1.1 THE ROLE OF THE BOARD OF DIRECTORS

A. Responsibilities

Beyond the strict legal description of responsibilities sited in the Illinois Library System Act, the ALS Board of Directors is entrusted with the broad responsibility of setting policies, planning, overseeing funding, personnel, and advocacy for ALS. The Board of Directors governs and sets policies but does not manage. It is a delicate balance between the responsibility and liability for the System and its policies while leaving management and procedures to the Executive Director.

The Board of Directors has five major responsibilities:

1. **Set Policies**

   It is the responsibility of the Board of Directors to set the policies that define the framework within which the system operates. Policies express the Board of Directors philosophy and its intention to provide excellent services and programs for its members.

2. **Advocate for the Multitype Library System**

   The Board of Directors also has a responsibility to advocate for the multitype library system and for ALS. They can promote the system in ways that no one else can. This role takes many different forms – lobbying lawmakers at the national and state level, presenting reports to funding and granting sources, communicate the system’s goals to the community, and carrying out public relations function. The Board of Directors is ALS’s most valuable advocacy tool.

3. **Plan**

   The Board of Directors has a fundamental duty to assist in the development and evaluation of the system vision, mission, values, and strategic long-term goals. Strategic plans assist the Executive Director in making decisions and provide an opportunity to publicize the systems priorities and vision of the future.
Primary ALS planning documents include (see section 2 for details):

- Trends Report (on the website)
- ALS Per Capita Grant Application & Statistical Annual Report (for the State Library)
- ALS Annual Report (on the website)

4. Financial Controls

The Board of Directors financial responsibilities are clearly outlined in the Illinois Library Systems Act, (which is included in this manual). The Board of Directors and the Treasurer review the budget and expenditures monthly to ensure that the financial affairs of the system are being managed appropriately and liaise with the auditor annually to assure compliance. The Board of Directors is also responsible for the long range financial planning. The day to day management of the financial affairs of the system fall to the Executive Director and the Director of Human Resources and Finance.

5. Hire and Evaluate the Executive Director

It is the responsibility of the Board of Directors to ensure the system has a qualified Executive Director to manage day-to-day operations. In doing so, the Board does not abdicate its governance role; rather, it enhances this responsibility by adding a competent leader and administrator to the Board of Directors team. The Board of Directors is also responsible for the annual evaluation of the Executive Director.

B. Legal Liabilities of Being a Board Member

The Board of Directors is accountable for their actions, and board members of all organizations are exposed to personal liability resulting from the actions of a board. Although non-profit members are volunteers, their liability is the same as that of remunerated members of corporate boards. The legal duties of a board member include:

“Duty of Care” Acting in good faith, in the best interest of the non-profit organization

The Board of Directors is expected to make informed decisions and to perform their duties in good faith and in a manner they believe to be in the best interests of the system.

“Duty of Loyalty” Avoiding conflicts of interest

The Board of Directors may not use their position of trust and confidence to further their private interests. They must refrain from engaging in personal activities that would injure or take advantage of ALS.
“Duty of Obedience” Statutory responsibilities - being diligent with regard to board meetings and obtaining information

The Board of Directors must perform their duties within the terms of the Illinois Library Laws and in accordance with all applicable statutes and regulations plus, attend meetings, and be fully prepared to participate and make decisions.

C. The Alliance Team

The ALS Board of Directors is a team. This team is lead by the President and includes the Vice President, Secretary and Treasurer. In total ALS is governed by a board of 13 members, which are representative of the membership. In making decisions, members reach consensus and speak with one voice to the membership, staff, public and the media. This requires that each member be able to accept the decision that has been made by the Board of Directors. While on the board, members have an obligation to support a decision after the whole board makes it. It is appropriate for board members to state their opposition at the board meeting but not outside the board meeting. A board member can say they voted against it but they must support the action of the Board and not undermine the decision. If a board member feels so strongly about an issue that they cannot support the decision, it is time for the member to resign.

Many board members begin their “training” as a member of the ALS Advisory Council and then “move-up” to the Board of Directors, as positions are vacant.

The board is responsible for disciplining its members if they are not meeting their responsibilities. If a board member is not fulfilling their responsibilities, the President should address the member directly.

The ALS Team has been lead by some dynamic and energetic Presidents.

<table>
<thead>
<tr>
<th>Years Served</th>
<th>President</th>
<th>Represented</th>
<th>Local Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>1994 – 1995</td>
<td>Harriet Conklin</td>
<td>Trustee</td>
<td>Kewanee PLD</td>
</tr>
<tr>
<td>1995 – 1996</td>
<td>Nancy Lovekamp</td>
<td>School Librarian</td>
<td>Scott County CUSD</td>
</tr>
<tr>
<td>1996 – 1997</td>
<td>Nancy Lovekamp</td>
<td>School Librarian</td>
<td>Scott County CUSD</td>
</tr>
<tr>
<td>1997 – 1998</td>
<td>Caroline Campbell</td>
<td>School Librarian</td>
<td>East Peoria SD #86</td>
</tr>
<tr>
<td>1998 – 1999</td>
<td>Marylin Dale</td>
<td>Trustee</td>
<td>Peoria Heights PL</td>
</tr>
<tr>
<td>1999 – 2000</td>
<td>Marylin Dale</td>
<td>Trustee</td>
<td>Peoria Heights PL</td>
</tr>
<tr>
<td>2000 – 2001</td>
<td>Virginia McCoy</td>
<td>Academic Librarian</td>
<td>Eureka College</td>
</tr>
<tr>
<td>2001 – 2002</td>
<td>Virginia McCoy</td>
<td>Academic Librarian</td>
<td>Eureka College</td>
</tr>
<tr>
<td>2002 – April 2004</td>
<td>Dennis Danowski</td>
<td>Library Director</td>
<td>Macomb PLD</td>
</tr>
<tr>
<td>April 2004 – Oct 2005</td>
<td>Becky Robinson</td>
<td>School Librarian</td>
<td>Galesburg CUSD #205</td>
</tr>
<tr>
<td>2005 – 2008</td>
<td>Barbara Galik</td>
<td>Academic Librarian</td>
<td>Bradley University</td>
</tr>
<tr>
<td>2008 – Present</td>
<td>John Richmond</td>
<td>Library Director</td>
<td>Alpha Park PLD</td>
</tr>
</tbody>
</table>
Alliance Library System Directors

<table>
<thead>
<tr>
<th>Years Served</th>
<th>Executive Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1994 – Dec 2003</td>
<td>Valerie J. Wilford</td>
</tr>
<tr>
<td>Jan 2004 – Present</td>
<td>Kitty Pope</td>
</tr>
</tbody>
</table>

D. Other Readings

The following are two good articles on trusteeship that may be of interest. KP

Checklist for Successes as a Board Chair
by Betsy Rosenblatt reprinted from Board Café. Vol. 5, No. 7
edited by Kitty Pope

There are board chairs, and there are great board chairs! Being a conscientious board member is in itself a challenging, time-consuming job. However, becoming the chair of the board means a lot more responsibility. As the top volunteer at a nonprofit, the chair must have a commitment to the success of an organization and a vision for its future. A chair must be able to handle people with skills and diplomacy as they work with the Director, other board members, funders, community members, and the library community. A chair must be able to lead, solve problems, chart new territory, and act in the best interest of the organization. If you are a board chair or are considering becoming a board chair, the following steps will help you make a positive impact on your organization.

LEARN THE JOB. Know what you’re getting into before you agree to be board chair. Talk to former chairs and other board members about what has worked for the board and what you might try in the future. If there is anything you don’t understand about the organization and how it works, find out now. The job of board chair is more than just running meetings, but the ability to run a good meeting is one key to a successful board. Good meetings are time effective plus keep people interested and motivated. Learn how to stick to an agenda, encourage participation from everyone on the board, facilitate lively but non-contentious debate, resolve conflict and produce good decisions.

KNOW YOUR PEOPLE. The chief executive is accountable to the board, but you also need to be there for the chief executive. Make the chief executive feel comfortable coming to you about anything, and establish a regular way to work together. Schedule lunch or coffee with everyone on your board, individually or in groups, to get to know them and what unique strengths and talents they bring to the board. They will feel more comfortable contributing ideas and asking questions when they know you are interested in their opinions. Listen carefully to people who have a different background from you or from the majority of the board members, and bring their perspective into discussions in a meaningful way. Introduce yourself to major funders and friends of the organization.
BUILD A TEAM. Make sure the chief executive and staff knows that you and the board are trying to accomplish the same mission they are. Don’t try to protect your board or the staff by keeping secrets. Make sure adequate information is reaching the board from the chief executive and staff. Be a good listener. Keep your cool and objectivity. Sure you have opinions, but as board chair you have to be able to be rational and neutral in heated debates. The board and chief executive must be confident that decisions that are best for the organization will be made. You hold that trust. If you are too passionate about an issue, refer to the Vice President or a mediator to facilitate a particular discussion. Your responsibility is to facilitate the board search for consensus.

SHOW UP. Make your presence known. Play up your role as ambassador. Your credibility as the chief officer of the board, and as a volunteer willing to dedicate time and energy to an important cause, is high. Take advantage of that potential for publicity by speaking, appearing, or just talking up the system whenever you have a chance. Get out there.

LOOK AHEAD. As soon as you take office, think about who will succeed you. If you don’t have any good (and willing) candidates on the board for future officers, find new people who will be able to learn the organization and have the skills to step up and lead. Provide training opportunities for future officers and chairs. Your job is to put (or keep) the organization in great shape for the next person who comes along.

Removing a Difficult Board Member
from Board Café, October 12, 1999. Vol. 3, No. 10

Perhaps the most common reason for wanting to remove a board member is non-attendance or inactivity. However, occasionally, a board member needs to be removed because he or she is preventing the board from doing its work. In some cases, a conflict of interest or unethical behavior may be grounds to remove an individual from the board. In other cases, the behavior of a board member may become so obstructive that the board is prevented from functioning effectively. More frequently, a problem board member discourages others from participating, and the board may find that members attend less frequently or find reasons to resign.

Strongly felt disagreements and passionate arguments are often elements of the most effective boards (and genuine debate). Arguing for an unpopular viewpoint is NOT grounds for board dismissal. However, if a board member consistently disrupts meetings, is unwilling to let the majority prevail or prevents the organization from working well, it may be appropriate to consider removing the individual from the board.

Although board member removal is rare, organizations should provide for such removal in their by-laws. The following three strategies can be used to remove board members:
Term Limits: Many boards establish not only board terms but also term limits, such as two-year terms with a limit of three consecutive terms. In such a situation, a board member can not serve more than six consecutive years without a “break” from the board. Term limits provide a non-confrontational way to ease ineffective board members off the board and good board members can be invited back onto the board after one year. Proponents also feel that having a constant infusion of fresh thinking acts as a preventative measure for problem board members. Opponents of term limits believe that, with proper board leadership, errant board members can be guided toward either improving their behavior or quietly resigning from the board.

Personal Intervention: One-on-one intervention by the board president is a less formal solution to managing board members. If a board member has failed to fulfill his or her responsibilities, many board presidents take the opportunity to meet informally with the board member in question. The board president can discuss the matter with the person, and suggest that resignation may be appropriate (sometimes problem board members are relieved to have this as an option).

Impeachment: Organizational by-laws should describe a process by which a board member can be removed by vote, if necessary. For example, in some organizations a board member can be removed by a two-thirds vote of the board at a regularly scheduled board meeting.

The bottom line is, to be a good board member; learn the job, participate, be a team player and above all enjoy your work.

If I can be of any assistance in your role as a member of the Alliance Library System Board of Directors please do not hesitate to ask me.

Kitty Pope  
Executive Director  
Alliance Library System  
600 High Point Lane  
East Peoria, IL 61611  
Phone: 309-694-9200 ext. 2101  
Fax: 309-694-9230  
Email: k pope@alliancelibrarysystem.com  
Website: www.alliancelibrarysystem.com  
Home Phone: 309-427-1025  
Cell Phone: 309-241-6415
Sec. 1. Because the state has a financial responsibility in promoting public education, and because the public library is a vital agency serving all levels of the educational process, it is hereby declared to be the policy of the state to encourage the improvement of free public libraries and to encourage cooperation among all types of libraries in promoting the sharing of library resources. In keeping with this policy, provision is hereby made for a program of state grants designed to establish, develop and operate a network of library systems covering the entire state.
(Source: P.A. 83-411.)

Sec. 1.1. This Act may be cited as the Illinois Library System Act.
(Source: P.A. 86-1475.)

Sec. 2. Definitions. As used in this Act:
"Library system" means any one of the following:
(1) A multitype library system serving (i) a minimum of 150,000 inhabitants or (ii) an area of not less than 4,000 square miles and serving a minimum 10 or more public libraries, elementary and secondary school libraries, institutions of higher education libraries, and special libraries.
(2) A public library system consisting of a single public library serving a city of over 500,000 population.
(3) A multitype library system that serves the same territory as a library system under subparagraph (2) of this definition that provides service to elementary and secondary school libraries, institutions of higher education libraries, and special libraries.
"Special library" includes, but is not limited to, libraries with unique collections or specialized services recognized by the State Library.
(Source: P.A. 93-527, eff. 8-14-03.)

Sec. 3. The State Librarian and his staff shall administer the provisions of this Act and shall prescribe such rules and regulations as are necessary to carry the provisions of this Act into effect.
The rules and regulations established by the State Librarian for the administration of this Act shall be designed to achieve the following standards and objectives:
A provide library service for every citizen in the state by extending library facilities to areas not now served.
B provide library materials for student needs at every educational level.

C provide adequate library materials to satisfy the reference and research needs of the people of this state.

D provide an adequate staff of professionally trained librarians for the state.

E provide an adequate stock of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of the people of this state.

F provide adequate library outlets and facilities convenient in time and place to serve the people of this state.

G encourage existing and new libraries to develop library systems serving a sufficiently large population to support adequate library service at reasonable cost.

H foster the economic and efficient utilization of public funds.

I promote the full utilization of local pride, responsibility, initiative and support of library service and at the same time employ state aid as a supplement to local support.

The Advisory Committee of the Illinois State Library shall confer with, advise and make recommendations to the State Librarian regarding any matter under this Act and particularly with reference to the formation of library systems.

(Source: Laws 1965, p. 3077.)

(75 ILCS 10/4) (from Ch. 81, par. 114)

Sec. 4. (a) A library system shall be established in the following manner: The formation of a library system of 10 or more public libraries or of a public library serving a city of over 500,000 population shall first be approved by the boards of directors of the participating public library or libraries, followed by the election or selection of a board of directors for the library system as provided in Sections 5 and 6 of this Act. Subject to rules adopted by the State Librarian, an application for the formation of a library system shall be submitted by the board of directors of the system to the State Librarian, together with a plan of service describing the specific purposes for which the system is formed and the means by which such purposes are to be accomplished. If it shall appear to the satisfaction of the State Librarian that the establishment of a library system will result in improved library service, he shall approve the application.

The State Librarian shall provide that all areas of the State fall within the boundaries of a library system. The State Librarian shall have the right to grant provisional status for a period of not more than 3 years from the date of submission of the application for creation of a library system if, in his judgment, provisions in the bylaws or plan of service of the proposed library system fail to meet the criteria established in this Act or in the rules and regulations authorized by this Act. If the deficiencies noted by the State Librarian in granting provisional status are not corrected within the 3 year period, the
provisional status of the system shall be rescinded and the assets of the provisional system shall be liquidated as provided for in Section 13 or the provisional system shall submit a plan for consolidation with an adjoining existing system. In such case the State Librarian shall assume fiscal and administrative responsibility for maintenance of services until a library system status is reestablished or a determination is made by the State Librarian as to the most efficient means of delivering service to the libraries of the system.

Upon the finding of the State Librarian that an existing library system has failed to meet the criteria established by this Act or the rules authorized by this Act, the State Librarian shall give due notice to the library system board to respond to and address the finding. Upon the failure of the library system board to adequately respond to the finding, the State Librarian may assume fiscal and administrative responsibility for the library system. Upon taking such action, the State Librarian may hold a public hearing on the action. The process for these actions shall be prescribed by administrative rule.

(b) A multitype library system as defined in subparagraph (3) of the definition of "library system" in Section 2 that, prior to the effective date of this amendatory Act of the 93rd General Assembly, was organized and provided service as a multitype library system that served a public library in a city with a population of 500,000 or more need not reorganize for formation as a new library system but may, at the discretion of the State Librarian, continue as a library system subject to conditions and restrictions of this Act and any stipulations of the State Librarian.

(75 ILCS 10/5) (from Ch. 81, par. 115)

Sec. 5. Each library system created as provided in Section 4 of this Act shall be governed by a board of directors numbering at least 5 and no more than 15 persons, except as required by Section 6 for library systems in cities with a population of 500,000 or more. The board shall be representative of the variety of library interests in the system, and at least a majority shall be elected or selected from the governing boards of the member public libraries, with not more than one director representing a single member library. For library systems as defined in subparagraph (3) of the definition of "library system" in Section 2, the board members shall be representative of the types of libraries that library system serves. The number of directors, the manner of election or selection, the term of office and the provision for filling vacancies shall be determined by the system governing board except that all board members must be eligible electors in the geographical area of the system. No director of any library system, however, shall be permitted to serve for more than a total of 6 years unless 2 years have elapsed since his sixth year of service.

The board of directors shall elect a president, secretary and treasurer. Before entering upon his duties, the treasurer shall be
required to give a bond in an amount to be approved by the board, but in no case shall such amount be less than 50% of the system's area and per capita grant for the previous year, conditioned that he will safely keep and pay over upon the order of such board all funds received and held by him for the library system. The funds of the library system shall be deposited in a bank or savings and loan association designated by the board of directors and shall be expended only under the direction of such board upon properly authenticated vouchers.

No bank or savings and loan association shall receive public funds as permitted by this Section, unless it has complied with the requirements established pursuant to Section 6 of the Public Funds Investment Act.

The members of the board of directors of the library system shall serve without compensation but their actual and necessary expenses shall be a proper charge against the library fund.

(Source: P.A. 93-527, eff. 8-14-03.)

(75 ILCS 10/6) (from Ch. 81, par. 116)
Sec. 6. The board and officers of the public library served by the library system defined in subparagraph (2) of the definition of "library system" in Section 2 shall administer that library system. That public library system shall annually submit a plan of service to be approved by the State Librarian. The plan of service shall include the provision of specified services for all types of libraries operating within the municipal territory of the system subject to approval or revision by the State Librarian. The multitype services shall be provided in consultation with the multitype library system defined in subparagraph (3) of the definition of "library system" in Section 2 serving the same municipal territory.

(Source: P.A. 93-527, eff. 8-14-03.)

(75 ILCS 10/7) (from Ch. 81, par. 117)
Sec. 7. Each board of library directors of a system shall carry out the spirit and intent of this Act and, in addition to the other powers conferred by this Act, shall have the following powers:

1. To develop and to amend the bylaws and the plan of service for the system subject to the approval of the State Librarian.
2. To have the exclusive control of the expenditure of all moneys and funds held in the name of the library system.
3. To make and adopt such policies, rules and regulations for the government and operation of the library system as necessary.
4. To purchase or lease ground and to construct, purchase or lease, and occupy an appropriate building or buildings for the use of the library system including but not limited to the power to purchase or lease either real or personal property for system purposes through contracts which provide for the consideration for such purchase or
lease to be paid through installments at stated intervals during a
certain period not to exceed 20 years together with interest at a rate
not to exceed the interest rate specified in Section 2 of the Bond
Authorization Act on the unpaid balance owing and to purchase real
estate for system purposes upon a mortgage basis for up to 75% of
the total consideration therefor, the remaining balance to be paid
through installments at stated intervals for a period not to exceed 20
years together with interest at a rate not to exceed the interest rate
specified in Section 2 of the Bond Authorization Act on the unpaid
balance owing, except that in the case of a library system consisting of
a single public library or multitype library system serving a city of over
500,000 population, this power shall be governed by the provisions of
Division 10 of Article 8 of the Illinois Municipal Code.

5. To appoint and to fix the compensation of a competent librarian,
who shall have the authority to hire such other employees as may be
necessary, to fix their compensation, and to remove such appointees,
subject to the approval of the board. The board may also retain
counsel and professional consultants, as needed.

6. To contract with any public or private corporation or entity for the
purpose of providing or receiving library service or of performing any
and all other acts necessary and proper to carry out the
responsibilities and the provisions of this Act. This power includes, but
is not limited to participation in interstate library compacts and library
systems, and the expenditure of any federal or State funds made
available to any county, municipality, township or to the State of Illinois
for library purposes.

7. To accrue and accumulate funds in special reserve funds
pursuant to the provisions of a plan to acquire realty, improved or
unimproved, for library system purposes.

8. To be a body politic and corporate, to contract and to hold title to
property by the name of the "Board of Directors of the .... Library
System, ...., Illinois", and in that name to sue and be sued and to take
any action authorized by law.

9. To undertake programs for the purpose of encouraging the
addition to the district of adjacent areas without local tax-supported
library service, and to expend funds for this purpose.

10. To join the library system as a member in the Illinois Library
Association and the American Library Association, non-profit,
non-political, 501(c)(3) associations, as designated by the federal
Internal Revenue Service, having the purpose of library development
and librarianship; to provide for the payment of annual membership
dues, fees and assessments and act by, through and in the name of
such instrumentality by providing and disseminating information and
research services, employing personnel and doing any and all other
acts for the purpose of improving library development.

11. To take and to have title to any personal or real property
acquired by it for library system purposes.

12. To borrow funds for the purpose of expanding or improving the
system's facilities through the mortgaging of system owned property or
of borrowing against other system owned assets. The mortgaging of system owned property or the borrowing against other system owned assets shall not exceed 75% of the value thereof.
(Source: P.A. 91-357, eff. 7-29-99.)

(75 ILCS 10/7.5)
Sec. 7.5. Regional library service planning panels.
(a) Each regional multitype library system shall establish one or more regional library service planning panels in such a manner that all territory within the system boundaries is assigned to a planning panel. A library system having fewer than 10% of the people within its jurisdiction unserved by a public library may establish one planning panel that coincides with the system boundaries. A library system having more than 10% of the people within its jurisdiction unserved by a public library may establish more than one planning panel based on county boundary lines within the library system area and incorporating all or part of one or more counties. A regional library service planning panel shall consist of 7 or more members, broadly representative of the designated area, appointed by the Secretary of State in his or her capacity as State Librarian upon recommendations submitted by the multitype library system serving that region. Membership shall include representation from existing public libraries, local, county, or regional government entities, persons residing in areas served by a public library, and persons residing in areas unserved by a public library within the region's boundaries. Members of a panel may be reimbursed for actual and necessary expenses incurred.
(b) Each regional planning panel shall work in conjunction with the library system to develop, approve, and submit to the Secretary of State, no later than January 1, 1997, a plan detailing how existing library service providers may extend public library services to those people unserved by a public library at that time. Approved plans shall (i) include, but not be limited to, a program for implementation and a schedule for achieving regional goals no later than January 1, 2000 and (ii) describe on a county by county basis how universal public library service can be delivered within the designated region.
(c) Reports submitted by each regional library service planning panel to the Secretary of State shall describe and explain suggested boundaries for public library service areas within the region, the process by which each described service area will receive public library service from an existing library service provider, funding recommendations appropriate to each circumstance, suggested timetable for implementation for each portion of the regional plan, and other information as requested by the Secretary of State.
(Source: P.A. 89-188, eff. 7-19-95.)

(75 ILCS 10/8) (from Ch. 81, par. 118)
Sec. 8. State grants.
(a) There shall be a program of State grants within the limitations of funds appropriated by the Illinois General Assembly together with other funds made available by the federal government or other sources for this purpose. This program of State grants shall be administered by the State Librarian in accordance with rules and regulations as provided in Section 3 of this Act and shall include the following: (i) annual equalization grants; (ii) Library System grants; (iii) per capita grants to public libraries; and (iv) planning and construction grants to public libraries and library systems. Libraries, in order to be eligible for grants under this Section, must be members of a library system.

(b) An annual equalization grant shall be made to all public libraries for which the corporate authorities levy a tax for library purposes at a rate not less than .13% of the value of all the taxable property as equalized and assessed by the Department of Revenue if the amount of tax revenue obtained from a rate of .13% produces less than (i) $4.25 per capita in property tax revenue from property taxes for the 2006 taxable year payable in 2007 and (ii) $7.50 per capita in property tax revenue from property taxes for the 2007 taxable year and thereafter. In that case, the State Librarian is authorized to make an equalization grant equivalent to the difference between the amount obtained from a rate of .13% and an annual income of $4.25 per capita for grants made through Fiscal Year 2008, and an annual income of $7.50 per capita for grants made in Fiscal Year 2009 and thereafter. If moneys appropriated for grants under this Section are not sufficient, then the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount per capita, but in no event shall the grant be less than equivalent to the difference between the amount of the tax revenue obtained from the current levy and an annual income of $4.25 per capita. If a library receiving an equalization grant reduces its tax levy below the amount levied at the time the original application is approved, it shall be ineligible to receive further equalization grants.

If a library is subject to the Property Tax Extension Limitation Law in the Property Tax Code and its tax levy for library purposes has been lowered to a rate of less than .13%, the library will qualify for this grant if the library levied a tax for library purposes that met the requirements for this grant in the previous year and if the tax levied for library purposes in the current year produces tax revenue for the library that is an increase over the previous year's extension of 5% or the percentage increase in the Consumer Price Index, whichever is less, and the tax revenue produced by this levy is less than (i) $4.25 per capita in property tax revenue from property taxes for the 2006 taxable year payable in 2007 and (ii) $7.50 per capita in property tax revenue from property taxes for the 2007 taxable year and thereafter. In this case, the State Librarian is authorized to make an equalization grant equivalent to the difference between the amount of tax revenue obtained from the current levy and an annual income of $4.25 per capita for grants made through Fiscal Year 2008, and an annual
income of $7.50 per capita for grants made in Fiscal Year 2009 and thereafter. If moneys appropriated for grants under this Section are not sufficient, then the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount per capita, but in no event shall the grant be less than equivalent to the difference between the amount of the tax revenue obtained from the current levy and an annual income of $4.25 per capita. If a library receiving an equalization grant reduces its tax levy below the amount levied at the time the original application is approved, it shall be ineligible to receive further equalization grants.

(c) Annual Library System grants shall be made, upon application, to each library system approved by the State Librarian on the following basis:

(1) For library systems, the sum of $1.46 per capita of the population of the area served plus the sum of $50.75 per square mile or fraction thereof of the area served except as provided in paragraph (4) of this subsection.

(2) If the amounts appropriated for grants are different from the amount provided for in paragraph (1) of this subsection, the area and per capita funding shall be proportionately reduced or increased accordingly.

(3) For library systems, additional funds may be appropriated. The appropriation shall be distributed on the same proportional per capita and per square mile basis as provided in paragraphs (1) and (4) of this subsection.

(4) Per capita and area funding for a multitype library system as defined in subparagraph (3) of the definition of "library system" in Section 2 and a public library system in cities with a population of 500,000 or more as defined in subparagraph (2) of the definition of "library system" in Section 2 shall be apportioned with 25% of the funding granted to the multitype library system and 75% of the funding granted to the public library system.

(d) The "area served" for the purposes of this Act means the area that lies within the geographic boundaries of the library system as approved by the State Librarian. In determining the population of the area served by the library system, the Illinois State Library shall use the latest federal census for the political subdivisions in the area served.

(e) In order to be eligible for a grant under this Section, the corporate authorities, instead of a tax levy at a particular rate, may provide an amount equivalent to the amount produced by that levy. (Source: P.A. 95-976, eff. 9-22-08.)

(75 ILCS 10/8.1) (from Ch. 81, par. 118.1)

Sec. 8.1. The State Librarian shall make grants annually under this Section to all qualified public libraries in the State from funds appropriated by the General Assembly. Such grants shall be in the amount of up to $1.25 per capita for the population of the area served
by the respective public library and, in addition, the amount of up to $0.19 per capita to libraries serving populations over 500,000 under the Illinois Major Urban Library Program. If the moneys appropriated for grants under this Section are not sufficient the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount per capita.

To be eligible for grants under this Section, a public library must:

1. Provide, as determined by the State Librarian, library services which either meet or show progress toward meeting the Illinois library standards, as most recently adopted by the Illinois Library Association.

2. Be a public library for which is levied a tax for library purposes at a rate not less than .13% or a county library for which is levied a tax for library purposes at a rate not less than .07%. If a library is subject to the Property Tax Extension Limitation Law in the Property Tax Code and its tax levy for library purposes has been lowered to a rate of less than .13%, this requirement will be waived if the library qualified for this grant in the previous year and if the tax levied for library purposes in the current year produces tax revenue for library purposes that is an increase over the previous year's extension of 5% or the percentage increase in the Consumer Price Index, whichever is less.

Any other language in this Section to the contrary notwithstanding, grants under this Section 8.1 shall be made only upon application of the public library concerned, which applications shall be entirely voluntary and within the sole discretion of the public library concerned.

In order to be eligible for a grant under this Section, the corporate authorities, in lieu of a tax levy at a particular rate, may provide funds from other sources, an amount equivalent to the amount to be produced by that levy.

(Source: P.A. 93-527, eff. 8-14-03.)

(75 ILCS 10/8.2) (from Ch. 81, par. 118.2)

Sec. 8.2. (a) After the General Assembly has appropriated funds to the State Librarian for grants to a library system and the Governor has signed the appropriation bill into law and the State Librarian has certified that the library system is eligible for such grants, a library system may issue Grant Anticipation Notes in anticipation of the receipt of such grants. Such Grant Anticipation Notes shall show upon their face that they are payable solely from such grants when received.

(b) The Grant Anticipation Notes shall bear interest at a rate not to exceed the rate specified in "An Act to authorize public corporations to issue bonds, other evidences of indebtedness and tax anticipation warrants subject to interest rate limitations set forth therein", approved May 26, 1970, as amended, from the date of their issuance until paid, or until notice is given that money for their payment is available and that such will be paid on presentation.
(c) The Grant Anticipation Notes shall be sold in such manner and in such denominations as is determined by the board of directors of the system, and shall mature within one year of the date of issuance.

(d) At no time may the principal and interest payable on outstanding Grant Anticipation Notes exceed 75% of the amount of funds which have been appropriated for grants to the system.

(e) In order to authorize and issue Grant Anticipation Notes, the board of directors of the system shall adopt a resolution fixing the amount of the Grant Anticipation Notes, the date thereof, the maturity thereof, rate of interest thereof unless the Grant Anticipation Notes are to be sold by public bid, place of payment and denomination, which shall be in equal multiples of $1000.

(f) The Grant Anticipation Notes shall be executed in the name of the system by manual or facsimile signatures of such officials of the system as the board of directors may by resolution designate. At least one signature on each note shall be a manual signature.

(g) This Section, without reference to any other law, shall be deemed full and complete authority for the issuance of the Grant Anticipation Notes as herein provided.

(Source: P.A. 83-130.)

(75 ILCS 10/8.3) (from Ch. 81, par. 118.3)

Sec. 8.3. The State Librarian shall make grants annually to all cooperative public library systems, public library systems, and multitype library systems. Such grants shall be in the amounts specified in Section 8.

(Source: P.A. 83-1362.)

(75 ILCS 10/8.4) (from Ch. 81, par. 118.4)

Sec. 8.4. School library grants. Beginning July 1, 1989, the State Librarian shall make grants annually under this Section to all school districts in the State for the establishment and operation of qualified school libraries, or the additional support of existing qualified school libraries, from funds appropriated by the General Assembly. Such grants shall be in the amount of $0.75 per student as determined by the official enrollment as of the previous September 30 of the respective school having a qualified school library. If the moneys appropriated for grants under this Section are not sufficient, the State Librarian shall reduce the amount of the grants as necessary; in making these reductions, the State Librarian shall endeavor to provide each school district that has a qualifying school library (i) at least the same amount per student as the district received under this Section in the preceding fiscal year, and (ii) a total grant of at least $750, which, in the event of an insufficient appropriation, shall not be reduced to a total grant of less than $100.

To qualify for grants under this Section, a school library must:

(1) Be an entity which serves the basic information
and library needs of the school's employees and students through a bibliographically organized collection of library materials, has at least one employee whose primary duty is to serve as a librarian, and has a collection permanently supported financially, accessible centrally, and occupying identifiable quarters in one principal location.

(2) Meet the requirements for membership in a library system under the provisions of this Act.

(3) Have applied for membership in the library system of jurisdiction if the system is a multitype library system under this Act.

(4) Provide, as mutually determined by the Illinois State Librarian and the Illinois State Board of Education, library services which either meet or show progress toward meeting the Illinois school library standards as most recently adopted by the Illinois School Library Media Association.

(5) Submit a statement certifying that the financial support for the school library or libraries of the applying school district has been maintained undiminished, or if diminished, the percentage of diminution of financial support is no more than the percentage of diminution of the applying school's total financial support for educational and operations purposes since the submission of the last previous application of the school district for the school library per student grant that was funded.

Grants under this Section shall be made only upon application of the school district for its qualified school library or school libraries.

(Source: P.A. 95-976, eff. 9-22-08.)

(75 ILCS 10/8.5)

Sec. 8.5. Annual library technology grants. The State Librarian shall distribute annual library technology grants, upon the approval by the State Librarian of application from libraries, for initiatives of library development and technological innovations. The State Librarian shall establish the criteria for awarding the grants by rule. The State Librarian may expend appropriations on behalf of libraries statewide for direct purchases of equipment and services that support library development and technological advancement in libraries.

(Source: P.A. 89-697, eff. 1-6-97.)

(75 ILCS 10/8.6)

Sec. 8.6. Illinois Veteran's Home Libraries. The State Librarian shall distribute annual grants for initiatives of library development and services within Illinois Veteran's Home libraries located in Quincy, Manteno, LaSalle, and Anna upon the approval by the State Librarian of application from libraries. Grants made under this Section shall be made only from the Secretary of State Special License Plate Fund. The State Librarian shall establish the criteria for awarding the grants
Sec. 9. The board of directors of any tax-supported public library, or the contracting authority of other types of libraries which are eligible for membership in a library system and according to the rules and regulations of the State Librarian and such regulations established by that library system, may, with the approval of the State Librarian, join the library system in which the contracting authority is located or where the facility desiring to participate is located. All member libraries shall assume and maintain the rights, privileges and duties of system membership established by the board of directors of the system. The right to suspend a library from membership for failure to fulfill its obligations under law or by agreement is vested in the system board with the concurrence of the State Librarian. However, the board of library directors or trustees of any public library, or the contracting authority of any other type of library that is a member of any library system, will retain all powers specified by law or in articles of incorporation, except as otherwise provided in this Section.

(75 ILCS 10/9) (from Ch. 81, par. 119)

Sec. 10. Each library system receiving state aid shall furnish an annual report and such information regarding its library service as the State Librarian may from time to time require. The State Librarian may revoke his approval of a library system if he finds that it does not conform to the plan of service or the regulations promulgated by the State Librarian; or in case of a provisional approval, if such library system does not fulfill the terms upon which provisional approval was based. In such a case a library system shall not thereafter be entitled to state aid until its bylaws or plan of service is again approved by the State Librarian.

(75 ILCS 10/10) (from Ch. 81, par. 120)

Sec. 12. To encourage and to make available adequate library research and reference facilities and materials for the residents of this state, the State Librarian shall designate the University of Illinois at Urbana-Champaign Library, the Chicago Public Library, Southern Illinois University Library at Carbondale and the Illinois State Library as Research and Reference Centers. The State Librarian may also designate libraries with special collections, computerized data retrieval devices, or electronic data transmission facilities as Special Resource Centers. Such designation shall be made subject to the approval of the governing authorities of the above named institutions. A committee
composed of the head librarians of these four institutions and the Chairman of the Advisory Committee of the Illinois State Library shall be established to develop long range acquisition policies to strengthen the existing collections, and to avoid unnecessary duplication, and to improve the transmission of research and reference information. This committee shall determine the rules and regulations under which the Research and Reference Centers will be made available to the residents of this state. The committee shall also have the authority to make recommendations to the State Librarian for the apportionment of the funds that are appropriated by the General Assembly for this specific purpose.
(Source: P.A. 85-1238.)

(75 ILCS 10/13) (from Ch. 81, par. 123)
Sec. 13. In the event that the board of directors of a library system determines to terminate the system and to cause liquidation thereof, the board of directors of the library system shall submit an application to the State Librarian together with a plan of liquidation describing the proposed liquidation and setting forth the plan of liquidating obligations of the system including but not limited to the obligations for pensions that may have been provided for employees of the system.

The State Librarian, upon receipt of the application, shall first determine if the area of service can be allocated to other adjoining systems, and whether the assets and liabilities of the system proposed to be liquidated can be assumed and absorbed by such adjoining systems.

If adjoining systems absorb the assets and assume the obligations of the liquidating system, the State Librarian shall approve of the amendments to the plans of service and amendments to the state grants to the systems succeeding to the liquidating system.

In the event, however, that a system must be liquidated, the plan of liquidation shall provide for the payment of all outstanding debts and may provide, in addition, that assets of intrinsic value only to libraries or of such historic value that such should remain in a library, then the plan of liquidation may provide for transfer of such items to the State Library of the State of Illinois. The State Library may itself transfer such items to other library systems or retain the items in its own collection.
(Source: Laws 1967, p. 2428.)

(75 ILCS 10/14) (from Ch. 81, par. 124)
Sec. 14. In the event that the board of library directors or trustees of any public library or the governing authority of any other type of library determines to withdraw from a library system, the board of library directors or trustees or the governing authority shall submit notice to the library system of the intent to withdraw and serve a copy thereof upon the State Librarian. Any such notice shall be filed on or before
April 1st of any year, and shall be effective on or before June 30th of the next ensuing year.
(Source: P.A. 89-188, eff. 7-19-95.)

(75 ILCS 10/14.5)
Sec. 14.5. Adjustment of the geographic boundaries of library systems. The State Librarian, in consultation with the Illinois State Library Advisory Committee, shall review the geographic boundaries of the library systems a minimum of once every 10 years and make adjustments to the boundaries as deemed appropriate. The State Librarian shall promulgate rules setting forth the process for initiating review and the criteria for evaluating proposed adjustments to geographic boundaries.
(Source: P.A. 89-188, eff. 7-19-95.)

(75 ILCS 10/15) (from Ch. 81, par. 125)
Sec. 15. Any person wishing to make donations of money, personal property or real estate for the benefit of any library system may vest title to such property in the board of directors of such library system to be held and controlled by such board, when accepted, according to the terms of the deed, gift or legacy of such property. The board shall be held and considered to be a special trustee of such donated property in accordance with the wishes of the donor, grantor or testator, and shall be accountable therefor.

The board may invest funds until utilized and interest earned shall be subject to the same limitations as the principal.
(Source: P.A. 83-388.)

(75 ILCS 10/16) (from Ch. 81, par. 126)
Sec. 16. When the board has determined to sell or otherwise dispose of real or personal property that it deems no longer necessary or useful for library purposes, such property may be disposed of as follows:

(1) Personal property having a unit value of $250 or less may be disposed of as the board may determine.

(2) Personal property having a unit value of more than $250 but less than $1,000 may be displayed at the library, and a public notice of its availability, the date and the terms of the proposed sale shall be posted.

(3) Personal property of any value may be donated or sold to any tax-supported library or to any other library system operating under the provisions of this Act under such terms or conditions, if any, as the board may determine.

(4) In all other cases, the board shall publish notice of the availability and location of the real or personal property, the date and terms of the proposed sale, giving such notice once each week for 2
successive weeks.

On the day of the sale, the board shall proceed with the sale and may sell such property for a price determined by the board, or, to the highest bidder. Where the board deems the bids inadequate, it may reject such bids and re-advertise the sale.

However, the various boards of public library directors and contracting authorities of other types of libraries, including boards of public libraries that are members of a system, and the Illinois State Library shall have the first right to purchase such property for library purposes by meeting terms or bids acceptable to the board.

(Source: P.A. 83-411.)
Steve Alvin Jr.
600 Main Street
Henry, IL 61537
HOME PHONE: (309) 364-3074
HOME EMAIL: salvin@ocslink.com
WORK PHONE: (815)224-0423
WORK FAX: (815)224-3033
WORK EMAIL: steve_alvin@ivcc.edu
Henry Public Library
Represents: Trustees

Susan Busenbark
1330 West Prospect
Kewanee, IL 61443
HOME PHONE: (309)856-5836
EMAIL: suebusenbark@yahoo.com
Kewanee Public Library District
Represents: Trustees

Kevin Eckhoff
2209 Mound Road
Jacksonville, IL 62650
HOME PHONE: (217)243-9815
E-MAIL: keckhoff@verizon.net
WORK PHONE: (217)245-9541 X 5858
WORK FAX: (217)479-5637
WORK EMAIL: kevin.eckoff@passavanthospital.com
Jacksonville Public Library
Represents: Trustees

Katie Grumbine
506 Monroe Street
Henry, IL 61537
HOME PHONE: (309)364-2544
E-MAIL: mallardlib@hotmail.com
WORK PHONE: (309)364-2829
WORK FAX: (309)364-3217
WORK E-MAIL: Kgrumbine@henrysenachwine.org
Henry-Senachwine CUSD #5
Represents: Schools

Susan Herring
115 Hilton Court
East Peoria, IL 61611
HOME PHONE: (309)698-6018
HOME EMAIL: sueherring@comcast.net
Fondulac Public Library District
Represents: Trustees

Molly Horio
1311 Lismore Lane
Normal, IL 61761
HOME PHONE: (309)268-9547
EMAIL: mhorio@bromenn.org
WORK PHONE: (309)268-5206
WORK FAX: (309)268-5953
Cell Phone: (309)310-2444
BroMenn Healthcare A.E. Livingston Health Sciences Library
Represents: Special

Chad McCoy
209 W. North Street
Mt. Sterling, IL 62353
Dot Foods, Inc.
WORK PHONE: (217)773-4411 X 2378
WORK FAX: (217)773-2378
EMAIL: cmccoy@dotfoods.com
Represents: Trustees

Stephanie McKinley-Miller
274 Funchem Court
Avon, IL 61415
HOME PHONE: (309)465-7438
EMAIL: bookwormsam@grics.net
Spoon River Valley CUSD #4
WORK PHONE: (309)778-2201
WORK FAX: (309)778-2655
Avon CUSD #176
WORK PHONE: (309)465-3851
WORK FAX: (309)465-9030
Represents: Schools
John Richmond  
4105 South Lafayette Avenue  
Bartonville, IL 61607-2251  
HOME PHONE: (309)633-2823  
EMAIL: jrichmond@alphapark.org  
WORK PHONE: (309)697-3822 x12  
WORK FAX: (309)697-9681  
Alpha Park Public Library District  
Represents: Publics  

Phyllis Self  
12 Hickory Bow  
Macomb, IL 61455  
HOME PHONE: (309)836-6945  
EMAIL: P-Self@wiu.edu  
WORK PHONE: (309)298-2762  
WORK FAX: (309)298-2791  
Western IL University Libraries  
Represents: Academics  

Jeffery R. Taylor  
280 Park Street  
Fairview, IL 61432  
HOME PHONE: (309)778-2329  
HOME FAX: (309)778-2403  
EMAIL: jtaylor03@mchsi.com  
WORK PHONE: (309)778-2240  
WORK FAX: (309)778-2240  
Valley District Library  
Represents: Trustees  

Wed Turner  
615 N. Santa Fe Avenue  
Chillicothe, IL 61523  
HOME PHONE: (309) 274-2614  
E-MAIL: hckydrgn@mtco.com  
Chillicothe Public Library  
Represents: Trustees  

Pam Van Kirk  
708 North I Street  
Monmouth IL 61462  
HOME PHONE: 309-734-3922  
EMAIL: pamv@galesburglibrary.org  
WORK PHONE: 309-343-6118  
WORK FAX: 309-343-4877  
Cell Phone: (309)337-3923  
Galesburg Public Library  
Represents: Publics  

Kitty Pope  
Executive Director  
Alliance Library System  
600 High Point Lane  
East Peoria, IL 61611  
WORK PHONE: (309) 694-9200 x2101  
WORK FAX: (309) 694-9230  
WORK EMAIL: kpope@alliancelibrarysystem.com  
HOME PHONE: (309) 427-1025  
CELL PHONE: (309) 241-6415

### Board Representation

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<th>Type</th>
<th>#</th>
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<td>Busenbark</td>
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<td>Van Kirk</td>
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### ALS Presidents

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<th>Years</th>
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<tr>
<td>Oct. 08 -</td>
<td>John Richmond</td>
<td>Publics</td>
<td>Alpha Park PL</td>
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<tr>
<td>Oct. 05 – Sept. 08</td>
<td>Barb Galik</td>
<td>Academic</td>
<td>Bradley University</td>
</tr>
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<td>April 04- Oct 05</td>
<td>Becky Robinson</td>
<td>At-Large (schools)</td>
<td>Galesburg CUSD</td>
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<td>02-April 04</td>
<td>Dennis Danowski</td>
<td>Library Director</td>
<td>Macomb PLD</td>
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<td>00-02</td>
<td>Ginny McCoy</td>
<td>Library Director</td>
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<td>98-00</td>
<td>Marylin Dale</td>
<td>Trustee</td>
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<td>97-98</td>
<td>Caroline Campbell</td>
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<td>95-97</td>
<td>Nancy Lovekamp</td>
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<td>Harriet Conklin</td>
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Revised: October 2009  
L: Board/Board List/2009-2010
ALS board members are elected for a two (2) year term of office. In accordance with the Library System Act, board members are permitted to serve six (6) consecutive years (that is three 2 year terms) and may resume service after two (2) years have elapsed.

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<td>Thursday, September 24, 2009</td>
<td>5:00</td>
<td>Washington District Library</td>
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<td>Washington, IL</td>
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<td></td>
<td>Dinner</td>
<td>Board Meeting</td>
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<tr>
<td>October 6-9, 2009</td>
<td></td>
<td>Peoria, IL</td>
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<tr>
<td>Thursday, October 22, 2009</td>
<td>4:00</td>
<td>High Point Lane</td>
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<td>East Peoria, IL</td>
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<td>Board Meeting</td>
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<td>6:00</td>
<td>Reception</td>
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<td>Annual Meeting/Awards</td>
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<td>Ceremony</td>
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<td>Thursday, December 3, 2009*</td>
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<td>Dinner</td>
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<td>5:45</td>
<td>Photo of new Board</td>
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<td></td>
<td>6:00</td>
<td>Board Meeting</td>
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**POSTPONED TO AUGUST 27TH**
<table>
<thead>
<tr>
<th>Date</th>
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<th>Location/Comments</th>
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<tr>
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<td>4:00</td>
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<td>Executive Committee Meeting</td>
<td>Facilities &amp; HR Annual Review (Paul)</td>
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<td>Executive Director Annual Performance Review</td>
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<td>Project Green $$$ Year 1 Report (Lori &amp; Lee)</td>
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<tr>
<td>Thursday January 28, 2010</td>
<td>4:00</td>
<td>High Point Lane East Peoria, IL</td>
<td>Facilities &amp; HR Annual Review (Paul)</td>
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<td>5:00</td>
<td>Executive Committee Dinner</td>
<td>Executive Director Annual Performance Review</td>
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<td>5:45</td>
<td>Board Photo</td>
<td>Project Green $$$ Year 1 Report (Lori &amp; Lee)</td>
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<td></td>
<td>6:00</td>
<td>Board Meeting</td>
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<tr>
<td>Thursday February 25, 2010</td>
<td>5:00</td>
<td>High Point Lane East Peoria, IL</td>
<td>C &amp; CE Department Annual Review (Lee)</td>
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<td>6:00</td>
<td>Dinner</td>
<td>MITBC FY2011 Plan of Service &amp; Annual Review (Lori)</td>
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<td>Board Meeting</td>
<td>ALS Day 2010 Plan (Lee)</td>
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<td>March 25, 2010</td>
<td>4:00</td>
<td>High Point Lane East Peoria, IL</td>
<td>No Board Meeting Planned</td>
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<td>Executive Committee Meeting (if necessary)</td>
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<tr>
<td>April, 2010</td>
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<td>Springfield, IL</td>
<td>Illinois Library Day</td>
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<tr>
<td>Thursday April 22, 2010</td>
<td>5:00</td>
<td>Dunlap PL Dunlap, IL</td>
<td>ALS FY2011 Budget (Kitty/Paul)</td>
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<tr>
<td></td>
<td>6:00</td>
<td>Election Committee Dinner</td>
<td>MITBC Budget Amendments (Paul)</td>
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<td>Board Meeting</td>
<td>Summer Reading Kickoff Final Report (Lee)</td>
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<td>ALS Day Update (Lee)</td>
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<td>Election Committee Report</td>
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<tr>
<td>May, 2010</td>
<td>CANCELLED</td>
<td>Washington DC</td>
<td>ALA Legislative Days</td>
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<td>Thursday, May 27, 2010</td>
<td>5:00</td>
<td>High Point Lane East Peoria, IL</td>
<td>RSA &amp; IT Department Annual Reviews (Kendal)</td>
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<td></td>
<td>6:00</td>
<td>Dinner</td>
<td>ALS FY2010 Per Capita Grant Application (Kitty)</td>
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<td>Board Meeting</td>
<td>Review of Closed Meeting Minutes in Closed Session</td>
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<td>Thursday, June 24, 2010</td>
<td>5:00</td>
<td>TBA</td>
<td>Innovation Department Annual Review (Lori)</td>
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<td></td>
<td>6:00</td>
<td>Dinner</td>
<td>Prevailing Wage Resolution (Paul)</td>
</tr>
<tr>
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<td>Board Meeting</td>
<td>ALS Salary System (Paul)</td>
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<tr>
<td></td>
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<td>Trends Report (Kitty)</td>
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<tr>
<td>June 20-26, 2010</td>
<td></td>
<td>Washington DC</td>
<td>ALA</td>
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</table>
I, ____________________, recognizing the important responsibility I am undertaking as a member of the Alliance Library System Board of Directors, I hereby pledge to carry out in a trustworthy and diligent manner all the duties and obligations.

**My Role:**
I acknowledge my role as a member of the ALS Board of Directors is to 1) contribute to defining the system’s mission and governing the fulfillment of that mission, 2) carry out the functions of board member as specified in the Alliance Library System Bylaws and Rules and Regulations, and 3) focus on the development of the system plans and policies.

I pledge to:
1) Establish as a high priority, my attendance at all board and committee meetings.
2) Come to meetings prepared, having read the agenda and background material.
3) Represent ALS in a positive and supportive manner at all times.
4) Support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
5) Refrain from intruding in administrative issues that are the responsibility of management, except to monitor the results and prohibit methods not in congruity with board policy.
6) Recognize conflicts of interest between my position as a board member and my personal and professional life. If such a conflict does arise, I will declare the conflict before the board and withdraw from the discussions and vote.
7) Observe Robert’s Rules of Order and display courteous conduct in all board and committee meetings.
8) Make every effort to learn the job of being a member of the Board of Directors.
9) Participate in educational events that enhance my skills as a board member.

**My Commitment:**
I will exercise the duties and responsibilities of this office with integrity, collegiality and due care. If, for any reason, I am unable to carry out the above duties, I agree to resign from the ALS Board of Directors.

______________________________  October 22, 2009  
Signature       Date

______________________________  October 22, 2009  
President, ALS Board of Directors       Date
INTRODUCTION

The Alliance Library System (ALS) Bylaws are designed to document the broad policy decisions of the Board of Directors. The Alliance Library System Bylaws are based on the Illinois Library Laws & Regulations in effect January, 2004 and are amendable by the Alliance Library System Board of Directors. The Alliance Library System Board of Directors Rules and Regulations is a companion document that outlines the procedures used to implement the bylaws.

ARTICLE 1 – NAME

1.1 The name of the organization shall be the Alliance Library System (ALS).

ARTICLE 2 – AUTHORITY

2.1 The Alliance Library System derives its authority for operation from the Illinois Library Laws & Regulations in effect January, 2004 and Illinois Library System Act (75 ILCS Act 10.)

ARTICLE 3 – PURPOSE

3.1 The purpose of the Alliance Library System, a multi-type library consortium, shall be to encourage and assist in the development of member libraries through cooperative programs and the sharing of resources.

3.2 The Alliance Library System provides four (4) basic services:
   3.2.1 Delivery of library materials
   3.2.2 Resource Sharing (Resource Sharing Alliance, bibliographic access, interlibrary loan and reference, reciprocal access and automation)
   3.2.3 Continuing Education
   3.2.4 Library Development (Consulting)

ARTICLE 4 – MEMBERSHIP

4.1 A tax-supported public library or contracting authority of other types of libraries located within the Alliance Library System boundaries are eligible for membership.
4.2 All libraries must satisfy the membership criteria and fulfill Alliance Library System membership responsibilities as established by the Alliance Library System Board of Directors Rules and Regulations.

4.3 All member libraries shall assume and maintain the rights, privileges and duties of Alliance Library System membership as established by the Alliance Library System Board of Directors Rules and Regulations.

ARTICLE 5 – BOARD OF DIRECTORS

5.1 Composition

5.1.1 The Alliance Library System shall be governed by a thirteen (13) member Board of Directors with the following representation:

5.1.1.1 seven (7) public library trustees;
5.1.1.2 one (1) public librarian;
5.1.1.3 two (2) school library media specialists;
5.1.1.4 one (1) special librarian;
5.1.1.5 one (1) academic librarian;
5.1.1.6 one (1) at-large representative;

5.1.2 The power and duty of the Alliance Library System Board of Directors, meetings, the terms of office, procedures for dealing with member absences, changes in affiliation and vacancies shall be established by the Alliance Library System Board of Directors Rules and Regulations.

5.1.3 Members of the Alliance Library System Board of Directors shall represent system interests as a whole not the unique interests of an individual library.

5.2 Method of Election

There shall be an annual election of Alliance Library System Board of Directors members, as per the Alliance Library System Board of Directors Rules and Regulations.

5.3 Officers of the Alliance Library System Board of Directors

5.3.1 The officers of the Alliance Library System Board of Directors shall be a President, Vice-President, Secretary, and Treasurer.
5.4 Board of Directors Standing and Ad Hoc Committees

5.4.1 The Alliance Library System President shall appoint standing committees with the approval of the Board of Directors at the beginning of each board year.

5.4.2 The Alliance Library System shall have the following standing committees: Executive; Finance; Elections; and Services/Facilities.

5.4.3 The President may appoint ad hoc committees and their chairs with approval by the Alliance Library System Board of Directors. Alliance Library System Board members and others associated with member libraries may be appointed to ad hoc committees.

5.5 Membership Annual Meeting

5.5.1 The Alliance Library System Board of Directors shall hold an annual membership meeting.

ARTICLE 6 – ADVISORY COUNCIL

6.1 The purpose of the Alliance Library System Advisory Council is to advise and counsel the Director on matters concerning: Alliance Library System services, programs and procedures plus other relevant issues affecting the Alliance Library System and its members. The Advisory Council is also designed to facilitate the sharing of information and expertise between members. The Advisory Council is not a policy making body.

ARTICLE 7 – RESOURCE SHARING ALLIANCE (RSA)

7.1 The Resource Sharing Alliance Long Range Planning Committee and Resource Sharing Alliance Users Group shall advise the Executive Director and staff of the Alliance Library System on matters concerning the operation of the shared automation system. The Resource Sharing Alliance Long Range Planning Committee and Resource Sharing Alliance Users Group are not policy making bodies.

ARTICLE 8 – MID-ILLINOIS TALKING BOOK CENTER

8.1 The Director of the Mid-Illinois Talking Book Center shall advise the Executive Director and staff of the Alliance Library System on matters concerning: Mid-Illinois Talking Book Service services, programs and procedures, plus other relevant issues affecting the Alliance Library System and its members.
ARTICLE 9 – EXECUTIVE DIRECTOR

9.1 The Alliance Library System Board of Directors shall employ an Executive Director to carry out the policies of the Alliance Library System Board of Directors and the duties set forth in the Illinois Library System Act, the Alliance Library System Board of Directors Bylaws and the Alliance Library System Board of Directors Rules and Regulations.

ARTICLE 10 – FISCAL YEAR

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

ARTICLE 11 – RECORDS

11.1 All accounts and records of the Alliance Library System shall be kept in the custody of the Executive Director. All such records shall be open to inspection or limited, as the case may be, in accordance with the Freedom of Information Act and the Library Records Confidentiality Act.

ARTICLE 12 – PARLIAMENTARY AUTHORITY

12.1 The most recent edition of Robert’s Rules of Order shall govern all meetings of the Alliance Library System Board of Directors when they are not inconsistent with these bylaws or any special rules of order the Board of Directors may adopt.

ARTICLE 13 – AMENDMENTS

13.1 The Alliance Library System Bylaws may be amended by a two-thirds vote of the Alliance Library System Board of Directors taken at a regular meeting of the Alliance Library System Board of Directors provided that the following requirements have been met.

- Written notice including the text of the proposed amendment(s) and notice of the meeting at which the vote is to be taken, must be given to all members of the Alliance Library System Board of Directors and member libraries. Notice must be at least thirty (30) days prior to the meeting at which the amendment(s) will be voted upon.

13.2 As per the Administrative Code Regulation (23 IL ADC 3030.50 h) the Alliance Library System Board of Directors shall annually review the Alliance Library System Bylaws, Alliance Library System Board of Directors Rules and Regulations and revise them as needed.
13.3 Amendments to the Alliance Library System Bylaws are subject to the approval of the Illinois Secretary of State and State Librarian.
ALS

Board of Directors

Rules and Regulations

Alliance Library System
600 High Point Lane
East Peoria, IL 61611
Phone: 309-694-9200 or 800-700-4857
Fax: 309-694-9230
Website: www.alliancelibrarysystem.com

July, 2008
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”;
   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,
   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)*

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<td>Yes</td>
</tr>
<tr>
<td>Non-profit (non-library organizations, i.e. Red Cross)</td>
<td>$80</td>
<td>$120</td>
<td>Yes</td>
</tr>
<tr>
<td>For profit organizations (i.e. Sears)</td>
<td>$120</td>
<td>$180</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.allliancelibrarysystem.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:

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

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:
    o Regional: Resource Sharing Alliance [RSA] AND/OR
    o Statewide: ILLINET Online [IO]; the Statewide Illinois Library Catalog [SILC] AND/OR
    o 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
Revised and adopted by ALS Board of Directors, June 14, 2001
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
System Annual Report URL

URL for the system's current annual report:

http://www.alliancelibrarysystem.com/annualmeeting08/upload08/main.swf
Learning, Leadership and Cooperation: 
ALS Delivers!

Alliance Library System 
Business Plan 
2009 - 2011
Learning, Leadership and Cooperation: ALS Delivers!

Alliance Library System
Business Plan
2009 -2011

Alliance Library System
600 High Point Lane
East Peoria, Illinois 61611

www.alliancelibrarysystem.com
Learning, Leadership and Cooperation: 
ALS Delivers! 
Alliance Library System 
Business Plan 2009 – 2011

1. Introduction and Executive Summary

The Alliance Library System (ALS) Board of Directors is pleased to present Learning, Leadership and Cooperation: ALS Delivers! - ALS business plan for 2009 – 2011. This business plan is all about people and delivering great library service to them.

ALS’ first business plan “Strategic Pathways to Excellence” was developed in 1996 at a cost of $28,025. It was a visionary document that outlined ALS’ first mission, desired future, system values and role, plus key objective and strategic pathways. The second plan “ALS Strategic Plan” developed in 2002 at a cost of $29,508 was similar in content to the first plan but more general in its key objectives and pathways. ALS’ third business plan, Making a Difference 2006 – 2008 at a cost of $10,500, included a restatement of the ALS vision, mission and values, plus yearly action plans and measurements in two key areas:

1. Enhancing member services
2. Strengthening organizational performance

The fourth ALS’ business plan for 2009-2011 is called Learning, Leadership and Cooperation: ALS Delivers! and at a cost of $4,800, builds upon the previous plan with annual themes and specific goals for the next three years.

2. Alliance Library System

The Alliance Library System (ALS) is among the top multitype library systems in North America. Since its inception in July 1994, ALS has been known for its cooperative spirit, innovative programs and attention to excellent customer service. The Alliance currently serves 252 school, public, academic and special libraries in central Illinois. What makes the Alliance unique is its commitment to innovation, support of virtual librarianship, development of alternate revenue sources, dynamic website, Trends Report and the Consultants Certification Program.
ALS has a 13 member elected board of directors who are responsible for the delivery of library services under the Illinois Library System Act. They are entrusted with the responsibility of setting and overseeing policies, planning, funding, personnel and advocacy. The implementation of the policies is the responsibility of the Executive Director who works with both the Advisory Council and the Resource Sharing Alliance Users Group. Alliance also is responsible for supervision of the Mid-Illinois Talking Book Center (MITBC).

The senior management of ALS is composed of five Directors reporting to the Executive Director. As a member of the Management Team, each Director has a specific area of responsibility: Information Technologies (including RSA); Consulting and Continuing Education; Finance, Facilities and Human Resources; Innovation and the Mid-Illinois Talking Book Center (MITBC).

The Alliance Library System has four primary responsibilities:

1. Delivery of library materials
2. Resource Sharing (RSA, bibliographic access, interlibrary loan, reciprocal access and automation)
3. Continuing Education
4. Library Development (Consulting)

Alliance is also home to the Resource Sharing Alliance (RSA) which provides automation services to its 198 member libraries and aggregates their resources to allow patrons seamless access to over 4 million books and other materials. Alliance is also home to the Mid-Illinois Talking Book Center (MITBC) which is responsible for talking book services throughout 60 counties in central Illinois.

In supporting these responsibilities, Alliance models and promotes the following strategies in all programs and services:

1. Libraries are essential to the communities they serve
2. Dynamic leadership promotes innovative library service
3. Partnerships and cooperation are essential to libraries
4. The best library service is closest to the customer
3. ALS Vision, Mission and Values

The Alliance Library System Board and staff are committed to:

**Vision**
The Alliance Library System envisions a future where:
- Collaboration results in easy access to information anytime and anywhere
- Community-based library services promote and enrich the democratic, cultural, educational and economic life of central Illinois
- ALS saves its members time and money by providing innovative library services that encourage economies of scale

**Mission**
The Alliance Library System enhances the effectiveness of libraries by facilitating resource sharing, training, partnerships and advocacy. Alliance is committed to helping members provide essential library services to their communities.

**Values**
The Alliance Library System values behaviors that support the vision and mission. All Alliance staff consistently model the following values:
- Listening to our members
- Ensuring every decision is linked to the ALS mission
- Focusing on actions that specifically improve service
- Seeking change and innovation for the growth opportunities they provide
- Promoting a culture of integrity and respect
- Treating customers with empathy and the way we want to be treated as outlined in the ALS Customer Service Charter
- Having the courage to engage in direct and honest communication
- Making it easy to do business with ALS
- Modeling dynamic leadership and promote life long learning
- Always smiling and saying thank you
4. Forces of Change

The Alliance Library System’s business plan is designed to support the Illinois State Library Strategic Plan: 2008 – 2011 Plan, the ILSDO Strategic Plan 2009 – 2011 and the annual ALS Trends Report. Forces of change that will directly affect library service over the next three years include:

1. The economic downturn which will have a huge effect on all libraries
2. Increasing operational costs as fuel and healthcare expenses escalate
3. Increasing importance placed on environmental sustainability
4. The expanding service expectations of members and their customers
5. The endless need to support library infrastructure and technology


In the next three years the Alliance Library System will focus on two key areas:

1. Enhance member services
2. Strengthen organizational performance

To enhance member services and strengthen organizational performance, Alliance staff will focus on the following annual themes.

- 2009 ALS Goes Green
- 2010 Growing Grants
- 2011 Marketing Our Services

5.1. Enhance Member Services

To enhance member services, ALS will roll out the following Initiatives:

2009
- The Consulting and Continuing Education Department will visit all members and pilot the ALS Knowledge Based Consulting Project
- Group purchasing will be expanded and connected statewide
- The IT Department will upgrade the ALS and MITBC websites
- The Innovation Department will investigate 3D websites
- RSA will roll out additional functionality for the online catalogue
- MITBC will participate in the statewide long range planning for talking book centers and pilot new electronic outreach activities
- Continuing education workshops will focus on the 2009 theme ALS Goes Green and include: Reintroduction of the popular ALS luncheon series and pilot the Directors’ Summit for small and midsized public libraries
2010

- The Consulting and Continuing Education Department will visit all members using ALS Knowledge Based Consulting plus investigate the feasibility of electronic consulting
- The RSA will develop and pilot an RSA Director’s Mentoring Program for new members
- Alliance, RSA and MITBC will pilot live electronic chat capabilities to improve member and customer service
- MITBC will test new electronic outreach activities and facilitate the transition from cassette to digital audio books
- Continuing education workshops will focus on the 2010 theme Growing Grants and include: The ALS luncheon series, evaluation of the Directors’ Summit for small and midsized public libraries and an open house series for members to meet grant agencies and successful grant writers

2011

- The Consulting and Continuing Education Department will visit all member libraries and evaluate the effectiveness of Knowledge Based Consulting
- The IT Department will redesign the ALS/RSA/MITBC website
- The Innovation Department will increase the number of group grant opportunities for members
- The RSA will reevaluate online services and the RSA Director’s Mentoring Program
- Administration will review and revise the ALS Customer Service Charter
- MITBC will actively market the new digital audio book and player
- Continuing education workshops will focus on the 2011 theme Marketing Your Services and include: The ALS luncheon series and an electronic series about effectively marketing the library
5.2. Strengthen Organizational Performance

Over the next three years the Alliance Library System will focus on strengthening organizational performance and effectively managing infrastructure needs by implementing the following initiatives:

2009
- The Human Resource Department will review and revise all job descriptions and The ALS Personnel Policy Handbook
- The IT Department and RSA will restructure
- MITBC will streamline internal procedures to accommodate the new digital audio book
- The Finance Department will evaluate financial software options
- The Innovation Department will seek opportunities for library students to intern at the Alliance Library System

2010
- The RSA will consult with members and revise the RSA Bylaws
- MITBC will develop and implement a marketing strategy to promote the new digital service
- Alliance/RSA/MITBC will evaluate electronic communication services with members and customers
- The Finance Department will complete migration to new financial software
- The Innovation Department will investigate and test potential external revenue streams and revenue sources for audio books.

2011
- The Human Resource Department will review and revise all job descriptions and The ALS Personnel Policy Handbook
- Administration will consult and draft a new ALS’ business plan
- The RSA will reevaluate staff and members services
- MITBC will evaluate internal digital audio book procedures
- Alliance/RSA/MITBC will implement recommendations for improved communication services with members and customers
6. Conclusion

The Alliance Library System business plan addresses the critical challenges facing libraries in central Illinois over the next three years. Learning, Leadership and Cooperation: ALS delivers! is also about hope and expectations. It is a visionary document that looks to innovation and new technologies to champion our vision. Learning, Leadership and Cooperation: ALS delivers! builds upon the legendary strengths and innovation of Alliance members and is reflective of the broad range of programs and services Alliance provides.

Learning, Leadership and Cooperation: ALS delivers! will be used by the Alliance Library System Board of Directors and staff to ensure that resources and programs reflect our vision, mission and values. The plan also ensures that innovative programs and learning opportunities are developed in response to member needs. As a result all of Alliance’s efforts are focused on actions that will keep members on the leading edge of technology and innovation. Learning, Leadership and Cooperation: ALS Delivers! is all about people and delivering great library service to them.
Customer Service Charter

The Alliance Library System is dedicated to providing excellent multitype library service with innovative programs and technologies that continuously improve service. We are dedicated to treating customers with empathy, the way we want to be treated. The Alliance Library System Board of Directors and staff take pride in listening to our members and pledges to provide:

- Timely, reliable and cost-effective delivery services
- Collaborative and seamless resource sharing
- Practical and intellectually challenging continuing education
- Knowledgeable, relevant and effective consulting services
- Responsive, leading-edge information technologies

To accomplish these customer service goals, we are committed to:

- Engaging in honest, direct and concise communication
- Making it easy to do business with Alliance
- Modeling dynamic leadership and lifelong learning
- Always smiling and say thank you
“It has been a long time coming… change has come to America.”

President Barack H. Obama
Chicago, IL, November 4, 2008
I. Introduction

Alliance Library System (ALS) designed the sixth annual Trends Report to highlight the main socioeconomic and demographic trends that impact multitype library service in Central Illinois and to assist the ALS Board of Directors and member libraries in planning and developing policies. We consider the following trends essential for the library community to watch.

In citing statistics, the most current data available, ideally from 2009, was used. In instances where the information is from previous years, we cited the date. We also made every effort to format all URLs as live hyperlinks for easy electronic access.

II. Trends and Innovation in 2009

Trends are about change and opportunity. An unprecedented transformation is underway in America as we seek economic recovery for this powerful recession. We hear about: the recession, the $787 billion dollar economic stimulus package and the rescue plan for GM and Chrysler in the media and see it in our communities every day. Every week, I write about it in my e-letter, On a + Note. We are all looking for answers that we can comprehend and use with our families, our libraries, and our communities.

What have we learned so far from these vast changes?

- No one is immune. The recession has or will affect us all. The question is, how deep and for how long?
- We know more than we ever have about the world economy, the stock market, and the automotive, mortgage, and banking industries.
- Teamwork is digging us out of this hole.
- To lead us out of this complex recession, we need many sustainable solutions: solutions for our states and our nation, solutions for our communities, solutions for our libraries, and solutions for our families. We are all part of the problem; we all need to be part of the solution!
- Keeping our workforce employed and focused on the community we serve is essential.
- Innovation is the engine of change. New products like Playaway and new services like reference text messaging bring libraries to a broader community of users.
- Good library leaders articulate the library’s vision repeatedly, and focus on actions.

Previous ALS Trends Reports have been filled with information about virtual worlds, technology, and Boomer retirement patterns. However, in 2009, the list is a much different experience because the biggest trend in America is a pervasive change in our personal attitudes and view of the world.

1. Changes in Attitudes

The biggest trend in 2009 is the attitudinal changes that Americans are undergoing since the economic downturn began in late 2008. America is no longer all about the individual! A “personal renaissance” has emerged, characterized by integrity, honesty, self-discipline, and treating others with respect. No longer willing to tolerate self-serving politicians, CEOs, and automotive or credit card companies, Americans have become:

1. Motivated to live within their economic means.
2. Focused on the environment and ecological responsibility.
3. Centered on the community as the vehicle to pull us out of this recession.

As a result of the changes generated by the economic downturn, rewriting of financial regulations, and a clear shift in policies and focus in the White House, American households are paying down debt and rebuilding their nest eggs. Longing for a simpler lifestyle at home
and at work, they exhibit a new frugality that is changing their values and expectations. We are
beginning to value not what we have or do, but rather, who we are and what we contribute to
the community. Ethical behavior, common sense, and living within our means are back in
fashion. There is a renewed dedication to creating a better country by focusing on healthy
living, clean energy, water conservation, and alternate fuels. More comprehensive and effective
than any economic recovery or government programs, attitudinal change will empower us to
“reimagine” our nation, our communities, our libraries, and ourselves.

This “personal renaissance” has resulted in a more conscious and respectful nation and an
understanding that, as a global village, we will thrive only if we all thrive. Even though banks
are still authorizing loans people can’t afford, more and more Americans are buying only what
they really can afford. We are finally worrying not just about ourselves and our “stuff”, but also
about the guy down the street and across the country. We need to be concerned about all
libraries, not just our own. It is no longer all about me!

2. Change is the Buzz Word of 2009
Necessity is the mother of invention and change. Managing change requires organizing our
options and charting a path to build the future. Americans are experiencing change as never
before. As the country begins to recover, the accelerated rate of change will continue, lead by
changes in healthcare, housing prices, and job creation. Embracing change is vital for three
fundamental reasons:
1. Embracing change ensures long-term growth for both the nation and the library community.
2. Change powers innovation; innovation grows communities; communities power libraries.
3. Change allows us to embrace new ideas and sustain hope for a better tomorrow. This
   hope drives our inner courage to embrace future change.

Libraries need to understand the three primary “drivers” of change:
1. The economy and how it affects libraries.
2. The customer and how they are changing.
3. Ever-changing technology.

Libraries that do not quickly embrace change and empower staff to maximize the benefits of
change will be left behind. It’s that simple!

3. Libraries Are Back in Fashion
According to the American Library Association’s (ALA) 2009 State of America’s Libraries report,
the use of libraries shifted dramatically in 2008 as the economy declined and people sought
cost-effective access to educational and informational resources. More than 68 percent of
Americans have a library card, the highest percentage since ALA started measuring library
usage in 1990. Americans visited their libraries nearly 1.4 billion times and checked out more
than 2 billion items in 2008, an increase of more than 10 percent. In Central Illinois, a similar
pattern has emerged as public library circulation rose over 8.2 percent in the first half of 2009.

The State of America’s Libraries indicates that job-related activities are the number one use of
OPAC and Internet services in public libraries. Libraries are also providing workshops on
résumé writing and interviewing, job-search resources, and connections with outside agencies
that offer training and job placement. Libraries have never been as relevant as they are today.

It is truly a great time to be a librarian!

4. Technology is Still Trendy
In 2009, the biggest technology trends in libraries are not devices, but rather modes of
communication and social networking. By “resetting” our channels of communication, libraries
can reach out to new customers who can hear us and easily do business with us.

Handheld mobile devices, like the Blackberry, Kindle and iPhone, have introduced a plethora of
opportunities for libraries to reach out in a customer-friendly manner and connect easily with
new customers. In late 2008, the Pew Internet & American Life Project reported, “the mobile
device will be the primary connection tool to the Internet for most people by 2020.” Providing
services using popular handheld mobile devices gives libraries credibility and meets customers where they already are.

How popular are the services available on mobile devices?

- **Internet**: According to the U.S. Census Bureau, Internet usage has tripled since 1999. More than 98 percent of American libraries are connected to the World Wide Web, and the Internet continues to be the most profound innovation of the 21st century. However, to put it in perspective, a survey by the International Telecommunications Union (ITU) indicates that only 25 percent of the world's population (1.7 billion) uses the Internet.

- **Online Video**: Video is the big web trend in 2009. Viewers watched 11 billion videos online in April 2009. With the business community being its early adopters, online video is unlocking a whole new market for the techno-savvy entrepreneur. Libraries need to add this capability to their communications arsenal.

- **Text Messaging**: There are more than 4.1 billion cellular phones worldwide, and on average, each receives 350 calls per month. However, teenagers text 7.5 times more often than they call. Libraries also should not overlook the “Power Moms,” women aged 24 to 54 who have at least one child under the age of 18. They are the CEOs of their households, and represent 19 percent of the total online population. These women are 35 percent more likely to use a text message than a voice message.

In May 2009, ALS launched InfoQuest, the nation's first collaborative effort to implement text messaging reference services. More than 40 libraries are currently involved in the project. Altarama Information Systems is providing free software and training for the first six months of the project, and San José State University School of Library and Information Science is evaluating the project. Peoplewhere is providing a free trial of their scheduling software. To participate in InfoQuest, e-mail Lori Bell at lbell@alliancelibrarysystem.com.

- **Twitter**: Twitter ([www.twitter.com](http://www.twitter.com)) is a service that allows users to communicate through the exchange of quick messages. It is no longer just a platform to stay connected in real time; it has evolved into an important component of: marketing, surveillance, reporting worldwide news, and even Congressional members like Nancy Pelosi use Twitter. Twitter is also being used as a professional communications tool. Users send “tweets” from conferences to those unable to attend. According to Nielsen, unique visitors to Twitter increased an amazing 1,382 percent from 475,000 unique visitors in February 2008 to 7 million in February 2009. Interestingly, “Tweeters” are not primarily teens or college students. In February 2009, those aged 35 to 49 represented the largest age group on Twitter. Twitter’s popularity is derived largely from its ease of use and convenience. It’s the new “shorthand” phone.

- **Virtual Worlds**: Three years ago, when we referred to the virtual world of Second Life ([www.secondlife.com](http://www.secondlife.com)) as an excellent conference/distance education tool, librarians were apprehensive. However, this past year, hundreds of conferences were held in Second Life as part of face-to-face conferences. Travel budgets have been tightened, and virtual worlds offer people a more engaging way to attend a conference than web conferencing. ALA and the Special Libraries Association (SLA) both have active presences and events in the virtual world. As Second Life becomes more mature, it is finding its niche as a credible tool for training, educating, and networking.

- **Facebook**: The astonishing growth of Facebook ([www.facebook.com](http://www.facebook.com)), a social networking tool used to visually connect people, does not appear to be relenting. More than 700,000 users connect each day. According to an April 2009 report from CNN.com, women older than 55 make up the fastest growing age group on Facebook. Libraries are using Facebook as a way to connect with customers of all ages to recommend books, announce events, and encourage conversation.
• **eBooks:** The Kindle DX eBook, with its full color enhanced display and access to over 250,000 titles, continues to gain popularity. However, Amazon’s unwillingness to work with libraries may prove short-sighted, particularly as eBooks expand their “nitch” into the textbook market.

As more and more social networking options are created, people will migrate to the platform that best suits their needs and interest. The popularity of these modes of communication offers a golden opportunity for libraries. Libraries must learn to select the best channel to reach the desired target market. Examples include: using Facebook to promote a genealogy website, Twittering a brief review of Suzy Welch’s new book, or offering a Second Life interactive art collection. The library community must enlist these new communication networks to tell our story and promote our services. This is the new frontier!

### III. Demographic Trends

To support the socioeconomic trends, ALS has collected demographic data about Central Illinois to assist member libraries make informed decisions about their institutions, resources, services, and programs.

#### A. Population Growth

In the last 25 years, the United States’ population has increased by more than 30 percent and reached 304 million in 2008. In 2009, the Census Bureau released new statistics for all 3,141 counties in the country. The estimates reflect the impacts of the slowing economy and domestic migration, (i.e. people moving from one county to another). Overall, domestic migration has slowed in the last two years; however, the outflow from big urban counties has slowed by half from 689,000 in 2006 to 336,000 in 2008. To complicate the analysis, immigration has declined from 2006 to 2008 by over 13 percent (1,006,000 to 889,000), and the natural increase in population (birth vs. death rates) grew only slightly. Consequently, domestic migration, that is people moving from one county to another, is the primary source of population changes in the United States.

The United States’ rural population grew by 200,000 people between 2007 and 2008. The increase is less than in 2007 (225,000) and 2006 (262,000). Seventy-seven percent of the growth came from natural increase; the remaining increase is a result of immigration.

In 2008, traditionally fast-growing Central Illinois rural areas near cities, (e.g. Dunlap or Metamora) experienced slower growth than normal, and population growth in farming communities was even less. Farm counties experienced less out-migration in 2008 than in prior years, but still lost more than 12,200 residents, resulting in a net population decline. The lack of emigration is typical in hard times, as people tend not to move. Similarly, rural manufacturing counties saw a slight decline in population, due to the slowdown in domestic manufacturing and globalization.

The population of Illinois increased by 49,015 residents (0.381%) to 12,901,563 residents in 2008 and is anticipated to be 15,138,849 by 2030. The majority of this expansion is expected to occur in the Chicago-Peoria corridor where families choose to settle just beyond the suburbs.

The ALS service area has 1,116,868 residents or 8.75 percent of the state’s population. One-third of the population resides in urban areas, with the remainder residing in small communities of fewer than 25,000 or in rural areas. In the last five years, Central Illinois has witnessed a gradual increase in urban population, lead by the Bloomington/Normal area, and a slower increase in the rural population lead by Woodford, Brown, Tazewell and Peoria counties. Overall, the population of the ALS service area has been relatively static for the last 10 years, increasing by less than 20,000 residents or 2 percent and just .2 percent in the last four years.
ALS County Populations

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
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<td>66,776</td>
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<td>DeWitt</td>
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<td>36,811</td>
<td>36,719</td>
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<td>Henderson</td>
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<td>7,477</td>
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<td>37,681</td>
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<td>12,454</td>
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<td>14,153</td>
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<td>5,215</td>
<td>5,181</td>
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<td>5,975</td>
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<tr>
<td>Stark</td>
<td>6,097</td>
<td>6,135</td>
<td>6,151</td>
<td>6,135</td>
<td>-.3</td>
<td>6,596</td>
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<tr>
<td>Tazewell</td>
<td>129,250</td>
<td>129,765</td>
<td>130,869</td>
<td>131,524</td>
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<td>146,850</td>
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<td>Warren</td>
<td>17,705</td>
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<td>17,675</td>
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<td>Woodford</td>
<td>37,029</td>
<td>37,365</td>
<td>37,944</td>
<td>38,503</td>
<td>+1.5</td>
<td>41,551</td>
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<td>Total</td>
<td>1,059,882</td>
<td>1,059,780</td>
<td>1,063,745</td>
<td>1,066,095</td>
<td>+0.2%</td>
<td>1,152,547</td>
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Source: www.census.gov

ALS Urban Populations

<table>
<thead>
<tr>
<th>City</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>%Change 2006-07</th>
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<tr>
<td>Bloomington</td>
<td>68,507</td>
<td>69,282</td>
<td>69,749</td>
<td>70,970</td>
<td>72,416</td>
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<td>Galesburg</td>
<td>32,809</td>
<td>32,408</td>
<td>32,017</td>
<td>31,738</td>
<td>31,091</td>
<td>-2</td>
</tr>
<tr>
<td>Normal</td>
<td>48,649</td>
<td>49,287</td>
<td>49,927</td>
<td>50,681</td>
<td>51,716</td>
<td>+2</td>
</tr>
<tr>
<td>Peoria</td>
<td>112,907</td>
<td>112,720</td>
<td>112,685</td>
<td>113,107</td>
<td>113,546</td>
<td>+.38</td>
</tr>
<tr>
<td>Quincy</td>
<td>39,922</td>
<td>39,669</td>
<td>39,841</td>
<td>40,034</td>
<td>40,069</td>
<td>+.09</td>
</tr>
<tr>
<td>Total</td>
<td>302,794</td>
<td>303,366</td>
<td>304,219</td>
<td>306,530</td>
<td>308,838</td>
<td>+.75%</td>
</tr>
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</table>

Source: www.census.gov

B. Ethnicity

Central Illinois traditionally has been viewed as “white middle America”; more than 70 percent of the population is of Caucasian descent. However, this is gradually changing as African-American and Hispanic/Latino populations migrate to urban areas. Also noteworthy are the Hispanic/Latino population’s higher birth rate and steady immigration of 16 to 30 year olds. Fifty-one percent of Latino immigrants lack a high school diploma, and 42 percent do not speak English. Libraries need to address the challenges of this growing population.
C. Aging Population
The U.S. Census Bureau estimates the median age of a U.S. resident is 36.7, an increase of nearly 4 percent in the last decade. In 2006, 12.1 percent of Americans were over age 65. The changing economy and healthcare system are expected to alter the retirement plans of many people over 60. The oldest Baby Boomers will reach 65 in the next 12 months. Researchers will be closely watching to see if they postpone retirement.

According to Forbes magazine, the best places to retire in 2009 include: Raleigh and Charlotte, North Carolina; Austin, Dallas, and San Antonio, Texas; or Phoenix, Arizona.

The aging population has a direct and significant effect on library service. Baby Boomers who are beginning to retire were raised with libraries and lifelong learning. With more leisure time, they are expected to have an increasing impact on library services, particularly large print and talking book services. The National Library Service’s Talking Books Program is reserved not just for those who are blind, but for anyone with a visual or physical disability that prevents reading standard print, such as a newspaper, magazine, or regular print book. A disabling disease, such as arthritis, is also a qualifying disability for the program. With new portable options, such as Playaway audio books and more large print titles, Baby Boomers do not have to give up reading. It is crucial for libraries to make large print and talking book services visible and easily accessible to the aging American population. We will all be there someday!

D. Poverty
In 2009, the poverty threshold is defined as a family of four with an annual income of less than $22,050 (with the addition of $3,740 for each additional family member).

Illinois is the 28th poorest state in the nation; 12.3 percent of its residents live in poverty. In the last six years, the number of Illinoisans living in poverty has increased by an alarming 19 percent; of those, 17.1 percent are children. Experiencing the largest increase of any region in the nation, the Midwest’s poverty rate climbed from 10.2 percent in 1999 to 12.4 percent in 2006.

Heartland Alliance’s Report on Illinois Poverty uses four key indicators to assess financial well-being: high school graduation rates, unemployment rates, teen birth rates, and poverty levels. A points system, with eight being the worst score, evaluates individual counties’ poverty levels. The report places counties scoring four to five points on a Watch List, and the Heartland Alliance recommends that these counties should be monitored. A score of six, seven, or eight indicates a county’s placement on the Warning List, and corrective action is recommended. Listed below are the counties in the ALS service area that appear on the lists.

<table>
<thead>
<tr>
<th>Watch List</th>
<th>Warning List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau County</td>
<td>Brown County</td>
</tr>
<tr>
<td>Henderson County</td>
<td>Henderson County</td>
</tr>
<tr>
<td>Cass County</td>
<td>Henry County</td>
</tr>
<tr>
<td>Logan County</td>
<td>Logan County</td>
</tr>
<tr>
<td>Fulton County</td>
<td>McDonough County</td>
</tr>
<tr>
<td>Peoria County</td>
<td>Knox County</td>
</tr>
<tr>
<td>Hancock County</td>
<td>Schuyler County</td>
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<tr>
<td>McLean County</td>
<td></td>
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<tr>
<td>Morgan County</td>
<td></td>
</tr>
<tr>
<td>McDonough County</td>
<td></td>
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<tr>
<td>Schuyler County</td>
<td></td>
</tr>
<tr>
<td>Knox County</td>
<td></td>
</tr>
</tbody>
</table>

Poverty has a direct impact on library usage. Traditionally, the very wealthy and the very poor are not heavy library users. However, in these economically challenging times, libraries have a golden opportunity to reach out to these underserved populations.

E. Education and Literacy
Education and literacy have a significant impact on the level of library service. As a result, it is critical that public and school libraries work together to meet the literacy needs of their community. To do this, a clear understanding of education trends is essential. For example:

1. Education is a prime predictor of library usage. The majority of adult public library users have completed at least one year of college/university.
2. According to the National Center for Health, 4,315,000 children were born in 2007, 15,000 more than the baby boom of 1957.
3. Children under the age of 15 comprise 20 percent of the U.S. population. With the American fertility rate at 2.1, the number of children enrolled in schools is projected to keep growing slowly.

4. Children who watch less than one hour of TV per day are twice as likely to go to college.

5. National student reading levels are less than grade average and have remained static for the last five years.

6. The current national high school graduation rate is 72.5 percent. Illinois has a rate of 86.5 percent, but the graduation rate for disadvantaged and/or minority students is less than 50 percent.

7. In 2009, it costs between $148,320 and $298,680 to raise a child to age 17.

8. According to a recent study at Northwestern University, taxpayers incur costs of $221,000 for each student who drops out of school. Dropouts pay lower taxes, collect more unemployment, welfare, and food stamps, and go to prison at a higher rate.

9. The U.S. illiteracy rate is 18.7 percent; large urban centers like Detroit top the list at 48 percent.

10. Increasing numbers of the six million unemployed in the U.S. are upgrading their education and employment skills at the library.

All of these education and literacy factors directly affect the libraries’ ability to provide quality service to their customers.

F. Employment

The current economic climate is unlike any previous recession; it was triggered by a financial crisis in several key economic sectors and affects many more. The economic downturn has affected every community in the nation. Unlike the 1983 or early 1990s recessions, families who have lost their livelihoods are unable to sell their homes and relocate to areas with greater employment opportunities.

The issue of rising unemployment is fundamental to understanding the financial recovery that is underway. The national unemployment rate is traditionally about 5 percent. As of June 2009, it was 9.4 percent and expected to top out at 10.2 percent by August 2009. Six million jobs have been lost since mid-2008; however, the national job loss rate is slowing, except in Detroit where unemployment is over 22 percent and rising. The unemployment rate in Central Illinois has risen from 5.2 percent (346,775) in 2007 to more than 9.8 percent (700,000) in 2008 and to 10% in June 2009; the highest rate in 25 years. Leading in 2009 unemployment rates are: Mason, Bureau, Fulton and Stark counties.

Connected to the unemployment rate, Illinois’ number of home foreclosures is the seventh highest in the nation, according to RealityTrac Inc. In 2008, 115,063 foreclosures were filed and represent a 54.7 percent increase over 2007. The median home value in June 2009 was $173,000, down 14 percent in the last 12 months, and home sales are rising at a slower rate than anticipated. According to the Mortgage Bankers Association, 8.4 percent of all Illinois home loan payments are a month or more past due and expected to continue to increase over the next 12 months.
While manufacturing in Central Illinois represents 75 percent of layoffs, the economic crisis has affected all sectors. In 2009, businesses are striving to be leaner and are “reinventing” themselves to participate in a more competitive and smaller marketplace. Economists and financial analysts seem to be in agreement that the bottom has been reached. They predict that, in the next six to eight months, unemployment rates will fall as employers begin to hire part-time and then full-time workers. When this occurs, the economic recovery of the nation will be well underway, and then the concern will be managing rising inflation.

### IV. Economic Trends

To support the socioeconomic and demographic trends discussed, economic data has been collected to assist ALS libraries in making informed decisions.

The U.S. economy is expected to begin growing in the second half of 2009, and already, we are beginning to see signs of this. Economic recovery will begin in earnest when the unemployment rate begins to decline and consumer confidence begins to rally as people start buying cars and homes. The November/December “buying season” will be a real test of the country’s recovery. However, there is ongoing concern as U.S. banks continue to authorize loans to individuals who cannot afford to repay them. Over the next year, there will be persistent pressure to require more accountability and, like Canadian banks, to conduct monthly “stress tests.”

### A. Economic Growth in Illinois

In Illinois, economic growth is measured by the University of Illinois Flash Index (IFI), a weighted growth rate indicator which includes corporate earnings, consumer spending, and personal income and adjusts tax receipts from these categories for inflation before growth rates are calculated.
The IFI reached its post-2001 recession high of 107.4 two years ago and has been declining ever since. The historical low point for the Index was 86.2 in June 1983. Currently, the IFI is 8.8 points lower than one year ago and it is at its lowest point since February 1992 when it registered 92.2. Readings above 100 indicate economic growth, while a reading under 100 indicates economic contraction.

Individual income tax receipts in Illinois were down from the same month a year ago, reflecting the economic downturn. Consumer spending, represented by sales tax collections, was down, but less so than income tax receipts. Also of concern is the rising Illinois deficit, currently projected to be 11.6 billion dollars and rising. However, corporate tax receipts are actually up from a year ago.

“The April reading is not surprising given the more than 6 percent decline in the nation’s Gross Domestic Product during the first quarter,” said Fred Giertz of the University of Illinois. “Even as positive signs emerge in the economy, such as the increasing stability of the financial sector, rally of stocks and rebound in consumer spending, measures such as the unemployment rate and the Flash Index tend not to recover until an expansion is well under way.”

B. Library Budgets and Circulation

Numerous press releases and articles about declining library budgets have appeared nationwide in the first half of 2009. None was more relevant than the OCLC report funded by the Bill and Melinda Gates Foundation, *From Awareness to Funding: A study of library support in America.*

The report highlights the fact that, in the last 10 years, federal and state funding for public libraries has flattened or declined; operating expenses now exceed funding by over 8 percent. Funding has not kept pace with usage, with over 40 percent of states indicating a decline in library funding in FY2009. Although the whole country has been affected, library funding has been hardest hit in the Southeast, with declines of 30 percent in South Carolina and 23 percent in Florida in FY2009.

Elected officials support libraries but are not committed to increasing funding. The OCLC report also addresses branding and marketing strategies designed to:

- Make libraries relevant in the 21st century.
- Instill a sense of urgency by positioning libraries on par with police, fire, and park services.
- Promote libraries as a vital part of the community’s infrastructure and future.
From Awareness to Funding: A study of library support in America is extremely relevant and well worth your time as we struggle with budget cuts and escalating usage.

However, there is a glimmer of hope. President Obama has requested an increase in federal funding for libraries in FY2010 via the Institute of Museum and Library Services (IMLS) and the National Leadership Grants, which is a small, but positive economic trend for all American libraries. The hope is that this trend will expand and filter down to state and local levels.

**School Libraries**
Numerous statewide studies have proven a clear correlation between school library media centers and student success. *School Libraries Work* showcases studies in 21 states that prove a strong school library helps students learn more and score higher on standardized tests than peers in schools without such programs. School media specialists are teachers first and provide important instruction on Internet safety, information literacy, and life skills to students in all grades.

The April 2009 *School Library Journal* Spending Survey indicates that, nationally, 85 percent of elementary schools and 95 percent of middle/high schools have full-time, certified librarians. However, library paraprofessional staffing levels have declined steadily nationwide since 2004. School library collections have been shrinking since 2004, and more than 30 percent of all collections are seriously outdated. In Central Illinois, school library budgets are declining at an alarming rate. Economies of scale and waning enrollment are pushing more rural schools to consider consolidation or risk losing library services completely.

**Public Libraries**
In 2008, Americans borrowed more than 2 billion items, an increase of 10 percent nationally and 8 percent in Central Illinois. Small, rural libraries (which serve populations of fewer than 25,000 people and comprise the majority of ALS libraries) account for nearly 80 percent of all public libraries in America. Averaging one full-time equivalent (FTE), an operating budget of under $55,000, and more than 40,000 library visits annually, the small public library is the most common face of library service in the nation. However, budgets are not enabling them to keep pace with new technologies, websites, and collection development. Although public libraries in Central Illinois already have tightened their belts, the true crunch has not yet hit and may not until FY2010-2011.

Issues challenging the small public library in 2009 stem from the decrease in or lack of funding combined with rising use and expenses. The public wants libraries to assist the unemployed in getting jobs, and to improve the quality of their families’ lives. Small public libraries are scrambling to find alternate funding sources to restore decaying infrastructure, upgrade technology, and maintain book budgets. Despite the economy’s uncertain future, some libraries are forging ahead valiantly with construction plans (e.g. Fondulac Public Library District’s $7 million building project and Peoria Public Library’s $42 million building and renovation project). In Illinois, the Bill and Melinda Gates Foundation has also released a statewide funding and advocacy initiative to update library computers in communities of most need. The challenges facing Central Illinois public libraries are not new in 2009, but never before have they been so severe or pervasive.

**Academic Libraries**
In 2008, academic library budgets focused on providing personalized electronic delivery of resources, laptop rentals, digitization of print resources, supporting research and publishing, plus more resources to serve remote and distance education students.

In 2009, the situation is dramatically different. For the first time in a decade, academic institutions are downsizing library staff and slashing budgets. Cuts are being made despite increased enrollment (particularly in community colleges), and the demand for library resources and services is increasing. The trend is expected to continue for at least the next two years until the economic recovery has taken hold and unemployment rates begin to fall.
Special/Corporate Libraries
The situation for special libraries in 2009 is very similar to that of academic libraries. Becoming more receptive to using Web 2.0 technologies, corporations are finally seeing information technology as a way to be responsive to the customer and to get an edge on the competition. Special libraries continue to experience staff layoffs, interdepartmental consolidations, and slashed budgets. The corporate community is demanding that their libraries be more fundamental to the corporate goals than ever before. It’s all about focusing on the bottom line!

C. Referenda
Municipal referenda have unequalled impact on public library budgets. With an average success rate of 31.6 percent, Illinois library referenda have not been especially successful in the last seven years. Unfortunately, in the current economic climate, increasing library tax rates or seeking funding for facilities will be difficult to accomplish via a referendum.

<table>
<thead>
<tr>
<th>Illinois Referenda</th>
<th>Total</th>
<th>Passed</th>
<th>Failed</th>
<th>Success rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>29</td>
<td>11</td>
<td>18</td>
<td>38%</td>
</tr>
<tr>
<td>2006</td>
<td>28</td>
<td>18</td>
<td>10</td>
<td>36%</td>
</tr>
<tr>
<td>2007</td>
<td>13</td>
<td>2</td>
<td>11</td>
<td>15%</td>
</tr>
<tr>
<td>2008</td>
<td>10</td>
<td>0</td>
<td>10</td>
<td>0%</td>
</tr>
<tr>
<td>2009</td>
<td>8</td>
<td>3</td>
<td>5</td>
<td>37.5%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALS Referenda</th>
<th>Total</th>
<th>Passed</th>
<th>Failed</th>
<th>Success rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>2</td>
<td>(Clayton)</td>
<td>(Illinois Prairie)</td>
<td>50%</td>
</tr>
<tr>
<td>2006</td>
<td>8</td>
<td>(Dunlap, H.A. Peine)</td>
<td>(Alpha Park, Kewanee, Quincy-3, Viola)</td>
<td>25%</td>
</tr>
<tr>
<td>2007</td>
<td>7</td>
<td>(Alpha Park, Kewanee, Lacon, Peoria, Towanda)</td>
<td>(Fondulac, Sherrard)</td>
<td>71%</td>
</tr>
<tr>
<td>2008</td>
<td>2</td>
<td></td>
<td>(Chillicothe, John Mosser)</td>
<td>0%</td>
</tr>
<tr>
<td>2009</td>
<td>3</td>
<td>(Fondulac)</td>
<td>(John Mosser, Mercer)</td>
<td>33%</td>
</tr>
</tbody>
</table>

D. Tax Revenues
With the recession, libraries across the nation are increasingly concerned about declining tax revenues and their direct impact on budgets. In 2007 and 2008, the federal government’s tax revenues averaged $633 billion per quarter. For the first quarter of 2009, tax receipts decreased 30 percent and totaled $442 billion. Total federal revenue from all sources (Social Security, fines and fees, etc.) is 19 percent lower than last year. To put this into perspective, in the middle of the Great Depression (1931), federal tax revenues fell 52 percent in two years. Declining tax revenue will result in raised interest rates and the onset of inflation as soon as fall 2009 and accelerating through 2010.

In Illinois, tax revenue decreased by 1.7 percent ($742 million) from July 2008 to March 2009. In the last 12 months, personal income tax has declined 1.9 percent ($120 million), and corporate income tax decreased 14.8 percent ($235 million). State sales tax revenue dropped by 4.4 percent ($316 million). However, revenue from the federal government is up 2.5 percent ($244 million) and is expected to increase to $11.5 million in the next two years due to the federal stimulus plan. In Illinois, the debilitating budget process continues to generate considerable concern as politicians grapple with increasing taxes or significantly reducing services. Either way, Illinois libraries will be affected.
E. Grants
Living on grants has become a way of life in the library community. As the ALS Innovation Department explores this new frontier, we are working toward a manageable portfolio that supports the goals of the system and its members, (i.e. the right number of grants, both large and small), and provides a good return on investment (ROI). In developing grant proposals, ALS uses the following scale to measure the potential investment:

### 2009 Estimated Grant Application Costs

<table>
<thead>
<tr>
<th>Grant</th>
<th>Application/Criteria</th>
<th>Development Time (in hours)</th>
<th>Development Cost</th>
</tr>
</thead>
</table>
| Under $10,000 | • Project completed in less than 1 year  
• No partners | Idea development (8-10), Budget (3-6), Testing/getting quotes (5-10), Writing (20-26) | $1,150 - $1,800 |
| $10,000 - $50,000 | • Project completed in less than 1 year  
• 1-2 partners | Idea development (10-20), Partnership development (10-20), Budget (6-9), Testing/getting quotes (10-20), Writing (27-50) | $1,800 - $4,000 |
| $50,000 - $100,000 | • Project completed in 1-2 years  
• 1-3 partners  
• Several mini projects | Idea development (20-25), Partnership development (20-35), Budget (9-15), Testing/getting quotes (20-25), Writing (50-75) | $4,000 - $5,800 |
| $100,000+ | • Project completed in 2-3 years  
• Multiple partners  
• Numerous mini projects | Idea development (25+), Partnership development (35+), Budget (15+), Testing/getting quotes (25+), Writing (60+)  
Finalizing/copying/presenting (14+) | $5,800 + |

*Note: Development costs include: staff cost (37.5-hour work week at $33/hr), partnership and budget development, beta testing, writing, editing, and publishing.*

To evaluate the success and ROI of applying for grants, the ALS Innovation Department has logged the following activity during its first three years:

### ALS Grant Log

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>Total</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants written</td>
<td>13</td>
<td>6</td>
<td>11</td>
<td>30</td>
<td>10/year</td>
</tr>
<tr>
<td>Grants received</td>
<td>6</td>
<td>4</td>
<td>5</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>Success rate</td>
<td>46%</td>
<td>66%</td>
<td>45%</td>
<td>50%</td>
<td>52%</td>
</tr>
<tr>
<td>Total value of grants received</td>
<td>$262,950</td>
<td>$170,500</td>
<td>$227,025</td>
<td>$660,475</td>
<td>$220,158</td>
</tr>
</tbody>
</table>

In this challenging economic environment, corporate giving and employee volunteerism have declined. Corporations are focusing on the bottom line, and employees are focusing on keeping their jobs. In addition, competition for grants is significantly higher in a tight economy. However, some interesting fundraising trends are emerging:

- You have to make money to give it away! As the American economy shrinks, corporations and individuals are making less money and have less to contribute to philanthropic efforts. They must now determine how to distribute a smaller pot of money. Funders can choose to give smaller amounts of money evenly or they can grant larger amounts to fewer organizations that fit better with their mission and goals. Competition is fierce and will continue to increase. Like never before, grant applications must be strategic, well-crafted, follow the instructions exactly, and focus on measurable results that mirror the funder’s mission.
• It’s all about teamwork and passion! The success of a fundraising project or a grant is dependent upon teamwork and the commitment to making it happen. No other single factor is more important than the ability of an organization to work as a team to bring home the cash. One person writing a grant or organizing a fundraising project in isolation is a recipe for failure. Successful fundraising and grant writing requires a team approach, and success requires institutional support from the following players:
  o Board of Directors and the boss getting behind the project.
  o Creative Department molding, drafting, testing, and evaluating the project.
  o Finance Department drafting the budget.
  o Human Resources Department developing the project team and volunteers.
  o Marketing Department planning the community outreach.
• The library is not just a “nice thing” to support, but rather a civic-minded institution that crosses organizational boundaries to tie the community together. In 2009, successful grant writers frame the library as an essential part of the community and focus on ROI, external evaluation, and economic impact statements.
• Persistence is key. No one has a grant writing success rate of 100 percent; even the best grant writers have to write, write, and rewrite. At least 40 percent of the grant writer’s time is spent re-crafting and clarifying the original idea.
• To learn more about grant writing, grant writers need to take every opportunity to read other writers’ work and ask how granting decisions are made.
• A library must be willing to contribute some of its own money and staff time to the grant project. Successful grants are a give and take process.
• Create partnerships with a variety of agencies when implementing projects. Demonstrating that the library does not work in isolation is important.
• Raising funds for children’s programs, literacy, and environmental issues has been relatively easy. These “favorites” are still good starting points, but new topics catching the attention of foundations and government agencies include:
  o Helping the unemployed (e.g. job hunting clubs, resume writing workshops).
  o Financial literacy (e.g. how to save for your child’s college education).
  o Green projects (e.g. water conservation/wind power, recycling).
  o Testing new technology applications, (e.g. reference text messaging).

V. Customer Service Trends

Just like libraries, customers are struggling in 2009. Make no mistake in this economic climate, it is excellent customer service that will differentiate libraries from all other services. Customer expectations and needs are rising and we need to willingly “go the extra mile”, “over deliver”, and more than satisfy our customers from the reference desk to the website. Starting immediately, libraries need to listen better, give customers what they want, and do it all in a timely manner! By providing superior service today, we improve our chances of keeping customers’ loyalty after the crisis passes. Every library worker has to take personal responsibility for improving the library experience. It’s all about the end user.

In 2009, excellent customer service requires repositioning the library as a cross cultural organization that bridges the gap between a wide variety of community agencies. Jamie LaRue’s *Pyramid of Library Development* contends that customers come to the library for many reasons:
• 50 percent come simply because the doors are open.
• 15 percent come because of our public relations efforts.
• 15 percent come because of two-way marketing.
• 15 percent come because of the work that library staff does in the community.
• 5 percent are unreachable/not interested.
Library outreach must be translated into concrete actions that will bring more people into the library and will promote remote access to our resources; both kinds of outreach are critical. The library needs to reposition itself as a building tool, bridging the gap between community organizations, creating a platform where we can interact and work together more productively. Using the library staff and board to “reimagine” the library as a stimulus package for the community will move us forward and open new opportunities.

VI. Human Resources Trends

As 65 to 80 percent of a library’s budget is allocated to personnel costs, workforce management is fundamental to survival in these challenging times.

Employee turnover is a key indicator in socioeconomic trending. The cost of replacing an employee (including hiring, orientation, and training costs) is equal to two to three months’ salary of the new employee. Being “an employer of choice” and retaining quality staff makes good economic sense.

<table>
<thead>
<tr>
<th>Employee Turnover</th>
<th>2008</th>
<th>2007</th>
<th>2006</th>
<th>2005</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALS</td>
<td>17%</td>
<td>11%</td>
<td>21%</td>
<td>28%</td>
</tr>
<tr>
<td>National Average</td>
<td>19%</td>
<td>20%</td>
<td>20%</td>
<td>21%</td>
</tr>
</tbody>
</table>

Key human resources trends in 2009 include:

1. Libraries should strive to keep staff members employed and able to contribute to the national recovery, rather than to the problem. Every $25,000 job pumps $18,000 back into the local economy. Our business decisions have a broader impact than ever before.

2. Employee benefit costs (Social Security, Medicare, pensions, insurance) have increased 50 percent in the last 10 years. However, statistics indicate employee benefit costs are leveling off, if not actually declining, in 2009.

3. In 2008, national healthcare expenditures rose 6.9 percent to $7,900 per person, but employer health insurance premiums increased 5 percent at twice the rate of inflation. Family coverage averaged $12,700, and single coverage averaged $4,700.

4. Retirement planning was a big issue in 2008, with more than 12 percent of the population qualifying for Social Security. However, in 2009, the once-clear path to retirement has been muddied as Baby Boomers reevaluate their financial position and consider postponing withdrawal from the work world. Currently, 43 percent of employees over age 60 expect to work two to three years past retirement age.

VII. Great Reading, Sites and Sources

A. Our Favorite Blogs and Wikis

Some of the best voices in libraries are using social networks to share their views online.

ALS has six blogs and wikis including:
  alsgoesgreen.wordpress.com/
  alsaands.blogspot.com/
  libraryedopps.pbworks.com/
  limit250.blogspot.com/
  alsyouthservices.wetpaint.com/
  technologytrainingwheels.pbworks.com/.

We also like:
  http://stephenslighthouse.sirsidynix.com/
  http://www.librarybeat.org/longshots
  http://inthelibrarywiththeleadpipe.org/
  http://www.davidleeking.com/
B. The Following Resources Contributed to the 2009 Trends Report:

Alliance Library System. www.alliancelibrarysystem.com


For more information, go to http://www.theharwoodinstitute.org


New Media Consortium’s Horizon Project. http://www.nmc.org/horizon


To subscribe to this weekly email dealing with change and leadership in the library community, email Kitty Pope at k pope@alliancelibrarysystem.com


VIII. Summary

The 2009 ALS Trends Report is designed to highlight the changes and opportunities we consider the most important to watch in the next 12 months and to provide ALS libraries with demographic data that will engender informed decisions.

We and our customers are changing like never before. We need to understand this unprecedented “personal renaissance” and reposition our libraries to meet the communities’ changing needs. The similarities between libraries are truly greater than our differences. Librarians need to support all library issues, not just issues that affect them. It is our ability to work together and “reimagine” the library that will drive our recovery as a nation.

So, what do the 2009 trends mean to the Central Illinois library community?
1. We need to really listen to the customers we serve and give them what they want.
2. NOW is the time to test new services, programs, and methods of reaching the customer.
3. We need to ramp up customer service, and we must do it NOW. Each and every staff member has to take personal responsibility for improving the library experience. It’s all about the end user!

We are living in very different times. In the coming months, the Central Illinois library community will be challenged like never before. However, this is also a golden opportunity for libraries to step up, over deliver, and make a difference in the daily lives of those who truly need us and the services we provide.

It’s a great time to be a librarian!

Created by Kitty Pope, Executive Director
kpope@alliancelibrarysystem.com.
June 2009

With special assistance from Valerie Brandon, Innovation Administrator,
and support from the entire Alliance Library System staff

Alliance Library System
600 High Point Lane
East Peoria, IL 61611
Phone: (309) 694-9200
www.alliancelibrarysystem.com
The 2009 Watch List includes 28 libraries we admire and/or wish we were! Just click on the links to explore the best of the best! The libraries and categories marked in red are new to the list. The ALS staff would like to thank the watch list libraries for their collaboration and willingness to explore the future. We applaud your ingenuity and are honored to be in your company. Kitty Pope

### Academic and Special Libraries

<table>
<thead>
<tr>
<th>Library</th>
<th>Innovations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arizona State University</strong></td>
<td>The <strong>Library Channel</strong>, a multimedia news feed with videos, news stories, and resources is great.</td>
</tr>
<tr>
<td>Tempe, Arizona</td>
<td></td>
</tr>
<tr>
<td><a href="http://lib.asu.edu">http://lib.asu.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Dowling College Library</strong></td>
<td>Omnibus podcasts and the interactive map with podcasted location information are too cool!</td>
</tr>
<tr>
<td>Long Island, New York</td>
<td></td>
</tr>
<tr>
<td><a href="http://library.dowling.edu/">http://library.dowling.edu/</a></td>
<td></td>
</tr>
<tr>
<td><strong>San José State University School of Library and Information Science</strong></td>
<td>SLISLife, a social network for students and faculty; classes in Second Life; innovative distance learning program; visionary collaborative staff.</td>
</tr>
<tr>
<td>San Jose, California</td>
<td></td>
</tr>
<tr>
<td><a href="http://slisweb.sjsu.edu/">http://slisweb.sjsu.edu/</a></td>
<td></td>
</tr>
<tr>
<td><strong>Western Illinois University</strong></td>
<td>A great Flickr library tour and an interactive and virtual tour of the library and its facilities.</td>
</tr>
<tr>
<td>Macomb, Illinois</td>
<td></td>
</tr>
</tbody>
</table>

### Library Systems, Cooperatives, and State Libraries

<table>
<thead>
<tr>
<th>Library</th>
<th>Innovations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alliance Library System</strong></td>
<td>Smart Investing project; Second Life Info Island; ISAIL school library curriculum, Trends Report; On a + Note weekly e-letter.</td>
</tr>
<tr>
<td>East Peoria, Illinois</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.alliancelibrarysystem.com">http://www.alliancelibrarysystem.com</a></td>
<td></td>
</tr>
<tr>
<td><strong>North Suburban Library System</strong></td>
<td>Amazing, relevant CE is the “hallmark” of this innovative library system, along with its effervescent Director!</td>
</tr>
<tr>
<td>Wheeling, Illinois</td>
<td></td>
</tr>
<tr>
<td><strong>South Carolina State Library</strong></td>
<td>Schoolrooms is the K-12 online multimedia discovery place for students; OPAL; Second Life activities and lots more.</td>
</tr>
<tr>
<td>Columbia, South Carolina</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.statelibrary.sc.gov">http://www.statelibrary.sc.gov</a></td>
<td></td>
</tr>
<tr>
<td><strong>State Library of Ohio</strong></td>
<td>KnowItNow is the largest and busiest virtual reference service in the U.S. Have a look.</td>
</tr>
<tr>
<td>Columbus, Ohio</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.library.ohio.gov/">http://www.library.ohio.gov/</a></td>
<td></td>
</tr>
</tbody>
</table>

### Public Libraries

<table>
<thead>
<tr>
<th>Library</th>
<th>Innovations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bartlett Public Library District</strong></td>
<td>An awesome web page with great use of photos and a wireless print feature.</td>
</tr>
<tr>
<td>Bartlett, Illinois</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.bartlett.lib.il.us/index.html">http://www.bartlett.lib.il.us/index.html</a></td>
<td></td>
</tr>
<tr>
<td><strong>Champaign Public Library</strong></td>
<td>Received a 3-star rating from Library Journal in 2009. We like Live Homework Help and online monthly newsletters. Keeps us wanting more!</td>
</tr>
<tr>
<td>Champaign, Illinois</td>
<td></td>
</tr>
<tr>
<td><strong>Public Library of Charlotte Mecklenburg County</strong></td>
<td>We are all “powered up” by their website theme. We also applaud their books-by-mail service. PLCMC is an amazing public library system. They are the “gold” standard!</td>
</tr>
<tr>
<td>Charlotte, North Carolina</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.plcmc.org">http://www.plcmc.org</a></td>
<td></td>
</tr>
</tbody>
</table>
## Public Libraries, continued

<table>
<thead>
<tr>
<th>Library</th>
<th>Innovations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Columbus Metropolitan Library</strong></td>
<td>#1 library in the US in 2008, according to Hennen’s. Colorful, easy-to-use website with a great Job Help Center. We also like Careers at CML featuring staff in testimonial videos.</td>
</tr>
<tr>
<td>Columbus, Ohio</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.cml.lib.oh.us/">http://www.cml.lib.oh.us/</a></td>
<td></td>
</tr>
<tr>
<td><strong>Cuyahoga County Public Library</strong></td>
<td>Pioneering new library designs. Users can download a library toolbar, and we love Nancy Pearl’s book reviews!</td>
</tr>
<tr>
<td>Parma, Ohio</td>
<td></td>
</tr>
<tr>
<td><strong>Douglas County Libraries</strong></td>
<td>An organization change agent in action with clear performance measures. We especially like the community links off their website.</td>
</tr>
<tr>
<td>Castle Rock, Colorado</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.douglascountylibraries.org">http://www.douglascountylibraries.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Edmonton Public Library</strong></td>
<td>We like the total integration of their OPAC with an interesting user friendly front end!</td>
</tr>
<tr>
<td>Edmonton, Alberta, Canada</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.epl.ca/">http://www.epl.ca/</a></td>
<td></td>
</tr>
<tr>
<td><strong>Enoch Pratt Free Library</strong></td>
<td>Named best ALA library website for 2008; We like the Business Center and dynamic event calendar. Well done!</td>
</tr>
<tr>
<td>Baltimore, Maryland</td>
<td></td>
</tr>
<tr>
<td><strong>Homer Township Public Library</strong></td>
<td>We like the translations of the webpage into Arabic, Polish and Spanish. This is a great all-around library with a staff to back it up!</td>
</tr>
<tr>
<td>Homer Glen, Illinois</td>
<td></td>
</tr>
<tr>
<td><strong>Kankakee Public Library</strong></td>
<td>Check out their blogs with RSS feeds and great local content portals. This is a wonderful website and a great library, too!</td>
</tr>
<tr>
<td>Kankakee, Illinois</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.kankakee.lib.il.us/">http://www.kankakee.lib.il.us/</a></td>
<td></td>
</tr>
<tr>
<td><strong>Orange County Library System</strong></td>
<td>We like the awesome web portal Confused? where you can talk to an avatar for help. They also have home delivery and texting services.</td>
</tr>
<tr>
<td>Orlando, Florida</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.ocls.info/">http://www.ocls.info/</a></td>
<td></td>
</tr>
<tr>
<td><strong>Owen Sound &amp; North Grey Union Public Library</strong></td>
<td>We especially like their website’s user-friendly new books section and weekly e-letter. OSNGUPL continues to be one of Canada’s best small public libraries!</td>
</tr>
<tr>
<td>Owen Sound, Ontario, Canada</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.owensound.library.on.ca">http://www.owensound.library.on.ca</a></td>
<td></td>
</tr>
<tr>
<td><strong>Queens Library</strong></td>
<td>LJ’s 2009 Library of the Year, as they fight to keep the doors open. Congratulations and keep fighting!</td>
</tr>
<tr>
<td>Queens, New York</td>
<td></td>
</tr>
<tr>
<td><strong>Scottsdale Public Library</strong></td>
<td>A great website with rolling photos of new materials. It made us want to put them all on hold!! Well done.</td>
</tr>
<tr>
<td>Scottsdale, Arizona</td>
<td></td>
</tr>
<tr>
<td><a href="http://library.scottsdaleaz.gov/">http://library.scottsdaleaz.gov/</a></td>
<td></td>
</tr>
<tr>
<td><strong>Schaumburg Township District Library</strong></td>
<td>We like the It’s Your Money: Get $mart video and links to information on saving, investing, and finding a job.</td>
</tr>
<tr>
<td>Schaumburg, Illinois</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.stdl.org">http://www.stdl.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Topeka and Shawnee County Public Library</strong></td>
<td>The Next Decade video raises the bar for long-range planners. This might be my favorite website this year!</td>
</tr>
<tr>
<td>Topeka, Kansas</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.tsclpl.org/">http://www.tsclpl.org/</a></td>
<td></td>
</tr>
<tr>
<td><strong>District of Columbia Public Library</strong></td>
<td>Developed applications for the iPhone, including reserves via text messaging and podcasts of programs. We like this website and library a lot!</td>
</tr>
<tr>
<td>Washington, D.C.</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.dclibrary.org">http://www.dclibrary.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Public Library of Youngstown and Mahoning County</strong></td>
<td>Hurray for the website’s Grant Center and the Know Your Library section, which provides a timely report on the economy. Be sure to view The Library is a Solution; it’s awesome!</td>
</tr>
<tr>
<td>Youngstown, Ohio</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.libraryvisit.org">http://www.libraryvisit.org</a></td>
<td></td>
</tr>
</tbody>
</table>

## School Libraries

<table>
<thead>
<tr>
<th>Library</th>
<th>Innovations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hanover County School District</strong></td>
<td>Great school library skills lesson plans. Well done!</td>
</tr>
<tr>
<td>Ashland, Virginia</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.hanover.k12.va.us/instruction/media/LessonPlanBook.htm">http://www.hanover.k12.va.us/instruction/media/LessonPlanBook.htm</a></td>
<td></td>
</tr>
<tr>
<td><strong>Iowa City Community School District</strong></td>
<td>Developed an excellent library curriculum that is the envy of many states!</td>
</tr>
<tr>
<td>Iowa City, Iowa</td>
<td></td>
</tr>
</tbody>
</table>
**What’s Hot? What’s Not?**

I have been tempted for years to do a list of things that are hot, timely, and even trendy and a list of things that, well, are not. As we are living in a very different world in 2009, it seemed like a perfect opportunity to add this bit of hot trivia to the ALS Trends Report. —Kitty Pope

<table>
<thead>
<tr>
<th>What’s Hot?</th>
<th>What’s Not?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Going green</td>
<td>Pesticides</td>
</tr>
<tr>
<td>o environmental services</td>
<td>o Disposables (i.e. water bottles, paper plates)</td>
</tr>
<tr>
<td>o organic gardening, composting</td>
<td>o Waste</td>
</tr>
<tr>
<td>o water conservation</td>
<td>o Nonbiodegradables</td>
</tr>
<tr>
<td>o using public transportation</td>
<td></td>
</tr>
<tr>
<td>Borrowing, bartering, and buying recycled</td>
<td>Buying new stuff and paying full price at a huge department store</td>
</tr>
<tr>
<td>o live and online auctions</td>
<td></td>
</tr>
<tr>
<td>o thrift stores/garage sales</td>
<td></td>
</tr>
<tr>
<td>o paperbackswap.com</td>
<td></td>
</tr>
<tr>
<td>o the original recycler, libraries</td>
<td></td>
</tr>
<tr>
<td>Do-it-yourself stores</td>
<td>Hiring a contractor or yard service</td>
</tr>
<tr>
<td>o Lowes, Michaels</td>
<td></td>
</tr>
<tr>
<td>Shopping at the local Wal-Mart</td>
<td>Driving 45 minutes to the mall for a 10% sale</td>
</tr>
<tr>
<td>Hot businesses</td>
<td>Not-so-hot businesses</td>
</tr>
<tr>
<td>o organic/green/recycled anything!</td>
<td>o selling cassettes or CDs</td>
</tr>
<tr>
<td>o alternate healthcare (e.g. acupuncture)</td>
<td>o selling home furnishings</td>
</tr>
<tr>
<td>o digital audio books like Playaways</td>
<td>o hotels</td>
</tr>
<tr>
<td>o used car dealerships</td>
<td>o high end luxury retail</td>
</tr>
<tr>
<td>o selling any kind of cell phone</td>
<td></td>
</tr>
<tr>
<td>Hybrid cars</td>
<td>Auto Sales</td>
</tr>
<tr>
<td>o Ford Fusion sales up 60% over last year.</td>
<td>o Auto sales are down 8.1% in June 2009</td>
</tr>
<tr>
<td>o Honda Insight gets 40 miles per gallon!</td>
<td>o Hummer sales are down 50.9% in the first half of 2009.</td>
</tr>
<tr>
<td>Business/Commerce</td>
<td>Apathy</td>
</tr>
<tr>
<td>o Rebuilding Detroit</td>
<td>o Letting others make your financial decisions</td>
</tr>
<tr>
<td>o Financial literacy</td>
<td></td>
</tr>
<tr>
<td>Internet and blog advertising</td>
<td>Newspaper advertising</td>
</tr>
<tr>
<td>Buying a house</td>
<td>Selling a house</td>
</tr>
<tr>
<td>o There will never be a better market.</td>
<td>o Be prepared to take a loss!</td>
</tr>
<tr>
<td>Quality</td>
<td>Poor customer service</td>
</tr>
<tr>
<td>o Restaurants with good food and good service will survive the financial down turn.</td>
<td>o Restaurants with half-hearted service will not survive.</td>
</tr>
<tr>
<td>Being healthy</td>
<td>Being a couch potato</td>
</tr>
<tr>
<td>o health and fitness gadgets</td>
<td>o Expensive exercise machines or gyms</td>
</tr>
<tr>
<td>o walking/yoga/cutting the grass yourself</td>
<td></td>
</tr>
<tr>
<td>o fitness coach programs</td>
<td></td>
</tr>
<tr>
<td>Cooking at home</td>
<td>Eating out</td>
</tr>
<tr>
<td>o homemade pizza and watching Netflix</td>
<td>o “top end” steakhouses and a movie</td>
</tr>
<tr>
<td>o bringing your lunch to work</td>
<td>o $25 lunches</td>
</tr>
<tr>
<td>o making coffee at home</td>
<td>o Starbucks coffee</td>
</tr>
<tr>
<td>Shades of green and yellow</td>
<td>Off white, eggshell, beige</td>
</tr>
<tr>
<td>o A 10-day family road trip</td>
<td></td>
</tr>
<tr>
<td>o A trip to the amusement park</td>
<td></td>
</tr>
<tr>
<td>Stay-cations</td>
<td></td>
</tr>
<tr>
<td>o enjoying the local park, beach, or zoo</td>
<td></td>
</tr>
<tr>
<td>o visiting the library</td>
<td></td>
</tr>
<tr>
<td>Working in a library!</td>
<td>A GM salesman!</td>
</tr>
</tbody>
</table>
“Life isn’t about waiting for the storm to pass,  
It’s about learning to dance in the rain.”
System’s Website URL

URL for the system’s website:

http://www.alliancelibrarysystem.com
<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>FY2009 Detail</th>
<th>FY2010 Detail</th>
<th>Change FY09 to FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Capita Grant</td>
<td>1,879,939.61</td>
<td>1,879,939.61</td>
<td>-</td>
</tr>
<tr>
<td>Interest Income</td>
<td>12,000.00</td>
<td>4,800.00</td>
<td>(7,200.00)</td>
</tr>
<tr>
<td>Other Revenues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-Illinois Talking Book Center</td>
<td>52,955.00</td>
<td>28,800.00</td>
<td></td>
</tr>
<tr>
<td>Resource Sharing Alliance</td>
<td>40,000.00</td>
<td>40,000.00</td>
<td></td>
</tr>
<tr>
<td>OCLC</td>
<td>500.00</td>
<td>30,962.86</td>
<td></td>
</tr>
<tr>
<td>E-Rate</td>
<td>21,570.00</td>
<td>21,240.00</td>
<td></td>
</tr>
<tr>
<td>Asset Sales</td>
<td>4,000.00</td>
<td>4,000.00</td>
<td></td>
</tr>
<tr>
<td>CE Registration Fees</td>
<td>4,000.00</td>
<td>4,000.00</td>
<td></td>
</tr>
<tr>
<td>Other Miscellaneous Income</td>
<td>44,200.00</td>
<td>42,460.00</td>
<td></td>
</tr>
<tr>
<td>Total Other Revenues</td>
<td>167,225.00</td>
<td>167,462.86</td>
<td>237.86</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>2,059,164.61</strong></td>
<td><strong>2,052,202.47</strong></td>
<td><strong>(6,962.14)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures Category</th>
<th>FY2009 Detail</th>
<th>FY2010 Detail</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>1,418,675.61</td>
<td>1,447,534.39</td>
<td>28,858.78</td>
</tr>
<tr>
<td>Library Materials</td>
<td>500.00</td>
<td>500.00</td>
<td>-</td>
</tr>
<tr>
<td>Building &amp; Grounds</td>
<td>98,225.00</td>
<td>96,542.00</td>
<td>(1,683.00)</td>
</tr>
<tr>
<td>Vehicle Expenses</td>
<td>108,118.00</td>
<td>108,118.00</td>
<td>-</td>
</tr>
<tr>
<td>Travel &amp; CE</td>
<td>21,000.00</td>
<td>21,000.00</td>
<td>-</td>
</tr>
<tr>
<td>CE (not staff &amp; board)</td>
<td>29,000.00</td>
<td>29,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Public Relations</td>
<td>11,000.00</td>
<td>11,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Supplies, Postage &amp; Printing</td>
<td>33,850.00</td>
<td>44,400.00</td>
<td>10,550.00</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>38,340.00</td>
<td>37,440.00</td>
<td>(900.00)</td>
</tr>
<tr>
<td>Equipment Repair &amp; Maintenance</td>
<td>30,879.00</td>
<td>30,000.00</td>
<td>(879.00)</td>
</tr>
<tr>
<td>Professional Services</td>
<td>22,500.00</td>
<td>17,100.00</td>
<td>(5,400.00)</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>93,277.00</td>
<td>67,000.00</td>
<td>(26,277.00)</td>
</tr>
<tr>
<td>Professional/Membership Dues</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,800.00</td>
<td>3,600.00</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>22,000.00</td>
<td>-</td>
<td>(22,000.00)</td>
</tr>
<tr>
<td>Debt Service</td>
<td>120,000.00</td>
<td>128,968.08</td>
<td>8,968.08</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>2,059,164.61</strong></td>
<td><strong>2,052,202.47</strong></td>
<td><strong>(6,962.14)</strong></td>
</tr>
<tr>
<td>Excess of Revenue over Expenditures</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Alliance Library System (Resource Sharing Alliance)  
Budget - FY2010  

<table>
<thead>
<tr>
<th></th>
<th>Budget FY2009</th>
<th>Budget FY2010</th>
<th>Change FY09 to FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Online</td>
<td>596,210.00</td>
<td>604,417.00</td>
<td>8,207.00</td>
</tr>
<tr>
<td>Basic Online</td>
<td>37,400.00</td>
<td>38,500.00</td>
<td>1,100.00</td>
</tr>
<tr>
<td>Union List</td>
<td>45,472.00</td>
<td>45,472.00</td>
<td>-</td>
</tr>
<tr>
<td>Interest</td>
<td>20,000.00</td>
<td>20,000.00</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>699,082.00</td>
<td>708,389.00</td>
<td>9,307.00</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>290,026.00</td>
<td>303,019.00</td>
<td>12,993.00</td>
</tr>
<tr>
<td>Library Materials</td>
<td>500.00</td>
<td>500.00</td>
<td>-</td>
</tr>
<tr>
<td>Travel &amp; CE</td>
<td>9,200.00</td>
<td>9,200.00</td>
<td>-</td>
</tr>
<tr>
<td>CE (not staff &amp; board)</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td>-</td>
</tr>
<tr>
<td>Public Relations</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Supplies, Postage &amp; Printing</td>
<td>6,000.00</td>
<td>6,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>9,000.00</td>
<td>5,000.00</td>
<td>(4,000.00)</td>
</tr>
<tr>
<td>Equipment Repair &amp; Maintenance</td>
<td>200,000.00</td>
<td>-</td>
<td>(200,000.00)</td>
</tr>
<tr>
<td>Professional Services</td>
<td>10,500.00</td>
<td>6,000.00</td>
<td>(4,500.00)</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>40,000.00</td>
<td>240,000.00</td>
<td>200,000.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>567,726.00</td>
<td>572,219.00</td>
<td>4,493.00</td>
</tr>
<tr>
<td>Excess of Revenue over Expenditures</td>
<td>131,356.00</td>
<td>136,170.00</td>
<td>4,814.00</td>
</tr>
<tr>
<td>Excess of Revenue over Expenditures (Excluding Capital Outlays)</td>
<td>131,356.00</td>
<td>136,170.00</td>
<td>4,814.00</td>
</tr>
<tr>
<td>Capital Development Revenues</td>
<td>131,356.00</td>
<td>136,170.00</td>
<td>4,814.00</td>
</tr>
<tr>
<td>Excess of Revenue over Expenditures (Excluding Capital Outlays &amp; Capital Development Fees)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
## Alliance Library System (Resource Sharing Alliance) 08-09/17

### Budget - FY2010

<table>
<thead>
<tr>
<th></th>
<th>Budget FY2009</th>
<th>Budget FY2010</th>
<th>Change FY09 to FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td></td>
<td></td>
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</tr>
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<td>45,472.00</td>
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<td>303,019.00</td>
<td>12,993.00</td>
</tr>
<tr>
<td>Library Materials</td>
<td>500.00</td>
<td>500.00</td>
<td>-</td>
</tr>
<tr>
<td>Travel &amp; CE</td>
<td>9,200.00</td>
<td>9,200.00</td>
<td>-</td>
</tr>
<tr>
<td>CE (not staff &amp; board)</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td>-</td>
</tr>
<tr>
<td>Public Relations</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Supplies, Postage &amp; Printing</td>
<td>6,000.00</td>
<td>6,000.00</td>
<td>-</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>9,000.00</td>
<td>5,000.00</td>
<td>(4,000.00)</td>
</tr>
<tr>
<td>Equipment Repair &amp; Maintenance</td>
<td>200,000.00</td>
<td>-</td>
<td>(200,000.00)</td>
</tr>
<tr>
<td>Professional Services</td>
<td>10,500.00</td>
<td>6,000.00</td>
<td>(4,500.00)</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>40,000.00</td>
<td>240,000.00</td>
<td>200,000.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
<td>567,726.00</td>
<td>572,219.00</td>
<td>4,493.00</td>
</tr>
</tbody>
</table>

**Excess of Revenue over Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>FY2009</th>
<th>FY2010</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>131,356.00</td>
<td>136,170.00</td>
<td>4,814.00</td>
</tr>
</tbody>
</table>

**Excess of Revenue over Expenditures (Excluding Capital Outlays)**

<table>
<thead>
<tr>
<th></th>
<th>FY2009</th>
<th>FY2010</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>131,356.00</td>
<td>136,170.00</td>
<td>4,814.00</td>
</tr>
</tbody>
</table>

**Capital Development Revenues**

<table>
<thead>
<tr>
<th></th>
<th>FY2009</th>
<th>FY2010</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>131,356.00</td>
<td>136,170.00</td>
<td>4,814.00</td>
</tr>
</tbody>
</table>

**Excess of Revenue over Expenditures (Excluding Capital Outlays & Capital Development Fees)**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Alliance Library System (Mid-Illinois Talking Book Center)

### Budget - FY2010

<table>
<thead>
<tr>
<th></th>
<th>Budget FY2009</th>
<th>Budget FY2010</th>
<th>Change FY09 to FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
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<tr>
<td>State Grant</td>
<td>494,550.00</td>
<td>273,334.81</td>
<td>(221,215.19)</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>494,550.00</td>
<td>273,334.81</td>
<td>(221,215.19)</td>
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<tr>
<td><strong>EXPENDITURES</strong></td>
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<tr>
<td>Personnel</td>
<td>399,510.00</td>
<td>335,000.00</td>
<td>(64,510.00)</td>
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<tr>
<td>Library Materials</td>
<td>7,000.00</td>
<td>7,000.00</td>
<td>-</td>
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<td>Vehicle Expenses</td>
<td>3,500.00</td>
<td>1,800.00</td>
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<td>Travel &amp; CE</td>
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<td>4,000.00</td>
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<td>Supplies, Postage &amp; Printing</td>
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<td>11,000.00</td>
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<td>Telecommunications</td>
<td>2,500.00</td>
<td>2,400.00</td>
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<tr>
<td>Equipment Repair &amp; Maintenance</td>
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<td>700.00</td>
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<td>Contractual Services</td>
<td>58,055.00</td>
<td>41,600.00</td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
<td>494,550.00</td>
<td>407,100.00</td>
<td>(87,450.00)</td>
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<td><strong>Excess of Revenue over Expenditures</strong></td>
<td>-</td>
<td>(133,765.19)</td>
<td>(133,765.19)</td>
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Note: The FY2010 Budget Deficit equals the estimated carryover of excess funds from FY2009.
Alliance Library System’s Map URL

URL for the system’s interactive map:

http://www.alliancelibrarysystem.com/aboutUs1/Imap.cfm
Illinois Library Systems’ Map URL

URL for the Illinois Library System’s map:

http://www.illinoislibrarysystems.info/ab_systemmap.html
System’s Membership URL

URL for the system’s membership:

http://www.alliancelibrarysystem.com/Membership1/membershipALL.cfm
Management Team
Contact List
August 2008
(309)694-9200

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Kitty Pope</td>
<td>Executive Director</td>
<td>2101</td>
</tr>
<tr>
<td>Lori Bell</td>
<td>Innovation Department Director</td>
<td>2128</td>
</tr>
<tr>
<td>Lee Logan</td>
<td>Consulting &amp; Continuing Education Director</td>
<td>2112</td>
</tr>
<tr>
<td>Paul Santos</td>
<td>Finance, Facilities &amp; HR Director</td>
<td>2104</td>
</tr>
<tr>
<td>Geri Kegley</td>
<td>Executive Manager</td>
<td>2126</td>
</tr>
<tr>
<td>Kendal Orrison</td>
<td>Information Technology Director</td>
<td>2133</td>
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INTRODUCTION AND WELCOME

We are pleased to have you with us as a valued employee of Alliance Library System (ALS). We hope that ALS is a pleasant place for you to work and that you will find satisfaction in joining us in the constant effort to be of greater service to our members. A quality, dedicated work force is essential to the success of the organization in the same way that the organization is instrumental to the prosperity and growth of its employees. Both sides would suffer if either half of this equation was missing. It is critical that you share this understanding and commit to the mission, vision and values as outlined in the ALS Business Plan.

Employee relations are one of the most important aspects of any successful organization. ALS recognizes its employees as its single most important and valuable asset. Wise and equitable policies administered with honesty and fairness are the factors that promote stable employment, high morale and employee efficiency.

This document is not a contract for employment but a medium for explaining general customs and practices. It is intended to be used as a guide to the fair and equitable practice of employee-management relationships, and to clearly focus on the main objectives of teamwork in operating and managing a progressive facility.

This handbook generally describes the policies and practices of ALS which affect you and all who work for our organization. Also included is general information about your benefits and your responsibilities and privileges as an employee of ALS.

Please use this booklet as a reference for future questions pertaining to your employment at ALS. All policies and programs at ALS are directed toward our primary goal of providing the best possible service to our members. We ask that you remember this and that you apply this principle to your daily work responsibilities.

Alliance Library System reserves the right to establish, change, interpret and discontinue any and all policies, practices, rules, regulations, guidelines or activities from time to time at ALS’ discretion. Nothing in this Handbook, either stated or implied, shall in any manner diminish this right. In the event changes or updates should appear necessary, employees should report these to the Human Resource Manager for evaluation and consideration.

Please understand that no supervisor, director, or representative of ALS, other than the Board of Directors has the authority to enter into any agreements for employment for any specific period of time or to make any promises or commitments contrary to this Introduction and Welcome. Further, any such promise or commitment by the Board of Directors will not be enforceable unless it is in writing. The Board of Directors alone shall be vested with the authority to administer the Personnel Policies of ALS. The Executive Director shall be vested with the authority to implement the policies established by the Board of Directors, and if necessary, the Executive Director shall prepare recommendations regarding the personnel policies and present those to the Board of Directors for approval.
While we have attempted to include as much information as possible about ALS employee policies, it is not possible for policies to cover every circumstance or to answer all questions. Nor is it possible to update this handbook continuously to reflect every change as soon as it occurs. When concerns or questions come up, your supervisor and the Personnel Committee (consisting of the Executive Director, the Director of Finance, Facilities and HR and the HR Manager) are available to help you. Please feel free to ask for their assistance.

ALS History

The Alliance Library System (ALS) was formed in 1994 as a result of a merge of Illinois Valley (Pekin), Corn Belt (Bloomington), Western Illinois (Galesburg), and Great River (Quincy) Library Systems. The Bloomington facility was closed on September 30, 2003; and the Pekin facility on December 31, 2003. ALS employees relocated to the East Peoria facility on January 1, 2004 and the Galesburg facility was closed June 30, 2005. On June 30, 2006 the Quincy office was closed, leaving the East Peoria location as the sole provider of library services for ALS’ 14,008 square mile territory.

ALS Vision

The Alliance Library System is committed to supporting excellent multi-type library service and promoting a world of information and training within reach of every member. The Alliance Library System provides effective community-based library services that facilitate resource sharing.

ALS Mission

The mission of the Alliance Library System is to facilitate resource sharing, interlibrary loan, continuing education and library consulting within its diverse multi-type membership.

The results of this vision are innovative, cost effective multi-type library services that promote excellence plus save members time and money. In return, members take pride of ownership in the cooperative spirit and service excellence that is the Alliance Library System.

ALS Values

The Alliance Library System board, staff and members collectively value:

- Listening to the membership
- Excellence in customer service
- Accountability
- Leadership and integrity
- Collaboration
- Knowledge and learning
- Accessibility
- Diversity
- Innovation
SECTION I
GENERAL POLICY INFORMATION

A. EQUAL EMPLOYMENT OPPORTUNITY

The Alliance Library System is an equal opportunity employer and complies with all applicable federal, state, and local employment laws and regulations. ALS employs qualified individuals without regard to age, ancestry, color, disability, marital or parental status, military service, national origin, history of employment-related claims or charges, race, religion, sex, sexual orientation, use of applicable leave or any other employee benefits for which the employee is eligible, or any other protected status. Employees who require reasonable accommodation of a physical or mental disability to perform their essential job functions should submit an Employee Request for Accommodation Form to the Human Resources Manager.

ALS’ Equal Employment Opportunity Policy applies to all aspects of employment including, but not limited to hiring, compensation, promotion, transfer, assignment, discipline, evaluation, layoff and termination. Conduct that conflicts with this policy is not endorsed, permitted or tolerated under any circumstances. Each employee who reasonably believes that this policy has been violated must, within five (5) days of the perceived violation, submit an Employee Complaint/Report Form to the Human Resources Manager.

B. ANTI-DISCRIMINATION AND SEXUAL HARASSMENT POLICY

Alliance Library System maintains a ‘zero tolerance’ policy regarding prohibited employment discrimination. Work-related discrimination on the basis of age, ancestry, color, disability, marital or parental status, military service, national origin, history of employment-related claims or charges, race, religion, sex, sexual orientation, use of applicable leave or any other employee benefits for which the employee is eligible, or any other protected status is not tolerated. Harassment based on the protected status of an employee, including sexual harassment, is also prohibited.

Sexual harassment includes any instance in which an employee, in order to obtain unwanted sexual contact with another employee, exercises or threatens to exercise the authority and power of his or her position to control, influence, direct or affect the job duties, earnings or career of another employee. Sexual harassment also includes the use of sexually explicit language, pictures or conduct which is known, or reasonably should be known to create a hostile or offensive work environment for co-workers. Employees who engage in any form of sexual harassment may be disciplined up to and including termination.

An investigative and complaint process is also available through the Illinois Department of Human Rights and the Illinois Human Rights Commission. The
Department may be contacted by calling 217-785-5100, and the Commission may be contacted by calling 217-785-4350.

C. ETHICS POLICY

As per the [ALS Ethics Policy](#) (see Ethics Ordinance, ALS Board of Directors Rules and Regulations, Section 12), employees are not to seek or accept any personal gifts or benefit which might reasonably be interpreted as an attempt to influence them in the conduct of their duties nor participate in any “prohibited political activities” as that term is defined in Illinois Law. Such personal benefits include, but are not limited to: gifts, personal loans, advances, discounts, or accommodations - financial or otherwise - not readily available to other persons on similar terms. Situations should be avoided in which personal interests might be gained at the expense of ALS or its members. Any potential conflict of interest should be reported to the Ethics Officer. ALS Board of Directors has appointed the Director of Finance, Facilities and HR as the Ethics Officer.

D. SERVICE WITH OUTSIDE ORGANIZATIONS

In general, ALS has no interest in what employees lawfully do on their own time. Employees may choose to: have a second job, do consulting, or present workshops and seminars as long as that job does not interfere with ALS' responsibilities. The following would be considered as interference with ALS:

- Causing unscheduled or excessive absences
- Poor or unsatisfactory work performance
- Using excessive sick leave
- Creating a conflict of interest with ALS (i.e. working for a vendor)
- Bringing ALS into public dispute or legal jeopardy

In the above cases ALS has cause for intervention. Any employee who works in addition to a System position must notify their supervisor in writing of such work.

Employees are expected to schedule leave (i.e. vacation) when accepting honoraria or fees for consulting, external presentations and/or workshops.

E. EMPLOYER RIGHTS, EXPECTATIONS AND RESPONSIBILITIES

The service provided by employees must be consistent with the System's mission, philosophy and policies. It is ALS' goal to foster positive employee relations.

ALS expects that employees, by their performance and behavior, will be a credit to the System and will carry out assigned duties and responsibilities in a conscientious manner in cooperation with management and fellow employees.

An employee's responsibilities include professional competence and a positive attitude. Courtesy, cooperation and kindness are an absolute necessity when
interacting with members, suppliers and fellow employees. Discourteous behavior will not be tolerated and will subject the employee to disciplinary action up to and including termination.

Employees are expected to dress appropriately. Employees will be notified in advance of days when business casual attire is required.

F. CUSTOMER SERVICE CHARTER

The Alliance Library System Board of Directors and staff are dedicated to providing excellent multi-type library service.

We are committed to leading libraries into the future with innovative programs and technologies that continuously improve service and facilitate economies of scale.

The Alliance Library System listens to its members and pledges to provide:

- Timely, reliable and cost-effective delivery services
- Collaborative and seamless resource sharing
- Practical and intellectually challenging continuing education
- Knowledgeable, relevant and effective consulting services
- Accessible, equitable and diverse programs for the visually impaired
- Responsive, flexible and leading edge information technologies
- Current, concise and targeted communications

Customer feedback is encouraged.

G. GENERAL AND DEPARTMENT STAFF MEETINGS

ALS Staff Meetings are conducted quarterly. Management Team meetings are held bi-weekly followed by individual department meetings to discuss any current or upcoming issues and events.

H. Use of System Resources

1. Internet Usage

- ALS employees are to use the Internet to its fullest potential to: accomplish job responsibilities, make professional contacts, and further career development.
- The ALS Internet service is not intended for personal use.
- Although ALS will not censor staff activities on the Internet and is not responsible for these activities, disciplinary action may be taken at any time with evidence of unlawful activity or misrepresentation of ALS.
- ALS employees using the Internet are expected to abide by generally accepted rules of network etiquette.
- The System is not responsible for any damages suffered from Internet
use including inaccurate information, loss of data or files, mis-delivery of messages or information, non-delivery, etc.

2. **Telecommunication Usage**
   - System telephones, fax machines and computers, including email, are to be used for business purposes in serving the interests of our customers and in the course of normal system operations for system business. All calls should be answered promptly and courteously. Personal use of this equipment should not interfere with the daily work of the System. Reasonable personal use of this equipment is permitted but we ask your cooperation in limiting them to emergencies or essential personal business and in keeping them brief. Personal long distance telephone charges are the financial responsibility of the employee.
   - ALS has invested in a Voice Mail System for efficiency and to better serve our customers. A [voice mail manual](#) is provided to staff to learn how to use this system. Questions or help with the system should be addressed to the Communications and Networking Department.
   - Employees on vacation, business trips, leaves of absence, etc., may have their voice mail or email messages retrieved by a supervisor, manager or another employee. You should not expect messages to be totally private.
   - ALS may provide a cellular phone for conducting business on behalf of ALS. Personal calls will be reimbursed at actual charges.

3. **Vehicle Usage**
   - Employees will be expected to drive System vehicles and are required to obey all laws surrounding their use.
   - System vehicles are to be used only for ALS business.
   - Each person driving a System vehicle should visually check the vehicle before leaving by walking around the vehicle and checking for damage, tire wear or other conditions that might create an unsafe condition. Drivers and/or passengers will be expected to note any problems experienced with the vehicle and notify the Facilities and Delivery Supervisor.
   - Use of personal vehicles at System expense is limited to those times when it is absolutely necessary and when System vehicles are not available and will be pre-authorized in writing by the Director of Finance, Facilities, & HR. Employees will be paid at a rate to be determined annually by the System’s Board of Directors.
   - For a complete set of rules and regulations, please refer to the [Vehicle Use and Safety Manual](#).

4. **Postage and Delivery Usage**
   ALS mail and delivery services are for System business. Personal use of these services should not interfere with the daily work of the System.
Reasonable personal use of these services is permitted however charges are the financial responsibility of the employee.

5. Credit Card Usage
- ALS will maintain credit card accounts for the purchase of gasoline and emergency automobile supplies and repairs for System vehicles.
- ALS may maintain credit accounts with office supply, catering, department stores and other services to meet the needs of the System.
- ALS may maintain credit card accounts for use by the Executive Director, Management Team, consulting staff and other designated staff for conducting System business.
- No System credit cards or credit accounts may be used for personal business at any time.

I. Unscheduled Closings

Occasionally unanticipated events, i.e. severe weather conditions, power failures or technological difficulties, etc. may require that ALS temporarily close. On occasions when the Executive Director deems it necessary or advisable to temporarily close, employees may be compensated at their regular rate of pay for the number of hours that the employee normally would have been scheduled for that day. The ALS Weather Tree will be used to notify personnel in the event of a closing.

When severe weather conditions exist but ALS has not been closed, those unable to report for work may request the opportunity to make up time during the same pay period, or use vacation or personal time.
SECTION II
EMPLOYEE COMPENSATION AND BENEFIT INFORMATION

A. EMPLOYEE DEFINITIONS

1. Full-time, Part-time and Temporary Employees
   a. Full-time
      Employees scheduled to work 37.5 hours per week
   b. Part-time
      Employees scheduled to work less than 37.5 hours per week
   c. Temporary
      Employees who are hired for a pre-established period, usually during peak workloads or for vacation relief—they may work a full-time or part-time schedule

2. Independent Contractor
   An independent contractor is engaged in a business of their own and is not considered an “employee”. The independent contractor is not subject to minimum wage and/or overtime and the employer is not responsible for compliance with withholding and tax obligations.

3. FLSA Status
   Exempt: Employees who are not subject to the overtime provisions defined by the Fair Labor Standards Act (FLSA) and regulations.

   Non-exempt: Employees who are subject to the overtime provisions defined by the Fair Labor Standards Act (FLSA) and regulations.

   Specific information regarding FLSA exemption status can be located on the Department of Labor’s website:
   http://www.dol.gov/esa/regs/compliance/whd/fairpay/fs17a_overview.htm

4. Volunteer
   Individuals who volunteer or donate their services, usually on a part-time basis, for public service, religious or humanitarian objectives, not as employees and without contemplation of pay.

5. IL State Library Designations
   a. Library Professional
      Employee whose job description ordinarily requires an MLS or above
   b. Other Professional
      Employee whose job description ordinarily requires a Bachelors Degree or above, excluding library professionals
c. Support Services
Employees whose positions are not classified as library professionals or other professionals

B. EMPLOYMENT POLICIES AND PROCEDURES

1. Hiring
The Executive Director has the authority to hire staff for ALS at the salaries and positions authorized by the Board of Directors. The Human Resource Manager will execute documentation that the position was filled from the top qualified candidates and met the minimum qualifications for the position.

When a vacancy occurs, the position will be advertised and the Illinois Department of Employment Security and appropriate community based organizations representing minorities will be notified. All advertisements, consistent with ALS Equal Employment Opportunity Policy (see page 5) will so designate, “Equal Opportunity Employer.”

Each applicant shall submit a cover letter, resume, and list of references to the Human Resource Manager that will be used in conducting an interview. Each applicant will be evaluated and rated in accordance with the requirements of the job description.

2. Job Descriptions
Copies of current job descriptions for all employees are available from the Human Resource Manager.

3. Orientation
An employee orientation will be provided to each new employee within ten (10) working days of their hire date. All new employees will receive a copy of the ALS’ Policies & Procedures Binder and revisions will be made available to all employees.

The first six (6) months of employment with ALS are an initial orientation period. The first six (6) months in any subsequent or new position will be a subsequent orientation period. A new six (6) month subsequent orientation period will begin each time there is a change in position. Initial and subsequent orientation periods are a time for the employee and ALS to determine whether the job is a good fit. Job performance will be closely monitored during each orientation period. Performance problems or rule violations during an initial or subsequent orientation period may result in transfer, reassignment or termination. Successful completion of an orientation period does not, of course, guarantee continued employment in any particular position within ALS.
4. Performance Evaluation (PREP)
The Performance Recognition and Evaluation Program (PREP) is an important component of Alliance Library System Human Resource Management. Merit performance reviews are about recognizing and evaluating the quality of an employee’s work, and also aligning all employees with the goals of the organization.

PREP’s are designed to:
- Reflect and reinforce system goals
- Recognize performance which exceeds benchmark results
- Identify performance below benchmark and establish a plan for improvement
- Be action-oriented with clear goals and timelines
- Be cost and time effective for both supervisors and employees

PREP’s are normally conducted for all new full-time employees and transferred employees upon completion of the six (6) month orientation period. All employees will receive PREP’s on an annual schedule with any potential salary adjustment effective the first pay period in July.

5. Promotions, Transfers and Reclassification
When a vacancy occurs, the position will be posted and employees who apply will be given consideration provided they meet the requirements of the job. However, ALS may also seek external candidates in an effort to ensure that the vacancy is filled by the best qualified person available. Employees may be transferred to accommodate the needs of the employer when necessary. Internal promotions and transfers are subject to a six (6) month orientation period.

ALS reserves the right to reclassify a job description. A reclassification occurs when the duties, responsibilities, qualifications or impact of a position change due to the needs of the System. A salary increase may or may not be warranted as the result of a promotion, transfer, or reclassification.

6. Personnel Records and Amendments to Records
ALS adheres to all applicable State and Federal laws relating to access to personnel records.

All employees have a confidential personnel file, which contains documents relative to the employee’s employment and performance. An employee has the right to access and review their personnel record within 48 hours of a written request. All records must be viewed under the direction of the Human Resource Manager. Supervisors and management personnel have access to their respective employees' personnel records.
Each employee is responsible for notifying the Human Resource Manager of changes in name, marital status, address, telephone number, number of dependents, beneficiary, insurance coverage, etc. All employees must provide the Human Resource Manager with a phone number where they can be reached. Employees who change their number to an unlisted number are also subject to this requirement. ALS respects the privacy of its employees. Employees’ phone numbers, addresses or other personal information will not be released outside the organization. Employees who do not want personal information included on staff birthday or home address listings should notify the Human Resource Manager.

7. **Disciplinary Action**
Disciplinary action will take the form of verbal and/or written warnings up to and including termination.

8. **Employee Grievances and Complaints**
The policies in this handbook are designed to provide a safe and fair working environment in which the rights of all employees and the organization are protected. It is the policy of ALS to provide every employee the right to an internal review of a policy, condition, decision, or treatment unsatisfactory to the employee and affecting their employment. When a work-related issue cannot be resolved through discussions between the individuals concerned, the staff member can file a grievance.

The grievance procedure deals with cases involving an individual staff member and applies to problems involving employment (i.e. hiring, salary, job classification, promotion, discipline, probation and termination) or failure to apply ALS’ policy.

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. However, if a situation persists, the employee should follow this three step process:

- Discuss the problem with the immediate Supervisor. If the employee does not believe a discussion with the Supervisor is appropriate, the employee may proceed directly to step two.

- If the problem is not resolved by the immediate Supervisor within 10 working days, the employee is encouraged to immediately submit an Employee Complaint/Report Form to the Personnel Committee and Department Director who will conduct an investigation and recommend a solution within 10 working days.

- If the problem is not resolved, the Executive Director will consider the facts and render a written decision within 10 working days.
9. **Telecommuting**

Telecommuting is defined as: “An employment arrangement in which part of the regularly scheduled work is performed at an off-premises worksite such as the home for a specific portion of the work week on a regular basis.”

Most ALS services are provided either at ALS or on-site at individual libraries. However, some positions may qualify for telecommuting privileges. Moving toward a telecommuting agreement is a three-step process: the application, the signed agreement, and maintaining a positive performance evaluation (PREP). Telecommuting is an alternative method of meeting the needs of ALS and its member libraries; however, it is not a universal employee benefit. ALS has the right to refuse to make telecommuting arrangements at any time. For a complete list of rules and regulations, please refer to the Telecommuting Procedures. Telecommuting positions will be approved:

- After reviewing a telecommuting application and the employee’s annual PREP
- By the Personnel Committee after consulting with the immediate supervisor and staff involved

C. **ATTENDANCE, TIME-OFF AND LEAVES OF ABSENCE**

1. **Attendance**

Timely attendance is an essential function of every position. ALS understands, however, that occasionally unexpected situations do occur. In these instances, employees are required to immediately notify their supervisor after the start of the staff member’s scheduled work day. Failure to report for two (2) consecutively scheduled work days without notice will be considered a voluntary resignation. Planned absences should be arranged with the employee’s supervisor in advance whenever possible.

2. **Sick Leave**

Sick leave may be used when employees are incapacitated by illness or injury not covered by the System’s Workers’ Compensation program, to attend medical, dental or optical examination and treatment which cannot be scheduled during non-working hours and when an employee needs to care for an immediate family member.

- For planned sick leave employees must submit the Absence Planning Request Form to their supervisor
- Members of the Management Team must submit the Management Absence Report to the Executive Director immediately upon return to work
- Sick leave can be taken in increments of 15 minutes
- A doctor’s certificate is required for all sick leave absences in excess of
three (3) working days, long-term illness, illness with employment implications or upon request

- Sick leave is accumulated to a maximum of 30 days (225 hours) for use during a long-term illness
- All unused sick leave in excess of 30 days can be banked up to 240 days to be used for retirement service credit (IMRF)
- Vacation time may be taken with the approval of the employee’s supervisor when accumulated sick leave has been exhausted
- Accumulated sick leave will not be paid upon an employee’s termination
- Sick leave will be credited as earned on the second payroll of each month
- Full-time employees shall be entitled to one (1) day sick leave with pay for each month
- Part-time employees earn sick leave pro-rated based on the hours worked
- Employees on unpaid leave will not earn sick leave

3. **Vacation**

- All employees must submit the **Absence Planning Request Form** to their supervisor for approved vacation leave
- Members of the Management Team must submit the **Management Absence Report** to the Executive Director immediately upon return to work
- Vacation leave can be taken in increments of 15 minutes
- Vacation days will be credited as earned on the second payroll of each month
- Vacation accumulated to more than 20 days (150 hours) at the conclusion of any one fiscal year, i.e. June 30th will be forfeited
- Employees of the Mid-Illinois Talking Book Center must use vacation by August 31st following the fiscal year in which it is earned or it will be forfeited
- Part-time employees earn vacation leave pro-rated based on the hours worked
- An employee on unpaid leave will not earn vacation credit
- Years of service credit will be calculated based on the employee’s most recent start date with the System as of July 1st
- An employee who resigns, retires or is otherwise separated from service with the System will receive payment for all unused vacation leave accumulated up to their last date of employment
a. Vacation Schedule

**Full-time Support Staff**

<table>
<thead>
<tr>
<th>Service Time</th>
<th>Days</th>
<th>Hours/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 5 years</td>
<td>15</td>
<td>9.38</td>
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<tr>
<td>6-9 years</td>
<td>20</td>
<td>12.5</td>
</tr>
<tr>
<td>10+ years</td>
<td>25</td>
<td>15.63</td>
</tr>
</tbody>
</table>

**Full-time Professional Staff**

<table>
<thead>
<tr>
<th>Service Time</th>
<th>Days</th>
<th>Hours/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 5 years</td>
<td>20</td>
<td>12.5</td>
</tr>
<tr>
<td>6+ years</td>
<td>25</td>
<td>15.63</td>
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</tbody>
</table>

**Management Team**

<table>
<thead>
<tr>
<th></th>
<th>Days</th>
<th>Hours/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25</td>
<td>15.63</td>
</tr>
</tbody>
</table>

4. Personal Leave

- All full-time employees receive one personal day every six (6) months: one credited the first payroll in July and the second the first payroll in January.
- All employees must submit the Absence Planning Request Form to their supervisor for approved personal leave.
- Members of the Management Team must submit the Management Absence Report to the Executive Director immediately upon return to work.
- Personal days not used within the current fiscal year are forfeited.
- Personal leave will not be paid upon an employees’ termination.
- Personal leave may be taken in increments of 15 minutes.

5. Holidays

Full-time permanent staff will receive 7.5 hours of pay for each holiday. Part-time employees scheduled to work on a holiday may adjust their work days to accommodate the reduced hours. The following shall be considered legal holidays in addition to any holiday proclaimed by the ALS’ Board of Directors, the State of Illinois and the US government:

- New Year’s Day: January 1\(^{st}\)
- Martin Luther King Day: 3\(^{rd}\) Monday in January
- President’s Day: 3\(^{rd}\) Monday in February
- Good Friday: Friday before Easter
- Memorial Day: Last Monday in May
- Independence Day: July 4\(^{th}\)
- Labor Day: 1\(^{st}\) Monday in September
- Veteran’s Day: November 11\(^{th}\)
- Thanksgiving Day: 4\(^{th}\) Thursday in November
- Friday following Thanksgiving: 4\(^{th}\) Friday in November
- Christmas Eve Day: December 24\(^{th}\)
- Christmas Day: December 25\(^{th}\)
- New Year’s Eve Day: December 31\(^{st}\)
In the event a holiday falls on a Saturday or Sunday, it will be observed on Friday or Monday as designated by the U.S. Government. When Christmas Eve, or Christmas Day and New Years Eve or New Years Day fall on a Saturday or Sunday, the Friday preceding and the Monday following shall be considered a holiday.

6. **Observance of Religious Holidays**
Religious holidays that are not included in ALS' holidays may be observed by utilizing the employee’s personal, vacation or compensatory time.

7. **Jury Duty**
An employee will be granted a leave of absence with pay when called to jury duty. If an employee is dismissed before 12:00 noon from jury duty, they will be expected to report to work for the balance of the day.

8. **Bereavement**
Bereavement leave offers employees time off with pay to carry out responsibilities associated with the death of an immediate relative of the employee or employee’s spouse (i.e. parent, grandparent, sibling, spouse, child/grandchild). The employee’s supervisor should be notified as soon as possible when bereavement leave is needed. Employees should complete a bereavement form upon return to work.

Bereavement leave may be granted up to five (5) working days. The amount of bereavement leave is determined by the Personnel Committee, taking into consideration the relationship of the employee to the deceased, family responsibilities, distance to be traveled and amount of leave requested.

9. **Pre-Retirement Leave**
Full-time employees with five (5) years service shall be granted up to two (2) days in the six (6) months prior to retirement to process their retirement documents or attend pre-retirement programs. Employees must submit an **Absence Planning Request Form** at least five (5) days in advance of the anticipated leave.

10. **Leaves of Absence Without Pay**
Subject to legal requirements, requests for leaves of absence without pay will be considered on the basis of business necessity and an employee’s job performance, level of responsibility, length of service, and the reason for the request.

Upon review by the Personnel Committee, leave without pay may be approved if no disruption to public service is caused. It is possible that all earned leave time may need to be exhausted before the leave is approved. Additional paid leave time will not accrue or be paid during this time. Full-time permanent employees may submit a written request for a
leave of absence to the Personnel Committee. The request should outline the reason for the leave, the date the employee wishes the leave to begin and the date the employee plans to return to active employment with ALS. ALS will make every effort to reinstate the employee to his/her previous or similar position if available. If the employee’s previous or similar position is not available, the employee may not be reinstated.

While on an approved leave of absence without pay, Alliance Library System will provide the employer portion of Health Plan premiums through the end of the calendar month in which the leave is taken. Arrangements should be made with the Finance & HR Coordinator for payment of the employee portion of the premium. (Example: An employee begins an approved leave of absence without pay on April 10th. The employer portion of health plan premiums will be paid through April 30th. If the employee’s leave extends beyond April 30th, health insurance will be offered through COBRA or Municipal Continuation Coverage at the expense of the employee).

Note: Employees may exercise their rights under the Victim’s Economic Security & Safety Act (VESSA) through the leave of absence policy. VESSA is a state law that provides an employee who is a victim of domestic violence, or who has a family or household member who is a victim of domestic violence, with up to twelve (12) weeks of unpaid leave per any twelve (12) month period to address issues arising from domestic or sexual violence.

11. Military Leave
Leaves of absence without pay for military or reserve duty are granted to all employees of ALS. Employees called to active military duty, reserve or National Guard training, or volunteering for the same, should submit copies of their military orders to their supervisor as soon as is practicable. Employees who are reservists or members of the National Guard are granted time off without pay for required military training. Eligibility for reinstatement after the completion of military duty/training and benefit continuation/eligibility issues are determined in accordance with applicable Federal and State laws. Employees may elect, but are not required, to use any vacation entitlement for the absence.

12. Family Medical Leave Act (FMLA)
In accordance with the Family Medical Leave Act of 1993 (FMLA), the Alliance Library System will grant job protected unpaid FMLA leave to eligible employees for up to 12 weeks per 12-month period for any one or more of the following reasons:
- The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12-month period following the child's birth or placement with the employee)
• In order to care for an immediate family member (spouse, child or parent) of the employee if such immediate family member has a serious health condition

• The employee’s own serious health condition that makes the employee unable to perform the functions of their position

**To be eligible for a FMLA leave an employee must have worked for ALS for at least 12 months, have worked at least 1,250 hours over the previous 12-month period and be employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.** With the consent of the supervisor, an employee may take leave intermittently (a few days or a few hours at a time).

An employee is required to give 30 days notice in the event of a foreseeable leave. A request for FMLA leave should be submitted in writing to the Personnel Committee. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a written request. If an employee fails to give 30 days notice for a foreseeable leave with no reasonable excuse for the delay, the leave will be denied until 30 days after the employee provides notice.

For leaves taken because of the employee’s or a covered family member’s serious health condition, the employee must submit medical certification to the Personnel Committee within 15 days after requested, or as soon as is reasonably possible.

Employees granted a leave under this policy will follow the same guidelines for health benefits as an unpaid leave.

An employee is not entitled to benefit accrual during periods of unpaid leave, but will not lose anything accrued prior to leave.

If the employee returns to work within 12 weeks following a FMLA leave, they will be reinstated to their former position or an equivalent position with equivalent pay, benefits status and authority. The employee’s restoration rights are the same as they would have been had the employee not been on leave.

If the employee fails to return within 12 weeks following a FMLA leave, the employee will be reinstated to their same or similar position only if available, in accordance with applicable laws. If the employee’s same or similar position is not available, the employee may be released.
D. PAYROLL PRACTICES

1. Pay Periods and Pay Dates
ALS uses a bi-weekly pay period and distributes paychecks through direct deposit. The normal payday is Wednesday, but may be adjusted to accommodate emergencies and holidays.

2. Timesheets
All non-management team employees are required to report work time on the ALS timesheet bi-weekly. Timesheets should be submitted to the employee’s supervisor by 3:00 p.m. on Friday before the scheduled payroll and then forwarded to the Finance & Administrative Coordinator for processing. Time reports must be true and accurate and indicate all variations of more than fifteen (15) minutes from the normal workday.

3. Overtime/Compensatory Time
The Fair Labor Standards Act was amended April 15, 1986, to allow public service employees to receive compensatory time for hours worked in excess of a 40 hour work week.

Non-exempt
Non-exempt employees (see employee definitions on page 10)

a. Overtime:
A regular employee in a non-exempt position who in any one-week period of Monday through the following Sunday performs work in excess of a total of 40 hours will receive overtime pay as follows:
- Pay at 1.5 times the regular hourly rate of pay or time off at the ratio of 1.5 hours for each overtime hour worked
- Overtime is based on hours actually worked; holidays, sick time, vacation, jury duty, etc. are not considered as time worked when calculating overtime
- All work in excess of 7.5 hours in a given workday must be authorized in advance in writing by the employee’s supervisor and attached to the employee’s timesheet

b. Compensatory Time:
A regular employee in a non-exempt position who in any period of Monday through the following Sunday performs work in excess of a total of 37.5 hours and less than 40 hours may receive a credit for time off as follows:
- Compensatory time in an amount equal to the amount of excess hours worked
- Compensatory time must be authorized in writing in advance by the employee’s supervisor and attached to the employee’s timesheet
- Compensatory time must be recorded on the employee’s timesheet
Compensatory time must be taken within the same pay period and cannot accumulate from pay period to pay period

Exempt
Exempt employees (see employee definitions on page 10)

a. Overtime
   • Not available for exempt employees

b. Compensatory Time:
   A regular employee in an exempt position who in any period of Monday through the following Sunday performs work in excess of a total of 37.5 hours may receive a credit for time off as follows:
   • Compensatory time in an amount equal to the amount of excess hours worked
   • Compensatory time must be authorized in writing in advance by the employee’s supervisor and attached to the employee’s timesheet
   • Compensatory time must be recorded on the employee’s timesheet
   • Compensatory time must be taken within the same pay period and cannot accumulate from pay period to pay period

4. Payroll Deductions
ALS makes all standard payroll deductions required by state and federal laws or otherwise required or authorized. Each employee is required to complete W-4 forms for federal and state income tax deductions. Should an employee’s exemption status change, a corrected W-4 form must be filed with the Human Resource Manager.

5. Disbursements
ALS utilizes company credit cards for frequently used vendors. There may, however, be circumstances where individual employees will need to personally purchase supplies/materials for ALS’ special projects. In these instances, employees should submit a request for reimbursement to the Finance & HR Coordinator on the Expense Reimbursement Form. A detailed receipt should accompany the form. The Finance & Administrative Coordinator or designee will reimburse the employee within three (3) working days of receipt of the completed reimbursement request.

E. Employee Benefits

1. Insurance

   a. Health
   A group health insurance plan is available for all employees who work a minimum of 32 hours per week. Those employees working less than 37.5 hours per week will be required to pay an additional percentage of the premium pro-rated based on hours worked. In general, the plan
provides medical, dental, prescription drug and vision care. A new employee may enroll in the ALS group health plan following a specified waiting period. If the employee elects to join at a later date, they will be required to provide proof of a qualifying event or wait until the next open enrollment period. Further plan and coverage details are available from the Human Resource Manager.

i. Continuation of Coverage
Further information and details are available from the HR Manager

- **COBRA**
  Under the terms of the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees are entitled to certain rights in regard to group health insurance benefits. Employees and dependents who change their status (i.e. change from full to part-time) may maintain, at their own expense, medical, dental, vision, and prescription drug benefits for a limited period of time.

- **Municipal Continuation Coverage**
  Employees who participate in the Illinois Municipal Retirement Fund (IMRF) and retire or become disabled (eligible to receive IMRF disability benefits) may continue health insurance coverage under the Municipal Employee’s Continuance Privilege Law. This option allows the employee and dependents to continue receiving the same benefits until the end of the retirement or disability period at the employee’s expense.

b. Life Insurance
Employees who participate in the Illinois Municipal Retirement Fund (IMRF) are eligible to elect voluntary group decreasing term life insurance. Employees must enroll within ninety (90) days of hire or during an open enrollment period.

c. Disability
The Illinois Municipal Retirement Fund (IMRF) provides disability leave at half pay for eligible employees who have been employed a minimum of one year. Employees will need to exhaust accumulated sick or vacation leave in excess of five (5) days (37.5 hours) before receiving disability benefits. Disability leave, once approved, goes into effect thirty (30) days after the disability occurs. A delay in the first payment should be expected. Verification of the disability on a continuing basis (not to exceed once every 30 days) may be necessary. Further information as to whether a disability is covered may be obtained directly from IMRF (1-800-ASK-IMRF). For more information, see the “Your IMRF Benefits” booklet or the HR Manager.
d. Social Security and Unemployment Insurance
ALS makes contributions on behalf of all employees in accordance with the U.S. Federal Insurance Contribution Act (Social Security). ALS also makes contributions that provide eligible employees with unemployment compensation benefits.

e. Worker’s Compensation
ALS maintains workers’ compensation insurance on all employees. If you are involved in a work-related accident or sustain any work-related injury, or disease, no matter how slight, you must report the incident to your supervisor and to the Human Resources Manager as soon as practicable by means of the Employee First Report of Accident and/or Injury form. Failure to promptly report an accident or injury could result in loss of benefits and may be regarded as misconduct warranting disciplinary action up to and including termination.

2. Retirement

a. Defined Benefit - Illinois Municipal Retirement Fund (IMRF)
Each employee who works a minimum of 1,000 hours annually is automatically enrolled in the IMRF. Employer and employee contributions are designated by the IMRF annually. Employee contributions are deducted from each payroll. Employees who retire from ALS may be eligible to continue health insurance coverage under the ALS plan (see Municipal Continuation Coverage page 22).

b. Defined Contribution
Employees may voluntarily participate in the system’s deferred compensation plan (457B) as follows:
- Employees may voluntarily contribute a set amount of their monthly gross income to be applied to the Plan
- Withdrawal may be made in accordance with the Plan’s terms

Note: See Pre-Retirement Leave page 18

3. Staff Development and Training
The System benefits from the collective skills of its employees. All employees are encouraged to develop skills appropriate to current or potential positions at ALS. Suggestions in the area of staff development should be forwarded to the Personnel Committee.

ALS maintains several programs that aim to support a high level of staff development. These include special one-on-one training as needed and in-house training on numerous software packages. Three staff development programs: professional memberships, attendance at
workshops and conferences and educational reimbursement are described below:

a. **Professional Memberships**: Fees for approved professional memberships for the Executive Director, Management Team and professional personnel may be paid by ALS.

b. **Attendance at Workshops and Conferences**: Staff members are encouraged and may be required to attend job-related workshops, meetings and conferences and to participate in professional activities. Funds for this are allocated throughout the System each year in the ALS budget according to an equitable formula. The extent of such attendance and participation may be limited by ALS or department scheduling needs as well as by the annual budget allocation. Staff travel and conference attendance will be determined during the budgeting process.

Employees who wish to attend a workshop, meeting, conference or other job-related activity that will involve the use of work time or reimbursement for travel or other expenses must receive prior approval from their supervisor. This is normally done during the employee’s annual PREP process. Fees for late hotel check-out, late conference attendance, missed or changed airline reservations, and other unauthorized fees will not be reimbursed without prior approval by your supervisor.

When authorized to travel by private auto according to the provisions of the Vehicle Usage Policy (page 8), reimbursement will be the lesser of the prevailing mileage rate recognized by the Internal Revenue Service or equivalent airfare. Employees will also be reimbursed for tolls and parking charges incurred while traveling on authorized library business if they submit a receipt. Employees are encouraged to carpool and share overnight room accommodations with co-workers.

With appropriate receipts ALS will reimburse employees for meals (excluding alcohol) up to a specified maximum based on the federal travel guidelines. Meals while in route from ALS to a library/meeting or from one library to another will only be reimbursed with prior supervisory approval.

Any staff member who attends workshops or conferences will be expected to submit a report to their supervisor upon their return from the conference. A brief overview of the conference and materials received should be shared at the next quarterly ALS Staff Meeting.
c. **Educational Reimbursement**
   Alliance Library System recognizes the importance and need for staff growth and development. ALS will provide tuition assistance to staff using the [Tuition Assistance procedures](#) subject to budget limitations.

4. **Employee Assistance Program**

   The [ALS’ Employee Assistance Program](#) is a confidential informational tool for employees with work-related, personal, family, legal and/or financial issues. The resource guide is located on a shared drive for all employees to view and print needed information. The Human Resource Manager and Health and Safety Committee are responsible for making updates to the plan.

5. **Flextime Policy**

   Flexible work schedules for full-time employees may be offered when it is feasible and will in no way interfere with providing efficient and effective services.

   a. **Eligibility**

   Eligibility for participation in ALS’ flextime policy will depend on an assessment by the Personnel Committee in collaboration with the employee’s supervisor and Department Director that the employee’s proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations. Employees who have been subject to disciplinary action during the previous 90 days may not be eligible to participate in the alternate work schedule program.

   b. **Work Times and Core Hours**

   Upon prior written approval from the Personnel Committee, employees may participate in the System’s flextime program by working the same number of normally scheduled hours per week during a different, pre-approved schedule.

   1. ALS is open for business from 8:00 a.m. to 5:00 p.m. Monday through Friday. Employees are required to work the five (5) core hours of 10:00 a.m. to 3:00 p.m. or as defined by the Personnel Committee.

   2. Employees must schedule an unpaid lunch time for a minimum of 30 minutes and maximum of two (2) hours during each day worked. Taking lunch time at the beginning or end of the work day is not
permitted, except in special circumstances when approved by the Personnel Committee.

c. Schedule Requests

Eligible employees may request participation in the System’s flextime program by submitting a Flextime Schedule Request to their immediate supervisor. Employees should be prepared to discuss how they intend to resolve any conflicts that may arise between work responsibilities and the new schedule. The supervisor will then forward the request to the Personnel Committee for final approval.

d. Evaluation of Requests

In evaluating a Flextime Schedule Request, the Personnel Committee will weigh such factors as the requesting employee’s job responsibilities, their extent of interaction with members of the public and others, the schedules requested by other employees in the department and the extent to which the requesting employee has demonstrated responsibility and dependability.

e. Schedules

Once a schedule is approved, the employee will be expected to work that schedule for a minimum of two months, unless given approved leave or permission to depart from the schedule by the Personnel Committee.

The System reserves the right at any time to return an employee participating in flextime to a standard schedule.

F. HEALTH AND SAFETY

1. Occupational Health and Safety Committee

The Occupational Health and Safety Committee holds regularly scheduled meetings to address issues concerning the well-being of ALS’ employees.

2. Work Related Accidents and/or Injuries

It is the policy of the Alliance Library System that all accidents involving employees during working hours or while on System premises, and all other accidents in which the System is involved directly or indirectly, are to be reported immediately to the employee’s supervisor and the HR Manager.

Any unsafe working conditions are to be reported to the HR Manager or a member of the Occupational Health and Safety Committee.
3. **First Aid**
First aid kits, flashlights, and emergency radios are available in various locations throughout the facility. The Automatic Emergency Defibrillator (AED) is located in the health room for use in case of an emergency.

4. **Fire and Tornado Procedures**
The safety of all employees is of utmost concern to ALS. Fire and tornado drills will be conducted on a regular basis.

5. **Drug and Alcohol Free Workplace**
The illicit manufacture, use, possession, or distribution of alcohol, controlled substances, look-a-like drugs, and drug paraphernalia is not permitted in System buildings, on System premises, in System-owned vehicles, or at System-sponsored activities where employees are engaged in activities on behalf of the System (including any period of time when an employee is engaged in System business.)

Any employee who violates this policy will be suspended, terminated, and/or referred to appropriate legal authorities for prosecution. All System employees are to notify the System within five (5) days of any criminal drug statute conviction for a violation of this policy. The System if or when required by law will report such conviction to the appropriate authorities.

Employees who report to work under the influence of these substances will be subject to disciplinary action up to and including termination.

6. **Smoking Restrictions**
ALS maintains a non-smoking policy throughout the building and in all System vehicles.

7. **Bloodborne Pathogens Policy**
The Alliance Library System complies with Illinois Department of Labor regulations and the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.

Exposure Determination: No particular job classification of the System has occupational exposure (meaning reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties); however, emergencies may occur where employees may be called upon to respond with assistance.

Universal Precautions: All potential circumstances of exposure must be taken into account by the System and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids may cause life threatening diseases. In emergency or other such
circumstances, when contact with blood or other potentially infectious materials may result, the System’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures and if a possibility of exposure remains, personal protective equipment shall also be used.

Exposure Control Plan: When human blood, human body fluids, or other potentially infectious materials are present, the area shall be immediately secured and quarantined. Personal protection clothing such as gloves, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood tinged materials (i.e. Band-Aids, gauze, cotton, clothing, etc.). A professional hazardous/contaminated cleanup firm may be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup, decontamination and disposal is obtained. Hand-washing facilities are provided by the System and must be used by employees as soon as possible, following the removal of personal and protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the System will make immediately available to the exposed employee, or employees, a confidential medical evaluation and follow up as provided in the regulations.

8. **Health Room**
   The health room is available for employees to recuperate from minor illnesses. A blood pressure kit, body fat calibrator, scale, pillow and blanket, and various over-the-counter medicines as well as treadmill, exercise equipment and exercise videos are available for employee use. ALS is not responsible for the use/misuse of the resources available in the health room.

G. **DISCONTINUATION OF EMPLOYMENT**

1. **Layoff**
   If the need arises to reduce the workforce of Alliance Library System, the Executive Director will determine which employees are subject to layoff. While no single factor controls the determination, the Executive Director will generally consider the importance of the position to the ongoing function and effectiveness of ALS, seniority, and performance appraisals. Generally, ALS will begin layoffs with part-time or temporary employees, and will progress to probationary and finally regular employees. However,
ALS will make an individualized determination and reserves the right to address staffing levels as dictated by the needs of the System.

2. Resignation
Employment with the Alliance Library System is at the mutual consent of ALS and the employee, and either party may terminate the relationship at any time, with or without cause and with or without advance notice. If you decide to resign, a four (4) week notice for Management Team and a two (2) week notice for all other staff is customary.

After the request for separation, either by the employee or the employer, employees will be asked to participate in an exit interview.

3. Termination
An employee who is terminated from employment with ALS will be required to leave the premises immediately.

4. Payment of Final Wages
Earned, unused vacation time will be paid to the employee. The final paycheck will be issued by the next regular payday following separation from ALS.
ACKNOWLEDGMENT AND DISCLAIMER

The Personnel Policy Section describes important information about Alliance Library System and I understand that I shall consult my supervisor, the HR Manager, or the Executive Director regarding any questions not answered therein. I have entered into my employment relationship with Alliance Library System voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or ALS can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Furthermore, I acknowledge that this policy is neither a contract of employment nor intended to create contractual obligations. I have received a copy of this policy and understand that it is my responsibility to read and comply with this policy and any revisions made to it.

Date: ___________________ Employee Signature: ________________________________
Performance Recognition and Evaluation Program (PREP)

Employee: _________________________  Position: _________________________

Classification: _________________________  Evaluation Period: ______ to ______

Status: (full/part-time/contractual)________________________  Salary: (per hour) _________________________

In preparing this evaluation, it was:

Drafted By: _________________________  Position: _________________________  Date: ______

The following employees were consulted:

Employee: _________________________  Position: _________________________  Date: ______

Employee: _________________________  Position: _________________________  Date: ______

This review is based on my observation, knowledge, and consultation. It represents my judgment of the employee’s performance. I make the following recommendation:

☐ Approve PREP and recommend ☐ % merit increase

☐ Other: ____________________________________________

To be completed by the Employee

I have discussed the contents of this PREP with my Supervisor. My signature indicates that I have read and discussed the contents, but do not necessarily agree with them.

Employee: _________________________  Date: _________________________

The following numerical rating scale was used

1 – 2 Unacceptable – Immediate change required
3 – 4 Needs Improvement
5 Satisfactory Work
6 – 7 Good Work – Meets standards
8 Excellent Work – Exceeds standards
9 – 10 Exceptional Work – Exceptional work performance
### Employee Recognition and Evaluation Program (PREP)

**PART ONE: Review of Goals from the last PREP.**

<table>
<thead>
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<th>Goal</th>
<th>Status:</th>
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<th>Partially Completed</th>
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<tr>
<td>1. GOAL</td>
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<td>Quality of Results</td>
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<td>Quality of Results</td>
</tr>
<tr>
<td>6. GOAL</td>
<td>Completed</td>
<td>Deferred</td>
<td>Quality of Results</td>
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</table>
PART TWO: Review Quality of Performance for M-Team

Job Knowledge
Demonstrates familiarity with the field; effectively applies job knowledge to responsibilities; participates in continuing education opportunities.

Decision-making and Accountability
Makes responsible time-effective decisions; takes appropriate action; is accurate, thorough, and solves problems. Prioritizes tasks appropriately.

Performance and Productivity Enhancement
Works in a time and cost effective manner; initiates, implements, and models best practices; enhances productivity and eliminates duplication.

Creativity, Innovation and Change Facilitator
Innovates, tests, and applies new ideas and methods; adapts flexibly to changing priorities; embraces change in a realistic and positive manner.

Planning
Sets priorities and evaluates outcomes that focus on action; identifies and evaluates critical tasks and develops sound contingency plans.

Supervisory Skills
Effectively motivates employees; consistently delegates tasks.

Leadership
Models desired behaviors and attitudes; helps others understand system goals; helps create an environment which encourages commitment and initiative.

Teamwork
Works cooperatively with others; shares knowledge and skills.

Communication
Shares information in a timely and cost-effective manner; expresses ideas clearly and persuasively, both orally and in writing; listens effectively.

Member Services
Provides welcoming, responsive, courteous, and efficient service to members; promotes programs to enhance and expand member services.

Reliability and Work Ethic
Meets time commitments; displays a strong personal commitment.
### Part Two: Review Quality of Performance for Staff Pay Grades 5-9

<table>
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<th>Category</th>
<th>Description</th>
<th>Score</th>
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<td>Demonstrates familiarity with the field; effectively applies job knowledge to responsibilities; participates in continuing education opportunities.</td>
<td></td>
</tr>
<tr>
<td><strong>Decision-making and Accountability</strong></td>
<td>Makes responsible time-effective decisions; takes appropriate action; is accurate, thorough, and solves problems. Prioritizes tasks appropriately.</td>
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<tr>
<td><strong>Performance and Productivity Enhancement</strong></td>
<td>Works in a time and cost effective manner; initiates, implements, and models best practices; enhances productivity and eliminates duplication.</td>
<td></td>
</tr>
<tr>
<td><strong>Creativity, Innovation and Change Facilitator</strong></td>
<td>Recommend and applies new ideas; adapts flexibly to changing priorities; embraces change in a realistic and positive manner.</td>
<td></td>
</tr>
<tr>
<td><strong>Planning</strong></td>
<td>Sets priorities and evaluates outcomes that focus on action; identifies and evaluates critical tasks and develops sound contingency plans.</td>
<td></td>
</tr>
<tr>
<td><strong>Supervisory Skills (if applicable)</strong></td>
<td>Effectively motivates employees; consistently delegates tasks.</td>
<td></td>
</tr>
<tr>
<td><strong>Leadership</strong></td>
<td>Models desired behaviors and attitudes; helps others understand system goals; promotes an environment which encourages commitment and initiative.</td>
<td></td>
</tr>
<tr>
<td><strong>Teamwork</strong></td>
<td>Works cooperatively with others; shares knowledge and skills.</td>
<td></td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>Shares information in a timely and cost-effective manner; expresses ideas clearly and persuasively, both orally and in writing; listens effectively.</td>
<td></td>
</tr>
<tr>
<td><strong>Member Services</strong></td>
<td>Provides welcoming, responsive, courteous, and efficient service to members; supports programs to enhance and expand member services.</td>
<td></td>
</tr>
<tr>
<td><strong>Reliability and Work Ethic</strong></td>
<td>Meets time commitments; displays a strong personal commitment.</td>
<td></td>
</tr>
</tbody>
</table>
PART TWO: Review Quality of Performance for Staff Pay Grades 1-4

Job Knowledge
Demonstrates familiarity with the field; effectively applies job knowledge to responsibilities; participates in continuing education opportunities.

Decision-making and Accountability
Makes responsible time-effective decisions; takes appropriate action; is accurate, thorough, and solves problems. Prioritizes tasks appropriately.

Performance and Productivity Enhancement
Works in a time and cost effective manner; initiates, implements, and models best practices; enhances productivity and eliminates duplication.

Creativity, Innovation and Change Facilitator
Adapts flexibly to changing priorities; embraces change in a realistic and positive manner.

Initiative
Demonstrates job initiative; works independently; uses time effectively.

Leadership
Models desired behaviors and attitudes; helps create an environment which encourages commitment and initiative.

Teamwork
Works cooperatively with others; shares knowledge and skills.

Communication
Shares information in a timely and cost-effective manner; expresses ideas clearly and persuasively, both orally and in writing; listens effectively.

Member Services
Provides welcoming, responsive, courteous, and efficient service to members; supports programs to enhance and expand member services.

Reliability and Work Ethic
Meets time commitments; displays a strong personal commitment.
PART THREE: Overall Summary of Previous Years Performance
Please provide a brief narrative of the employees accomplishments and performance.

Overall Rating

PART FOUR: Goals for Next Review Period/Work Plan
List the specific outcomes to be achieved in the coming period. State outcomes in measurable terms and provide specific time frames for completion.

1.

2.

3.
PART FIVE: Plan for Job Growth and Development

Identify areas for individual growth, and development.

1.

2.
PART SIX: Employee Contribution
Please complete the following prior to your performance review and submit electronically to your supervisor, one week prior to your meeting.

1. What did you accomplish this past year?

2. Of these accomplishments, what are you most proud of? Why? What did you learn in 2004/2005?

3. What outcomes would you suggest for the coming year?

4. Other comments.

Signature: ___________________________ Date: ________________
ADVISORY COUNCIL
RULES OF ORGANIZATION

Article I. NAME
The name of this organization is ALLIANCE LIBRARY SYSTEM ADVISORY COUNCIL.

Article II. PURPOSE
The purpose of the Alliance Library System Advisory Council is to advise and counsel the Director on matters concerning: ALS services, programs and procedures plus other relevant issues affecting the Alliance Library System and its members. The Advisory Council is also designed to facilitate the sharing of information and expertise between members. The Council is not a policy making body.

Article III. MEMBERSHIP
1. Membership shall be by invitation of the System Director. All staff and trustees of affiliated libraries within the ALS boundaries are eligible for membership, including those who are Representatives to the ALS Board of Directors.
2. The membership of the ALS Advisory Council should reflect the membership of the Alliance Library System in terms of geographic distribution, type and size of library.
3. Membership shall be fifteen (15). At least one advisor will be chosen from each type of library including academic, public, school and special. There will be a minimum of one library trustee.
a. The Director of the Alliance Library System may appoint additional advisors from any category of membership.
b. No Advisor shall serve simultaneously as a member of the ALS Board of Directors.
c. Advisors shall nominate first and second alternate persons from their constituencies to substitute for them in exceptional circumstances. The Director in consultation with the nominating Advisor shall appoint nominees. Alternate Advisors serve the same terms as their respective regular Advisors.

4. Terms of Council membership shall be two (2) years from October to September. Advisors may serve up to six (6) consecutive years (3 two-year terms) with a 2-year break before becoming eligible again to serve. Terms for existing advisors begin October 1, 2004. The Council shall have an opportunity to review the System Director’s list of possible Advisors prior to the actual invitation.

5. Vacancies shall be filled by invitation of the System Director following Council review of the possible invitations. Advisors filling vacancies shall serve the remainder of the unexpired terms. Like other advisors, they are eligible for a new term on the Council following completion of the old one.

6. Each member of the Advisory Council is entitled to one vote.

Article IV. OFFICERS

1. Officers shall consist of a Chairperson and Vice Chairperson. They shall be elected by a simple majority of those Advisors present and voting. Elections to one-year terms shall be held annually at the October meeting. There is no limitation on the number of terms as an officer.

2. Duties of Officers shall be as follows:
   a. The Chairperson shall prepare the agenda for, call, preside at, and close all meetings.
b. In the absence of the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson.

c. The officers shall be responsible for procedural matters relating to Council meetings. Staff functions (e.g. notifying members of meetings and cancellations, writing, copying, and distributing minutes, etc.) shall be the responsibility of ALS staff.

**Article V. MEETINGS**

1. The Council shall determine quarterly meeting dates annually.
2. The Council shall determine the location(s) of meetings annually.
3. The Chairperson when necessary may call special meetings.
4. A quorum at any meeting shall consist of eight (8) Advisors or 51% of the Council.
5. Any Alliance Library System member may attend Advisory Council meetings to observe at his own expense and with prior notice to the Advisory Council Chairperson. Guests do not have voting privileges, but could address the Council at the pleasure of the Chairperson.

**Article VI. OPERATIONAL PROCEDURES**

1. Motions shall be approved by a simple majority of those present and voting.
2. The Council shall appoint Task Forces, or other groups, on a standing or ad hoc basis for specific working assignments. Each Task Force, or other working group, may keep minutes at its own discretion, but shall submit a report to the Council as a final product of its efforts. Oral and written reports to the Council are in order at all Council meetings.
3. A member of the ALS staff will take minutes at each Council meeting. Copies will be distributed to all member libraries as well as to each Council member.
Article VII. PARLIAMENTARY AUTHORITY

Article VIII. BYLAWS
1. Bylaws shall be adopted and amended by a two-thirds roll call vote of all Advisors present and voting. Rules of Organization and any amendments shall be circulated so as to reach ALS member libraries at least 30 days prior to meetings.
2. Each Advisor member shall receive a copy of the Rules of Organization.
3. Dissolution or a major reorganization of the Advisory Council shall be submitted to a written vote of the ALS membership. Each ALS member library shall be entitled to one vote. A two-thirds majority of the votes received is required.

Revised by the Alliance Library System Advisory Council, September 21, 2000
Revised by the Alliance Library System Advisory Council, June 23, 2004
Beaman, Anita  
University High School, IL State University Labs  
Schools  
Campus Box 7100  
Normal, IL 61790-7100  
Phone: (309)438-5520  
Fax: (309)438-5198  
E-Mail: albeam2@ilstu.edu  
Home: 1214 W. Elm St.  
Bloomington, IL 61701  
Term: 2008-2010 (2nd term)  
Represents: Schools

Berry, Gaby  
Nauvoo Public Library  
1270 Mulholland Street  
P.O. Box 276  
Nauvoo, IL 62354-0276  
Phone: (217)453-2707  
Fax: (217)453-2707  
E-Mail: nauvoopl@mchsi.com  
Home: 2250 NCR 1000  
Nauvoo, IL 62354  
Home Phone: (217)453-2283  
Home E-Mail: berryfam@wildblue.net  
Term: 2008-2010 (2nd term)  
Represents: Publics

Burnette, Peg  
UIC Library of the Health Sciences-Peoria  
One Illini Drive  
P.O. Box 1649  
Peoria, IL 61656-1649  
Phone: (309)671-8491  
Fax: (309)671-8495  
E-Mail: phburn@uic.edu  
Home: 264 W Detweiler Dr.  
Peoria, IL 61615  
Cell Phone: (309)369-8138  
Term: 2008-2010 (1st term)  
Represents: Special

Chase, Brian  
Normal Public Library  
206 W. College Avenue  
Normal, IL 61761  
Phone: (309)452-1757  
Fax: (309)452-5312  
E-Mail: bchase5@gmail.com  
Term: 2008-2010 (1st term)  
Represents: Publics

Colclasure, Eric - Vice Chairman  
Odell Public Library District  
301 E. Richard Street  
P.O. Box 347  
Odell, IL 60460-0347  
Phone: (815)998-2012  
Fax: (815)998-2339  
E-Mail: odellpld@yahoo.com  
Home: 34893 E. 2100 N. Rd.,  
Kempton, IL 60946  
Home Phone: (815)253-6370  
Term: 2007-2009 (2nd term)  
Represents: Publics

Falasz-Peterson, Amy  
Fondulac Public Library District  
140 East Washington Street  
East Peoria, IL 61611-2502  
Phone: (309)699-3917  
Fax: (309)699-7851  
E-Mail: amytodonulaclibrary.org  
Home: 813 W. Stratford  
Peoria, IL 61614  
Home Phone: (309)688-5881  
Term: 2008-2010 (2nd term)  
Represents: Publics

Franzen, Sue  
Hudson Area Public Library District  
104 Pearl Street  
P.O. Box 461  
Hudson, IL 61748-0461  
Phone: (309)726-1103  
Fax: (309)726-1646  
E-Mail: hudsonarealibrary@yahoo.com  
Term: 2008-2010 (2nd term)  
Represents: Publics
Heck, Melody
Galva Public Library
120 Northwest Third Avenue
Galva, IL 61434-1326
Phone: (309)932-2180
Fax: (309)932-2280
E-Mail: galvalib@mchsi.com
Term: 2008-2010 (1st term)
Represents: Publics

Lieber, Barbara
Quincy Notre Dame High School Library
1400 S. 11th Street
Quincy, Illinois 62301
Phone: (217) 223-2479
Fax: (217) 223-0023
E-Mail: lieberbarb@quincynotredame.org
Home: 1824 Grove Avenue
Quincy, IL 62301
Home Phone: (217)223-2301
Term: 2007-2009 (3rd term)
Represents: Schools

Murray, Mary
United Senior High School
1905 100th Street
Monmouth, Illinois 61462
Phone: (309)734-9411
Fax: (309)734-6090
E-Mail: mmurray@united.k12.il.us
Home: 746 Franklin Avenue
Galesburg, Illinois 61401
Phone: (309)342-4239
Cell: (309)368-2213
Home E-Mail: murray@grics.net
Term: 2007-2009 (1st term)
Represents: Schools

Semande, Christy
Canton CUSD #66
1001 N. Main
Canton, IL 61520
Phone: (309)647-1820
Fax: (309)647-0140
E-Mail: csemande@yahoo.com
Home: 194 Knox Rd. 800E
London Mills, IL 61544
Cell Phone: (309)221-5609
Term: 2008-2010 (2nd term)
Represents: Schools

Stivers, Rachelle
Heartland Community College Library
1500 W. Raab Road
Normal, IL 61761
Phone: (309)268-8274
Fax: (309)268-7989
E-Mail: rachelle.stivers@heartland.edu
Home: 1312 Bristol
Bloomington, IL 61704
Home Phone: (309)532-4374
Term: 2008-2010 (1st term)
Represents: Academics

Worsley, Cathy
Mercer Carnegie Public Library
200 N. College Avenue
Aledo, IL 61231-1460
Phone: (309)582-2032
Fax: (309)582-5155
E-Mail: mercer.carnegie@mchsi.com
Term: 2006-2008 (1st term)
Represents: Publics

Wyss, Michele
Forman Valley Public Library
404 ½ S. Harrison Street
P.O. Box 710
Manito, IL 61546
Phone: (309)968-6093
Fax: (309)968-7120
E-Mail: mlyss@yahoo.com
Home: 601 S. Lincoln Avenue
Manito, IL 61546
Cell: (309)241-2834
Term: 2008-2010 (1st term)
Represents: Publics

Zuiderveld, Sharon - Chairperson
Jacksonville Public Library
201 West College Avenue
Jacksonville, IL 62650-1814
Phone: (217) 243-5435
Fax: (217) 243-2182
E-Mail: japljcsj.net
Home: 14 Sunset Drive
Jacksonville, IL 62650
Home Phone: (217)243-6945
Cell Phone: (217)
Term: 2007-2009 (2nd term)
Represents: Publics
Kitty Pope
Executive Director
Alliance Library System
600 High Point Lane
East Peoria, IL 61611
WORK PHONE: (309) 694-9200 x2101
WORK FAX: (309) 694-9230
WORK EMAIL: kpope@alliancelibrarysystem.com
HOME PHONE: (309) 427-1025
CELL PHONE: (309) 241-6415

Chart of Membership

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<tr>
<td>Trustee</td>
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Advisory Council Presidents

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<td>08-</td>
<td>Eric Colclasure</td>
<td>Publics</td>
<td>Odell PL</td>
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<td>06-08</td>
<td>Sharon Zuiderveld</td>
<td>Publics</td>
<td>Jacksonville PL</td>
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<td>05-06</td>
<td>Katie Grumbine</td>
<td>Schools</td>
<td>Henry-Senachwine</td>
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<td>04-05</td>
<td>Marsha Westfall</td>
<td>Library Director</td>
<td>Peoria Heights PL</td>
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<td>03-04</td>
<td>Pam Van Kirk</td>
<td>Library Director</td>
<td>Galesburg PL</td>
</tr>
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<td>94-03</td>
<td>Sue Herring</td>
<td>Library Director</td>
<td>Peoria PL</td>
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