



Alliance Library System

SURVIVAL GUIDE

May 21, 2010

State Library Contacts

- The following list was pulled 5/19/10. Get the latest ISL contact list at http://www.cyberdriveillinois.com/departments/library/who_we_are/pdfs/libstaff_byduties.pdf

ILLINOIS STATE LIBRARY

800-665-5576 (Illinois Only)

Administration

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Director
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217-782-2994

Lawren Tucker
Chief Deputy Director
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217-524-4200

Marti Martin
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Rosalie Pecoraro
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Administrative Rules

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Adobe Connect (Online Meeting Room)

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LAT Support
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Annual Reports (Public Library)

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Broadband Technology Program

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Business Office

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CARLI Representative from ISL

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Cataloging Standards Comm.

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Chicago Office

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Communications

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Consulting

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Continuing Education

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Contract Administrator

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Cooperative Purchasing (E-resources)

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Delivery/ILDS

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Digital Imaging Program

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Diversity Programs

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Electronic Documents of Illinois

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Email

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E-News Weekly Newsletter

Pat McGuckin
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E-Rate

Lynda Maddox
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Family Reading Night

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Federal Documents

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Find-It! Illinois

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Freedom of Info. Act Officer

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Grant Partnerships

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**Grants: Bill & Melinda Gates
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Grants: Construction

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Grants: Educate and Automate

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Grants: Literacy

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Grants: LSTA

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Grants: Public Per Capita

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Grants: School Per Capita

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I-Share

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Illinois Authors Wiki

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Illinois Center for the Book

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Illinois Digital Archives (IDA)

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Illinois Documents

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Illinois Emerging Writers

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Illinois Government Information

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Illinois Literary Heritage Award

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Institute for School and Public Librarians

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Interlibrary Loan

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L2 Continuing Ed Calendar

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L2 Library Address Changes

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Legislative Advocacy

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Letters About Literature

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Library Card (ISL)

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Literary Landmarks

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Literacy

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LLSAPs

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Mailing Lists

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Maps

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Meeting Rooms, SOS Physical Services

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Meeting Rooms – Equipment Needs

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Membership Requirements for Regional Library Systems

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Newsletters

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Non-Resident/Unserved

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OCLC

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(cont.)

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Project Next Generation

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Publications

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Read for a Lifetime

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Reciprocal Borrowing

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Reference

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Remote Access Research Database

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Satellite Downlink

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Scholarships

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Small Public Library Management Institute

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Spanish Speakers Outreach Training

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Strategic Plan

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SYNERGY

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Talking Book & Braille Service

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Technical Services

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Tours

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Try-It! Illinois

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Veterans' History Project

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Video Conferencing

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WebJunction Illinois

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WebMaster

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Youth Services

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Administrative Ready Reference

- A valuable support resource for public libraries and trustees. <http://il.webjunction.org/readyref/>

Alliance Digital Media Library

- Please start your search for assistance with your peers on the ADML Google Group. <http://groups.google.com/group/allianceoverdrivegroup>
- For invoicing and billing issues, please contact Paul Santos. psantos@alliancelibrarysystem.com or 309-694-9200 x2104
- For technical issues absolutely not resolvable by the group, please contact Kendal Orrison. korrison@alliancelibrarysystem.com or 309-694-9200 x2133
- MARC records/access will be emailed to the stand-alone Participating Libraries from Martha Troxell. mtroxell@alliancelibrarysystem.com

Changes to Library Information

- If your library's contact information or director changes, contact Phil Evans. pevans@alliancelibrarysystem.com or 309-694-9200 x2116
- Also, please be sure to inform the Illinois State Library and all other library organizations.

Construction Grants

- Contact Neil Kelley, Trustee Education/Systems Consultant, nkelley@ilsos.net, 217-782-1891

Continuing Education Opportunities

- WebJunction Illinois has free online library and technology courses. <http://il.webjunction.org/catalog>
- Although we are uncertain of the future of L2, some classes and workshops may still be listed. <http://www.librarylearning.info/>
- Technology Training Wheels provides self-guided modules to some Web 2.0 and technology tools. <http://technologytrainingwheels.pbworks.com/>

Delivery

- For questions regarding physical delivery of interlibrary loan materials, contact Phil Evans. pevans@alliancelibrarysystem.com or 309-694-9200 x2116

ELI Passwords

- If you need assistance with your ELI password, contact Becky Hunter, Illinois State Library, bhunter1@ilsos.net, 217-782-7849 or 1-800-665-5576 x1.

Freedom of Information Act / Open Meetings Act

- In 2009, Attorney General Madigan worked with legislators and open government advocates to draft and pass landmark legislation ([Senate Bill 189, Public Act 096-0542](#)) to strengthen the Freedom of Information Act and the Open Meetings Act to increase the transparency and accountability of governments at all levels. This new law went into effect on January 1, 2010 and provides new tools and provisions to make certain the public has timely access to public records and public meetings. The new law makes it easier to enforce FOIA and OMA and fight for open and accountable government by making permanent the **Public Access Counselor** position within the Attorney General's Office and empowering the Public Access Counselor with the authority to resolve FOIA and OMA disputes.
- **All** Public Library Board of Trustees are required to appoint FOIA and OMA officers and those persons are required to complete an online training course by **July 1, 2010**
 - Step 1: click on this link to create a FOIA/OMA account: [Register as a FOIA/OMA Officer for a Public Body](https://foia.ilattorneygeneral.net/CreateAccount.aspx) <https://foia.ilattorneygeneral.net/CreateAccount.aspx>
 - Step 2: Once your account is created, click on this link to go to the FOIA and OMA site to complete the test: [Login to the FOIA/OMA Portal](https://foia.ilattorneygeneral.net/login.aspx?ReturnUrl=%2fPortal%2fFOIAOMAPortal.aspx) <https://foia.ilattorneygeneral.net/login.aspx?ReturnUrl=%2fPortal%2fFOIAOMAPortal.aspx>
- FOIA/OMA officer must be appointed and trained by 6/30/10 or w/in 30 days of new appointment
- FOIA info must be on website
- See IL Atty. General site → Ensuring Access page <http://foia.ilattorneygeneral.net/>

Group Purchases

- Group purchase information was up-to-date as of May 19, 2010. Please feel free to continue to refer to the available offers located at <http://www.alliancelibrarysystem.com/indexGroupPurchases.cfm>. Please direct all inquiries to the vendor.

Illinois Public Library Annual Report

- Find the ISL memo and more information at http://www.cyberdriveillinois.com/departments/library/whats_new/iplar.html
- Contact Ron Winner, Youth Services Consultant, rwinner@ilsos.net, 217-785-1168

Important Library Days and Dates

- http://www.ilsdo.org/downloads/se_daysdates0910.pdfAdministrative Ready Reference
- A hyperlinked version navigable by library type is available for now at <http://www.alliancelibrarysystem.com/CEpdf/LibraryDaysDates20092010hyperlinked.pdf>

Invoices and Finance

- For invoicing and billing issues, please contact Paul Santos. psantos@alliancelibrarysystem.com or 309-694-9200 x2104

Library Toolkit

- Below is an archive of documents & resources for librarians, staff members, boards & administrators. <http://www.alliancelibrarysystem.com/CEdownloadables.cfm>
- Delicious tags – links to web resources for librarians. <http://delicious.com/thelibrarian>

LLSAP/RSA

- For questions about RSA, please visit <http://www.alliancelibrarysystem.com/RSAstaff.cfm> for a list of RSA staff and duties.

Minimum Wage

- Minimum wage increasing 7/1/10
- Adults: \$8 → \$8.25
- Adults (1st 90 days w/employer): \$7.50 → \$7.75
- Youth (under 18): \$7.50 → \$7.75

Prevailing Wage

- Applies to all public libraries (incl. municipal)
- Public library must complete ordinance and certificate each June (see Admin. Ready Reference)
- Anytime the public library hires/bids for facility and grounds repair, construction, or maintenance, the library must inform all businesses of more than one employee that the library is subject to prevailing wage
- IL Dept. of Labor takes seriously and currently investigating several ALS members (of all sizes) for compliance issues
- <http://www.state.il.us/agency/idol/rates/rates.HTM>

Public Library Per Capita Grant

- Contact Mary Downing, Specialized Services Consultant, mdowning@ilsos.net, 217-782-5506
- Review the following archived programs for additional help
 - **Creating Your Technology Plan** <http://www.tapinformation.com/ALStechplan20100119/>
 - The Technology Plan has to be new or updated after October 15 last year. The plan you create for the Per Capita Grant does not have to be reviewed by the system or the state but may need to be submitted with your grant application.
 - **Creating Your Board Bylaws**
<http://talkingcommunities.com/wm/archives/rs8a3fed6f8f63/Bylaws/>
 - **Green Buildings** <http://als.acrobat.com/greenbuildings/>
 - **Going Green** <http://als.acrobat.com/p29545894/>

Safe Harbor

- Is also on Web junction now so when the ALS website goes, it will still be available
- **Administrative Ready Ref** Page link (top) - <http://il.webjunction.org/readyref>
- **Public Libraries** topic in the IL Center (in Related Resources on right) - <http://il.webjunction.org/il-public>
- **Illinois Library Policy Examples** - <http://il.webjunction.org/patron-services-policies/-/articles/content/2869040>

Tech Plans / ERate Approval

- Contact Lynda Maddox, Technology Support, lmaddox@ilsos.net, 217-524-0044

Trustee Connections blog

- This will continue to exist but be maintained by the blogger, not ALS. Subscribe now for updates. The focus will be trustees and administration in general. <http://trusteeconnections.wordpress.com/>

Projects from Other Systems

- Access these soon and get the information you need as the websites may not continue indefinitely.
- Putting Illinois on the Map gives the address of the nearest public library to a given address. Lewis and Clark Library System project. http://illinoismap.info/LCLS_final/firstPageL.aspx
- The Librarian's Helper 2009 by Charm Ruhnke of Lewis and Clark Library System. <http://www.lcls.org/wp-content/uploads/2009/05/NewLibrariansHelper2009.pdf>
- The Library District Handbooks 2010 by Charm Ruhnke of Lewis and Clark Library System <http://www.lcls.org/wp-content/uploads/2008/06/Librarydistricthandbook2010.pdf>
- Library Law. Enter "library law" into the search box on each of these websites to find legal opinions on a variety of subjects related to libraries.
 - Metropolitan Library System <http://www.mls.lib.il.us/>
 - North Suburban Library System <http://www.nsls.info/>