chicagoland

10 S. Riverside Plaza, Ste. 800
Chicago, IL 60606
phone: 312-924-7000
fax: 312-924-7100
e-mail: info@associationforum.org
<http://www.associationforum.org>

Association of American Publishers (AAP)

455 Massachusetts Ave. NW, Ste. 700
Washington, DC 20001
phone: 202-347-3375
fax: 202-347-3690
e-mail: info@publishers.org
<http://www.publishers.org>
and
71 Fifth Ave., 2nd Fl.
New York, NY 10003
phone: 212-255-0200
fax: 212-255-7007

Association of Research Libraries (ARL)

21 Dupont Circle NW, Ste. 800
Washington, DC 20036
phone: 202-296-2296
fax: 202-872-0884
e-mail: arlhq@arl.org
<http://www.arl.org>

Cable Television and Communications Association of Illinois (CT&C)

P.O. Box 20098
Springfield, IL 62708
phone: 217-679-2978
fax: 217-679-2983
e-mail: ctcil@live.com
<http://www.ctcil.com>

Center for Informatics Research in Science and Scholarship (CIRSS)

The Graduate School of Library and Information Science
University of Illinois at Urbana-Champaign
501 E. Daniel St., MC-493
Champaign, IL 61820-6211
phone: 217-333-1980
fax: 217-244-3302
e-mail: cirssinfo@cirss.lis.uiuc.edu
<http://cirss.lis.illinois.edu>

Chicago Association of Law Libraries (CALL)

P. O. Box 1767
Chicago, IL 60690
e-mail: callwebsite@yahoo.com
<http://www.chicagolawlib.org>

Children's Book Council (CBC)

54 West 39th St., 14th floor
New York, NY 10018
phone: 212-966-1990
fax: 212-966-2073
e-mail: cbc.info@cbcbooks.org
<http://www.cbcbooks.org>

Consortium of Academic and Research Libraries in Illinois (CARLI)

100 Trade Centre Dr., Ste. 303
Champaign, IL 61820
phone: 800-904-5843
fax: 217-244-7596
e-mail: support@carli.illinois.edu
<http://www.carli.illinois.edu>

Council of Directors of State University Libraries in Illinois (CODSULI)

Connie Poole
Southern Illinois University
School of Medicine
Medical Library
801 N. Rutledge
P.O. Box 19625
Springfield, IL 62794-9625
phone: 217-545-2658
fax: 217-545-0988
e-mail: cpoole@siumed.edu

Council on Library and Information Resources (CLIR)

1752 N. St. NW, Ste. 800
Washington, DC 20036
phone: 202-939-4750
fax: 202-939-4765
e-mail: info@clir.org
http://www.clir.org

Dominican University Graduate School of Library and Information Science

Crown Library 300
7900 W. Division St.
River Forest, IL 60305
phone: 708-524-6845
fax: 708-524-6657
e-mail: gslis@dom.edu
http://www.dom.edu/gslis

Entertainment Merchant Association (EMA)

16530 Ventura Blvd., Ste. 400
Encino, CA 91436-4551
phone: 818-385-1500
fax: 818-385-0567
e-mail: emaoffice@entmerch.org
http://www.entmerch.org

Freedom to Read Foundation (FTRF)

50 E. Huron St.
Chicago, IL 60611
phone: 312-280-4226 or 800-545-2433 x4226
fax: 312-280-4227
e-mail: ftrf@ala.org
http://www.ftrf.org

Illinois Arts Council (IAC)

James R. Thompson Center
100 W. Randolph, Ste. 10-500
Chicago, IL 60601-3298
phone: 312-814-6750 or 800-237-6994
fax: 312-814-1471
e-mail: iac.info@illinois.gov
http://www.arts.illinois.gov

Illinois Association for Educational Communication and Technology (IAECT)

1 University Circle
Horrabin Hall 47
Macomb, IL 61455-1390
phone: 309-298-1645
fax: 309-298-2978
e-mail: iaect@wiu.edu
http://www.iaect.org

Illinois Association of College Stores (IACS)

907 W. Marketview Sr., Ste. 10 # 193
Champaign, IL 61822-1250
phone/fax: 877-220-1369
e-mail: iacs70@gmail.com
http://www.iacs.org

Illinois Association of School Administrators (IASA)

2648 Beechler Ct.
Springfield, IL 62703-7305
phone: 217-753-2213
fax: 217-753-2240
e-mail: iasa@iasaedu.org
http://www.iasaedu.org

Illinois Association of School Boards (IASB)

2921 Baker Dr.
Springfield, IL 62703-5929
phone: 217-528-9688
fax: 217-528-2831
http://www.iasb.com
and
One Imperial Place
1 E. 22nd St., Ste. 20
Lombard, IL 60148
phone: 630-629-3776

Illinois Association of Teachers of English (IATE)

Martha Frieberg, Executive Secretary
Illinois State University
4240 English
Normal, IL 67190-4240
phone: 309-438-3957
fax: 309-438-5414
http://www.iateonline.org

Illinois Board of Higher Education (IBHE)

431 E. Adams St., 2nd Fl.
Springfield, IL 62701-1404
phone: 217-782-2551
fax: 217-782-8548
e-mail: info@ibhe.org
http://www.ibhe.state.il.us

Illinois Broadcasters Association (IBA)

200 Missouri Ave.
Carterville, IL 62918
phone: 618-985-5555
fax: 618-985-6070
e-mail: ilbrdcst@neondsl.com
http://www.ilba.org

Illinois Center for the Book

(an affiliate of the Center for the Book at the Library of Congress)
300 S. Second St.
Springfield, IL 62701-1796
phone: 217-558-2065
fax: 217-785-4326
e-mail: bmatheis@ilsos.net
http://www.illinoiscenterforthebook.org

Illinois Chapter of the Special Libraries Association

Lorene Kennard
Walnut Avenue Research
1228 Kiersted St.
Morris, IL 60450
phone: 815-941-2325
e-mail: info@walnutavenueresearch.com
http://illinois.sla.org

Illinois Community College Board (ICCB)

401 E. Capitol Ave.
Springfield, IL 62701-1711
phone: 217-785-0123
fax: 217-524-4981
e-mail: webmaster@iccb.org
http://www.iccb.org

Illinois Education Association (IEA)

100 E. Edwards St.
Springfield, IL 62704-1999
phone: 217-544-0706
fax: 217-544-7383
http://www.ieanea.org

Illinois Federation of Teachers (IFT)

4 Lawrence Sq.
Springfield, IL 62704-2523
phone: 217-789-6495
fax: 217-789-1312
e-mail: info@ift-aft.org
http://www.ift-aft.org

Illinois Humanities Council (IHC)

17 N. State St., Ste. 1400
Chicago, IL 60602-3296
phone: 312-422-5580
e-mail: ihc@prairie.org
http://www.prairie.org

Illinois National Organization for Women—NOW

P.O. Box 474
Springfield, IL 62705
phone: 217-898-3152
e-mail: illinoisnow@aol.com
<http://www.ilnow.org>

Illinois Press Association

900 Community Dr.
Springfield, IL 62703
phone: 217-241-1300
fax: 217-241-1301
<http://www.il-press.com/>

Illinois Reading Council (IRC)

1210 Fort Jesse Rd., Ste. B2
Normal, IL 61761-1836
phone: 309-454-1341
phone: 888-454-1341
fax: 309-454-3512
e-mail: irc@illinoisreadingcouncil.org
<http://www.illinoisreadingcouncil.org>

Illinois Retail Merchants Association (IRMA)

19 S. LaSalle, Ste. 300
Chicago, IL 60603
phone: 312-726-4600
fax: 312-726-9570
e-mail: info@irma.org
<http://www.irma.org>

Illinois School Library Media Association (ISLMA)

P.O. Box 598
Canton, IL 61520
phone: 309-649-0911
fax: 309-649-0916
e-mail: ISLMA@islma.org
<http://www.islma.org>

Illinois State Board of Education (ISBE)

100 N. First St.
Springfield, IL 62777
phone: 866-262-6663 or
217-782-4321
fax: 217-524-4928
<http://www.isbe.net>

Chicago ISBE Office

100 W. Randolph, Ste. 14-300
Chicago, IL 60601
phone: 312-814-2220

Illinois State Library (ISL)

Gwendolyn Brooks Building
300 S. Second St.
Springfield, IL 62701-1796
phone: 217-785-5600
fax: 217-785-4326
e-mail: islinfo@ilsos.net
<http://www.cyberdriveillinois.com/departments/library/>

Institute of Museum and Library Services (IMLS)

1800 M St. NW, 9th Fl.
Washington, DC 20036-5802
phone: 202-653-IMLS (4657)
fax: 202-653-4600
e-mail: imlsinfo@imls.gov
<http://www.imls.gov>

International Board on Books for Young People (IBBY)

IBBY Secretariat
Nonnenweg 12
Postfach
CH 4003 Basel, Switzerland
phone: 011-41-61-272-2917
fax: 011-41-61-272-2757
e-mail: ibby@ibby.org
<http://www.ibby.org>

International Federation of Library Associations and Institutions (IFLA)

P.O. Box 95312
2509 CH The Hague
Netherlands
phone: 011-31-70-3140884
fax: 011-31-70-3834827
e-mail: IFLA@ifla.org
<http://www.ifla.org>

International Reading Association (IRA)

800 Barksdale Rd.
P.O. Box 8139
Newark, DE 19714-8139
phone: 800-336-7323 or 302-731-1600
fax: 302-731-1057
e-mail: customerservice@reading.org
<http://www.reading.org>

LACONI (Library Administrators Conference of Northern Illinois)

Kathleen McSwain
Chicago Ridge Public Library
10400 S. Oxford
Chicago Ridge, IL 60415-1507
phone: 708-423-7753
fax: 708-423-2758
e-mail: kmcswain@chicagoridge.lib.il.us

Library Jobline of Illinois

<http://www.ila.org/jobline>

LIBRAS, Inc.

John Small, President 2011-2012
North Central College
30 North Brainard St.
Naperville, IL 60540
phone: 630-637-5701
e-mail: jjsmall@noctrl.edu
<http://www.libras.org>

Media Coalition, Inc.

19 Fulton St., Ste. 407
New York, NY 10038
phone: 212-587-4025
fax: 212-587-2436
<http://www.mediacoalition.org>

Medical Library Association (MLA)

65 E. Wacker Pl., Ste. 1900
Chicago, IL 60601-7246
phone: 312-419-9094
fax: 312-419-8950
e-mail: info@mlahq.org
<http://www.mlanet.org>

Motion Picture Association of America (MPAA)

1600 Eye St., NW
Washington, DC 20006
phone: 202-293-1966
fax: 202-296-7410
<http://www.mpa.org>

National Council of Teachers of English (NCTE)

1111 W. Kenyon Rd.
Urbana, IL 61801-1096
phone: 217-328-3870 or 877-369-6283
fax: 217-328-9645
<http://www.ncte.org>

National Information Standards Organization (NISO)

One N. Charles St., Ste. 1905
Baltimore, MD 21201
phone: 301-654-2512
phone: 866-957-1593
fax: 410-685-5278
<http://www.niso.org>

Network of Illinois Learning Resources in Community Colleges (NILRC)

P.O. Box 120
Blanchardville, WI 53516
phone: 608-523-4094
fax: 608-523-4072
e-mail: lsikora@nilrc.org
<http://www.nilrc.org>

Recording Industry Association of America (RIAA)

1025 F St. NW, 10th Fl.
Washington, DC 20004
phone: 202-775-0101
<http://www.riaa.com>

Society of American Archivists (SAA)

17 N. State St., Ste. 1425
Chicago, IL 60602-4061
phone: 312-606-0722 or 800-722-7858

fax: 312-606-0728
e-mail: info@archivists.org
<http://www.archivists.org>

Special Libraries Association (SLA)

331 S. Patrick St.
Alexandria, VA 22314-3501
phone: 703-647-4900

fax: 703-647-4901
e-mail: sla@sla.org
<http://www.sla.org>

University of Illinois at Urbana-Champaign (UIUC)

Graduate School of Library & Information Science

501 E. Daniel St., MC-493
Champaign, IL 61820-6211

phone: 217-333-3280
fax: 217-244-3302
e-mail: gslis@illinois.edu
<http://www.lis.illinois.edu>

United for Libraries: the Association of Library Trustees, Advocates, Friends, and Foundations

109 S. 13th St., Ste. 117B
Philadelphia, PA 19107
phone: 800-545-2433 x2161 or 312-280-2161

fax: 215-545-3821
e-mail: altaff@ala.org
<http://www.ala.org/ala/altaff>

Urban Libraries Council (ULC)

125 S. Wacker Dr., Ste. 1050
Chicago, IL 60606

phone: 312-676-0999
fax: 312-676-0950
e-mail: info@urbanlibraries.org
<http://www.urbanlibraries.org>

ILLINOIS LIBRARY ASSOCIATION MEMBERSHIP BENEFITS PACKAGE

Personal Membership Benefits

- Professional development workshops, seminars, and conferences at discounted member rates
- Participation opportunities in ILA's different special interest groups, addressing issues from intellectual freedom to social responsibility, and serving the needs of special groups from academic to youth services librarians, from public library managers to library trustees
- Legislative advocacy through ILA's legislative program which represents ILA at legislative hearings and issues legislative alerts and updates to ILA's membership
- Employment services through the Library Jobline of Illinois
- Networking with colleagues throughout Illinois and increasing legislative contacts
- *ILA Reporter*, a bimonthly newsletter which covers legislative topics, current issues, information on ILA activities, and the only published calendar of statewide, library-related events
- Savings on ILA publications
- Discount on *Illinois Library Association Handbook of Organization and Membership Directory*, an essential reference tool for association information and networking
- Recognition through ILA's awards programs, honoring deserving individuals each year for their accomplishments for the library community
- Students receive substantial savings on educational activities
- Opportunities for savings with Hertz Rent-A-Car

Institutional Member Benefits

Legislative advocacy. ILA is the voice of the Illinois library community. ILA studies, recommends, and supports legislation necessary for the development and support of libraries and library service throughout Illinois. With the advice of our experienced legislative consultants in Springfield, ILA issues legislative updates and conducts campaigns on issues of federal and state interest.

Professional development. Opportunities for your staff to improve skills and enhance knowledge through workshops, seminars, and the ILA Annual Conference.

ILA Reporter. Subscription to ILA's bimonthly newsletter.

Illinois Library Association Handbook of Organization and Membership Directory

Associate Member Benefits

- Advertising discounts
- Exhibit space discounts
- Advance booth selection
- List rental discounts
- *ILA Reporter* subscription
- Unique sponsorship and advertising opportunities
- Special recognition at ILA conferences and events



Library Jobline of Illinois

<http://www.ila.org/jobline>

Positions for librarians and support staff

All employer job openings are listed on the ILA Web site (www.ila.org/jobline) for 30 days and the cost is \$100.

ILA wants you to get involved!

(If you are interested in joining any of these special interest groups or committees, check the appropriate boxes.)

Special Interest Groups

ILA's special interest groups are free of charge to members and serve the diverse needs of ILA's membership.

Information regarding these activities reaches members via the *ILA Reporter* and forum leaders. Activities throughout the year include:

- special workshops
 - informal working groups
 - publications
 - more formal task forces
 - seminars
- Government Documents Forum (GODORT)**
Focuses on government information issues and is affiliated with ALA's GODORT.
 - Illinois Association of College & Research Libraries (IACRL) Forum**
Presents the interests and concerns of academic librarians in Illinois (ACRL chapter).
 - Leadership Forum (LF)**
Provides a forum for nurturing and mentoring current and future leaders, as well as developing and promoting outstanding leadership practices, both within ILA and the broader Illinois library community.
 - Librarians for Social Responsibility Forum (LSRF)**
Issue oriented, responding to librarians' social issues.
 - Library Trustee Forum (LTF)**
Maintains a continuing education program and information network for library trustees and encourages citizens' use and support of libraries.
 - Public Library Forum (PLF)**
Addresses the networking needs and professional growth of public library managers.
 - Reaching Forward: Forum for Library Support Staff**
Addresses the needs and interests of library assistants in academic, public, school, and special libraries.
 - Reference Services Forum (RSF)**
Offers opportunities to share and enhance reference skills, including readers' advisory, as well as to promote and recognize quality library reference service.
 - Resources & Technical Services Forum (RTSF)**
Focuses on the development, design, application, and integration of various technologies to improve access to and delivery of information to libraries.
 - Young Adult Services Forum (YASF)**
Creating and providing professional development opportunities and materials for library staff members working with young adult populations.
 - Youth Services Forum (YSF)**
Addresses the needs and interests of those concerned with quality library service for children.

Committees

ILA has a number of standing committees to which members are appointed for one- two- and three-year terms. By indicating your interest, your name will be kept on file for openings that may become available. These committees include:

- Advocacy Committee**
Implements the association's legislative agenda; develops annual advocacy plan; builds partnerships and develops educational materials.

- Awards Committee**
Administers the awards and recognition program of the association annually; publicizes the awards to attract qualified nominees; selects association-wide award winners. Committee membership is not more than ten personal members from diverse types of library settings.
- Best Practices Committee**
Promotes excellence in Illinois libraries by identifying and making known innovative services, community outreach initiatives, and management procedures. Selects an annual award winner and finds methods for encouraging communication among libraries about their best practices, and, using the ILA Web site, features the best of what our libraries are doing.
- Conference Program Committee**
Coordinates program planning for ILA Annual Conference. Membership will be made up of individuals representing the diverse nature of our association with appointments for one year.
- Cultural and Racial Diversity Committee (CARD)**
Identifies strategies to recruit workers of varied cultures and races in libraries and to provide support for these workers to obtain professional library degrees.
- Fundraising Committee**
Identify fundraising strategies that will provide long-term financial stability for the association, to include, but not limited to, such areas as grants, the endowment, and scholarships.
- ILA Reporter Advisory Committee**
To work with the ILA executive director to help ensure quality content in the *ILA Reporter* and to assist in obtaining that content.
- Intellectual Freedom Committee (IFC)**
Works to resist all attempts to censor library materials or to restrict public access to information.
- iREAD Committee**
The Illinois Reading Enrichment and Development (iREAD) program is a coordinated, self-supporting effort to develop and provide high quality, low cost resources and products to enable local library staff to motivate children to read. The committee is composed of nine Members three Chairs past chair, present chair and future chair; four coordinators: resource guide coordinator, showcase coordinator, conference coordinator, and publicity coordinator, and two members at large. The chair is appointed by the ILA vice-president/president-elect for a three-year committee term.
- Marketing Committee**
The Marketing Committee is charged with developing and implementing a marketing plan regarding the role of libraries in the information age and the role of librarians as information navigators.
- Membership Committee**
Plans and accomplishes activities that increase, retain, and enhance all types of memberships in the association.
- Nominating Committee**
Develops an annual slate of candidates for the Executive Board, including vice-president/president-elect and ALA councilor (every four years). Committee consists of six members, in addition to the chair, serving one-year terms. Chair of the committee is the immediate ILA past-president.
- Public Policy Committee (PPC)**
Provides the association's focus on legislative matters; recommends studies on projects designed to advance the development of all types of libraries; advocates legislative action which advances library service for all residents of Illinois. Committee consists of twelve voting members, serving three-year, staggered terms.

ILA Personal Membership Application

Name: _____

Institution: _____

Mailing Address: _____

City/State/Zip Code: _____

Work Phone: _____ Fax: _____
Area Code/Number Area Code/Number

E-mail: _____

Home Address: _____

City/State/Zip Code: _____

Phone: _____
Area Code/Number

Send mail to: Institution Home
 Send billing to: Institution Home

ANNUAL DUES — BASED ON SALARY OR MEMBERSHIP CATEGORY

Salary	Dues
<input type="checkbox"/> Under \$10,000	\$30
<input type="checkbox"/> \$10,001 to \$14,000	\$40
<input type="checkbox"/> \$14,001 to \$18,000	\$50
<input type="checkbox"/> \$18,001 to \$25,000	\$65
<input type="checkbox"/> \$25,001 to \$35,000	\$80
<input type="checkbox"/> \$35,001 to \$45,000	\$100
<input type="checkbox"/> \$45,001 to \$55,000	\$115
<input type="checkbox"/> \$55,001 to \$65,000	\$135
<input type="checkbox"/> \$65,001 to \$75,000	\$150
<input type="checkbox"/> \$75,001 to \$85,000	\$160
<input type="checkbox"/> \$85,001 to \$95,000	\$175
<input type="checkbox"/> \$95,001 to \$105,000	\$185
<input type="checkbox"/> \$105,001 to \$115,000	\$195
<input type="checkbox"/> \$115,001 to \$125,000	\$205
<input type="checkbox"/> \$125,001 to \$135,000	\$215
<input type="checkbox"/> \$135,001 and up	\$225

Contributions	
Endowment Fund.....	\$ _____
Hugh C. Atkinson Memorial Fund.....	\$ _____
Legal Defense Fund.....	\$ _____
Robert McClarren Award.....	\$ _____
Sylvia Murphy Williams Fund.....	\$ _____
Unrestricted.....	\$ _____
Dues.....	\$ _____
Handbook & Directory.....	\$ _____
Total.....	\$ _____

Publication
 ILA Handbook of Organization & Membership Directory \$25

Membership Category Dues	
<input type="checkbox"/> Co-Membership ISLMA.....	\$25
<input type="checkbox"/> Co-Membership SLA-IL.....	\$25
<input type="checkbox"/> Student	\$25
<input type="checkbox"/> Support Staff	\$25
<input type="checkbox"/> Unemployed	\$25
<input type="checkbox"/> Retired	\$50
<input type="checkbox"/> Friend of ILA	\$50
<input type="checkbox"/> Trustee	\$75

ILA Executive Office
 33 W. Grand Ave.
 Suite 401
 Chicago, IL 60654-6799
 ph: 312-644-1896
 fax: 312-644-1899
 e-mail: ila@ila.org
<http://www.ila.org>

Payment
 Check or Money Order enclosed for \$ _____ payable to:
 Illinois Library Association

Charge \$ _____ to my:
 Visa MasterCard

Account Number: _____

Expiration Date: _____

Name of Credit Card Holder: _____

Signature: _____

ILA Associate Membership Application

Name of Company: _____

Primary Contact: _____

Mailing Address: _____

City/State/Zip Code: _____

Work Phone: _____ Fax: _____
Area Code/Number Area Code/Number

E-mail: _____ Web site: _____

- Flat rate \$100
- ILA Handbook of Organization & Membership Directory*
 (optional).....\$25

Membership Includes:

- Advertising discounts
- Exhibit space discounts
- Advance booth selection
- List rental discounts
- *ILA Reporter* subscription
- Unique sponsorship and advertising opportunities
- Special recognition at ILA conferences and events

Contributions

Endowment Fund.....	\$ _____
Hugh C. Atkinson Memorial Fund.....	\$ _____
Legal Defense Fund.....	\$ _____
Robert McClarren Award.....	\$ _____
Sylvia Murphy Williams Fund.....	\$ _____
Unrestricted.....	\$ _____
Dues.....	\$ _____
Directory.....	\$ _____
Total.....	\$ _____

Payment

Check or Money Order enclosed for \$ _____ payable to:
 Illinois Library Association

Charge \$ _____ to my:

Visa MasterCard

Account Number: _____

Expiration Date: _____

Name of Credit Card Holder: _____

Signature: _____

ILA Executive Office

33 W. Grand Ave.
 Suite 401
 Chicago, IL 60654-6799
 ph: 312-644-1896
 fax: 312-644-1899
 e-mail: ila@ila.org
<http://www.ila.org>

ILA Institutional Membership Application

Name of Institution: _____

Primary Contact: _____

Title: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-Mail: _____ Web site: _____

Library System: _____

Annual Dues—based on POPULATION

Public Libraries and Systems

	Population	Dues
A	<input type="checkbox"/> 0 – 1,000	\$55
B	<input type="checkbox"/> 1,001 – 2,500	\$75
C	<input type="checkbox"/> 2,501 – 5,500	\$95
D	<input type="checkbox"/> 5,501 – 12,500	\$140
E	<input type="checkbox"/> 12,501 – 20,000	\$175
F	<input type="checkbox"/> 20,001 – 45,000	\$235
G	<input type="checkbox"/> 45,001 – 80,000	\$350
H	<input type="checkbox"/> 80,001 – 125,000	\$575
I	<input type="checkbox"/> 125,001 – 150,000	\$675
J	<input type="checkbox"/> 150,001 – 250,000	\$750
K	<input type="checkbox"/> 250,001 – 500,000	\$1,050
L	<input type="checkbox"/> 500,001 – 1,000,000	\$1,600
M	<input type="checkbox"/> 1,000,001 – 1,500,000	\$2,750
N	<input type="checkbox"/> 1,500,001 – 2,000,000	\$3,600
O	<input type="checkbox"/> 2,000,001 and over	\$8,250

Special Libraries/Friends of Libraries/ Library Advocacy Organizations

A Flat rate\$100

Payment

Check or Money Order enclosed for \$ _____ payable to Illinois Library Association.

Charge \$ _____ to my: Visa MasterCard

Account Number: _____

Expiration Date: _____

Name of Credit Card Holder: _____

Signature: _____

Membership Includes:

- Fund for Illinois Libraries Membership
- Active legislative voice
- *ILA Reporter* subscription
- Membership directory

ILA Executive Office

33 W. Grand Ave.
Suite 401
Chicago, IL 60654-6799
ph: 312-644-1896
fax: 312-644-1899
e-mail: ila@ila.org
<http://www.ila.org>

Higher Education

	Based on total enrollment	Dues
A	<input type="checkbox"/> 0 – 1,000	\$75
B	<input type="checkbox"/> 1,001 – 2,500	\$95
C	<input type="checkbox"/> 2,501 – 5,500	\$140
D	<input type="checkbox"/> 5,501 – 12,500	\$175
E	<input type="checkbox"/> 12,501 – 20,000	\$240
F	<input type="checkbox"/> 20,001 and over	\$360

Elementary & Secondary Schools/School Districts

A Flat rate\$90

Illinois Library Association Publications List

1. *Financial Manual for Illinois Public Libraries*

Designed to be a practical and convenient resource tool, the resulting publication is intended to help librarians and boards perform more effectively regarding library finances.

Member \$20
Nonmember \$30

2. *ILA Reporter*

Newsletter of the association published six times a year; contains statewide calendar of library events.

Free to ILA members
Nonmember
subscription \$25

3. *Illinois Library Laws & Rules in Effect October 2012*

Contains all current laws directly affecting Illinois libraries—a necessary tool for those working in library administration or policy or as a trustee, and for governmental officials who require current knowledge of the law. This edition is indexed, making it easier to locate specific information.

Member \$25
Nonmember \$40

4. *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009.*

Public library standards for Illinois.

Member \$25
Nonmember \$30

5. *Trustee Facts File, Fourth Edition*

E-book available via Amazon, Barnes & Noble, and Apple sites for download to Kindle, Nook, and iPad.

Price \$9.95

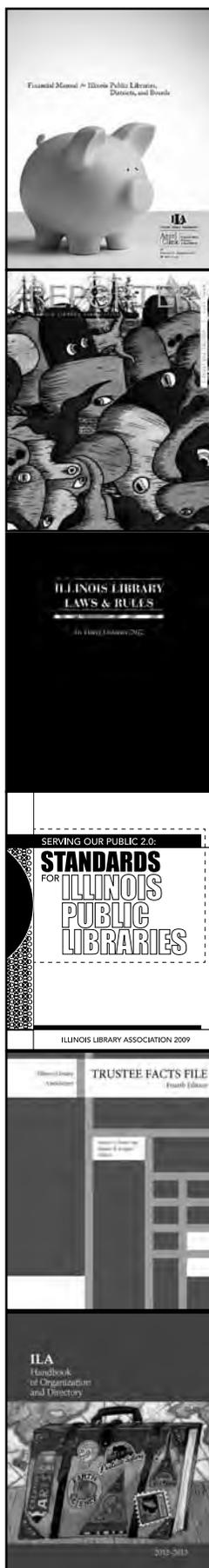
Print version available through amazon.com

Price \$20.

6. *2012–2013 Illinois Library Association Handbook of Organization and Membership Directory*

Handbook provides a guide to ILA's structure, including names of current officials and committee members, key documents such as Bylaws and Policies, and award information. The Membership Directory includes the name and brief address of personal, institutional, and associate members.

Member \$25
Nonmember \$40



ILLINOIS LIBRARY ASSOCIATION PUBLICATION ORDER FORM

Orders for all publications must be prepaid. Mastercard, Discover, American Express, and Visa are accepted. Costs may vary for nonmembers.

Title _____ # of Copies _____

1. Financial Manual for Illinois Public Libraries

2. ILA Reporter Subscription

3. Illinois Library Laws & Rules in Effect October 2012

4. Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009

5. 2012-2013 Illinois Library Association Handbook of Organization and Membership Directory

Name: _____

Institution: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone (required): _____

E-mail: _____

Payment

Check or Money Order enclosed for \$ _____ payable to Illinois Library Association.

Charge \$ _____ to my: American Express Discover
 Mastercard Visa

Account Number: _____

Expiration Date: _____

Name of Credit Card Holder: _____

Signature: _____

Please return completed form with payment enclosed to:

Illinois Library Association

33 W. Grand Ave.
Suite 401
Chicago, IL 60654-6799
fax: 312-644-1899

GUIDELINES FOR SUBMISSIONS TO THE ILA REPORTER



The *ILA Reporter* is the Illinois Library Association's bimonthly newsletter and a primary membership benefit for personal, institutional, and associate members. Each issue features articles on professional concerns and developments, along with news of the association, library-related legislation, and libraries around the state. Expression of diverse viewpoints and critical interpretation of professional

issues make the newsletter a forum for the exchange of ideas crucial to the fulfillment of ILA's goals. Indexed by H.W. Wilson in *Library Literature & Information Science*, the *ILA Reporter* was first published in 1962.

STYLE: Informal, but informative. Factual articles must be inviting and readable, with all statements backed by responsible research and interviews. *The Chicago Manual of Style* may be used in styling articles for publication, but extensive footnoting is discouraged.

LENGTH: 750–1500 words (two and a half to four pages double-spaced).

DEADLINE: The deadlines for the *ILA Reporter* are as follows:

December 20th: February issue,

February 20th: April issue,

April 20th: June issue,

June 20th: August issue,

August 20th: October issue,

October 20th: December issue.

SUBMISSIONS BY E-MAIL: Copy should be submitted by e-mail to ila@ila.org. While the *ILA Reporter* is capable of handling a wide range of word processing programs in both the PC and Mac formats, when submitting a manuscript, please indicate the word processing program used.

EXCLUSIVE SUBMISSION: It is assumed that no other publisher is or will be simultaneously considering a manuscript submitted to the *ILA Reporter* until that manuscript is returned or written permission is provided by the *ILA Reporter* editor.

RIGHTS: Exclusive North American rights are retained until three months after publication, unless another arrangement is made in writing. ILA retains rights to have the published material reproduced, distributed, and sold in microform or electronic text.

REPRINT POLICY: No reprints can be provided, but permission is usually granted for authors to reproduce their contributions as published in the *ILA Reporter*. Others wishing to republish the text of an article are referred to the author for permission and fee information. A reasonable number of copies are sent to each author. Special arrangements may be necessary to reproduce illustrations.

ACKNOWLEDGMENT: Unsolicited manuscripts are acknowledged when received.

PUBLICATION DATE: On acceptance, an estimated date of publication may be provided to the author. This date is subject to change.

EDITING: On accepted manuscripts, the editors reserve the right to make editorial revisions, deletions, or additions, which, in their opinion, support the author's intent. When changes are substantial, every effort is made to work with the author.

PHOTOGRAPHS: Color photos are preferred. High-resolution digital .jpg images should be sent to doyle@ila.org.

Digital Image Specifications: Grayscale or color file, .jpg, .tif, or .eps: 300 ppi (pixels per inch). Bitmap image: 600 ppi. No .gif or .png files.

Captions should be provided identifying all individuals shown. Information should include first and last names in the order they appear in the photograph, agency affiliations, and a description of the activity pictured. Captions may include the name of the photographer.

ILLUSTRATIONS: Authors may submit photos or illustrations or the editor may commission illustrations for certain articles and features.

ISSN 0018-9979

Illinois Library Association
33 W. Grand Ave., Ste. 401
Chicago, IL 60654-6799
phone: (312) 644-1896
fax: (312) 644-1899
e-mail: ila@ila.org
<http://www.ila.org>

ILA Reporter Working Style Sheet

Abbreviations

a.m., *ante meridiem* (before noon)
 p.m., *post meridiem* (after noon)
 These abbreviations are usually set, as above, in small capitals with no space added between them. This is the common American printed style and the preference of the University of Chicago Press.

Do not use the following social title abbreviations:

Mr.; Mrs.; Messrs.; Ms.; M.; MM.; Mme; Mlle; Dr.; Esq.; Ph.D.; MLS

Common abbreviations should be typed solid—YMCA, FBI—without periods. If using unfamiliar initials, put them in parentheses after first mention of organization. All further references to the organization can be by initials. Exception is when the organization is at the beginning of a sentence.

VTEL videoconferencing

Address Guidelines

Format for phone/fax/e-mail/URL in text listings: phone: (000) 000-0000; fax: (000) 000-0000; e-mail: aaaaaaaa@aaaa.aaa; http://www.-----

With a few exceptions, abbreviations should not be used in addresses in running text. The following terms should be spelled out:

Avenue, Boulevard, Building, Court, Drive, Lane, Parkway, Place, Road, Square, Street, Terrace; North, South, East, West.

Exceptions are the abbreviations: NW, NE, SE, and SW used in some city addresses after the street name.

Addresses may be abbreviated in such closely set matter as lists, tables, or the calendar: Ave., Blvd., Bldg., Ct., Dr., La. or Ln., Pkwy., Pl., Rd., Sq., St., Terr.; N., S., E., W. (before street name).

The names of states, territories, and possessions of the United States should always be given in full when standing alone. When they follow the name of a city or some other geographical term, it is preferable to spell them out except in lists, tabular matter, notes, bibliographies, indexes, and mailing addresses. Use the University of Chicago abbreviations for the states in running text, use the U.S. zip code abbreviations in the calendar.

Among, Between

When more than two things or persons are involved, among is usually called for: "The money was divided among the four players." When, however, more than two are involved but each is considered individually, between is preferred: "an agreement between the six heirs." (*The Elements of Style*)

Book Titles

In text, give publisher and year in parentheses. Example: In *Paris: An Architectural History* (Yale University Press, 1993), the author

Capitalization Guidelines

Capitalize titles when they precede name, e.g., ILA President Pamela Gaitskill; lower case when they follow the name, e.g., Pam Gaitskill, ILA president. Capitalize proper nouns only when full form is used, e.g., Illinois Library Association, ILA Annual Conference Program Committee, ILA Annual Conference, Chicago Public Library; lower case partial forms, e.g., the association, the committee, the forum, annual conference, the library.

Commas

Use commas before conjunction in a series, e.g., includes books, videos, and CD-ROM.

Computer terminology

database (one word); listserv (one word); online (one word); website (one word); and http://www.-----.

Decades

Don't use apostrophe before "s": '60s, '70s, '80s, '90s, and mid-1970s

Dollars and Cents

2 cents and \$2, but not \$.02 or \$2.00

Footnotes

For a book:
 Surname, Given, Title, (City: Publisher, year), pp. 2022-208
 For a journal:
 Surname, Given, "Title," Journal, vol. 1, date, p. 10.

Hyphenation

CD-ROM

manager-elect; president-elect;

no hyphen—ex officio, vice president, past president

Italicize

Italicize titles of all works. Use quotation marks for articles that appear in other works. For conference/program titles, the conference should be in roman, e.g., Reaching Forward Conference or ILA Annual Conference, and quotes for program presentations, e.g., "The Power of Positive Thinking."

Minorities

Use Native Americans not Indians

Use Alaskan Natives not Eskimos

Use African Americans. Hyphenate as adjective: African-American art

Use Asians not Orientals

Use Hispanics—this is the accepted term particularly in the west and southwestern part of the U.S.; the term Latino is used more frequently in the east

Use disabled people not "the disabled" when referring to the general group (latest preference among disabled people according to *American Libraries*)

Numerals

Spell out whole numbers from one through ninety-nine. See *The Chicago Manual of Style* for other general principles.

One word spellings

Don't hyphenate words preceded by non: nonperson, nonmember, nonviolent, nonsexist, nonfiction, unless second element is more than one word (non-English-speaking people); a proper noun (non-British); or ambiguous without a hyphen (non-native, non-art).

bestseller

database

fundraising or fundraiser

Percent or %

Spell out percent in "humanistic" copy, e.g., 45 percent. The symbol % is used for statistical copy only.

Punctuation

All punctuation appears inside quotation marks.

ILA Archives

These instructions are designed to assist the ILA in managing records and preparing materials for transfer to the ILA Archives, located at the Illinois State Historical Library.

Retention Period

The retention period for particular groups of records will vary. Records, however, that are no longer of current or even occasional use should be transferred annually.

Materials needed for current administrative, fiscal, operational, or legal reference should NOT be transferred to the Archives.

Preserve

The following types of material should be preserved, except where such material has been separately published. (If the printed materials might be needed for comparison with related material in the archives and are not more than a few pages in length e.g., reprints, clippings, but not a whole volume—one copy should be kept.)

1. Files and other materials relating to the history, programs, activities and accomplishments of ILA or other subsidiary groups should be included with that of the larger group of which it is a part.
2. Constitutions and Bylaws.
3. Statement of function or duties of Boards, Committees, etc.
4. List of officers, members of Boards, Committees, etc.
5. Reports.
6. Minutes.
7. Correspondence. (Preserve as little miscellaneous correspondence as possible; significant items will be included with the material under projects, policy decisions, etc.)
8. Programs and proceedings.
9. Brochures, fliers, posters, press releases and other public relations materials.
10. Photographs.
11. Memorabilia.
12. Records of all projects and other activities proposed, whether or not completed.
13. Policy decision statements. (Some of these might be included in reports of officers, in statements of function and duties of Committees, in minutes of Boards and Committees, or in correspondence. In the last case, where several letters have been written to a group, one copy—annotated to whom sent—should be preserved.)
14. Questionnaires and surveys (one copy, annotated to show to whom and when sent) and one sheet compiling the results of the survey.
15. Forms (one copy).
16. Treasurer's reports.
17. Material of biographical interest (including contribution of an individual to the development of a project, the Board, Committee, etc. or to the library profession).

Discard

1. Duplicate materials. When, by bringing together two files, an original and a carbon or photocopy are found, the original should be kept. Keep copies only if they contain significant annotations to the original.
2. General correspondence.
3. Materials superseded by more complete reports.
4. Materials pertaining to other units that would otherwise be retained by the issuing unit and not relating to specific activities of the unit weeding its files.
5. Miscellaneous business records (e.g., invoices, payment vouchers, expenditure lists, etc.) no longer needed for IRS purposes.

Procedures

1. It is recommended that files be weeded annually and/or weeded at the conclusion of individual major projects.
2. It is recommended, at the end of each fiscal year, material should be sent from the field to the ILA office by one officer from each forum or committee. Materials to be placed in the Archives can then be identified.
3. Arrangement of records for transfer.
 - a. General material pertaining to ILA should be arranged first alphabetically by form (e.g., annual reports, minutes, proceedings, etc.) and second chronologically within the form.
 - b. Project files should be arranged alphabetically by subject or project title.
 - c. Material from Committees, Forums, Subcommittees, etc., other than that pertaining to projects as above, should be arranged first by name of Committee (and then by form if there is enough to subdivide).

- d. File Headings. The files of all groups will not fall under the same headings, but it is urged that uniform headings be developed for use from year to year by each group. This uniformity will help not only those responsible for the archives of their group, but also those studying the material over a period of years.

4. Place material in letter-size, acid-free folders (please do not send hanging file folders).
5. Mark each folder (use pencil directly on the folder, labels tend to eventually fall off) as follows:
 - a. Name of Committee, Forum, or Board.
 - b. Year covered.
 - c. Name of Section, Committee, or Subcommittee when necessary.
 - d. Heading.
6. For each group of records transmitted, fill out a Records Transmittal Form.
7. Cross references: it will be helpful to include with the materials, where appropriate, information for the following:
 - a. Change in the name of committee.
 - b. "See also" for material on same or similar topics in other folders.
- 8) Boxed records (record storage boxes — one cubic foot is volume size) will be sent by the ILA Office directly to:
Abraham Lincoln Presidential Library
112 N. Sixth St.
Springfield, IL 62701
(217) 524-7219

Boxes should be numbered (e.g., Box 1 of 4) and each box should contain a copy of the Records Transmittal Form for the group of records being transferred.

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