



ALS

Board of Directors

Rules and Regulations

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ALS BOARD OF DIRECTORS RULES AND REGULATIONS

1. INTRODUCTION

The Alliance Library System (ALS) Board Rules and Regulations are designed to outline the operational procedures for the Board of Directors. The ALS Board Rules and Regulations are based in the Illinois Library Laws and Regulations 2004, and the ALS Bylaws. The Board of Directors Rules and Regulations are amendable by the Board of Directors.

2. AUTHORITY

2.1 Legislative Rules and Regulations (See also ALS Bylaws Article 12)

The ALS Board of Directors and employees shall comply with the rules and regulations prescribed by the Illinois Library System Act. Any bylaw, rule, regulation or portion thereof adopted by the System in conflict with any existing or subsequent rule or regulation shall abate to that portion thereof in conflict.

2.2 Parliamentary Rules and Regulations (See also ALS Bylaws Article 12)

The rules contained in the most recent Robert's Rules of Order shall govern all meetings of the Board of Directors.

2.3 Amendments (See also ALS Bylaws Article 13)

The ALS Board of Directors Rules and Regulations shall be reviewed annually by the Executive Committee and endorsed or amended by a majority of the Board of Directors.

3. ALS BOARD OF DIRECTORS

3.1 Powers and duties

In accordance with the Illinois Library System Act 10/7, the powers and duties of the ALS Board of Directors include:

- Set, monitor and evaluate policies, rules and regulations for the governance and operation of the library system;
- Advocate for the multitype library system and ALS;
- Planning responsibilities: including development and evaluation of all ALS plans and services plus system wide long range planning;
- Financial responsibilities including review of the budget, monthly expenditures, liaison with the auditor to assure compliance and long range financial planning;
- Hire and evaluate the Executive Director;
- Contract with public and private corporations for the purpose of providing and/or receiving library services or funding.

- 3.2 Composition (See also ALS Bylaws Article 5.1)
In accordance with the Illinois Library System Act 10/5, the Alliance Library System shall be governed by a Board of thirteen (13) members to be composed of:
- seven (7) public library trustees;
 - one (1) public librarian;
 - two (2) school library media specialists;
 - one (1) special librarian;
 - one (1) academic librarian;
 - one (1) at-large representative (from any type of library).
- 3.2.1 All members of the Board of Directors must be eligible electors as required by the Illinois Library System Act.
- 3.2.2 Not more than one Board Member may represent a single member library as required by the Illinois Library System Act.
- 3.3 Nomination– Nominations are obtained by sending a memo to the library according to the time line set out by the Alliance Library System Bylaws. The memo outlines the process of the nomination and balloting procedure and the deadlines for returning ballots.
- 3.4 Election - ALS Board of Directors elections will be held during the fourth quarter of the fiscal year (usually late spring). The Election Committee shall establish a slate of candidates and prepare the ballot. A ballot will be sent; to the President of each public library, to the head/director of each public library, to each school library/media center liaison, to each academic library liaison, and to each special library liaison. (See also ALS Bylaws Article 5.2)
- 3.4.1 Public Library Trustees
Seven (7) public library trustees are elected by trustees.
- 3.4.2 Public Librarian
One (1) public librarian is elected by public librarians.
- 3.4.3 School Library Media Specialist
Two (2) school library media specialists are elected by school library media specialists.
- 3.4.4 Academic Librarian
One (1) academic librarian is elected by academic librarians.
- 3.4.5 Special Librarian
One (1) special librarian is elected by special librarians.
- 3.4.6 At-large Representative
One (1) At-large trustee, librarian, school media specialist, academic or special librarian is elected by all members. An at-large candidate must declare they are running in the at-large election prior to election.
- 3.5 Term of Office
- 3.5.1 In accordance with the Illinois Library System Act 10/5, members are permitted to serve six (6) consecutive years and may resume service after two (2) years have elapsed.
- 3.5.2 Board Directors are elected for a two (2) year term of office.
- 3.5.3 Board Directors shall be seated before the Annual Membership meeting.

3.6 Vacancies

If a Board member is unable to serve, or the position is declared vacant, the President, with Board approval, shall appoint a member to fill the unexpired term until the next election.

In the event that the office of President becomes vacant, the Vice-President shall assume the duties of President, and the Board of Directors shall elect one of its members to the office of Vice-President for the remainder of the term.

3.7 Absences

Non-attendance for three (3) consecutive meetings shall be basis for declaring a vacancy. Board members who must be absent must inform the President or designee of the reason for absence before the meeting.

3.8 Change of Affiliation

A Director, whose base of representation changes, will be allowed to complete their current term as long as affiliation remains with the Alliance Library System.

3.9 Expenses

In accordance with Illinois Library System Act 10/5, Directors shall serve without compensation, however, mileage and other expenses will be reimbursed, as necessary.

3.10 Economic Interest Statements

In accordance with the Illinois Governmental Ethics Act, individuals appointed to a board of a unit of local government shall annually file Statements of Economic Interest.

3.11 Board of Directors Meetings

3.11.1 The Board of Directors will meet monthly with a minimum of nine (9) meetings required annually.

3.11.2 Seven (7) Board Directors shall constitute a quorum.

3.11.3 The Board Directors term begins in October and ends in September.

3.11.4 Board of Directors meetings are held throughout the Alliance Library System. Meeting dates and sites will be determined and approved by the Board of Directors annually.

3.11.5 In accordance with the Open Meetings Act, the members of the Alliance Library System are defined as "the public".

3.11.6 There shall be an annual membership meeting.

3.11.7 The Board of Directors may use telephone, videoconferencing or web casting to facilitate a meeting with due notice to all members. The same rules apply to a teleconference meeting as a "face-to-face" meeting.

4. BOARD OF DIRECTORS STANDING COMMITTEES

Chairmanship

Composition (See Article (5.1)

Term

4.1 Standing Committees

The President shall appoint Standing Committees with approval of the Board of Directors, at the beginning of each board year. Standing Committees include, but are not limited to: Executive Committee, Services/Facilities Committee,

Finance Committee, and Election Committee. The President serves as Ex Officio member of all committees, and is empowered to appoint Ad Hoc Committees, with board approval.

4.2 EXECUTIVE COMMITTEE (**See also ALS Bylaws Article 5.9.2**)

4.2.1 The Board of Directors Executive Committee shall consist of the President, Vice-President, Secretary and Treasurer.

4.2.2 The Executive Committee shall be chaired by the President or designate.

4.2.3 The Executive Committee is elected by the Board of Directors for a one-year term with the election held at the October Board Meeting.

4.2.4 Executive Committee members must be a member of the ALS Board of Directors.

4.2.5 Executive Committee members are eligible for re-election to the Executive Committee.

4.2.6 Before entering upon the duties of office, the Treasurer shall give bond in an amount to be approved by the Board, but in no case shall the amount be less than 50% of the area and per capita grant for the previous year, conditioned that the Treasurer will safely keep and pay over upon order of the Board all funds received and held for the ALS.

4.2.7 Duties include:

1. Carrying out system business in the absence of the Board of Directors,
2. Personnel matters; i.e. Executive Director's performance evaluation,
3. Review ALS Bylaws, plus Board of Directors Rules and Regulations,
4. System wide long range planning, and
5. Other duties as assigned

4.3 Services/Facilities Committee – The Services/Facilities Committee shall be chaired by the Vice President or designate and includes three additional Board members. Duties include:

4.3.1 Oversee the planning, design, and evaluation of ALS facilities including, buildings, major repairs, and renovations plus the acquisition and disposal of property,

4.3.2 Evaluation of ALS programs and service,

4.3.3 Evaluation of ALS technology programs and services,

4.3.4 Services and facilities long range planning,

4.3.5 Other duties as assigned.

4.4 Finance Committee – The Finance Committee shall be chaired by the Treasurer or designate and includes three additional Board members. Duties include:

4.4.1 Recommendation of fiscal policies and procedures,

4.4.2 Financial long range planning,

4.4.3 Review of the annual audit, and

4.4.4 Other duties as assigned.

4.5 Election Committee – The Election Committee shall be chaired by the Secretary or designate and includes three additional board members. The Election Committee shall conduct the annual Board of Directors election and the annual election of the Executive Committee, and other duties as assigned.

- 4.5.1 For election of Board of Directors, duties include:
 - 4.5.1.2 Developing a slate of candidates to run for open seats on the ALS Board of Directors,
 - 4.5.1.2 Ensuring that each candidate completes an “Application for Candidacy” which will be included with ballots,
 - 4.5.1.3 Organizing ballots alphabetically by incumbent and then the rest of the candidates; - the ballot deadline must be stated on the ballot,
 - 4.5.1.4 Adding the following text to each ballot:
 - “Not more than one Board member may represent a single member library as required by the Illinois Library System Act”; and
 - 4.5.1.5 Responsibility for counting the ballot; the person receiving the highest number of votes is declared the winner,
 - 4.5.1.6 Announcing the election results at the July Board meeting,
 - 4.5.1.7 Seating of the newly elected board members will take place at the Board of Directors Meeting in October,
 - 4.5.1.8 If there are no candidates for a seat, no ballot will be issued and the ALS Board of Directors shall declare the position(s) vacant at the July Board Meeting, via a resolution from the Elections Committee, and
 - 4.5.1.9 If there is only one candidate for a position, a ballot is not prepared and the candidate is proclaimed “elected” at the July Board meeting.
- 4.5.2 For Election of the Executive Committee, duties include:
 - 4.5.2.1 Developing a slate of candidates for Executive Committee which consists of President, Vice-president, Secretary, and Treasurer,
 - 4.5.2.2 All Directors are eligible for nomination including members of the Election Committee,
 - 4.5.2.3 Nominees shall not be subject to election without their consent, and
 - 4.5.2.4 At the October meeting, additional nominations may be made by the Board of Directors. The election will take place after all nominations are closed. Voting shall be by secret ballot and the Election Committee or designate shall count the ballots and announce the winners.

5. EXECUTIVE DIRECTOR (See also Bylaws Article 9)

- 5.1 The duties and responsibilities of the Executive Director shall include:
 - 5.1.1 Responsibility for carrying out the policies and procedures of the Board of Directors both as to their instructions and their intent,
 - 5.1.2 Attending all Board meetings, committee and ad hoc committee meetings, except those at which their appointment, dismissal, or salary is to be discussed or debated; they shall have no voting privileges,
 - 5.1.3 Responsibility for the supervision of system wide special projects, grants and alternate revenue sources,

- 5.1.4 Facilitation of long range planning and evaluation of system personnel, services, programs and facilities,
- 5.1.5 Responsibility for employment, supervision, evaluation, discipline and dismissal of personnel,
- 5.1.6 Responsibility for the efficient provision of ALS services to the member libraries,
- 5.1.7 Certifying all bills and money expended, to countersign checks, and to present monthly and annual financial and progress reports to the Board of Directors; sign all payroll and payroll related checks, pre-pay checks and/or specific checks for investing money or as authorized by the Board of Directors in the minutes,
- 5.1.8 Responsibility for budget development, expenditures and auditing,
- 5.1.9 Responsibility for compliance with the provisions of the Library System Act and Regulations of the Illinois State Library,
- 5.1.10 Signing of contracts for employment, services and grants, and
- 5.1.11 Perform other duties as assigned.

6. PERFORMANCE REVIEW OF THE EXECUTIVE DIRECTOR

Two months prior to the Executive Director's anniversary date, Performance Recognition and Evaluation Program (PREP) forms are distributed to the Board of Directors and Management Team.

The Executive Committee summarizes the PREPs and, in consultation with the Executive Director, prepares a set of goals for the next year and a salary recommendation for the Board of Directors.

The President, in closed session, presents the Executive Committee's recommendations to the Board of Directors, and conveys the Board's direction to the Executive Director.

7. SERVICE CENTER POLICIES AND PROCEDURES

7.1 It is the policy of the Alliance Library System that in all Service Centers:

- Alcoholic beverages, drug use and smoking are prohibited,
- There is no personal use of ALS resource, service or facilities, and
- Facilities may be rented upon review of the request by the Executive Director and Facilities and Human Resource Director

7.2 Incident Policy and Reporting Procedures (Adopted 3-19-99)

7.2.1 General Policy

It is the policy of the Alliance Library System to provide a safe work environment for personnel and visitors. Any accident/incident involving personnel and/or visitors to the Alliance Library System Service Centers must be reported immediately to the Executive Director or designee. (See also the Personnel Policy Handbook Section F2 page 26)

7.2.2 Reporting Procedures

In the case of accidents that result in injury, employees must immediately notify the Executive Director or designee.

Any unsafe condition that may result in an accident and/or injury should be reported immediately to the Executive Director or designee.

7.3 Records

7.3.1 See Article 11 and Personnel Policy Handbook (Section II B6 page 12)

7.3.2 See ALS Record Retention Procedures adopted April 23, 1994

7.4 Videoconferencing Room/Equipment Rental and Use Policies

7.4.1 Facilities and Equipment Use Fees (**Revised 7/24/08**)

Group	Room Rental (4 hours)	Room and Equipment (4 hours)	Fee For Calls Placed Outside of CMS Network
Alliance Library System or Illinois State Library	No Fee	No Fee	No Fee
ALS Member Libraries	No Fee	\$50	Yes
Government Agencies (i.e. US Tax Department)	\$80	\$120	Yes
Non-profit (non-library organizations, i.e. Red Cross)	\$80	\$120	Yes
For profit organizations (i.e. Sears)	\$120	\$180	Yes

All groups not identified above are subject to full cost recovery*

Calls placed outside the CMS network include, but are not limited to, line charges and bridging costs.

Each organization assumes full responsibility for any losses or damage, beyond reasonable wear, that might occur to the facility or the equipment. The organization is responsible for set up, clean up, and returning the furniture to the original arrangement. A charge of \$25 per hour is made if set-up or cleaning is required.

Full payment of charges for use of the room and equipment cost must be received by Alliance Library System within 7 days of confirmation of the program. If cancellation is received 14 days prior to the scheduled date, a refund of the room/equipment charge will be given. If the program is canceled with less than 14 days notice, 50% of the room/equipment charge will be returned.

The meeting cannot disrupt the ability of the system to conduct its business in a normal and orderly manner.

Approval of the use of the facilities is only for specified videoconference/meeting room areas.

Alliance Library System staff will initiate all videoconference connections.

Alliance Library System reserves the right to change or cancel reservations.

Special services, such as a signer required to meet Americans with Disabilities Act (ADA) requirements, are the responsibility of the group renting the facility.

Videoconferencing equipment will be connected to the bridge 30 minutes prior to the scheduled meeting time. Where applicable, groups scheduling the room will be charged for 30 minutes before and after the scheduled meeting time.

7.4.2 Limitation of Alliance Library System Liability

Granting use of the facility does not imply approval by Alliance Library System of the group, the meeting or ideas presented at the meeting. No announcement or promotional materials should state or imply Alliance Library System endorsement or sponsorship of the event or organization. Such promotion should only indicate Alliance Library System as the site or sites of a meeting. Any promotional materials must be sent to Alliance Library System prior to an event.

A group or organization renting the facility must provide the following information before using the facility:

- Certificate of liability insurance (minimum \$300,000)
- Copy of an endorsement to this policy naming the Alliance Library System as an additional named insured.

Alliance Library System liability, for any disruption/loss of connection or equipment malfunction, is for the facility equipment rental fee only and not any consequential damages.

Alliance Library System assumes no responsibility for hats, coats, or other personal belongings of individuals attending meetings.

7.4.3 Reservation and Application Procedures

Rooms are tentatively booked at the time of request, but no room is confirmed until the Meeting Room, Videoconference and Equipment Rental and Use Application and Agreement has been signed and returned with the fee for the room(s) as applicable. Phone reservations will be held for seven days.

The Meeting Room, Videoconference and Equipment Rental and Use Application and Agreement must be completed and signed by a representative of the requesting organization or group and the total payment for room/equipment use must be received before final confirmation is given.

Completing and signing the Meeting Room, Videoconference and Equipment Rental and Use Application and Agreement acknowledges receipt of Alliance Library System policies and expresses intent to comply with all policies, rules, regulations, and conditions regarding responsible use of the room.

7.5 Electronic Data (Adopted 7/24/08)

It is the policy of the Alliance Library System to provide safe, secure and private electronic data. Alliance follows all Illinois State Library policies and guidelines as well as applicable ILSDO recommendations and general industry practices.

8. PERSONNEL

The employment of all personnel shall be governed by the most recent edition of the ALS Personnel Policy Handbook.

9. ETHICS ORDINANCE

9.1 Definitions

“Campaign for elective office” means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, state, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Candidate” means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

“Collective bargaining” has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 3 15/3).

“Compensated time” means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not

fixed, “compensated time” includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

“Compensatory time off” means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

“Contribution” has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

“Employee” means a person employed by the Alliance Library System, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the materials details of how the work is to be performed, but does not include an independent contractor.

“Employer” means the Alliance Library System.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

“Leave of absence” means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

“Officer” means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

“Political activity” means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person’s official duties.

“Political organization” means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

“Prohibited political activity” means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event;
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event;
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution;
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question;
- (6) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question;
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls;
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question;
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office;
- (10) Preparing or reviewing responses to candidate questionnaires;
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question;
- (12) Campaigning for any elective office or for or against any referendum question;
- (13) Managing or working on a campaign for elective office or for or against any referendum question;
- (14) Serving as a delegate, alternate, or proxy to a political party convention; or
- (15) Participating in any recount or challenge to the outcome of any election.

“Prohibited source” means any person or entity who:

- (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

- (2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
- (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (4) Has an interest that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

9.2 Prohibited Political Activities

- (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Alliance Library System in connection with any prohibited political activity.
- (b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
- (c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- (d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by the Ordinance.
- (e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

9.3 Gift Ban

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Exceptions: Section 10-1 is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public;
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value;
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate;
- (4) Educational materials and missions,
- (5) Travel expenses for a meeting to discuss business;
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée;
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship; in determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members;
- (8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered; for the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means;
- (9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or

- employee, and are customarily provided to others in similar circumstances;
- (10) Intra-governmental and inter-governmental gifts; for the purpose of this Act, “intra-governmental gift” means any gift given to an officer or employee from another officer or employee, and “inter-governmental gift” means any gift given to an officer or employee by an officer or employee of another governmental entity;
 - (11) Bequests, inheritances, and other transfers at death; or
 - (12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Disposition of gifts; An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

9.4 Ethics Advisor

The ALS Executive Director, with the advice and consent of the ALS Board of Directors shall designate an Ethics Advisor for the Alliance Library System. The duties of the Ethics Advisor may be delegated to an officer or employee of the Alliance Library System unless the position has been created as an office by the Alliance Library System.

The Ethics Advisor shall provide guidance to the officers and employees of the Alliance Library System concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the ALS Board of Directors.

9.5 Ethics Commission

There is hereby created a commission to be known as the Ethics Commission of Alliance Library System. The Commission shall be comprised of three members appointed by the ALS Executive Director with the advice and consent of the ALS Board of Directors. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any elected officer of Alliance Library System.

At the first meeting of the Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms.

At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be at the call of the chairperson or any 2 commissioners. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.

The ALS Executive Director, with the advice and consent of the ALS Board of Directors, may remove a commissioner in case of incompetency, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

The Commission shall have the following powers and duties:

- (1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers;
- (2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with Section 25-1(c) of this Ordinance and refer violations of Article 5 or Article 10 of this Ordinance to the appropriate attorney for prosecution; the Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Ordinance and not upon its own prerogative;
- (3) To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Ordinance;
- (4) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation; it is the obligation of all officers and employees of the Alliance Library System to cooperate with the Commission during the course of its investigations; failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge;
- (5) The powers and duties of the Commission are limited to matters clearly within the purview of this Ordinance.
 - (a) Complaints alleging a violation of this Ordinance shall be filed with the Ethics Commission.
 - (b) Within 3 business days after the receipt of a complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within 3 business days after receipt by the commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency

of the complaint and to establish whether probable cause exists to proceed.

- (c) Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Ordinance, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within 7 business days after receiving the complaint.

If the complaint is deemed sufficient to allege a violation of Article 10 of this Ordinance and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within 4 weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.

If the complaint is deemed sufficient to allege a violation of Article 5 of this Ordinance, then the Commission shall notify in writing the attorney designated by the ALS Board of Directors to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

- (d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.
- (e) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline to the alleged violator and to the ALS Executive Director, or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.
- (f) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within 7

business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within 7 days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the ALS Executive Director or impose a fine upon the violator, or both.

- (g) If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under subsection (e) within 7 days after the complaint is filed, and during the 7 days preceding that election, the Commission shall render such decision before the date of that election, if possible.
- (h) The Commission may fine any person who intentionally violates any provision of Article 10 of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may recommend any appropriate discipline up to and including discharge.
- (i) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

9.6 Penalties

- (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- (b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.
- (c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- (d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the Alliance Library System by filing, in the circuit court, an information, or sworn complaint charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Alliance Library System, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

10. FISCAL YEAR

The fiscal year of Alliance Library System shall begin July 1 and end June 30th.

11. FINANCIAL PROCEDURES

11.1 Bonding

11.2 Procedures

12. INVESTMENT OF PUBLIC FUNDS POLICY (adopted 7-15-99)

12.1 Purpose and Scope

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Alliance Library System. Its scope is all public funds of the System.

12.2 Responsibilities

All investment policies and procedures of the Alliance Library System will be in accordance with Illinois Law. The authority of the Alliance Library System Board of Directors to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the "Chief Investment Officer/Treasurer" of the System acting under the authority of the Alliance Library System Board of Directors.

12.3 Delegation of Authority

Management and administrative responsibility for the investment program is hereby delegated to the Chief Investment Officer/Treasurer. The Chief Investment Officer/Treasurer, and by designation, the Executive Director/ Finance and Human Resources Director, are responsible for the establishing internal controls and procedures for the operation of the investment program.

12.4 "Prudent Person" Standard

All System investment activities shall use a "Prudent Person" standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this Policy and the written procedures of the System, and exercising due diligence, shall be relieved of personal responsibility for a security's credit risk or market price/value changes, provided deviations from

expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

12.5 Objectives

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:

- 12.5.1 Legality (conforming with all legal requirements)
- 12.5.2 Safety (preserving capital and including diversification appropriate to the nature and amount of the funds)
- 12.5.3 Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)
- 12.5.4 Yield (attaining a market rate of return on investments)
- 12.5.5 Simplicity of management

12.6 Guidelines

The following guidelines should be used to meet the general investment objectives:

12.6.1 Legality and Safety:

Investment will be made only in securities guaranteed by the U.S. Government, or in FDIC insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage [unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral].

Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library district.

12.6.2 Liquidity:

In general, investments should be merged to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.

12.6.3 Yield – Return on Investment:

Within the constraints on Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts.

12.6.4 Simplicity of Management:

The time required by library administrative staff to manage investments shall be kept to a minimum.

12.7 Reporting

Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the Board of Directors and quarterly regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date, its effectiveness in meeting the System's need for safety, liquidity, rate of return, diversification and

general performance. These reports will be available to the general public upon request.

12.8 Internal Controls

In addition to these guidelines, the Chief Investment Officer/Treasurer shall establish a system of internal controls and written operational procedures designed to prevent loss, theft or misuse of funds.

12.9 Authorized Financial Dealers and Institutions

Any investment advisors, money managers or financial institutions shall be considered and authorized only by the action of the Board of Directors upon the recommendation of the Chief Investment Officer/Treasurer. The Chief Investment Officer/Treasurer will maintain a list of financial dealers and institutions authorized to provide investments services.

12.10 Conflicts of Interest

The Board of Directors and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

13. PARTNERSHIP POLICY (adopted 9-18-97)

13.1 Purpose and Scope

The purpose of the Partnership Policy statement is to outline the responsibility for promoting cooperation and communication between libraries and the broadest range of information, community and government agencies and organizations.

The purpose of a partnership designation is to identify cooperative ventures which would benefit the System and its members while furthering the goals of a specific agency.

Examples of cooperative partnerships include, but are not limited to:

- Sharing newsletter, website links, directories, publications, and member rates;
- Publicizing appropriate events and services;
- Co-sponsoring continuing education events and/or negotiating discounts for attendance at each others' conferences, etc;
- Offering services at member fees and/or identifying one special service of common interest and developing that service fully to the benefit of Alliance Library System members and Partnership Agency.

13.2 Guidelines

To qualify for ALS Partnership designation, agencies must:

- Be willing to designate a contact person for Partnership Agency communication and interaction with the System;
- Be willing to share appropriate communications as agreed upon with the System, and agree to attend at least one informal planning meeting or

- event annually in order to facilitate cooperation with ALS and/or other Partnership Agencies as appropriate;
- Sign an annual “letter of cooperation” outlining intent and scope of specific jointly agreed-upon cooperative activities unique to the Agency and the System.

Partnership designation does not qualify an agency for:

- Illinois Library and Information Network (ILLINET) membership privileges;
- Extensive ALS staff consulting or library development issues;
- Van delivery services

14. COMMUNICATIONS POLICY (adopted 5-11-00)

14.1 Purpose and Scope

The purpose of the Communications Policy statement is to outline responsibility for communications. The primary vehicle for ALS communication is the ALS website (www.alliancelibrarysystem.com). It is designed to inform the Alliance membership about, current events, policies and procedures, activities, trends, and issues pertaining to library science and ALS.

14.2 Items for Inclusion

Members are encouraged to submit items. Items may be accepted, rejected, or edited by the webmaster in consultation with the Executive Director and/or Board of Directors. Priority will be given to items directly impacting Alliance Library System and its member libraries. Other items may be included if they meet one or more of the following criteria:

14.2.1 Is an Alliance Library System official notification to the membership

14.2.2 Is about an Alliance Library System member and related to significant accomplishments

14.2.3 Is of significance to the Illinois library community

14.2.4 Is timely and meets space constraints

14.3 Relation of Other Professional Organizations

Items from other professional organizations shall be included if they relate to the library field and are of interest to members.

14.4 Awards and Recognition

Awards and recognitions shall be publicized if Alliance Library System members receive them or if the honor is newsworthy.

14.5 Campaigning for Political Office

No campaigning for political office or political endorsements shall be accepted.

14.6 Campaigning For Office in Professional Library or Media Organizations

Alliance Library System members who are candidates for office in other professional library or media organizations may submit an article for consideration. Such items selected for inclusion will be published as informational only, not endorsement of an individual candidate.

15. FREEDOM OF INFORMATION ACT (revised 11-13-03)

The Alliance Library System shall comply with the Freedom of Information Act.

15.1 Certain types of information maintained by ALS are exempt from inspection and copying. However, the following types or categories of records are maintained under ALS control:

- 15.1.1 Administrative Files, Correspondence
- 15.1.2 Advisory Council Minutes
- 15.1.3 Annual Receipts and Disbursement Report
- 15.1.4 Application for Authority to Dispose of local records and records disposal certificates
- 15.1.5 Audits
- 15.1.6 Board Minutes
- 15.1.7 CE Calendars and Registration
- 15.1.8 Certified Mail receipts, UPS log
- 15.1.9 Contracts, Bids
- 15.1.10 Executive Board Policies
- 15.1.11 Grant Files
- 15.1.12 Insurance Policies, Claims, Claim Reports
- 15.1.13 Inventory
- 15.1.14 Library System Annual Application and Annual Reports to the Illinois State Library
- 15.1.15 Monthly Financial Statements
- 15.1.16 Operating Budgets

16. ALS MEMBERSHIP

16.1 Membership Development

Membership development is a continuous process, building on the strengths and cooperative spirit of member libraries. It is the responsibility of each member library to develop itself in order to fully participate in this cooperative effort. It is the responsibility of the system to provide support and assistance in this process.

16.2 Types of Membership

There are four (4) types of members in the Alliance Library System: academic, public, school and special libraries. See the Illinois State Library Administrative Rules (**23 Illinois Administrative Code, CH. 1 SEC. 3030.10**).

16.2.1 Academic Library – The library or libraries of an institution of education beyond the secondary level.

16.2.2 Public Library – A tax support public library established by or as a government unit which is either authorized to levy a tax for library purposes, or is supported at least in part from local tax revenues other than federal revenue sharing.

16.2.3 School Library – A library or libraries of an elementary and/or secondary school district, or private elementary and/or secondary school under a single governing authority.

16.2.4 Special Library – The library of or under the governing authority of any body or institution not defined elsewhere in the Rules and Regulations.

16.3 Levels of Membership

There are two (2) levels of membership: Full and Developmental. Access to system services is determined by membership status. Services include:

System Services	Full Member	Developmental member
Consulting Services	X	X
Continuing Education	X	X
Communications and Marketing	X	X
Reciprocal Borrowing	X	O
Resource Sharing (Interlibrary Loan, Back-up Reference)	X	O
Delivery	X	O
RSA Membership	X	X
State Per Capita Grants	X	X
Access to Electronic Resources provided by the Illinois State Library (adopted 2-13-03)	X	O

X = receive service

O = do not receive service

16.3.1 Full Membership is granted to libraries meeting and continuing to comply with all criteria for Alliance Library System membership. **Full Members** are entitled to all services offered by the system.

The full member library has:

- * Collection: Have a bibliographically organized collection which serves the basic informational needs of its constituents. If bibliographic records are automated, they must be catalogued in accordance with OCLC MARC standards.
- * Hours: Public Libraries must be open 20 hours per week. Academic, school, and special libraries must be open 20 hours per week or 50% of the time the parent organization is open
- * Staff: Have at least one employee who works a minimum of 15 hours per week in the library as the librarian. Education and experience are also factors affecting membership status.

- * Financial: Have permanent financial support
- * Location: An accessible, centralized location
- * Continuing Education: Must participate in ALS continuing education programs
- * Install an internet accessible computer for library staff use in order to send and receive library related e-mail, to access web resources, and to process resource sharing transactions
- * Install and continuously update anti-virus software on all computer workstations
- * RESOURCE SHARING
 - Adhere to the Illinois Interlibrary Loan Code
 - Access to a fax machine, photocopier, telephone
 - Initiate direct (library to library) resource sharing transactions utilizing statewide accessible databases including: the current LLSAP web based catalog, ILLINET Online, and the Illinois State Library OCLC FirstSearch resources
 - Participate in the Illinois OCLC Group Services offer, available for fiscal year 2005 through fiscal year 2007, which includes use of OCLC Cataloging, Interlibrary Loan, and Union List functions
 - It is the goal of the ALS that on or before fiscal year 2008, all libraries will include their library's holdings in at least one major shared database:
 - Regional: Resource Sharing Alliance [RSA] **AND/OR**
 - Statewide: ILLINET Online [IO]; the Statewide Illinois Library Catalog [SILC] **AND/OR**
 - National: OCLC
 - Public libraries must participate in reciprocal borrowing.
 - Academic, school, and special libraries must participate in reciprocal access.

Policies: Have a written selection policy and long range plan

Submit an annual membership profile or report to the Alliance Library System

If any one of the criteria marked with an asterisk * are not met, a recommendation will be made to change the library's level of membership.

- 16.3.2 Developmental Membership is granted for up to five (5) years to member libraries which do not meet or comply with the criteria for full membership.

System personnel will work with developmental member libraries to help define the course of action in the form of a written plan, including a timeline for compliance, towards full membership.

Developmental members must report annually on which goals have been met and on any deviations from the written plan.

Representatives from a **developmental member** are not eligible for system board seats. **(Revised 3-14-98)**

- 16.3.3 Libraries contracting with another member library of the Alliance Library System to deliver services to their users are eligible for membership in the system at the level of the contracting library.
- 16.3.4. Libraries that consolidate or merge and become a new entity must reapply for membership.
- 16.4 Criteria for Full Alliance Library System Membership
 - 16.4.1 Personnel
 - 16.4.1.1 Academic, public, school, and special libraries must:
 - 16.4.1.1.1 Designate a qualified person as head librarian;
 - Temporary appointments of up to one (1) year for individuals not meeting the educational criteria are allowed if an employment search (with system input to insure adequate and appropriate search process) and has resulted in no qualified candidate. Evidence of the search for an individual must be demonstrated.
 - After a one (1) year temporary appointment, the head of the library who lacks the educational requirements, must be enrolled in a continuing education program appropriate to the type and size of their library. Annual progress toward meeting this requirement must be demonstrated.
 - It is expected that the library or parent institution will provide financial support, encouragement and appropriate incentives for the head of the library to meet the educational requirement.
 - Educational requirement must be met within five (5) years.
 - 16.4.1.1.2 The head librarian is responsible for liaison with the ALS.
 - 16.4.1.1.3 Appoint a representative to the system for governance matters, i.e. attend AGM, vote in system elections. The Representative can be the head librarian.
 - 16.4.1.1.4 Provide the financial support, encouragement and appropriate incentives for personnel to participate in continuing education activities.

16.4.2 Public Libraries

16.4.2.1 Library directors serving a population of 10,000 or above must meet one of the following criteria:

- An ALA accredited MLS, or
- A master's degree in instructional media or technology (i.e. a graduate degree acceptable for school library media certification).

16.4.2.2 Library directors serving a population under 10,000 must meet one of the following criteria:

- An ALA accredited MLS; or
- An undergraduate degree with a major or minor in library science; or
- A Library Technical (LTA) or other library technology degree; or
- 48 hours of college credit, or the equivalent, with 12 hours of library science; or
- Three (3) years demonstrated library experience at an administrative level.

16.4.2.3 If none of the above criteria in have been met, library directors serving under 10,000 must, within two (2) years of appointment, meet one of the following criteria:

- Be enrolled in a library science course work at the LTA, undergraduate or masters level; or
- Attend an Illinois State Library sponsored institute; or
- Participate in at least four (4) Alliance Library System CE programs per year.

16.4.3 School Libraries/Media Centers must comply with the following regulations:

16.4.3.1 Heads of school libraries/media centers must:

- Must be a certified media specialist, media professional, media supervisor or director, or certified teacher with a minimum of 18 hours in library science and media courses;
- Have primary responsibility and authority for the operation of the library or media center;
- Be in the library or media center providing library/media service at least 50% of the school day.

16.4.3.2 In those cases where a school district has designated a full time certified media specialist to supervise more than one library or media center, each library/media center must be staffed by either a certified media specialist or an approved teacher's aide at least 50% of the school day.

16.4.3.3 If the loss of qualified personnel causes a school district to no longer meet the staffing criteria, and if after an active search, a qualified librarian cannot be employed, Alliance Library System full membership status will continue, with

the school placed on a “watch list,” for three years. The school district will actively work towards meeting the staffing criteria. Schools must file an annual remediation plan showing progress made toward meeting the full membership staffing qualification. **(Adopted 9-13-01)**

16.4.4 Special Libraries must comply with the following regulations:

16.4.4.1 Heads of special libraries must meet one of the following educational or experiential criteria:

- An American Library Association accredited MLS; or
- A masters degree in instructional media or technology or a degree or expertise in a field related to the institutional mission of the parent organization; or
- An undergraduate degree with a major or minor in library science; or
- A Library Technical Assistant (LTA) or other library technology degree; or
- 48 hours of college credit, or the equivalent, with 12 hours of library science; or
- Three (3) years demonstrated library experience at the administrative level.

16.4.4.2 If none of the above criteria in section b have been met, heads of special libraries must, within two (2) years of appointment, meet one of the following criteria:

- Be enrolled in formal library science course work at the LTA, or undergraduate or master’s level;
- Be trained and supervised by a qualified library consultant (ALA accredited MLS) for a minimum of 100 hours in the very first year of employment.
- Be in the library and provide library service either 50% of the time the parent organization is open or at least 20 hours a week;

16.4.5 Academic Libraries must comply with the following regulations:

16.4.5.1 Meet the following educational qualifications:

16.4.5.2 An ALA accredited MLS

16.4.5.3 Have administrative responsibility for library wide policies

16.5 Application for Membership

16.5.1. Libraries applying for membership shall complete a written application.

16.5.2 The application will be reviewed by ALS personnel and the Advisory Council Membership Services and Compliance Committee. A recommendation will be made to the ALS Advisory Council

16.5.3 The ALS Advisory Council will make a recommendation to the ALS Board of Directors. The final authority regarding system membership rests with the ALS Board of Directors.

16.5.4. Membership applications approved by the ALS Board of Directors shall be submitted to the State Librarian in accordance with Section

3030.35 of the State Library Administrative Rules (**23 Illinois Administrative Code**, CH.1).

16.6 Criteria for Continued Membership

16.6.1 For public, school special and academic libraries to continue as Alliance Library System members it is expected that member libraries will continue to:

16.6.1.1 Meet the requirements for membership and work toward meeting standards developed at the state and national levels (for example, for public libraries, **Serving Our Public**, or for school libraries or media centers, **Illinois School Library Media Program Guidelines**);

16.6.1.2 Submit all reports and other documents required by the system and the Illinois State Library in a timely manner;

16.6.1.3 Continue to maintain and develop services offered at the local level;

16.6.1.4 Maximize local fiscal efforts to meet the library needs of their communities (For example, schools should not lower library budgets unless other programs in the school are also similarly reduced. Public libraries are encouraged to take advantage of all special taxes);

16.6.1.5 Support and encourage personnel to attend ALS continuing education programs;

16.6.1.5.1 Continuing education is defined as:

- Any training or educational program held by the member library for its personnel;
- Any training or educational program for which the member library approves attendance on library time, or with travel or expense reimbursement;
- Any training or educational program sponsored by the Alliance Library System;
- Any training or educational programs offered outside the library or parent institution.

16.6.2 All paid personnel as defined by member libraries as librarians or in other professional positions should participate in the equivalent of 10 contact hours of continuing education per year;

16.6.3 All other paid personnel of member libraries, except temporary staff should participate in the equivalent of 5 contact hours of continuing education per year;

- A contact hour is defined as:
- Equal to a 50 minute program;
- One semester credit hour equals 15 contact hours;
- One quarter hour credit equals 10 contact hours.

16.7 Membership Status Review

16.7.1 Membership status of each ALS member will be reviewed annually based on information and reports by the member library and on consultant visits and reports. Those libraries not submitting the

- required information by the deadline will be subject to a change in their membership status.
- 16.7.2 Any library found in non compliance with the criteria for their current level of membership will work with ALS staff to develop an appropriate plan of action addressing their issue(s) of non compliance.
- 16.7.3 The final authority regarding system membership status rests with the ALS Board of Directors, with the Membership Committee through the Advisory Council making recommendations after reviewing staff reports regarding membership status of candidates.
- 16.7.4 Membership decisions may be appealed to the ALS Board of Directors by the governing authority of the member library.
- 16.8 **Suspension of Membership**
Suspension of a library from membership in the Alliance Library System shall be carried out as described in Section 3030.115 of the State Library Administrative Rules (**23 Illinois Administrative Code**, CH. 1).
- 16.9 **Transfer of Membership**
Transfer of membership from the Alliance Library System shall be carried out as described in Section 3030.120 of the State Library Administrative Rules (**23 Illinois Administrative Code**, CH. 1).
- 16.10 **Withdrawal of Membership**
Withdrawal of membership from the Alliance Library System shall be carried out as described in Section 3030.125 of the State Library Administrative Rules (**23 Illinois Administrative Code**, CH. 1).

Adopted by ALS Board of Directors, June 11, 1996

Revised and Adopted by ALS Board of Directors, July 17, 1997

Revised and Adopted by ALS Board of Directors, September 18, 1997

Revised and Adopted by ALS Board of Directors, March 14, 1998

Revised and Adopted by ALS Board of Directors, March 13, 1999

Revised and adopted by ALS Board of Directors, June 10, 1999

Revised and adopted by ALS Board of Directors, October 12, 2000

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Revised and adopted by ALS Board of Directors, September 13, 2001

Revised and adopted by ALS Board of Directors, February 13, 2003

Revised and adopted by ALS Board of Directors, September 11, 2003

Revised and adopted by ALS Board of Directors, September 23, 2004

Revised and adopted by ALS Board of Directors, July 26, 2007

Revised and adopted by ALS Board of Directors, July 24, 2008