

# HANDBOOK of Organization and MEMBERSHIP DIRECTORY ILA 2014-2015







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## HANDBOOK OF ORGANIZATION AND MEMBERSHIP DIRECTORY

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## **ILA STAFF**

### **Robert P. Doyle**

*Executive Director*

### **Cynthia M. Robinson**

*Conference and Continuing Education Manager*

### **Anne Bustamante**

*Member Services Manager*

### **Theora Kvitka**

*Administrative Coordinator*

### **Jon Daniels**

*Controller*

## **Illinois Library Association**

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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](mailto:ila@ila.org).

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## 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 2014–2015 EXECUTIVE BOARD

The Illinois Library Association Executive Board is the governing body of the association and comprises 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
<b>President</b>		
Jeannie Dilger La Grange Public Library 10 W. Cossitt Ave. La Grange, IL 60525 phone: 708-215-3273 fax: 708-352-1620 e-mail: dilgerj@lagrangelibrary.org	2013–2016	Advocacy Committee Conference Program Committee 2014 Executive Committee Finance Committee Public Policy Committee Ex officio, Illinois State Library Advisory Committee
<b>Vice President/President-Elect</b>		
Betsy Adamowski Wheaton Public Library 225 N. Cross St. Wheaton, IL 60187-5376 phone: 630-668-1374 fax: 630-668-1465 e-mail: betsy@wheatonlibrary.org	2014–2017	Advocacy Committee Conference Program Committee 2015 Executive Committee Finance Committee Public Policy Committee
<b>Immediate Past President</b>		
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	2012–2015	Executive Committee Finance Committee Public Policy Committee Nominating Committee
<b>Treasurer</b>		
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	2012–2015	Executive Committee Finance Committee Reference Services Forum

DIRECTORS-AT-LARGE	TERM	COMMITTEE MEMBERSHIP/ LIAISON ASSIGNMENTS
<p>Veronica DeFazio Plainfield Public Library District 15025 S. Illinois St. Plainfield, IL 60544 phone: 815-327-2521 fax: 815-439-2878 e-mail: vdefazio@plainfieldpubliclibrary.org</p>	2014–2017	<p>Youth Services Forum Resources &amp; Technical Services Forum</p>
<p>Jeremy Dunn Chicago Public Library 400 S. State St. Chicago, IL 60605-1203 phone: 312-747-4092 e-mail: jdunn@chipublib.org</p>	2014–2017	<p>Intellectual Freedom Committee Finance Committee</p>
<p>Keshia Garnett Chicago Public Library West Englewood Branch 1745 W. 63<sup>rd</sup> St. Chicago, IL 60636 phone: 312-747-4090 fax: 312-747-3482 e-mail: kgarnett@chipublib.org</p>	2013–2016	<p>iREAD Cultural and Racial Diversity Committee</p>
<p>Anne M. Hughes Glen Carbon Centennial Library 198 S. Main St. Glen Carbon, IL 62034 phone: 618-288-1212 fax: 618-288-1205 e-mail: anneh@glencarbonlibrary.org</p>	2014–2017	<p>Fundraising Committee Librarians for Social Responsibility Forum</p>
<p>Rick McCarthy StudioGC 38W120 Highland Ave Elgin, IL 60124 phone: (224) 523-6661 e-mail: r.mccarthy@studiogc.com</p>	2013–2016	<p>Library Trustee Forum</p>
<p>Rob Morrison National Louis University 122 S. Michigan Ave. Chicago, IL 60603 phone: 312-261-3372 fax: 312-261-3372 e-mail: rob.morrison@nl.edu</p>	2014–2017	<p>Finance Committee Illinois Association of College &amp; Research Libraries Forum</p>
<p>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</p>	2012–2015	<p>Awards Committee GODORT</p>



DIRECTORS-AT-LARGE	TERM	COMMITTEE MEMBERSHIP/ LIAISON ASSIGNMENTS
Becky Robinson Illinois School Library Media Association (ISLMA) 1718 Cardinal Dr. Galesburg, IL 61401 phone: 309-341-1099 e-mail: brobinson15@gmail.com	2012–2015	Young Adult Services Forum
Amanda E. Standerfer The Lumpkin Family Foundation 121 S. 17th St. Mattoon, IL 61938 phone: 217-235-3361 fax: 217-258-8444 e-mail: amanda@amandastanderfer.com	2013–2016	Finance Committee Public Library Forum
Christina Stoll Arlington Heights Memorial Library 500 N. Dunton Ave. Arlington Heights, IL 60004-5966 phone: 847-870-4429 fax: 847-506-2650 e-mail: cstoll@ahml.info	2013–2016	<i>ILA Reporter</i> Advisory Committee Leadership Forum
Susan L. Westgate Carol Stream Public Library 616 Hiawatha Dr. Carol Stream, IL 60188-1616 phone: 630-653-0755 fax: 630-653-6809 e-mail: swestgate@cslibrary.org	2012–2015	Best Practices Committee Marketing Committee
<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	2012–2015	Advocacy Committee Reaching Forward
<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		
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		

## 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 finances, 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, Chicago, East Peoria, Joliet, and Springfield. 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. 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. 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.

	TERM ON COMMITTEE	BOARD LIAISON
<b>Co-Chairs</b>		
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	2013-2016	Denise Zielinski
Amy Falasz-Peterson Fondulac District Library 400 E. Richland St. East Peoria, IL 61611-2526 phone: 309-699-3917 x 1121 fax: 309-699-7851 e-mail: amy@fondulaclibrary.org	2014-2017	

### Members

Marian V. Albers	2012-2015
Richard Corbett	2013-2016
Margaret J. Danhof	2013-2016
Dennis Danowski	2012-2015
Jim Deiters	2013-2015
Susan Franzen	2013-2016
Maria Otero-Boisvert	2012-2015
Denise Raleigh	2012-2015
Lisa Marie Smith	2012-2015
Sally Decker Smith	2013-2016

### Ex Officio

Betsy Adamowski, ILA Vice President/ President-Elect	Robert P. Doyle, ILA Executive Director
Anne Craig, Illinois State Library	Timothy P. Jarzemsky, ILA Public Policy Committee
Jeannie Dilger, ILA President	Lawren Tucker, Illinois State Library

## 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 co-chairs 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 co-chairs, representing diverse types of libraries. Members serve two-year, staggered terms with up to five members being appointed each year. The co-chairs serve a two-year term: the first year is to learn from lead co-chair and the second is to be the lead co-chair. Co-chairs will not start on the same year. One new co-chair will be added each 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
<b>Co-Chairs</b>		
Paul Mills Fountaindale Public Library District 300 W. Briarcliff Rd. Bolingbrook, IL 60440-2884 phone: 630-685-4157 fax: 630-759-6180 e-mail: pmills@fountaindale.org	2013-2015	Carol Reid
Stuart D. Griner Thomas Hughes Children's Library Chicago Public Library 400 S. State St. Chicago, IL 60605-1203 phone: 312-747-4200 fax: 312-747-4968 e-mail: sgriner@chipublib.org	2013-2015	
<b>Members</b>		
Tina Louise Happ	2013-2015	
Melissa Henderson	2014-2016	
Judy Hoffman	2013-2015	
Jennifer Paliatka	2013-2015	
Veronda Pitchford	2014-2016	
Daisy Porter-Reynolds	2014-2016	
Richard A. Stewart	2013-2015	
Carly Thompson	2013-2015	

## 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 plus the chair serving two-year terms. 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

William Pardue  
Arlington Heights Memorial Library  
500 N. Dunton Ave.  
Arlington Heights, IL 60004-5966  
phone: 847-506-2667  
fax: 847-506-2650  
e-mail: bpardue@ahml.info

### Members

Rylie Carter	2013–2015
Susan Dennison	2014–2016
Carol Dolin	2014–2016
Renee Grassi	2014–2016
Dorothy Hemmo	2013–2015
Anthony V. Lucarelli	2014–2016
Julie Murphy	2013–2015
Lori Pulliam	2014–2016

### TERM ON COMMITTEE BOARD LIAISON

2013–2015 Susan Westgate

## 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

### 2014 Co-Chairs

Karen J. Egan  
Illinois State Library  
300 S. Second St.  
Springfield, IL 62701  
phone: 217-782-7749  
email: kegan@ilsos.net

2014

Jeannie Dilger

Monica Harris  
Schaumburg Township District Library  
130 S. Roselle Rd.  
Schaumburg, IL 60193-1647  
phone: 847-923-3435  
e-mail: mharris@stdl.org

### Members

Betsy Adamowski  
Rebecca Anderson  
Laura Barnes  
Jamie Bukovac  
Jamie Conklin  
Kara Kohn  
Amanda McKay  
Veronda Pitchford  
Daisy Porter-Reynolds  
Brooke Sievers  
Becky Spratford  
Deidre Winterhalter

### 2015 Co-Chairs

Chris Graves  
Jefferson Middle School  
1151 Plum St.  
Aurora, IL 60506  
phone: 630-301-5320  
e-mail: cgraves@sevarg.net

2015

Betsy Adamowski

Alissa Williams  
Pekin Public Library  
301 S. Fourth St.  
Pekin, IL 61554-4284  
phone: 309-347-7111 x 226  
e-mail: awilliams@pekinpubliclibrary.org

### Members

Amber Creger	Tobi Oberman
Marcella M. Dulka	Pattie Piotrowski
Jeremy Dunn	Ellen Popit
Gina Gajewski	Tom Rich
Angela Green	Tracy Ruppman
Gwen Gregory	Christy Semande
Carol Kissane	Anne Slaughter
Allen Lanham	Deb Turner
Andrew Lenaghan	Erin Wyatt

## Cultural and Racial Diversity Committee

Initiate training, programs, and awareness regarding cultural and racial diversity for the profession and the library community.

- Initiate strategies, in conjunction with the Nominating Committee, to increase cultural and racial diversity in ILA's membership and leadership by librarians, trustees, and support staff.
- Introduce strategies to recruit workers of varied cultures and races to work in libraries and the profession.
- Provide recognition for ALA's Spectrum scholars and encourage participation in the opportunities provided for library workers and others desiring to obtain professional library degrees.
- Encourage governing boards to reflect the cultural and racial composition of their communities.
- Seek partnerships with library institutions and organizations to support these initiatives
- Develop, monitor, and evaluate diversity efforts in the association and report 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. Chair is appointed by the vice president/president-elect of ILA for one year.

TERM ON COMMITTEE	BOARD LIAISON
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### Chair

Robin Helenthal  
Peoria Public Library  
107 NE Monroe St.  
Peoria, IL 61602-1070  
phone: 309-497-2149  
fax: 309-674-0116  
e-mail: robinhelenthal@ppl.peoria.lib.il.us

2012–2015	Keshia Garnett
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### Members

Katrina Belogorsky	2012–2015
Melody Coleman	2012–2015
Trixie Dantis	2014–2017
Louise Dimick	2014–2017
Larissa Good	2012–2015
Mary Ann Lema	2012–2015
Elizabeth Marszalik	2012–2015
Neena Nagpal	2013–2016
Deirdre Rawls	2013–2016

## 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	BOARD LIAISON
----------------------	---------------

### Chair

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

2013–2015	
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### Members

Jeremy Dunn	2014–2016
Su Erickson	2014–2015
Rob Morrison	2014–2016
Amanda E. Standerfer	2014–2015

### Ex Officio

Betsy Adamowski, ILA Vice President/President-Elect  
Jeannie Dilger, ILA President  
Robert P. Doyle, ILA Executive Director

## 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. Chair is appointed for one year.

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

### Chair

Brian L. Chase  
Normal Public Library  
206 W. College Ave.  
Normal, IL 61761  
phone: 309-452-1757  
fax: 309-452-5312  
e-mail: bchase@normalpl.org

2013–2015	Anne M. Hughes
-----------	----------------

### Members

Genna M. Buhr	2014–2016
Kathryn Caudill	2013–2015
Karen Kleckner Keefe	2014–2016
Jason F. Kuhl	2013–2015
Pam Van Kirk	2014–2016



### 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. Each incoming ILA president should appoint three members.

	TERM ON COMMITTEE	BOARD LIAISON
<b>Chair</b> Kara Kohn Plainfield Public Library District 15025 S. Illinois St. Plainfield, IL 60544 phone: 815-327-2515 fax: 815-439-2878 e-mail: <a href="mailto:kkohn@plainfieldpubliclibrary.org">kkohn@plainfieldpubliclibrary.org</a>	2013–2015	Christina Stoll

#### Members

Amy Crump	2014–2016
Nanette Donohue	2014–2016
Heather McCammond-Watts	2014–2016
Diana Brawley Sussman	2013–2015
Pam Tomka	2014–2016

### 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.
- Selects 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. Chair is appointed by the vice president/president-elect of ILA for one year.

	TERM ON COMMITTEE	BOARD LIAISON
<b>Chair</b> Melissa Rice Frankfort Public Library District 21119 S. Pfeiffer Rd. Frankfort, IL 60423-9301 phone: 815-469-2423 fax: 815-469-9307 e-mail: <a href="mailto:mrice@frankfortlibrary.org">mrice@frankfortlibrary.org</a>	2012–2014	Jeremy Dunn

#### Members

Lenora Berendt	2014–2016
Jeremy Dunn	2013–2015
Heidi Knuth	2014–2016
Maria F. Meachum	2014–2016
Susan Prokopeak	2014–2016
Roger A. Ritzman	2013–2015
Lisa J. Waskin	2014–2016

## 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 primary audience is kindergarten through grade eight, but provides supplemental materials for 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
<b>2015 Chair</b> Maggie Thomann Park Ridge Public Library 20 S. Prospect Ave. Park Ridge, IL 60068-4188 phone: 847-825-3123 x203 fax: 847-825-0001 e-mail: mthomann@prpl.org	2012–2015	Keshia Garnett
<b>2016 Chair</b> Kate Kite Wood River Public Library 326 E. Ferguson Ave. Wood River, IL 62095-2098 phone: 618-254-4832 fax: 618-254-4836 e-mail: kate@woodriverlibrary.org	2013–2016	
<b>2017 Chair</b> Joe Marcantonio Plainfield Public Library District 15025 S. Illinois St. Plainfield, IL 60544 phone: 815-436-6639 fax: 815-439-2878 e-mail: jmarcantonio@plainfieldpubliclibrary.org	2014–2017	

## Members

Elisa Gall	2013–2015
Amy Holcomb	2014–2016
Jennifer Hovanec, Young Adult Forum Liaison	
Christina Keasler	2013–2015
Tom Kochinski	2013–2015
Erica Liptak	2014–2016
Lynnanne Pearson, Reference Services Liaison	
Jennifer A. Peterson	2014–2016
Marissa Tartaglia	2013–2015
Alexandra Walsh	2014–2016

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
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	Michele Wyss, Maggie Thomann, and Kate Kite	Paws to Read!
2015	Maggie Thomann	Read to the Rhythm
2016	Kate Kite	Read—For the Win!
2017	Joe Marcantonio	

## 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. The chair is appointed by the ILA vice president/president-elect for one year.

### Co-Chairs

Brock Peoples  
Dunlap Public Library District  
302 S. First St.  
Dunlap, IL 61525  
phone: 309-243-5716  
fax: 309-243-5874  
e-mail: bpeoples@dunlaplibrary.org

Shauna Porteus  
Winnetka-Northfield  
Public Library District  
768 Oak St.  
Winnetka, IL 60093  
phone: 847-446-7220  
fax: 847-446-5085  
e-mail: sporteus@winnetkalibrary.org

### Members

Catherine Bailey	2012–2015
Bridget Bittman	2012–2015
Christine Cigler	2012–2015
Ashley Jacoby	2014–2016
Chrissy Little	2014–2016
Elizabeth S. Neill	2012–2015
Denise Raleigh	2014–2016
Julianne Stam	2014–2017

### TERM ON COMMITTEE BOARD LIAISON

2013–2016 Susan L. Westgate

2012–2015

## 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

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

2015

#### Members

Halle Cox  
Jeanne Hamilton  
John Moranski  
Jane Paula Plass  
Matthew Suddarth  
Susan Swords Steffen

1. 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.
2. 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.
3. 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.
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.
5. 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.
6. The slate of nominees along with the procedures for nominations by petition will be published in the February issue of the *ILA Reporter*.
7. Nominations by petition must be received in the ILA office no later than March 1.
8. Chair of the Nominating Committee will secure biographical information (500 character maximum) as determined by the committee from all candidates no later than March 5.

9. 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.
10. 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.)
11. The ILA office will mail ballot, biographical information, and a return envelope to members requesting paper ballots or without e-mail addresses.
12. 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.
13. Reminder e-mail to members that have not yet voted is sent on April 22.
14. Ballots must be returned to the ILA office no later than thirty (30) days after the postmarked date on the ballot.
15. The Nominating Committee chair will arrange for counting of ballots and determining of those elected in accordance with the bylaws.
16. 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. 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, ILA past president, 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 COMMITTEE      BOARD LIAISON

#### *Chair*

Timothy P. Jarzemsky  
Bloomington Public Library  
101 Fairfield Way  
Bloomington, IL 60108-1579  
phone: 630-924-2722  
fax: 630-529-3243  
e-mail: tjarzemsky@mybpl.org

2012–2015

Jeannie Dilger

#### *Members*

Roxane E. Bennett	2014–2017
Beth Duttlinger	2012–2015
Lee Ann Fisher	2012–2015
Shannon H. Halikias	2013–2016
Tina Hubert	2014–2017
Andrew Medlar	2013–2016
Anthony Oliver	2013–2016
Mary Muehlenbein Petro	2012–2015
Frances E. Roehm	2012–2015
David Seleb	2014–2017
Vance Wyatt	2012–2015

#### *Ex Officio*

Betsy Adamowski	ILA Vice President/President-Elect
Dee Brennan	RAILS
Anne Craig	Illinois State Library
Jeannie Dilger	ILA President
Robert P. Doyle	ILA Executive Director
Su Erickson	ILA Past President
Lynn Elam and Amy Falasz-Peterson	ILA Advocacy Committee
Lou Ann Jacobs	ISLMA
Melissa Rice	ILA Intellectual Freedom Committee Chair
Connie Walsh	CARLI

**Government Documents Forum (GODORT)**

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

**2014–2015 Manager**

John A. Shuler  
Research Services and Resources  
801 S. 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**

Carol E. Reid

**Illinois Association of College & Research Libraries (IACRL) Forum**

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

**2014–2015 Manager**

Andrew T. Lenaghan  
Joliet Junior College  
Learning Resource Center  
1215 Houbolt Rd.  
Joliet, IL 60431  
phone: 815-280-2534  
e-mail: alenagha@jjc.edu

**Board Liaison**

Rob Morrison

**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.

**2014–2015 Manager**

Alissa Williams  
Pekin Public Library  
301 S. Fourth St.  
Pekin, IL 61554-4284  
phone: 309-347-7111 x226  
fax: 309-347-6587  
e-mail: awilliams@pekinpubliclibrary.org

**Board Liaison**

Christina Stoll

**Librarians for Social Responsibility Forum (LSRF)**

Issue-oriented, responding to librarians' social issues.

**2014–2015 Manager**

James Madigan  
Oak Park Public Library  
834 Lake St.  
Oak Park, IL 60301-1314  
phone: 708-697-6909  
fax: 708-697-6917  
e-mail: jmadigan@oppl.org

**Board Liaison**

Anne M. Hughes

**Library Trustee Forum (LTF)**

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

**2014–2015 Manager**

Jay Kasten  
Vernon Area Public Library District  
300 Olde Half Day Rd.  
Lincolnshire, IL 60069  
phone: 847-634-3650  
fax: 847-634-8449  
e-mail: jekasten@comcast.net

**Board Liaison**

Rick McCarthy

**Public Library Forum (PLF)**

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

**2014–2015 Co-Managers**

Cynthia L. Fuerst  
Vernon Area Public Library District  
300 Olde Half Day Rd.  
Lincolnshire, IL 60069  
phone: 847-634-3650  
fax: 847-634-8449  
email: cfuerst@vapld.info

Molly Scanlan  
O'Fallon Public Library  
120 Civic Plaza  
O'Fallon, IL 62269  
phone: 618-632-3783 x4343  
fax: 618-632-3759  
e-mail: molly@ofallonlibrary.org

**Board Liaison**

Amanda E. Standerfer

**Reaching Forward Forum for Library Support Staff**

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

**2014–2015 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@skokielibrary.info

Tom Rich  
8710 82nd St.  
Apt. 301  
Pleasant Prairie, WI 53158  
phone: (847) 309-8578  
e-mail: TomRichConsulting@gmail.com

**Board Liaison**

Denise Zielinski



## 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.

### **2014–2015 Co-Managers**

Keshia Garnett  
Chicago Public Library, West Englewood branch  
1745 W. 63rd St.  
Chicago, IL 60636  
phone: 312-747-3481  
e-mail: kgarnett@chipublib.org

Keisha Hester  
Calumet City Public Library  
660 Manistee Ave.  
Calumet City, IL 60409  
phone: 708-862-6220  
fax: 708-862-0872  
e-mail: khester@calumetcitypl.org

### **Board Liaison**

Leora Siegel

## 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.

### **2014–2015 Manager**

Brooke Sievers  
Addison Public Library  
4 Friendship Plaza  
Addison, IL 60101-2499  
phone: 630-458-3329  
fax: 630-543-4973  
e-mail: sievers@addisonlibrary.org

### **Board Liaison**

Veronica DeFazio

## Young Adult Services Forum (YASF)

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

### **2014–2015 Manager**

Mary Miller  
Young Adult Librarian  
Niles Public Library District  
6960 Oakton St.  
Niles, IL 60714-3098  
phone: 847-663-6618  
fax: 847-663-1350  
e-mail: mmiller@nileslibrary.org

### **Board Liaison**

Becky Robinson

## Youth Services Forum (YSF)

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

### **2014–2015 Co-Managers**

Rashmi Mehrotra  
Naperville Public Library  
200 W. Jefferson Ave.  
Naperville, IL 60540-5351  
phone: 630-961-4100 x6123  
fax: 630-355-6487  
e-mail: rmehrotra@naperville-lib.org

Stephanie Spetter  
Des Plaines Public Library  
1501 Ellinwood St.  
Des Plaines, IL 60016-4553  
phone: 847-376-2791  
fax: 847-827-7974  
e-mail: sspetter@dppl.org

### **Board Liaison**

Veronica DeFazio

## 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:

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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.

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Name [printed]	Position of Authority within Association
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Signature	Date
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## 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 2014/2015: November 14, 2014; February 6, 2015; April 24, 2015; and June 12, 2015. 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](mailto:ila@ila.org).

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Forum or Committee

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Report completed by

Date

Activities underway or completed this quarter:

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Projected activities during the upcoming months:

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

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# 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](http://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 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 ballot 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*

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## 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.

## 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.
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 2014, has the following temporarily restricted funds: Hugh C. Atkinson Memorial/Demco Award; Deborah Dowley Preiser Award; de Lafayette Reid Fund for Continuing Education; Legal Defense Fund; Robert R. McClarren Legislative Development Award; and the Sylvia Murphy Williams Fund.

## 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 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:

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Writing the grant proposal:

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Carrying out all project activities:

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Fiscal administration:

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Fulfilling reporting requirements:

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Coordinating overall grant administration:

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### 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.

### 6078 Guidelines for Member Programs

The Illinois Library Association may sponsor certain member benefit programs designed to provide a savings or other such benefit to association members. Through these programs certain products or services may be offered to members at a discount. The sponsoring of member benefit programs implies no Association endorsement of these products or services or similar products or services offered by others.

## I. Program guidelines

### A. General

A member benefit program is defined as one which extends to ILA members, as a direct result of membership in the association, a savings or other benefit on a product or service made available to the members by an outside entity. This provision does not apply to member benefit programs of six months or less duration. General criteria to be applied to all member benefit programs sponsored by ILA include the following:

1. Such programs must represent a clearly defined benefit for members of the Association.
2. The benefit to be provided must be of significant interest to a wide spectrum of the membership of the Association.
3. The savings or other such benefit to be made available through a specific program should represent the best benefit available for the particular program, at that point in time.
4. The product or service to be offered must be of a high quality and the company or organization whose product or service is being utilized must maintain a reputation for reliability and fine service.
5. The benefit program must not conflict with the general purposes of the Illinois Library Association or any of its established policies.
6. The benefit program must be reviewed by the Finance Committee of the Illinois Library Association, to determine compliance with ILA policies. The ILA Executive Board has the authority to determine if a proposed program is appropriate for the Illinois Library Association to undertake and to approve such programs.
7. Such programs shall not be limited to a specific number.
8. The negotiated benefit for a particular program shall be of the greatest monetary or service value to the entire membership of the association. The direct and indirect costs related to developing and administering a particular benefit program shall be borne by the supplier to the extent possible. Revenues derived from ILA-wide member benefit programs shall be allocated by the Board as a part of the annual budget process.
9. It shall be understood that the Illinois Library Association's membership benefit programs are offered to provide a special savings or other benefit on selected products or services offered by others. The ILA logo or any identifying symbol or words shall not be used in such a manner to imply or state an

endorsement by the association of a product, publication or service.

10. The list of members of the association may be provided in exchange for or in connection with the member benefit program as negotiated in the agreement.

## II. Procedural guidelines

The following guidelines shall govern the process of review, approval and oversight of member benefit programs:

1. The Finance Committee shall have the responsibility for the investigation and review of all new benefit programs proposed.
2. The ILA Executive Board shall similarly have responsibility for monitoring existing benefit programs and for review of specific benefits or services being offered when such programs are up for renegotiation or renewal, so as to determine whether they continue to be acceptable and appropriate in view of the guidelines.
3. All benefit programs shall be fully communicated to the association members for whom they are available, both when new programs or benefits are being announced and on a continuing basis, so that the membership can take full advantage of them.
4. The terms of any agreement pertaining to a member benefit program shall be detailed in a contract with the company or organization providing the product or service.

*Adopted by ILA Executive Board, February 8, 2013*

## 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.

*February 8, 2013*

## 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 *Library Bill of Rights*, the *Freedom to Read* statement, and the *Code of Ethics*.
- 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 statewide 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.*

## PROCEDURES

### 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 *ILA Reporter*, 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.*

### Guidelines for Political Forums

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 ILA Offices

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 website 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 500 words that is included in the ballot 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, websites, 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.*

### 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.*



## ADOPTED POLICIES

### 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 *Reno v. ACLU*, 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.*

### Ratification of the 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 is 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 thirty days.
2. Returned postcard 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.

An 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.*

### Compliance with Illinois Library Records Confidentiality Act Emergency Release of Information Identifying Individuals Pursuant to Public Act 95-0040

The *Illinois Library Records Confidentiality Act* requires a court order before a library may publicly release information contained in library registration or circulation records. Public Act 95-0040 created an exception to the requirement for a court order if ALL of the following conditions are met:

1. The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation;
2. The law enforcement officer states that there is probable cause to believe that there is imminent danger that someone will be physically harmed;
3. The information requested is limited to only identifying a suspect, witness, or victim of a crime; and
4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library.

Public Act 95-0040 also provides that "if requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section."

A suggested Statement of Compliance follows on page 39. *ILA urges the Illinois library community to incorporate this information and form in their library procedures, to use this form when appropriate, to instruct all staff to follow the law, and to value and safeguard the privacy and confidentiality of library records.*

## Officer's Request for Confidential Library Information

- A. This is a request under the *Illinois Library Records Confidentiality Act*, 75 ILCS 70/1 (copy attached) for information contained in the library's registration and/or circulation records.
- B. My request for information is limited to identifying a "suspect, witness, or victim of a crime."
- C. As the basis for this request, I represent the following:
1. I am a sworn law enforcement officer.
  2. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.
- D. The information I request relates to the following: \_\_\_\_\_

*Description of information sought*

\_\_\_\_\_  
*Officer's printed name*

\_\_\_\_\_  
*Officer's signature*

\_\_\_\_\_  
*Officer's badge number*

\_\_\_\_\_  
*Officer's Agency/Department*

\_\_\_\_\_  
*Date signed*

\_\_\_\_\_  
*Time signed*

## OFFICER'S ACKNOWLEDGMENT

I acknowledge receipt from the library of the information I requested.

\_\_\_\_\_  
*Officer's signature*

\_\_\_\_\_  
*Date signed*

(LIBRARY USE ONLY)

Name(s) of Library Staff assisting with the information requested:

\_\_\_\_\_  
 \_\_\_\_\_

## 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.
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.



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## 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 co-chairs 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 co-chairs, representing diverse types of libraries. Members serve two-year, staggered terms with up to five members being appointed each year. The co-chairs serve a two-year term: the first year is to learn from lead co-chair and the second is to be the lead co-chair. Co-chairs will not start on the same year. One new co-chair will be added each year.

### 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  
Crosman 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

#### 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

Readers' Advisory Service Award  
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](http://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.

All 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.

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](http://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.

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

### Award

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

## Crosman Memorial Award

Presented by the ILA Awards 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.
- ILA Awards Committee members are not eligible for the award.
- 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;
- why the nominee deserves the award (in 800 words or less).

ILA Awards Committee members may solicit and nominate candidates for the award. ILA Awards Committee awards subcommittee is responsible for determining whether or not the nominee meets the criteria of the award. Award subcommittee members must work with the nominations received in accordance with the established timetable; in the event that no deserving nominations are received, the awards subcommittee members may not nominate a recipient.

### 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, library consortium, or library system'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, library consortiums, or library systems 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 be presented with a plaque, provided by Demco, and \$1,000 financial award.

## Robert P. Doyle ILA Conference Grant for Support Staff Award

Presented by Reaching Forward, a professional development conference 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 ILA membership and support staff attendance at the Illinois Library Association Annual Conference by support staff.

### 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 Winners

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

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

### 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 Consortium of Academic and Research Libraries in Illinois (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 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 with a certificate and a \$500 financial award.

## Librarian of the Year Award

Presented by the Illinois Library Association and Sikich.

### 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. Up to three letters of support may be included.

### 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 state-wide 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 Reaching Forward, a professional development conference 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.

## Readers' Advisory Service Award

Presented by ILA Reference Services Forum and the Adult Reading Round Table.

### Category

This award recognizes excellence in the planning, development and delivery of readers' advisory service to adults and teens and has been created in accordance with the mission statement of the Adult Reading Round Table: "to promote readers' advisory skills and reading for pleasure through libraries." Readers' advisory is the ability to connect readers with materials that will satisfy their desire for something to read for pleasure.

### Eligibility

The award is offered annually to individual ILA members, ILA member libraries and departments or groups within ILA member institutions. Nominees do not have to be a member of the Reference Services Forum. Applications should be submitted to the ILA awards committee. The recipient will be selected by a subcommittee of the ARRT Steering Committee and Reference Services Forum. The Adult Reading Round Table is committed to promoting the award and soliciting nominations.

### Criteria

Nominees must demonstrate one or more of the following:

- Development of specialized or innovative programs or services;
- Active participation in professional organizations (at the local, state, or national level), including the planning and presentation of programs and/or workshops designed to enhance the quality of readers' advisory service;
- Influence and/or cooperation with persons and organizations within the local community to encourage reading and discussion;
- Publication of books and/or articles that promote high quality readers' advisory service and offer methods for strengthening readers' advisory skills;
- Participation in research projects that contribute to the knowledge and expertise of readers' advisory practitioners.

### Award

Recipient will receive a certificate and a \$200 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 RSF.

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: the ILA Trustee Forum Executive Board selects the winner, but the selection is done in the blind. The ILA Trustee Forum Executive Board does not know the name(s) of the nominee(s) until the selection is made. In the event that no deserving nominations are received, the ILA Trustee Forum Executive Board may not then nominate a recipient and the award will not be given.

### Award Winners

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 Winners

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

### **Sylvia Murphy Williams Award**

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. The award provides encouragement and 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. Awardees receive a paid registration to the current ILA Annual Conference and meal functions, recognition at the annual conference award luncheon and a featured article in an ILA publication.

See [www.ila.org](http://www.ila.org) for list of past winners and additional information.

## ILLINOIS LIBRARY ASSOCIATION PRESIDENTS

1896 Thomas H. Nelson	1945 Sarah S. Molony
1897 Col. J. W. Thompson	1946 Andrew B. Lemke
1898 Col. J. W. Thompson	1947 Alice Lohrer
1899 Col. J. W. Thompson	1948 Ruth W. Gregory
1900 E. S. Willcox	1949 Eleanor Plain
1901 E. S. Willcox	1950 Ruth A. Hardin
1902 Anderson H. Hopkins	1951 Andre S. Nielsen
1903 Anderson H. Hopkins	1952 Gertrude Gscheidle & Eleanor Welch
1904 Katherine L. Sharp	1953 Eleanor Plain
1905 Carl B. Roden	1954 Mildred L. Nickel
1906 Mary B. Lindsay	1955 Marguerite Giezantanner
1907 C. J. Barr, H. C. Remann, & Ange V. Milner	1956 Robert B. Downs
1908 Mary Eileen Ahern	1957 Ralph E. McCoy
1909 Mary Eileen Ahern	1958 Miriam H. Johnson
1910 Nellie E. Parham	1959 Alex Ladesnon
1911 Henry E. Legler	1960 Miriam Peterson
1912 J. C. M. Hanson	1961 Elizabeth O. Stone
1913 Phineas L. Windsor	1962 Phyllis Maggeroli
1914 F. K. W. Drury	1963 William Bryan
1915 Mary Eileen Ahern	1964 Lucien White
1916 Mary J. Booth	1965 Charles DeYoung
1917 C. J. Barr & Effie A. Lansden	1966 Julius Chitwood
1918 Jane P. Hubbell	1967 Harold Goldstein
1919 Jane P. Hubbell	1968 Harold Rath
1920 Helen A. Bagley	1969 Mary Ann Swanson
1921 Effie A. Lansden	1970 de Lafayette Reid
1922 John S. Cleavinger	1971 Joe W. Kraus
1923 Ida F. Wright	1972 Donald E. Wright
1924 Adah F. Whitcomb	1973 Peter Bury
1925 George B. Utley	1974 Margaret Dees
1926 Harriet M. Skogh	1975 Alice Ihrig
1927 Harriet M. Skogh	1976 Edna Holland
1928 Lucy Wilson Errett	1977 Melvin George
1929 Earl W. Browning	1978 Frank J. Dempsey
1930 Michael Gallagher	1979 Dawn Heller
1931 Alice William	1980 Betty Simpson
1932 Emily V. D. Miller	1981 Robert McClarren
1933 Winifred Ver Nooy	1982 Clayton Highum
1934 Anna May Price	1983 Judy Drescher
1935 Phineas L. Windsor	1984 Valerie J. Wilford
1936 Sue Osmotherly	1985 Harold Hungerford
1937 William F. Baehr	1986 Robert Plotzke
1938 Earl W. Browning	1987 Carla Funk
1939 Katherine L. Arzinger	1988 Marlene Deuel
1940 Nathan R. Levin	1989 Fred Peterson
1941 Emily Minter	1990 Estelle Black
1942 Arnold H. Trotier	1991 Brent Crossland
1943 Dorothy E. Hiatt	1992 Randy Wilson
1944 Pearl I. Field	1993 Jay Wozny
	1994 Lee A. Logan
	1995 Sue Stroyan
	1996 Ruth E. Faklis
	1997 Kathleen M. Balcom
	1998 Pamela Gaitskill
	1999 Carolyn Anthony

## 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 Steenbergen (acting)
1990–93	Barbara Manchak Cunningham
1993–95	Jane E. Getty
1995	Donna Dziedzic (interim)
1996–	Robert P. Doyle



# ILA ANNUAL CONFERENCES

## Past Annual Conferences

<i>Date</i>	<i>Place</i>		
January 23, 1896	Springfield	November 4–6, 1954	Springfield
November 27, 1896	Chicago	October 27–29, 1955	Chicago
January 20, 1897	Springfield	1956	Peoria
May 13, 1897	Peoria	November 9, 1957	Chicago
February 22, 1898	Evanston	October 23–25, 1958	Rockford
February 21–22, 1899	Champaign–Urbana	November 19–21, 1959	Chicago
February 21–23, 1900	East St. Louis	*** October 27–19, 1960	St. Louis, MO
February 21–23, 1901	Lincoln	October 26–28, 1961	Chicago
April 30–May 1, 1902	Quincy	October 25–27, 1962	Springfield
April 13–15, 1903	Chicago: University of	October 31–November, 1963	Aurora
	Chicago	October 22–24, 1964	Peoria
April 20–21, 1904	Decatur	October 28–30, 1965	Chicago
April 20–21, 1905	Rockford	October 21–23, 1966	Rockford
May 22–24, 1906	Springfield	October 11–14, 1967	Milwaukee, WI
February 20–22, 1907	Bloomington	October 17–19, 1968	Chicago
October 12–14, 1908	Galesburg	October 22–25, 1969	Peoria
October 12–14, 1909	East St. Louis	October 22–24, 1970	Chicago
October 11–12, 1910	Rock Island	November 3–6, 1971 (MRLC)	Chicago
October 11–13, 1911	Joliet	October 12–14, 1972	Chicago
October 24–26, 1912	St. Louis, MO	October 31–November 3, 1973	Rosemont
December 30–31, 1913	Chicago	October 23–25, 1974	Springfield
October 21–23, 1914	Springfield	December 3–5, 1975	Chicago
November 3–5, 1915	Champaign–Urbana,	November 2–5, 1976	Chicago
	University of Illinois	October 25–28, 1977	Springfield
October 11–13, 1916	Ottawa	October 24–27, 1978	Chicago
October 17–19, 1917	Decatur	****October 31–November 2, 1979	Milwaukee, WI
October 9–11, 1918	Peoria (postponed because of	November 13–15, 1980	Chicago
	an influenza epidemic)	1981	
October 7–9, 1919	Peoria	October 21–23, 1982	Chicago
October 12–14, 1920	Springfield	1983	
October 11–13, 1921	Urbana: University of Illinois	May 9–11, 1984	Chicago
	Champaign–Urbana	May 1–3, 1985	Springfield
October 19–21, 1922	Chicago	1986	Chicago
September 26–28, 1923	Peoria	April 22–24, 1987	Springfield
October 21–23, 1924	Bloomington	May 11–13, 1988	Chicago
October 14–16, 1925	Rockford	April 5–7, 1989	St. Charles
May 12–14, 1926	Mt. Vernon	May 2–4, 1990	Springfield
October 27–29, 1927	Joliet	May 1–4, 1991	Chicago
October 17–19, 1928	Danville	March 18–21, 1992	Chicago
October 16–18, 1929	Urbana: University of Illinois	April 27–May 1, 1993	Springfield
	Champaign–Urbana	March 23–26, 1994	Chicago
October 15–17, 1930	Moline	May 2–6, 1995	Peoria
October 21–23, 1931	Peoria	May 14–18, 1996	Chicago
October 26–28, 1932	Springfield	October 26–28, 1997	Springfield
October 17, 1933	Chicago	October 24–27, 1998	Chicago
October 31–November 2, 1934	Decatur	October 16–19, 1999	Chicago
October 30–November 1, 1935	Rockford	October 14–17, 2000	Peoria
October 28–31, 1936	Peoria	October 17–20, 2001	Springfield
November 3–5, 1937	Chicago	September 24–27, 2002	Chicago
October 26–28, 1938	Springfield	October 14–18, 2003	Springfield
October 26–28, 1939	Peoria	September 28–October 2, 2004	Chicago
October 24–26, 1940	Chicago	October 11–14, 2005	Peoria
October 9–11, 1941	Springfield	October 3–6, 2006	Chicago
October 22–24, 1942	Chicago	October 9–12, 2007	Springfield
* November 10, 1943	Chicago	September 23–26, 2008	Chicago
* October 14, 1944	Chicago	October 6–9, 2009	Peoria
* October 13, 1945	Chicago	September 28–30, 2010	Chicago
October 10–12, 1946	Springfield	October 18–20, 2011	Rosemont
November 13–15, 1947	Chicago	October 9–11, 2012	Peoria
November 18–20, 1948	Springfield	October 15–17, 2013	Chicago
** November 9–12, 1949	Grand Rapids, MI		
October 19–21, 1950	Peoria		
October 18–20, 1951	Chicago		
October 2–4, 1952	Springfield		
November 5–7, 1953	Chicago		

\* 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.

## Future Annual Conferences

<i>Date</i>	<i>Place</i>
October 14–16, 2014	Springfield
October 22–24, 2015	Peoria
October 18–20, 2016	Rosemont

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

## ILLINOIS LIBRARY SYSTEMS

### Chicago Public Library System (CPLS)

[www.chicagopubliclibrary.org](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)

[www.illinoisheartland.org](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)

[www.railslibraries.info](http://www.railslibraries.info)

#### Bolingbrook Office

1000 W. Crossroads Parkway  
Bolingbrook, IL 60490  
phone: 866-940-4081  
fax: 815-886-5651

#### Burr Ridge Office

125 Tower Dr.  
Burr Ridge, IL 60527-5783  
phone: 866-940-4081  
fax: 630-734-5050

#### Coal Valley Office

220 W. 23rd Ave.  
Coal Valley, IL 61240-0125  
phone: 866-940-4081  
fax: 309-517-1567

#### East Peoria Office

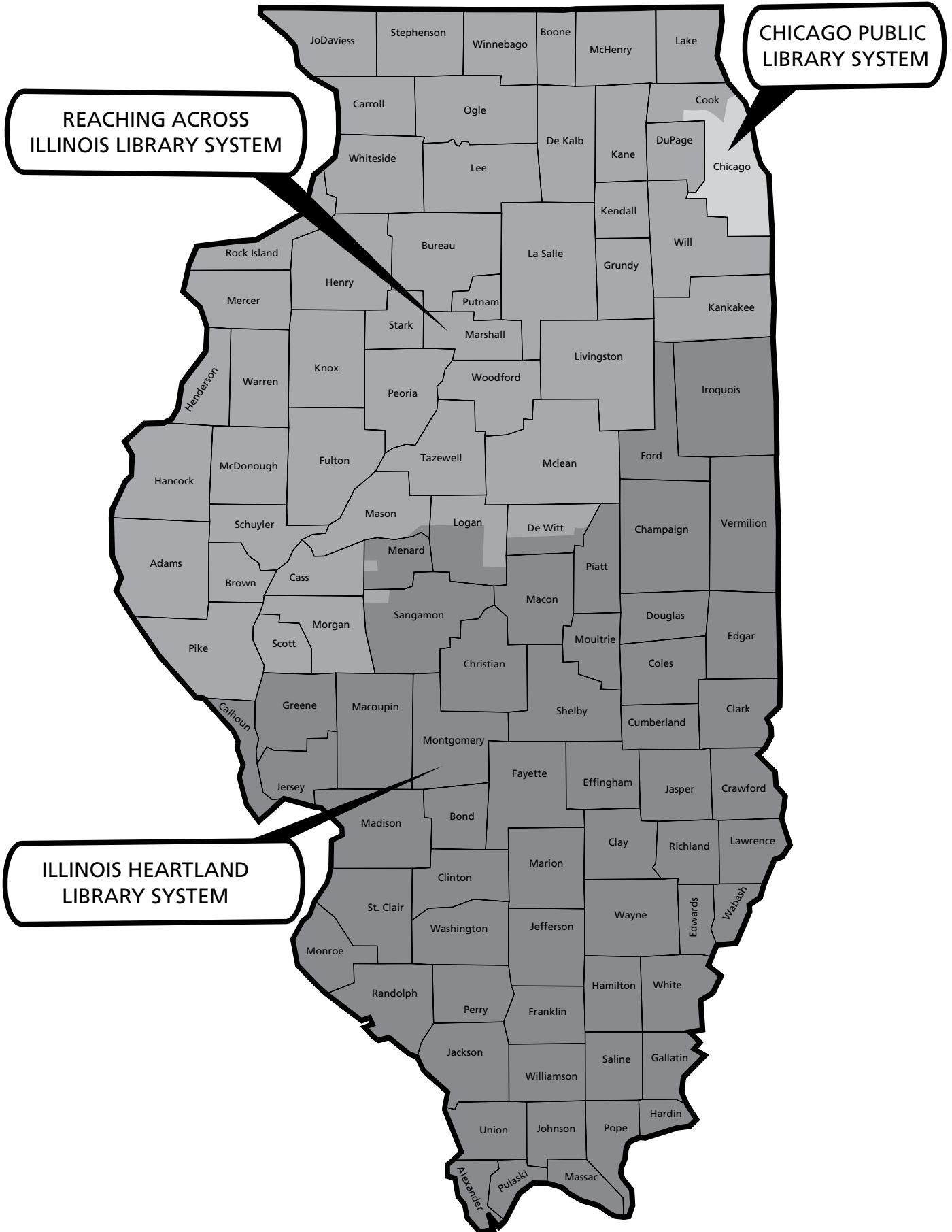
600 High Point Ln.  
East Peoria, IL 61611  
phone: 866-940-4081  
fax: 309-839-0431

#### Rockford Office

4607 Colt Rd.  
Rockford, IL 61109-2643  
phone: 866-940-4081  
fax: 815-873-1328

#### Wheeling Office

200 W. Dundee Road  
Wheeling, IL 60090-4750  
phone: 866-940-4081  
fax: 847-459-0391



## RELATED ORGANIZATIONS

### American Association of Law Libraries (AALL)

105 W. Adams, Ste. 3300  
Chicago, IL 60603-6225  
phone: 312-939-4764  
fax: 312-431-1097  
e-mail: support@aall.org  
www.aallnet.org

### American Booksellers Association (ABA)

333 Westchester Ave., Ste. S202  
White Plains, NY 10604  
phone: 800-637-0037  
fax: 914-417-4013  
e-mail: info@bookweb.org  
www.bookweb.org

### American Booksellers Foundation for Free Expression (ABFFE)

19 Fulton St., Ste. 407  
New York, NY 10038  
phone: 212-587-4025  
fax: 646-514-8829  
e-mail: info@abffe.org  
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  
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  
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  
www.ala.org/offices/wo

### 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  
www.atla.com

### Art Libraries Society of North America (ARLIS/NA)

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Oak Creek, WI 53154  
phone: 1-800-817-0621  
phone: 414-768-8000  
fax: 414-768-8001  
e-mail: r.kopchinski@arlisna.org  
www.arlisna.org

### Association for Information Science and Technology (ASIS&T)

8555 16th St., Ste. 850  
Silver Spring, MD 20910  
phone: 301-495-0900  
fax: 301-495-0810  
e-mail: asis@asis.org  
www.asis.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  
www.alise.org

### Association for Supervision and Curriculum Development (ASCD)

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Alexandria, VA 22311-1714  
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fax: 703-575-5400  
e-mail: member@ascd.org  
www.ascd.org

### Association Forum of Chicagoland

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### Association of American Publishers (AAP)

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### Association of Research Libraries (ARL)

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

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www.ctcil.com

### Center for Informatics Research in Science and Scholarship (CIRSS)

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fax: 217-244-3302  
e-mail: cirss@illinois.edu  
cirss.lis.illinois.edu

### Chicago Association of Law Libraries (CALL)

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www.chicagolawlib.org

### Children's Book Council (CBC)

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www.cbcbooks.org

**Consortium of Academic and Research Libraries in Illinois (CARLI)**

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**Council on Library and Information Resources (CLIR)**

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**Dominican University**

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**Entertainment Merchant Association (EMA)**

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**Freedom to Read Foundation (FTRF)**

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e-mail: ftrf@ala.org  
www.ftrf.org

**Illinois Arts Council (IAC)**

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e-mail: iac.info@illinois.gov  
www.arts.illinois.gov

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Macomb, IL 61455-2687  
Hoyet Hemphill hh-hemphill@wiu.edu,  
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**Illinois Association of College Stores (IACS)**

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e-mail: iacs70@gmail.com  
www.iacs.org

**Illinois Association of School Administrators (IASA)**

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fax: 217-753-2240  
e-mail: iasa@iasaedu.org  
www.iasaedu.org

**Illinois Association of School Boards (IASB)**

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fax: 217-528-2831  
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and  
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phone: 630-629-3776

**Illinois Association of Teachers of English (IATE)**

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www.iateonline.org

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www.ibhe.state.il.us

**Illinois Broadcasters Association (IBA)**

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e-mail: iba@ilba.org  
www.ilba.org

**Illinois Center for the Book**

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e-mail: bmatheis@ilsos.net  
www.illinoiscenterforthebook.org

**Illinois Chapter of the Special Libraries Association**

Alisun DeKock  
e-mail: slailpresident@gmail.com  
illinois.sla.org

**Illinois Community College Board (ICCB)**

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fax: 217-524-4981  
e-mail: webmaster@iccb.org  
www.iccb.org

**Illinois Education Association (IEA)**

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Springfield, IL 62704-1999  
phone: 217-544-0706  
fax: 217-544-7383  
www.ieanea.org

**Illinois Federation of Teachers (IFT)**

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500 Oakmont Lane  
P.O. Box 390  
Westmont, IL 60559-5520  
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fax: 630-468-4088  
e-mail: info@ift-aft.org  
www.ift-aft.org



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

**Illinois National Organization for Women—NOW**  
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[www.ilnow.org](http://www.ilnow.org)

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[www.il-press.com/](http://www.il-press.com/)

**Illinois Reading Council (IRC)**  
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phone: 888-454-1341  
fax: 309-454-3512  
e-mail: [irc@illinoisreadingcouncil.org](mailto:irc@illinoisreadingcouncil.org)  
[www.illinoisreadingcouncil.org](http://www.illinoisreadingcouncil.org)

**Illinois Retail Merchants Association (IRMA)**  
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fax: 312-726-9570  
e-mail: [info@irma.org](mailto:info@irma.org)  
[www.irma.org](http://www.irma.org)

**Illinois School Library Media Association (ISLMA)**  
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Galesburg, IL 61402  
phone: 309-341-1099  
fax: 309-341-2070  
e-mail: [islmaexec@gmail.com](mailto:islmaexec@gmail.com)  
[www.islma.org](http://www.islma.org)

**Illinois State Board of Education (ISBE)**  
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phone: 866-262-6663 or 217-782-4321  
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[www.isbe.net](http://www.isbe.net)

**Chicago ISBE Office**  
100 W. Randolph, Ste. 14-300  
Chicago, IL 60601  
phone: 312-814-2220  
fax: 312-814-2282

**Illinois State Library (ISL)**  
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300 S. Second St.  
Springfield, IL 62701-1796  
phone: 217-785-5600  
fax: 217-785-4326  
e-mail: [isinfo@ilsos.net](mailto:isinfo@ilsos.net)  
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Washington, DC 20036-5802  
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[www.imls.gov](http://www.imls.gov)

**International Board on Books for Young People (IBBY)**  
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[www.ibby.org](http://www.ibby.org)

**International Federation of Library Associations and Institutions (IFLA)**  
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fax: +31-70-3834827  
e-mail: [IFLA@ifla.org](mailto:IFLA@ifla.org)  
[www.ifla.org](http://www.ifla.org)

**International Reading Association (IRA)**  
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Newark, DE 19714-8139  
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fax: +302-731-1057  
e-mail: [customerservice@reading.org](mailto:customerservice@reading.org)  
[www.reading.org](http://www.reading.org)

**LACONI (Library Administrators Conference of Northern Illinois)**  
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**Library Jobline of Illinois**  
[www.ila.org/jobline](http://www.ila.org/jobline)

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New York, NY 10038  
phone: 212-587-4025  
fax: 212-587-2436  
[www.mediacoalition.org](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](mailto:info@mlahq.org)  
[www.mlanet.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  
e-mail: [ContactUs@mpaa.org](mailto:ContactUs@mpaa.org)  
[www.mppaa.org](http://www.mppaa.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  
[www.ncte.org](http://www.ncte.org)

**National Information Standards Organization (NISO)**  
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Baltimore, MD 21211  
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phone: 866-957-1593  
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e-mail: [nisohq@niso.org](mailto:nisohq@niso.org)  
[www.niso.org](http://www.niso.org)

**National Network of Libraries of Medicine, Greater Midwest Region**  
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Chicago, IL 60612  
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e-mail: [gmr4u@uic.edu](mailto:gmr4u@uic.edu)  
[nnlm.gov/gmr/](http://nnlm.gov/gmr/)

**Network of Illinois Learning  
Resources in Community Colleges  
(NILRC)**

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Blanchardville, WI 53516  
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[www.nilrc.org](http://www.nilrc.org)

**Recording Industry Association of  
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**Society of American Archivists  
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[www.archivists.org](http://www.archivists.org)

**Special Libraries Association (SLA)**

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Alexandria, VA 22314-3501  
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fax: 703-647-4901  
e-mail: [sla@sla.org](mailto:sla@sla.org)  
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**University of Illinois at Urbana-  
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Graduate School of Library &  
Information Science  
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Champaign, IL 61820-6211  
phone: 217-333-3280  
fax: 217-244-3302  
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[www.lis.illinois.edu](http://www.lis.illinois.edu)

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e-mail: [altaff@ala.org](mailto:altaff@ala.org)  
[www.ala.org/united](http://www.ala.org/united)

**Urban Libraries Council (ULC)**

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Chicago, IL 60606  
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ILA offers three main types of memberships—**personal, institutional, and associate**.

*Many individuals choose to be personal members of ILA, and also encourage their employers or organizations to join at the institutional or associate level. Please review the benefits listed and feel free to contact us if you have any question: 312-644-1896.*

### Personal Membership

**Personal memberships** include all types of library staff, as well as trustees and other individuals who wish to belong to a professional association that represents their interests. Membership includes discounts on conferences and events, participation in continuing education and professional development, opportunities for leadership growth and recognition. Personal membership dues are tiered to salary levels, with several flat-rate categories for students, retirees, etc.

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- Membership and participation in forums and committees
- Networking with colleagues around special interests
- Leadership opportunities to build your resume and career
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- Resources and participation at the local, state, and national level
- Help secure your library's public funding
- Build a climate that encourages access to information
- Receive legislative alerts

#### Information & Publications

- Complimentary subscription to the *ILA Reporter*, published bi-monthly (\$25 value)
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- Member discounts on single copies of *Illinois Library Laws & Rules*, *Serving Our Public: Standards for Illinois Libraries*, *Trustee Facts File*, *ILA Handbook of Organization and Membership Directory*, and more
- Priority notification of ILA initiatives, from iREAD Summer Reading program to Annual Conference and other opportunities

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**Institutional memberships** include all types of libraries and library organizations that belong to the Illinois' library community and are ILA's primary support for legislative advocacy and statewide leadership on key library issues; these memberships also offer access to a range of group discounts, products, and services. Membership dues are tiered to population served.

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- Institutional dues are used to support the library community's advocacy efforts in Springfield and Washington, D.C.

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- Participation in the Fund for Illinois Libraries, allowing your library to receive tax-exempt contributions through ILA's 501(c)(3) status

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E-mail: \_\_\_\_\_

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<input type="checkbox"/> \$85,001 to \$95,000 .....	\$175
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If you are interested in joining any of these special interest groups or committees, check the appropriate boxes.

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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 *ILA E-Newsletter*. 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)**  
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- ☐ **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)**  
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- ☐ **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.
- ☐ **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 ASSOCIATE MEMBERSHIP APPLICATION

Name of Company: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Title: \_\_\_\_\_

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
- *ILA E-Newsletter* subscription
- Unique sponsorship and advertising opportunities
- Special recognition at ILA conferences and events

## 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](mailto:ila@ila.org)  
[www.ila.org](http://www.ila.org)

## 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 ☐ American Express ☐ Discover

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name of Credit Card Holder: \_\_\_\_\_

Signature: \_\_\_\_\_

# ILA INSTITUTIONAL MEMBERSHIP APPLICATION

Name of Institution: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
area code/number area code/number

E-Mail: \_\_\_\_\_ Web site: \_\_\_\_\_

## 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

### 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

### 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 ☐ American Express ☐ Discover

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name of Credit Card Holder: \_\_\_\_\_

Signature: \_\_\_\_\_

#### Membership Includes:

- Active legislative voice
- *ILA Reporter* subscription
- *ILA E-Newsletter* subscription
- Membership directory
- Opportunities to participate in the Fund for Illinois Libraries, LIRA, and CallOne

#### 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](mailto:ila@ila.org)  
[www.ila.org](http://www.ila.org)

# 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*

The association's magazine, 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 April 2015*

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. Available May 2015

Member ..... \$25  
Nonmember..... \$50

## 4. *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014.*

Public library standards for Illinois.

Member ..... \$25  
Nonmember..... \$40

## 5. *Trustee Facts File, Fourth Edition*

Newly revised fourth edition, 2012. E-book available via Amazon, Barnes & Noble, and Apple sites for download to Kindle, Nook, and iPad.

ISBN 978-1-890249-22-X

Price..... \$9.95

Print version available through amazon.com

Price..... \$20.

## 6. *2014–2015 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 April 2015

4. Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014

5. 2014–2015 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 magazine 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](mailto: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](mailto: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](mailto:ila@ila.org)  
[www.ila.org](http://www.ila.org)

## 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 storageboxes—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.

## ILA Members as of June 30, 2014

*ILA Membership Directory, 2014–2015*

This edition of the *ILA Membership Directory, 2014–2015* lists all members as of June 30, 2014. For personal members, the arrangement is alphabetical and most entries include place of employment, direct telephone number, direct fax number, and personal e-mail address. For institutional and associate members, the arrangement is alphabetical and the entries include telephone number, fax number, e-mail address, and URL or Web page address.

**Members who purchased life memberships in ILA or honorary members are indicated by **

The ILA Membership Directory, 2014–2015 is not intended to serve as a mailing list of ILA members. It may not be photocopied or electronically stored in lieu of mailing list rental. Requests for information on the rental of ILA membership lists should be addressed to ILA, 33 W. Grand Ave., Ste. 401, Chicago, IL 60654-6799, phone: 312-644-1896, fax: 312-644-1899, e-mail: [ila@ila.org](mailto:ila@ila.org).

Please notify the ILA office of any changes or corrections to the information in this Directory. Thank you for your assistance in making this Directory and future editions as complete and accurate as possible!

### Membership Statistics as of the end of ILA's fiscal year, June 30th

	Personal	Institutional	Associate	Total
1983–1984	3,510	n/a	n/a	3,510
1984–1985	3,362	n/a	n/a	3,362
1985–1986	3,115	343	22	3,480
1986–1987	2,970	335	17	3,322
1987–1988	2,916	360	35	3,311
1988–1989	2,694	358	23	3,075
1989–1990	2,662	272	25	2,959
1990–1991	2,774	374	38	3,186
1991–1992	2,687	364	38	3,089
1992–1993	2,640	335	46	3,021
1993–1994	2,541	349	56	2,946
1994–1995	2,741	338	90	3,169
1995–1996	2,569	333	75	2,977
1996–1997	2,578	369	72	3,019
1997–1998	2,533	372	76	2,981
1998–1999	2,492	371	66	2,929
1999–2000	2,562	368	81	3,011
2000–2001	2,505	368	83	2,956
2001–2002	2,487	360	78	2,925
2002–2003	2,449	361	68	2,878
2003–2004	2,314	346	62	2,722
2004–2005	2,484	366	50	2,900
2005–2006	2,464	392	46	2,902
2006–2007	2,441	393	46	2,880
2007–2008	2,498	532	38	3,068
2008–2009	2,497	499	51	3,047
2009–2010	3,068	479	53	3,600
2010–2011	2,991	448	56	3,495
2011–2012	2,695	471	57	3,223
2012–2013	2,667	485	55	3,207
2013–2014	2,532	503	57	3,092



## Illinois Library Association

The Illinois Library Association (ILA) has four full-time employees, an operating budget of approximately three million dollars, and net assets of approximately \$1.6 million. Headquartered in Chicago, ILA is governed by a sixteen-member executive board, made up of elected officials. It is a 501(c) (3) charitable and educational organization.

The association has approximately 3,100 members with three membership categories: Personal, Institutional, and Associate. There are approximately 4,258\* Illinois members of the American Library Association. Membership is open to all, including the general public. Membership is not restricted to librarians, faculty members, or graduate library students.



# Membership Statistics

As of 30 June 2014

### Personal Membership Categories | Based on salary

Under \$10,000	\$ 30	30
\$10,001 to \$14,000	\$ 40	26
\$14,001 to \$18,000	\$ 50	26
\$18,001 to \$25,000	\$ 65	52
\$25,001 to \$35,000	\$ 80	140
\$35,001 to \$45,000	\$100	282
\$45,001 to \$55,000	\$115	265
\$55,001 to \$65,000	\$135	186
\$65,001 to \$75,000	\$150	117
\$75,001 to \$85,000	\$160	75
\$85,001 to \$95,000	\$175	46
\$95,001 to \$105,000	\$185	30
\$105,001 to \$115,000	\$195	25
\$115,001 to \$125,000	\$205	12
\$125,001 to \$135,000	\$215	4
\$135,001 and up	\$225	13

**SUBTOTAL** 1,329

There are approximately 6,660\*\* librarians in Illinois and 1,329 or 20% belong to the ILA. 77% of ILA members pay membership dues in the salary ranges under \$65,001.

### Flat Rate Personal Membership Categories

Trustee	\$75	566
Friend of ILA	\$50	29
Student	\$25	286
Retired	\$50	105
Support Staff	\$25	120
Unemployed	\$25	30
Lifetime		15
ILA comember	\$25	52

**SUBTOTAL** 1,203  
**TOTAL PERSONAL** 2,532

There are approximately 4,789† trustees in Illinois and 566 or 12% belong to the ILA.

There are approximately 820‡ students (individuals enrolled in an American Library Association-accredited Masters in Library and Information Science program) in Illinois and 286 or 35% belong to the ILA, due to our free membership program for Illinois MLS program attendees.

The American Library Association has approximately 201\* employees in Chicago and 3 or 1% belong to the ILA. (The ALA also has offices in Middletown, Conn. and Washington, D.C.)

\* American Library Association, Membership Development

\*\* U.S. Bureau of Labor Statistics, Occupational Employment and Wages, May 2013, 25-4021 Librarians

† Illinois State Library, Library Development Group

‡ ALA Committee on Accreditation (COA), trend summaries 2002–2003



## Institutional Membership Categories | Public Libraries and Systems based on population

0 – 1,000	\$ 55	15
1,001 – 2,500	\$ 75	100
2,501 – 5,500	\$ 95	81
5,501 – 12,500	\$ 140	66
12,501 – 20,000	\$ 175	42
20,001 – 45,000	\$ 235	67
45,001 – 80,000	\$ 350	28
80,001 – 125,000	\$ 575	6
125,001 – 150,000	\$ 675	3
150,001 – 250,000	\$ 750	1
250,001 – 500,000	\$1,050	0
500,001 – 1,000,000	\$1,600	0
1,000,001 – 1,500,000	\$2,750	0
1,500,001 – 2,000,000	\$3,600	1
2,000,001 and over	\$8,250	2

SUBTOTAL 412

There are approximately 639<sup>†</sup> public libraries in Illinois and 412 or 64% belong to the ILA.

## Higher Education | Based on total enrollment

0 – 1,000	\$ 75	16
1,001 – 2,500	\$ 95	14
2,501 – 5,500	\$140	15
5,501 – 12,500	\$175	15
12,501 – 20,000	\$240	3
20,001 and over	\$360	4

TOTAL 67

There are approximately 180<sup>†</sup> academic (college and university) libraries in Illinois and 67 or 37% belong to the ILA.

## Elementary & Secondary Schools/School Districts

Flat rate	\$90	8
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In Illinois, there is a separate association for school librarians, Illinois School Library Media Association. There are approximately 796<sup>†</sup> school libraries in Illinois and 8 or 1% belong to the ILA.

## Special Libraries

Flat rate	\$100	16
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In Illinois, there is a separate association for special librarians, Special Libraries Association, Illinois Chapter. There are approximately 251<sup>†</sup> special libraries in Illinois and 16 or 6% belong to the ILA.

## Associate

Flat rate	\$100	57
-----------	-------	----

Commercial firms who exhibit at ILA Annual Conferences and/or advertise their goods/services in association publications.

**GRAND TOTAL: 2,532 + 412 + 67 + 8 + 16 + 57 = 3,092**

# FREE PEOPLE READ FREELY

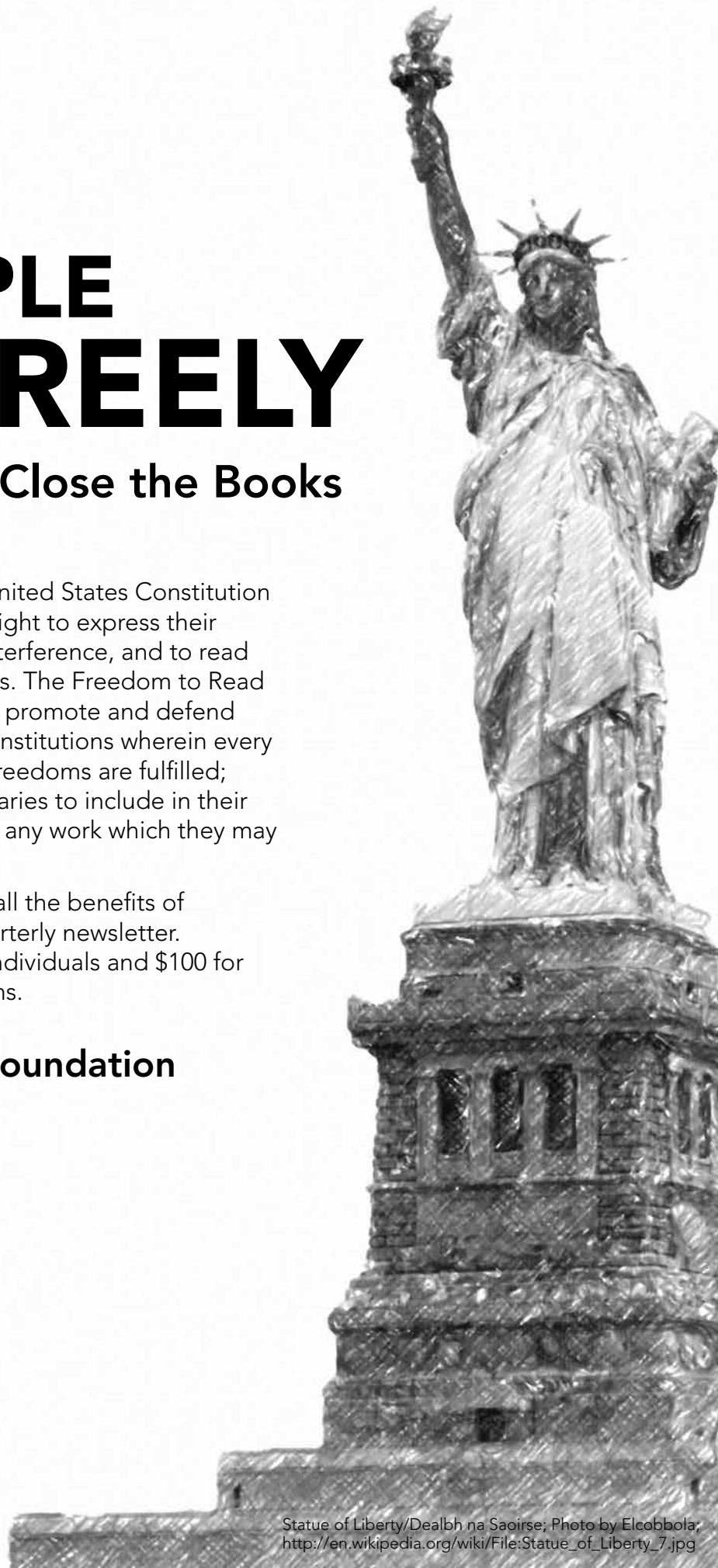
## Don't Let Censorship Close the Books



The First Amendment to the United States Constitution guarantees all individuals the right to express their ideas without governmental interference, and to read and listen to the ideas of others. The Freedom to Read Foundation was established to promote and defend this right; to foster libraries as institutions wherein every individual's First Amendment freedoms are fulfilled; and to support the right of libraries to include in their collections and make available any work which they may legally acquire.

Join today and start receiving all the benefits of membership including the quarterly newsletter. Membership starts at \$35 for individuals and \$100 for libraries and other organizations.

**Freedom to Read Foundation**  
**[www.ftrg.org](http://www.ftrg.org)**





# Read to the Rhythm!

## Summer Reading 2015

*for Tots, Children, Teens, and Adults*



- **Featuring artwork by Don Tate, Laura Park, and Mercer Mayer**
- **Theme-based programming related to music, dance, and movement**
- **A new Resource Guide chapter focusing on early literacy**



SINCE 1981  
**iREAD®**  
Summer reading at its best!

2015 READ TO THE RHYTHM YA poster ©Laura Park

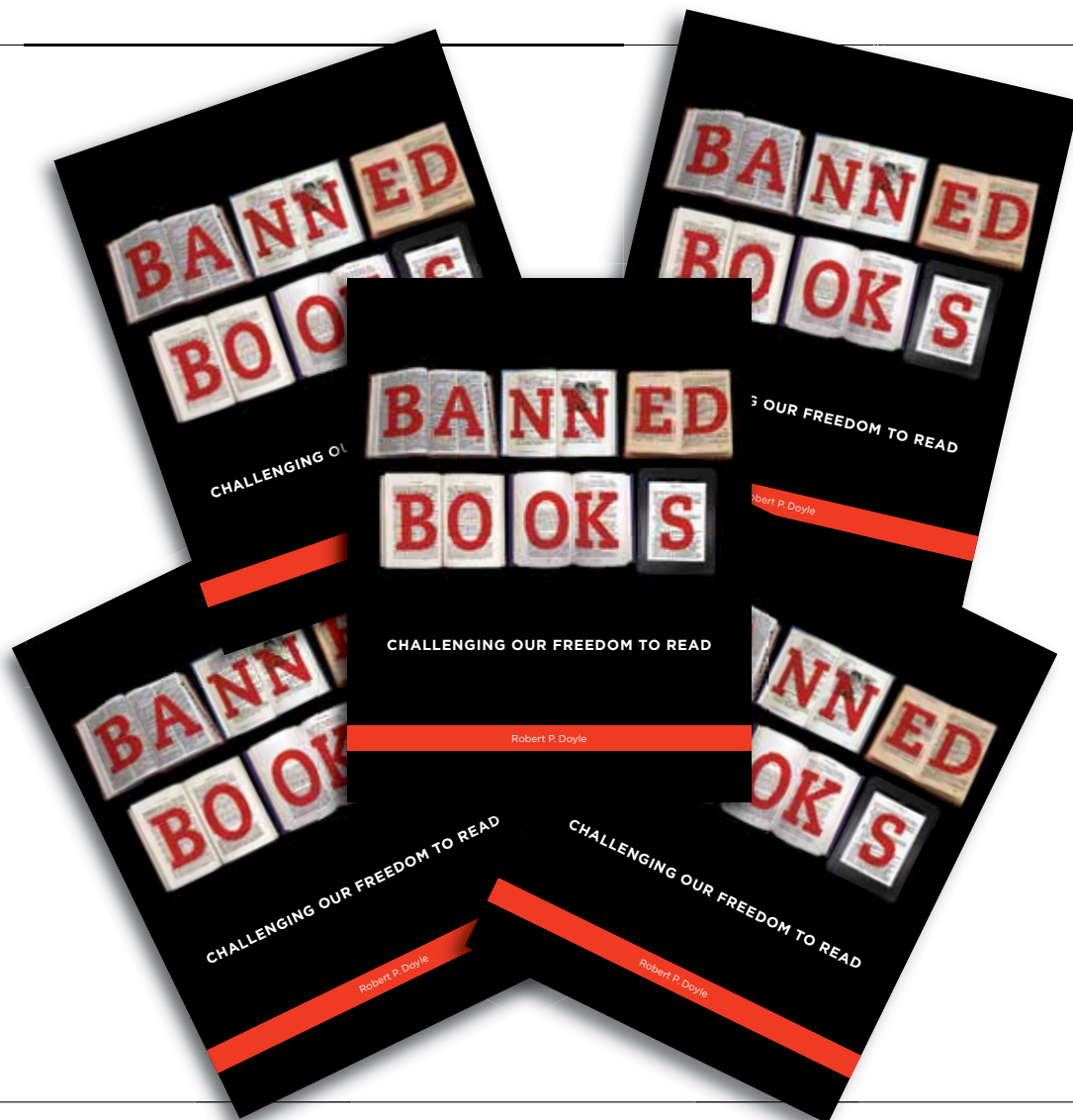
**WWW.iREADPROGRAM.ORG**



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# New for 2014

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