



28 W 751 Stafford Place • Warrenville, IL 60555 • 630/393-1171 • Fax 630/393-1688

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, October 16, 2019, 7:00 p.m.
Location: Library Meeting Room

AGENDA

Visitors are welcome to all meetings of the Board of Trustees. Anyone who wishes to address the Board during Public Comments must fill out a sign up sheet prior to the start of the meeting. Speakers are limited to three (3) minutes. The Board requests that a group appoint one (1) speaker to present the views of the entire group. Speakers will state name and address before addressing the Board. While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

1. Call to order
2. Roll Call (Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull, Warren)
3. Approval of the agenda **(ACTION)**
*Trustees may request to remove any items from the consent or regular agenda at this time.
Discussion only items may also be added to the regular agenda at this time.*
4. Presentations
 - a. Employee Recognition (Therese Higgins, 5 years)
 - b. Employee Introduction (Mandy Wilson, Teen Services Associate)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**

p. 3 a. Approve Minutes of the September 18, 2019 Budget & Appropriation
Public Hearing

p. 4 b. Approve Minutes of the September 18, 2019 Regular Board of Trustees
Meeting

p. 9 c. Receive and file Financial Report for September

8. Regular Agenda

p.16 a. Approve payments for the period of September 19 – October 16, 2019
(ACTION)

p. 16 b. Approve transfer of funds **(ACTION)**

9. Unfinished Business

- p. 19 a. Approve Trustee Attendance at Illinois Library Association Conference
(ACTION)

10. New Business

- p. 20 a. Authorize Execution of Third Party Custodian Agreement with Fifth Third Bank and Bank of New York, Certificate of Authorized Persons and Schedule of Eligible Collateral **(ACTION)**

p. 30..... 11. Director's Report

p.33 12. Department Head Reports

p.39..... 13. President's Report

- a. Next meetings or events

p. 41..... 14. Treasurer's Report

15. Secretary's Report

16. Committee Reports

17. Trustee Comments

18. Items for information and/or discussion (No Action)

p. 42 a. FY20 Per Capita Grant Requirements

19. Closed Session

20. Discussion/action resulting from the above closed session **(ACTION)**

21. Adjournment **(ACTION)**



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4. Presentations
 - a. Employee Recognition (Therese Higgins, 5 years)
 - b. Employee Introduction (Mandy Wilson, Teen Services Associate)
5. Public comments
6. Correspondence
7. Consent Agenda **(ACTION)**
 - a. Approve Minutes of the September 18, 2019 Budget & Appropriation Public Hearing
 - b. Approve Minutes of the September 18, 2019 Regular Board of Trustees Meeting
 - c. Receive and file Financial Report for September
8. Regular Agenda
 - a. Approve payments for the period of September 19 – October 16, 2019 **(ACTION)**
 - b. Approve transfer of funds **(ACTION)**

9. Unfinished Business
 - a. Approve Trustee Attendance at Illinois Library Association Conference
(ACTION)
10. New Business
 - a. Authorize Execution of Third Party Custodian Agreement with Fifth Third Bank and Bank of New York, Certificate of Authorized Persons and Schedule of Eligible Collateral **(ACTION)**
11. Director's Report
12. Department Head Reports
13. President's Report
 - a. Next meetings or events
14. Treasurer's Report
15. Secretary's Report
16. Committee Reports
17. Trustee Comments
18. Items for information and/or discussion (No Action)
 - a. FY20 Per Capita Grant Requirements
19. Closed Session
20. Discussion/action resulting from the above closed session **(ACTION)**
21. Adjournment **(ACTION)**

WARRENVILLE PUBLIC LIBRARY DISTRICT
Minutes of the
Budget & Appropriation Public Hearing
Wednesday, September 18, 2019, 7:00 p.m.

1. Call to Order – Trustee Picha called the hearing to order at 7:01 p.m.

2. Roll Call – Trustee Picha called roll call

ATTENDING: Trustees DuRocher, Lezon, Picha, Ruzicka, Stull, and Warren

ABSENT: Trustee Richardson

ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

3. Public Comments on the Budget & Appropriation Ordinance - none

4. Trustee/Staff Comments on the Budget & Appropriation Ordinance

Director Whitmer reminded the Board the B&A is the ordinance that allows the Library to spend the funds. She uses numbers higher than the actual working budget which allows the Library to spend funds up to the numbers listed in the Ordinance. This would allow the Library to spend a large donation to purchase additional equipment, materials, etc.

Trustee Stull asked why the B&A begins on July 1 but is not passed until September. Director Whitmer explained legally the Tentative B&A had to be passed by August 24 and the Public Hearing and adoption of the B&A Ordinance adopted by the last Tuesday in September. This timeline allows Director Whitmer additional time to incorporate information from the Levy and the previous fiscal year's financials into the B&A.

5. Adjournment

MOTION: Trustee DuRocher moved to adjourn the meeting at 7:10 p.m. Trustee Warren seconded.

Voice vote:

Ayes – all

Absent – Trustee Richardson

Motion carried

Respectfully submitted,

Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, September 18, 2019, 7:00 p.m.

1. Call to order

Trustee Picha called the meeting to order at 7:10 p.m.

2. Roll Call

ATTENDING: Trustees DuRocher, Lezon, Picha, Richardson (arrived late), Ruzicka, Stull and Warren

ALSO ATTENDING: Library Director Sandy Whitmer and Assistant to the Director Jackie Davis

3. Approval of the Agenda

Trustee Picha removed Items #19 – Closed Session and #20 – Discussion/action resulting from the above closed session.

MOTION: Trustee DuRocher moved to approve the agenda as amended. Trustee Ruzicka seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Ruzicka, Stull and Warren

Nays – none

Absent – Trustee Richardson

Motion carried

4. Presentations – None

5. Public Comments – None

6. Correspondence – None

7. Consent Agenda

Trustee Lezon read the consent agenda as follows:

- a. Approve Minutes of the August 21, 2019 Regular Board of Trustees Meeting
- b. Receive and file Financial Report for August
- c. Adopt Ordinance #19-20-03 Budget & Appropriation Ordinance for 2019-2020 Fiscal Year
- d. Adopt Resolution #217 - Resolution to Determine Estimate of Funds Needed for 2019-2020 Fiscal Year
- e. Approve Chief Fiscal Officer's Certificate of Estimated Revenue for 2019-2020 Fiscal Year
- f. Approve Public Disclosure of "Total Compensation" posting for Fiscal Year Ending June 30, 2020 as required by Illinois Public Act 97-0609

MOTION: Trustee Warren moved to approve the consent agenda as read. Trustee DuRocher seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Ruzicka, Stull and Warren

Nays – none

Absent – Trustee Richardson

Motion carried

8. Regular Agenda

a. Approve payments for the period of August 22 – September 18, 2019

MOTION: Trustee Stull moved to pay invoices in the amount of \$37,615.80 for the period of August 22, 2019 – September 18, 2019 including electronic payments and checks #7236-7277. Check #7276 is voided. Trustee Ruzicka seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Ruzicka, Stull and Warren

Nays – none

Absent – Trustee Richardson

Motion carried

b. Approve Transfer of Funds

MOTION: Trustee DuRocher moved to transfer \$135,000 from Fifth Third Commercial Checking to Fifth Third Operating Account. Trustee Stull seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Ruzicka, Stull and Warren

Nays – none

Absent – Trustee Richardson

Motion carried

9. Unfinished Business

a. Approve Trustee Attendance and Expenditures for 2020 Public Library Association Conference

MOTION: Trustee Stull moved to authorize staff to register Trustee Picha for the 2020 Public Library Association Conference and authorize conference-related expenditures of up to \$1,940 each for Trustee Picha and Director Whitmer. Trustee Ruzicka seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Ruzicka, Stull and Warren

Nays – none

Abstain – Trustee Picha

Absent – Trustee Richardson

Motion carried

10. New Business

a. Review first draft of Levy Ordinance and Truth in Taxation Notice

Director Whitmer stated she does not anticipate any changes to the Levy as presented in the board packet. The tax cap is 1.9% above last year's levy extension plus any new growth.

Trustee Richardson arrived at this time (7:17 pm).

The Library submits a levy that exceeds the amount the library expects to receive. The County Clerk reviews and adjusts the request so funds collected from property owners are within the limitations of the tax cap.

- b. Approve Library Closure on Friday, May 8, 2020 for Staff In-Service

MOTION: Trustee Ruzicka moved to approve closure of the Library on Friday, May 8, 2020 for a Staff In-Service. Trustee Warren seconded.

Director Whitmer stated beginning in November there will be monthly staff meetings dealing with different topics such as safety, policy, new products, etc. Director Whitmer sent a survey to all staff asking what topics they would like to have at these meeting, as well as at the In-Service Day. The monthly meeting will not be mandatory but highly encouraged for all staff to attend. They will take place on a different day of the week each month.

Trustee DuRocher asked what the main topic would be for the Staff In-Service Day. Director Whitmer stated she does not know yet. Head of Technical Services Lou Carlile suggested a visit to a special library such as Cantigny, Fermilab or Morton Arboretum for the Staff In-Service Day.

Trustee Warren asked if there has been any discussion regarding obtaining a sharps disposal box. Director Whitmer stated this item could be included in the budget for next fiscal year. Director Whitmer would also like to obtain an automatic external defibrillator. Trustee Warren stated CPR training would also be good. Director Whitmer will check into CPR training for all staff.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren

Nays – none

Motion carried

- c. Consideration of Disposition of Certificate of Deposit at Fifth Third Bank

Director Whitmer stated Fifth Third Bank is not able to match the highest rate in the area currently available at NorthStar Credit Union of 1.75% for a one year CD. The highest rate Fifth Third could offer was 1.40% for one year. The Library's Money Market and Commercial Checking Accounts are currently earning 1.60%. Director Whitmer recommends the CD be cashed out and deposited into the Library's Fifth Third Bank Money Market Account.

MOTION: Trustee Ruzicka moved to authorize Library Staff to redeem the Fifth Third Bank Certificate of Deposit and deposit the proceeds in the Fifth Third Bank Money Market Account. Trustee Stull seconded.

Roll call vote:

Ayes – Trustees DuRocher, Lezon, Picha, Richardson, Ruzicka, Stull and Warren

Nays – none

Motion carried

11. Director's Report

- Another successful summer concert series ended on August 29. 9 out of 12 concerts were held with a total attendance of 2,495.
- Hotel Tax Grant Applications have been submitted for the Sunday Music Matinees by Sylvia Thompson and the Concerts on the Commons for next summer by Director Whitmer.
- Peter Baklashev, IT Assistant resigned in August. Cynthia Makowski made an offer to a candidate today.
- Paul Dobersztyn is in the process of interviewing for the part-time Teen Associate position.
- Auditors will complete the field work in October for the audit and will present the audit at the November board meeting.
- Interior signage updates were received. There is one more review to complete. Director Whitmer hopes the project will be completed by the end of the year.
- Sikich is currently working on design aspects of the website. Trustee DuRocher asked if the website would work with the app. Director Whitmer responded it would not; however, the site will be mobile friendly but this will not impact the catalog. The next catalog software update is supposed to make the catalog mobile responsive.
- The Library is investigating joining the SWAN Consortium. They just released their catalog app.
- The Management Team will be focusing on reviewing cannabis in the workplace before January 1, 2020. Jackie Davis attended a Chamber of Commerce meeting and both Jackie and Director Whitmer will be attending a meeting in November at RAILS. Any employer can remain a "drug free workplace", but you must have a policy in place. There are already rules in place for medical marijuana and the Library Use Policy covers the issue of patron behavior.
- Director Whitmer pointed out the article on eBooks and the website for the online petition to urge the public to ask Macmillan Publishers to reverse the proposed embargo on eBooks sold to libraries.

12. Department Head Reports

- Trustee Picha pointed out the Public Services staff is working with Warrenton Youth & Family Services and People's Resource Center in Wheaton.
- Trustee Picha stated self-checkout is up to 45%.

- Director Whitmer stated Head of Member Services Patty Dybala created procedures for registering members at outreach events. One resident was registered for a library card at Summer Daze and 5 temporary cards and 3 full service cards were issued at National Night Out. Director Whitmer will be at Art on the Prairie to register residents for cards.

13. President's Report

Trustee Picha announced the upcoming meetings and events.

14. Treasurer's Report – everything looks good.

15. Secretary's Report – everything looks good.

16. Committee Reports – none

17. Trustee Comments

Trustee DuRocher stated she recently attended a downtown Elgin farmers market. The library had a bicycle with a box attached containing approximately 30 items available for check out on the spot.

18. Items for information and/or discussion

a. FY20 Per Capita Grant Requirements

Trustee Picha explained the items on Page 51 are for the FY20 Per Capita Grant requirements. Director Whitmer has indicated which items are the responsibility of staff or Trustees and has outlined a timeline for remaining items.

19. Adjournment

MOTION: Trustee Stull moved to adjourn the meeting at 7:59 p.m. Trustee DuRocher seconded.

Voice vote:

Ayes – all

Nays – none

Motion carried

Respectfully submitted,

Sandy Lezon, Secretary
Board of Trustees
Warrenville Public Library District

WARRENVILLE PUBLIC LIBRARY DISTRICT

28 W 751 STAFFORD PLACE

WARRENVILLE, IL 60555

September 30, 2019

WARRENVILLE LIBRARY INCOME LEVY	SEPTEMBER 2019 LEVY EXT	FUND BALANCES										UNAUDITED CURRENT	PAGE 1
		% OF TOTAL TAX INCOME	TAX INC. RECEIVED CUR. MTH	TAX INC. RECEIVED Y.T.D.	% RECEIVED	UNAUDITED FUND BAL 6/30/2019	TRANSFERS	OTHER INC RECEIVED MONTH	Y.T.D. OTHER INCOME	EXPENSES MONTH	Y.T.D. EXPENSES		
CORPORATE	1798112	94.5902%	492784	1732379	96.34%	336398	0	25759.2	33514.57	114830	460262	1642030	
BLDG. & MAIN.	102837	5.4098%	28183	98337	95.62%	89474	0	0	0	4203	13209	174602	
TOTAL TAX (LEVIED)	1900949	100.00%	520967	1830716	96.31%	425872	0	25759.2	33514.57	119033	473471	1816632	
DEFERRED REVENUE	0		0	0		0	0	0	0	0	0	0	0
WORKING CASH	0		0	0		225847	0	0	0	0	0	225847	
DEVELOPER DONATIONS	0		0	0		0	0	0	0	0	0	0	0
SPECIAL RESERVE	0		0	0		234545	0	0	0	0	0	234545	
ALBA LEMOS GIFT FUND	0		0	0		23524	0	0	0	0	0	23524	
CAPITAL PROJECT	0		0	0		0	0	0	0	0	0	0	0
TOTAL	1900949	100.00%	520967	1830716	96.31%	909788	0	25759.2	33514.57	119033	473471	2300548	
FORMULA = A+B+C+D-E=F													
				A		B	C		D		E		F

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: September 30, 2019

CORPORATE FUND

	1 Month Ended Sep. 30, 2019	3 Months Ended Sep. 30, 2019	Budget	Balance	% Received / Expended
Income					
Taxes Levied	492,783.64	1,732,379.13	1,798,112.00	65,732.87	96.34%
Copier	694.30	1,916.93	6,000.00	4,083.07	31.95%
Extended Use Fees	1,746.02	5,046.43	19,000.00	13,953.57	26.56%
Fees	27.00	68.00	500.00	432.00	13.60%
Interest	5,861.63	8,545.96	15,000.00	6,454.04	56.97%
Book Sales	194.50	315.50	2,500.00	2,184.50	12.62%
Lost Books	226.00	599.00	3,000.00	2,401.00	19.97%
Gifts / Memorials	0.00	0.00	1,000.00	1,000.00	0.00%
Miscellaneous	71.00	84.00	3,000.00	2,916.00	2.80%
Hotel/Motel Tax	0.00	0.00	16,338.00	16,338.00	0.00%
Grants - Per Capita	16,938.75	16,938.75	16,900.00	(38.75)	100.23%
	518,542.84	1,765,893.70	1,881,350.00	115,456.30	93.86%
Expenses					
Sal. - Administration	12,956.28	45,200.13	169,000.00	123,799.87	26.75%
Sal. - Circulation	10,805.41	37,116.59	143,000.00	105,883.41	25.96%
Sal. - Maintenance	1,715.20	5,986.80	23,000.00	17,013.20	26.03%
Sal. - Marketing	2,273.69	7,332.34	32,000.00	24,667.66	22.91%
Sal. - Public Services	26,571.56	86,536.96	378,000.00	291,463.04	22.89%
Sal. - IT	5,106.82	20,544.07	82,000.00	61,455.93	25.05%
Sal. - Tech Services	10,382.00	36,034.63	135,500.00	99,465.37	26.59%
I.M.R.F. - Expense	9,175.34	20,653.54	91,000.00	70,346.46	22.70%
Fica - Expense	5,176.80	17,854.17	74,000.00	56,145.83	24.13%
Unemp. Comp.	0.00	254.82	1,500.00	1,245.18	16.99%
Op - Mat'l Processing/Tech	710.25	1,907.35	12,600.00	10,692.65	15.14%
Op - Mat'l Processing/Circ	92.75	278.47	4,900.00	4,621.53	5.68%
Op - Postage	500.00	786.74	5,490.00	4,703.26	14.33%
Op - Office Supplies	100.06	982.80	3,775.00	2,792.20	26.03%
Op - Bank Fee's	107.64	294.36	650.00	355.64	45.29%
Op - Automation Supplies	9.24	455.11	3,500.00	3,044.89	13.00%
Op - Publishing	0.00	55.20	1,200.00	1,144.80	4.60%
Equip. - Purchases	1,936.95	3,010.95	8,540.00	5,529.05	35.26%
Equip. - Maintenance	256.80	1,046.93	3,500.00	2,453.07	29.91%
Auto. - Software	20.99	8,881.76	15,285.00	6,403.24	58.11%
Auto. - Purchases	243.95	1,214.94	3,500.00	2,285.06	34.71%
Auto. - Maintenance	258.16	34,116.75	56,030.00	21,913.25	60.89%
L. Ins. - Workmen's Comp	0.00	0.00	3,000.00	3,000.00	0.00%
Ins. - Multi Peril Package	0.00	14,083.00	14,100.00	17.00	99.88%
L. Ins. - Officer / Dir	0.00	7,582.00	7,600.00	18.00	99.76%
Ins. - Bonds	0.00	0.00	50.00	50.00	0.00%
Ins. - Health / Life	3,463.48	10,300.24	70,930.00	60,629.76	14.52%
Pd - Recruiting	0.00	90.00	500.00	410.00	18.00%
Pd - Staff Appreciation	74.43	292.14	3,600.00	3,307.86	8.12%
Pd - Staff / Tuition Reimb...	0.00	0.00	1,500.00	1,500.00	0.00%
Pd - Staff / Dues	0.00	791.00	2,875.00	2,084.00	27.51%
Pd - Staff / Meetings	590.00	731.60	7,525.00	6,793.40	9.72%
Pd - Staff / Transportation	298.45	318.64	2,000.00	1,681.36	15.93%
Pd - Trst / Dues	0.00	0.00	140.00	140.00	0.00%
Pd - Trst / Mtgs	350.00	350.00	2,525.00	2,175.00	13.86%
Pd - Trst / Transportation	0.00	0.00	750.00	750.00	0.00%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: September 30, 2019

	CORPORATE FUND				
	1 Month Ended Sep. 30, 2019	3 Months Ended Sep. 30, 2019	Budget	Balance	% Received / Expended
Pd - Trustee Misc.	28.99	81.94	500.00	418.06	16.39%
Cont. - Lawyer	0.00	0.00	3,000.00	3,000.00	0.00%
Cont. - Accounting	899.06	2,821.70	11,600.00	8,778.30	24.33%
Cont. - Collections	8.95	89.50	1,250.00	1,160.50	7.16%
Cont. - Audit	0.00	1,550.00	7,225.00	5,675.00	21.45%
Cont. - Consultants	0.00	0.00	7,500.00	7,500.00	0.00%
Lib. Mat. - Adult Books	5,565.37	13,048.05	56,000.00	42,951.95	23.30%
Lib. Mat. - Youth Books	1,005.69	4,449.96	32,500.00	28,050.04	13.69%
Lib. Mat. - Adult AV	1,680.88	4,845.83	22,200.00	17,354.17	21.83%
Lib. Mat. - Youth AV	280.62	831.58	6,000.00	5,168.42	13.86%
Lib. Mat. - EBooks	0.00	10,243.36	26,000.00	15,756.64	39.40%
Lib. Mat. - Periodicals	0.00	10,796.61	11,500.00	703.39	93.88%
Lib. Mat. - Internet Subsc...	4,000.90	16,536.22	25,000.00	8,463.78	66.14%
Ps - Programs Adult	807.48	1,740.76	8,500.00	6,759.24	20.48%
Ps - Programs Youth	175.97	672.97	7,500.00	6,827.03	8.97%
Ps - Hotel/Motel	(1,300.00)	7,861.88	18,140.00	10,278.12	43.34%
Ps - Refunds / Fines / Fees	0.00	0.00	500.00	500.00	0.00%
Ps - Printing	2,996.00	2,996.00	14,600.00	11,604.00	20.52%
Ps - PR / Publicity	660.00	2,398.75	24,750.00	22,351.25	9.69%
Ps - Misc.	0.00	0.00	800.00	800.00	0.00%
Gas	142.56	442.89	7,000.00	6,567.11	6.33%
B & M - Water / Sewer	0.00	175.37	850.00	674.63	20.63%
Electricity	3,640.37	10,120.50	35,000.00	24,879.50	28.92%
Telephone	1,060.88	3,431.13	13,650.00	10,218.87	25.14%
Gifts	0.00	0.00	1,000.00	1,000.00	0.00%
Contingency	0.00	42.98	5,000.00	4,957.02	0.86%
Debt Repayment	0.00	0.00	167,200.00	167,200.00	0.00%
	114,829.97	460,262.01	1,879,830.00	1,419,567.99	24.48%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: September 30, 2019

	BUILDING & MAINTENANCE FUND				
	<u>1 Month Ended</u> <u>Sep. 30, 2019</u>	<u>3 Months End...</u> <u>Sep. 30, 2019</u>	<u>Budget</u>	<u>Balance</u>	<u>% Received /</u> <u>Expended</u>
Income					
Taxes Levied	<u>28,183.26</u>	<u>98,337.00</u>	<u>102,837.00</u>	<u>4,500.00</u>	<u>95.62%</u>
	28,183.26	98,337.00	102,837.00	4,500.00	95.62%
Expenses					
Maintenance	1,815.00	5,922.00	49,595.00	43,673.00	11.94%
Maintenance Supplies	190.50	190.50	2,200.00	2,009.50	8.66%
Security	0.00	2,191.47	13,655.00	11,463.53	16.05%
Snow Removal	0.00	0.00	20,000.00	20,000.00	0.00%
Hvac	1,520.00	2,573.63	3,800.00	1,226.37	67.73%
Janitorial Supplies	29.94	387.01	3,000.00	2,612.99	12.90%
B & M - Landscape Maint	<u>648.00</u>	<u>1,944.00</u>	<u>10,550.00</u>	<u>8,606.00</u>	<u>18.43%</u>
	4,203.44	13,208.61	102,800.00	89,591.39	12.85%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Revenues Expenses Cash Basis
Period Ending: September 30, 2019

SPECIAL RESERVE FUND					
	1 Month Ended Sep. 30, 2019	3 Months Ended Sep. 30, 2019	Budget	Balance	% Received / Expended
Income					
	0.00	0.00	0.00	0.00	0.00%
Expenses					
Equip. - Purchases	0.00	0.00	6,000.00	6,000.00	0.00%
Auto. - Purchases	0.00	0.00	17,850.00	17,850.00	0.00%
	0.00	0.00	23,850.00	23,850.00	0.00%

See Accountants Compilation Letter

WARRENVILLE PUBLIC LIBRARY DISTRICT
Statement of Assets & Liabilities Cash Basis
September 30, 2019

ASSETS

CURRENT ASSETS

Petty Cash	250.00
Cash In Drawer	160.00
Ill National Bank E-Pay Account	16,718.85
Cash / Copier Change	75.00
Fifth Third 7985	200,071.48
Fifth Third 8000	722,984.07
Fifth Third 8004	<u>1,364,095.61</u>
	2,304,355.01

General Fixed Assets	<u>6,337,069.00</u>
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TOTAL ASSETS	<u>\$ 8,641,424.01</u>
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LIABILITIES & FUND BALANCE

CURRENT LIABILITIES

I.M.R.F.	<u>3,803.52</u>
	3,803.52

LONG-TERM LIABILITIES

Debt Certificate Payable	<u>1,820,000.00</u>
	1,820,000.00

EQUITY

Fund Balance	<u>6,817,620.49</u>
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TOTAL LIABILITIES & FUND BALANCE	<u>\$ 8,641,424.01</u>
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See Accountants Compilation Letter

REGULAR AGENDA

Approve payments for the period of September 19 – October 16, 2019

A partial bill list is included on the following page(s).

A complete bill list with SUGGESTED MOTION will be provided at Board Meeting

REGULAR AGENDA

Approve transfer of funds

A transfer recommendation with SUGGESTED MOTION will be provided at Board Meeting if needed

Each month, a transfer of funds to the Fifth Third Bank Operating account may be necessary to cover anticipated expenditures.

WARRENVILLE PUBLIC LIBRARY
Transaction Detail by Account
September 19 - October 16, 2019

Date	Num	Name	Amount
09/20/2019	7278	Tutor.com	-1,500.00
10/16/2019	7279	Accounting Services, Inc.	-508.00
10/16/2019	7280	Alarm Detection Systems, Inc.	-631.47
10/16/2019	7281	Ambius	-278.00
10/16/2019	7282	Andertoons LLC	-500.00
10/16/2019	7283	AT&T	-383.97
10/16/2019	7284	Baker & Taylor	-322.65
10/16/2019	7285	Baker & Taylor	-929.81
10/16/2019	7286	Baker & Taylor	-1,178.75
10/16/2019	7287	Baker & Taylor	-1,189.35
10/16/2019	7288	Baker & Taylor	-1,502.53
10/16/2019	7289	BlueWire Communications	-354.00
10/16/2019	7290	Carlile, Lou	-43.62
10/16/2019	7291	D.E. Mathieu Plumbing	-360.00
10/16/2019	7292	Davis, Jackie	-17.17
10/16/2019	7293	Davis, Kimberly	-350.00
10/16/2019	7294	Direct Energy Business	-3,019.77
10/16/2019	7295	Esau, David	-325.00
10/16/2019	7296	Findley, Daniel	-225.00
10/16/2019	7297	Hertz Electric	-90.00
10/16/2019	7298	J.D. Power	-97.43
10/16/2019	7299	Jerri Picha	-207.96
10/16/2019	7300	LIMRICC Purchase of Health Insurance Prog	-6,712.14
10/16/2019	7301	Midwest Tape	-1,767.56
10/16/2019	7302	Midwest Tape	-505.00
10/16/2019	7303	Motion Picture Licensing Corporation	-194.68
10/16/2019	7304	Nancy Vigil	-100.00
10/16/2019	7305	Noden, Eric	-300.00
10/16/2019	7306	Oak Brook Mechanical Services, Inc.	-4,349.65
10/16/2019	7307	Paddock Publications	-483.00
10/16/2019	7308	Paula Hantak	-150.00
10/16/2019	7309	Petty Cash Fund	-39.85
10/16/2019	7310	Pine Landscaping	-370.00
10/16/2019	7311	Provantage LLC	-1,597.95
10/16/2019	7312	Quill Corporation	-662.85
10/16/2019	7313	Rochelle Pennington	-225.00
10/16/2019	7314	Sam's Club/Synchrony Bank	-112.06
10/16/2019	7315	Service Master Commercial Cleaning	-1,815.00
10/16/2019	7316	Technology Management Revolving Fund	-450.00
10/16/2019	7317	Unique Management Services, Inc.	-17.90
10/16/2019	7318	Vanguard Energy Services, LLC	-1.64

10/16/2019	7319	Warrenville, City of	-77.00
10/16/2019	7320	Wheaton Park District	-45.00
10/16/2019	7321	Whitmer, Sandy	-65.36
10/16/2019	7322	Carol Stream Public Library	-16.10
10/16/2019	7323	Konica Minolta Business Solutions	-240.26
10/16/2019	7324	Ollis Book Corporation	-120.00
10/16/2019	7325	Service Master Commercial Cleaning	-90.00
10/16/2019	7326	SYNCHRONY BANK/AMAZON	-245.62
10/16/2019	7327	Business Card	-2,777.06
09/24/2019	Electronic	Northern Illinois Gas	-24.44
09/26/2019	Electronic	Paylocity	-277.00
09/27/2019	Electronic	MegaPath	-70.09
10/01/2019	Electronic	Konica Minolta Premier Finance	-167.00
10/01/2019	Electronic	Pitney Bowes, Inc.	-301.50
10/01/2019	Electronic	AFLAC	-183.84
10/10/2019	Electronic	Warrenville, City of	-160.70
10/10/2019	Electronic	Paylocity	-121.84

UNFINISHED BUSINESS

Approve Trustee Attendance at Illinois Library Association Conference (ACTION)

Trustee Warren is unable to attend the ILA Conference. Trustee Stull will attend in his place.

Suggested Motion: Authorize Trustee Stull to attend the Illinois Library Association Conference in place of Trustee Warren.

NEW BUSINESS

Authorize Execution of Third Party Custodian Agreement with Fifth Third Bank and Bank of New York, Certificate of Authorized Persons and Schedule of Eligible Collateral (ACTION)

The attached agreement will secure collateral for the Library's deposits at Fifth Third Bank. The Bank of New York will be the custodian for the collateral. The amount of collateral will automatically change (increase/decrease) as the account balances change.

Director Whitmer recommends the Board President, Board Treasurer, Director and Assistant to the Director be identified as authorized persons. The authorized persons will be able to use an online portal to view the amount of collateral. The Certificate of Authorized Persons can be updated at any time without having to re-execute the agreement.

The Schedule of Eligible Collateral is compliant with the Library's investment policy.

The Library Director and auditor reviewed the documents and found them to be satisfactory.

Suggested Motion: Authorize Trustee Picha to execute the Third Party Custodian Agreement with Fifth Third Bank and Bank of New York, the Certificate of Authorized Persons and Schedule of Eligible Collateral

THIRD PARTY CUSTODIAN AGREEMENT
(Collateralized Municipal Deposits)

THIS AGREEMENT, made and executed as of October 16, 2019 between Warrenville Public Library District ("Secured Party"), Fifth Third Bank ("Bank") and The Bank of New York Mellon ("Custodian").

W I T N E S S E T H

WHEREAS, Secured Party desires to maintain or continue to maintain public deposits with Bank;

WHEREAS, Bank desires to obtain such deposits and to provide security therefor as required by applicable law, regulation or statute;

WHEREAS, Custodian agrees to provide safekeeping services and to hold any securities pledged by Bank in a custodial account established for the benefit of Secured Party as secured party pursuant to this Agreement;

NOW, THEREFORE, in consideration of the mutual promises set forth hereafter, the parties hereto agree as follows:

1. Security Requirements

(a) Bank, to secure the timely payment of Uninsured Deposits heretofore or hereafter made by Secured Party, including any interest due thereon and any costs or expenses incurred by Secured Party and arising out of the collection of any deposits made with Bank, has deposited with Custodian certain securities more fully described in the initial confirmation or safekeeping receipt of such deposit delivered by Custodian to Bank and Secured Party respectively (which securities together with any additions thereto, substitutions therefor and the proceeds thereof, are hereinafter collectively called "Securities"), to be held by Custodian pursuant to the provisions hereof. Bank hereby grants to Secured Party a pledge and security interest in and to such Securities and shall deliver Securities to Custodian in the manner prescribed in Section 2 of this Agreement. The security interest of Secured Party in Securities shall terminate upon the transfer of such Securities from the Account.

(b) Bank may substitute Securities and/or cash for any Securities and/or cash previously provided pursuant to this Agreement so long as the Substitute Securities and/or cash have a Market Value equal to or greater than the Securities and/or cash which they will replace. Custodian has no obligation to determine whether the Market Value of Substitute Securities and/or cash in the Account is equal to or greater than the Securities and/or cash which they will replace. Bank is responsible at all times for ensuring that the Market Value of Substitute Securities and/or cash in the Account is equal to or greater than the Securities and/or cash they will replace. Except as set forth in Section 2(c)(i), Custodian shall have no obligations with respect to the determination of Market Value. Bank shall give Written or Oral Instructions to Custodian with respect to any proposed substitution. Custodian, shall act in accordance with Bank's Oral and Written Instructions with respect to the transfer the Securities out of the Account and delivery of Substitute Securities to the Account.

(c) Custodian assumes no responsibility to determine or monitor whether or not any such Securities or cash originally deposited hereunder or substitute or additional Securities or cash hereafter deposited are eligible for deposit under applicable law, rule or regulation or whether the Market Value of the Securities and/or cash thereof meets the requirements of any law, rule or regulation applicable to the deposit hereunder. The determination of eligibility and whether the Market Value of the Securities and/or cash satisfies statutory or regulatory requirements will be the responsibility of Bank. Custodian shall be fully protected in relying on Written or Oral Instructions of either Bank or Secured Party directing Custodian to release any of the Securities and/or cash to Bank. To the extent of any conflict in the instructions of Secured Party and Bank, the instructions of Secured Party shall control and Bank shall hold Custodian harmless for acting in accordance with Secured Party's instructions.

2. Custody of Securities and Cash

Classification: Internal Use

(a) Bank and Secured Party hereby appoint Custodian as custodian of all Securities and/or cash at any time delivered to Custodian pursuant to this Agreement. Custodian hereby accepts appointment as such Custodian and agrees to establish and maintain the Account and appropriate records identifying the Securities as pledged by Bank to Secured Party. Securities in the Account shall be kept separate and apart from the general assets of Custodian on Custodian's books and records and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or liability of Custodian or any other person or entity. Subject to the terms hereof, Custodian, in performing its duties and responsibilities pursuant to this Agreement, shall act as custodian for, and agent of, Secured Party.

(b) Bank and Secured Party agree that Securities delivered to Custodian for deposit in the Account may be in the form of credits to the accounts of Custodian at the Book Entry System or a Depository or by delivery to Custodian of physical certificates in a form suitable for transfer or with an assignment in blank to Secured Party or Custodian. Bank and Secured Party hereby authorize Custodian on a continuous and ongoing basis to deposit in the Book Entry System and/or the Depositories all Securities that may be deposited therein and to utilize the Book Entry System and/or Depositories and the receipt and delivery of physical Securities or any combination thereof in connection with its performance hereunder. Securities credited to the Account and deposited in the Book Entry System or Depositories or other financial intermediaries will be represented in accounts of Custodian that include only assets held by Custodian for its customers, including but not limited to accounts in which Custodian acts in a fiduciary, agency or representative capacity. Securities that are not held in the Book Entry System, Depositories or through another financial intermediary will be held in Custodian's vault and physically segregated from securities and other non-cash property belonging to Custodian.

(c)(i) Custodian shall provide Secured Party each month with a statement identifying all Securities and/or cash in the Account and the Market Value thereof as of the date of such statement. Custodian shall also provide to Secured Party and Bank upon request a written confirmation on any Business Day on which Securities and/or cash are transferred to and from the Account. Such confirmation shall identify the specific Securities which are the subject of the confirmation and the Market Value thereof.

(ii) Secured Party agrees that it shall promptly review all confirmation statements and shall promptly advise Custodian by Oral or Written Instruction of any error, omission or inaccuracy in such statements. In the event that Custodian receives such a Written or Oral Instruction identifying a specific concern with respect to the Market Value or any other matter connected with the Account, Custodian shall undertake to correct any errors, failures or omissions, provided that Custodian determines in its sole discretion that such error, failure or omission actually occurred. Any such corrections shall be reflected on subsequent confirmation statements.

(d) The Account shall not be subject to any security interest, lien or any right of set-off by Custodian.

(e) With respect to all Securities held in the Account, Custodian by itself, or through the use of the Book Entry System or the appropriate Depository, shall, unless otherwise instructed to the contrary by Bank: (i) collect all income and other payments reflecting interest and principal on the Securities in the Account and credit such amounts to the account of Bank; (ii) forward to Bank copies of all information or documents that it may receive from an issuer of Securities which, in the opinion of Custodian, is intended for the beneficial owner of the Securities including, without limitation all proxies and other authorizations properly executed and all proxy statements, notices and reports; (iii) execute, as Custodian, any certificates of ownership, affidavits, declarations or other certificates under any tax laws now or hereafter in effect in connection with the collection of bond and note coupons; (iv) hold directly, or through the Book Entry System or Depository, all rights issued with respect to any Securities held by Custodian hereunder; and (v) upon receipt of Written Instructions from Bank, Custodian will exchange Securities held hereunder for other securities and/or cash in connection with (A) any conversion privilege, reorganization, recapitalization, redemption in kind, consolidation, tender offer or exchange offer, or (B) any exercise, subscription, purchase or other similar rights.

3. Events of Default

In the event Bank shall fail to pay Secured Party any amount of the Uninsured Deposits by Secured Party covered by this Agreement in accordance with the terms of such Deposit, or should Bank fail or suspend active operations, the Uninsured Deposits in such Bank shall become due and payable immediately and Secured Party shall have the right to unilaterally demand delivery of all Securities and/or cash in the Account by Written Instructions to Custodian and to sell such securities at public or private sale. In the event of such sale, Secured Party, after deducting all legal expenses and other costs, including reasonable attorneys fees, from the proceeds of such sale, shall apply the remainder towards any one or more of the liabilities of Bank to Secured Party and shall return the surplus, if any, to Bank.

4. Representation and Warranties

(a) Representations of Bank. Bank represents and warrants, which representations and warranties shall be deemed to be continuing, that:

- (i) this Agreement has been legally and validly entered into, does not and will not violate any statute or regulation applicable to it and is enforceable against Bank in accordance with its terms;
- (ii) it is the legal and actual owner, free and clear of all liens and claims, of all Securities pledged pursuant to this Agreement;
- (iii) this Agreement was executed by an officer of Bank who was authorized by Bank's board of directors to do so and will at all times be maintained as an official record of Bank;
- (iv) all Securities and cash held by Custodian hereunder are eligible to secure Secured Party's deposits at Bank under applicable statutes or regulations and the Market Value of the Securities held by Custodian hereunder at all times meet the requirements of such statutes or regulations;
- (v) Bank is a bank or trust company duly authorized to do business in the state where it is located;
- (vi) all acts, conditions and things required to exist, happen or to be performed on its part precedent to and in the execution and delivery of this Agreement exist or have happened or have been performed.

(b) Representations of Secured Party. Secured Party hereby represents and warrants, which representations and warranties shall be deemed to be continuing, that:

- (i) this Agreement has been legally and validly entered into, does not and will not violate any statute or regulation applicable to it and is enforceable against Secured Party in accordance with its terms;
- (ii) the appointment of Custodian has been duly authorized by Secured Party and this Agreement was executed by an officer of Secured Party duly authorized to do so;
- (iii) it will not transfer, assign its interests in or the rights with respect to any Securities pledged pursuant to this Agreement, except as authorized pursuant to Section 3 of the Agreement;
- (iv) all acts, conditions and things required to exist, happen or to be performed on its part precedent to and in the execution and delivery of this Agreement exist or have happened or have been performed.

5. Concerning Custodian

(a) Custodian shall not be liable for any loss or damage, including counsel fees, resulting from its action or omission to act or otherwise, except for any loss or damage arising out of its own negligence or willful misconduct, and shall have no obligation hereunder for any loss or damage, including counsel fees, which are sustained or incurred by reason of any action or inaction by the Book Entry System or any Depository. In no event shall Custodian be liable to Secured Party, Bank or any third party for special, indirect or consequential damages, or lost profits or loss of business, arising in connection with this Agreement. Custodian may, with respect to questions of law, apply for and obtain the advice and opinion of counsel and shall be fully protected with respect to anything done or omitted by it in good faith and conformity with such advice or opinion. Secured Party and Bank agree, jointly and severally, to indemnify Custodian and to hold it harmless against any and all costs, expenses, damages, liabilities or claims, including reasonable fees and expenses of counsel, which Custodian may sustain or incur or which may be asserted against Custodian by reason of or as a result of any action taken or omitted by Custodian in connection with operating under this Agreement, except those costs, expenses, damages, liabilities or claims arising out of the negligence or willful misconduct of Custodian or any of its employees or duly appointed agents. This indemnity shall be a continuing obligation of Secured Party and Bank notwithstanding the termination of this Agreement.

(b) Custodian shall not be responsible for, or considered to be custodian of, any Securities received by it for deposit in the Account until Custodian actually receives and collects such Securities directly or by the final crediting of Custodian's account on the books of the Book Entry System or the appropriate Depository. Custodian will be entitled to reverse any credits made on Secured Party's behalf where such credits have been previously made and the Securities are not finally collected.

(c) Custodian shall have no duties or responsibilities whatsoever except such duties and responsibilities as are specifically set forth in this Agreement and no covenant or obligation shall be implied against Custodian in connection with this Agreement.

(d) Secured Party's authorized officer, upon reasonable notice, shall have access to Custodian's books and records maintained with respect to Secured Party's interest in the Account during Custodian's normal business hours. Upon the reasonable request of Secured Party, copies of any such books and records shall be provided by Custodian to Secured Party or Secured Party's authorized officer at Secured Party's expense.

(e) In performing hereunder, Custodian may enter into subcontracts, agreements and understandings with third parties (including subsidiaries of The Bank of New York Mellon Corporation), whenever and on such terms and conditions as it deems necessary or appropriate. No such subcontract, agreement or understanding shall discharge Custodian from its obligations hereunder.

(f) Reliance on Pricing Services. Custodian is authorized to utilize any generally recognized pricing information service (including brokers and dealers of securities) in order to provide Market Values hereunder, and Bank and Secured Party agree that Custodian shall not be liable for any loss, damage, expense, liability or claim (including attorneys' fees) incurred as a result of errors or omissions of any such pricing information service, broker or dealer.

(g) Force Majeure. Custodian shall not be responsible or liable for any failure or delay in the performance of its obligations under this Agreement arising out of or caused, directly or indirectly, by circumstances beyond its reasonable control, including without limitation, acts of God, earthquakes, fires, floods, wars, civil or military disturbances, sabotage, epidemics, riots, loss or malfunctions of utilities, computer (hardware or software) or communications service, labor disputes, acts of civil or military authority, or governmental, judicial or regulatory action; provided however, that Custodian shall use its best efforts to resume normal performance as soon as practicable under the circumstances.

6. Termination

Any of the parties hereto may terminate this Agreement by giving to the other parties a notice in writing specifying the date of such termination, which shall be the earlier of (i) not less than 90 days after the date of giving such notice or (ii) the date on which the Deposits are repaid in full. Such notice shall not affect or terminate Secured Party's security interest in the Securities in the Account. Upon termination hereof, Custodian shall follow such

reasonable Written Instructions of Bank and Secured Party concerning the transfer of custody of Securities and/or cash, collateral records and other items. Upon the date set forth in the termination notice, this Agreement shall terminate except as otherwise provided herein and all obligations of the parties to each other hereunder shall cease.

7. Miscellaneous

(a) Secured Party and Bank each agrees to furnish to Custodian a new Certificate in the event that any present Authorized Person ceases to be an Authorized Person or in the event that any other Authorized Persons are appointed and authorized. Until such new Certificate is received, Custodian shall be fully protected in acting upon Oral or Written Instructions or signatures of the present Authorized Persons.

(b) Custodian shall be entitled to rely upon any Certificate, Written or Oral Instruction actually received by Custodian and reasonably believed by Custodian to be duly authorized and delivered. Bank and Secured Party each agrees to forward to Custodian Written Instructions confirming Oral Instructions in such manner so that such Written Instructions are received by Custodian by the close of business of the same day that such Oral Instructions are given to Custodian. Bank and Secured Party each agrees that the fact that such confirming Written Instructions are not received or that contrary instructions are received by Custodian shall in no way affect the validity or enforceability of the transactions previously authorized and effected by Custodian.

(c) Any Written Instructions or other instrument in writing authorized or required by this Agreement shall be given to Custodian and shall be sufficiently given if sent to Custodian by regular mail to its offices at 101 Barclay Street, 4th Floor, New York, New York 10286, Attention: Manager, GCS Collateral Management, or at such other place as Custodian may from time to time designate in writing.

(d) Any notice or other instrument in writing authorized or required by this Agreement to be given to Bank shall be sufficiently given if sent to Bank by regular mail to its offices at 38 Fountain Square, Cincinnati, Ohio 45202, or at such other place as Bank may from time to time designate in writing.

(e) Any notice or other instrument in writing, authorized or required by this Agreement to be given to Secured Party shall be sufficiently given if sent to Secured Party by regular mail to its offices at 28W751 Stafford Place, Warrenville, Illinois 60555, or at such other offices as Secured Party may from time to time designate in writing.

(f) In case any provision in or obligation under this Agreement shall be invalid, illegal or unenforceable in any jurisdiction, the validity, legality and enforceability of the remaining provisions or obligations shall not in any way be affected or impaired thereby and if any provision is inapplicable to any person or circumstances, it shall nevertheless remain applicable to all other persons and circumstances.

(g) This Agreement may not be amended or modified in any manner except by written agreement executed by all of the parties hereto.

(h) This Agreement shall extend to and be binding upon the parties hereto, and their respective successors and assigns; provided however, that this Agreement shall not be assignable by any party without the written consent of the other parties.

(i) This Agreement shall be construed in accordance with the substantive laws of the State of New York, without regard to conflicts of laws principles thereof. Bank, Secured Party and Custodian hereby consent to the jurisdiction of a state or federal court situated in New York City, New York in connection with any dispute arising hereunder. Bank, Secured Party and Custodian hereby irrevocably waive, to the fullest extent permitted by applicable law, any objection which it may now or hereafter have to the laying of venue of any such proceeding brought in such a court and any claim that such proceeding brought in such a court has been brought in an inconvenient forum. Bank, Secured Party and Custodian each hereby irrevocably waives any and all rights to trial by jury in any legal proceeding arising out of or relating to this Agreement.

(j) Waiver of Immunity. To the extent that in any jurisdiction any party may now or hereafter be entitled to claim, for itself or its assets, immunity from suit, execution, attachment (before or after judgment) or other legal process, each party irrevocably agrees not to claim, and it hereby waives, such immunity in connection with this Agreement.

8. Definitions

Whenever used in this Agreement, the following terms shall have the following meanings:

(a) "Account" shall mean the custodial account established with Custodian for the benefit of Secured Party as secured party in accordance with this Agreement.

(b) "Authorized Person" shall be any officer of Secured Party or Bank, as the case may be, duly authorized to give Oral Instructions or Written Instructions on behalf of Secured Party or Bank, such persons to be designated in a Certificate substantially in the form of Exhibit "A" attached hereto, as such Exhibit may be amended from time to time.

(c) "Book Entry System" shall mean the Federal Reserve/Treasury Book Entry System for receiving and delivering U.S. Government Securities.

(d) "Business Day" shall mean any day on which Custodian and Bank are open for Business and on which the Book Entry System and/or the Depositories are open for business.

(e) "Certificate" shall mean the Certificate attached hereto as Exhibit "A".

(f) "Depository" shall include the Depository Trust Company and any other securities depository and clearing agency (and their successors and nominees) registered with the Securities and Exchange Commission or otherwise regulated by appropriate federal or state agencies as a securities depository or clearing agency.

(g) "Deposits" shall mean all deposits by Secured Party in Bank that are available for all uses generally permitted by Bank to Secured Party for actually and finally collected funds under Bank's account agreement or policies.

(h) "Market Value" shall mean, with respect to any Security held in the Account, the market value of such Security as made available to Custodian by a generally recognized source selected by Custodian plus, if not reflected in the market value, any accrued interest thereon, or, if such source does not make available a market value, the market value shall be as determined by Custodian in its sole discretion based on information furnished to Custodian by one or more brokers or dealers; provided however that, if agreed in writing by the parties hereto, Bank may provide Custodian with such Market Values.

(i) "Nationally Recognized Statistical Rating Organization" shall mean Moody's, Standard and Poor's, Fitch, Duff and Phelps, BankWatch and IBCA.

(j) "Oral Instructions" shall mean verbal instructions actually received by Custodian from an Authorized Person or from a person reasonably believed by Custodian to be an Authorized Person.

(k) "Substitute Securities" shall have the meaning set forth in paragraph b of Section 1 of this Agreement.

(l) "Uninsured Deposits" shall mean that portion of Secured Party's Deposits with Bank which exceeds the insurance coverage available from the Federal Deposit Insurance Corporation.

(m) "Written Instructions" shall mean written communications actually received by Custodian from an Authorized Person or from a person reasonably believed by Custodian to be an Authorized Person by a computer,

telex, telecopier or any other system whereby the receiver of such communications is able to verify by codes or otherwise with a reasonable degree of certainty the identity of the sender of such communication.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective officers thereunto duly authorized and their respective seals to be hereunto affixed, as of the day and year first above written.

Warrenville Public Library District
[PUBLIC ENTITY]

By: _____
Jerri L. Picha
Title: President, Board of Trustees

FIFTH THIRD BANK

By: _____
Title:

THE BANK OF NEW YORK MELLON

By: _____
Title:

nonnycolldep4.doc

EXHIBIT A
CERTIFICATE OF AUTHORIZED PERSONS

The undersigned hereby certifies that he/she is the duly elected and acting President of Warrenville Public Library District (the "Secured Party"), and further certifies that the following officers or employees of Secured Party have been duly authorized in conformity with Secured Party's By-Laws to deliver Oral and Written Instructions to The Bank of New York Mellon ("Custodian") pursuant to the Third Party Custodian Agreement between Secured Party, Fifth Third Bank ("Bank") and Custodian dated October 16, 2019, and that the signatures appearing opposite their names are true and correct:

[illegible]

This certificate supersedes any certificate of authorized individuals you may currently have on file.

[seal]

Signature:

Jerri L. Picha
 Title: President, Board of Trustees
 Date: October 16, 2019

EXHIBIT B
SCHEDULE OF ELIGIBLE COLLATERAL

Third Party Custodian Agreement (Collateralized Municipal Deposits) dated as of October 16, 2019, among Warrenville Public Library District ("Local Gov't"), Fifth Third Bank ("Bank") and The Bank of New York Mellon ("Custodian"),

U.S. TREASURIES	Yes/No	Margin	GNMA	Yes/No	Margin	PRIV/ATI LABELS CMOS	Yes/No	Margin
BILLS	YES	110	TRUST RECEIPTS	YES	110	>BBB-,Baa3,BBB-	NO	
BONDS	YES	110	GNMA 1/1-SINGLE FAMILY	YES	110	≤BB+,Ba1,BB+	NO	
NOTES	YES	110	GNMA 1/1-OTHERS-FIXED RATE	YES	110	CMO TYPES:		
STRIPS	NO		GNMA 1/1-OTHERS-ADJUST. RATE	YES	110	RESIDUALS	NO	
SYNTHETIC TREASURIES	NO		AGENCY MORTGAGE BALS			INVERSE IO FLOATERS	NO	
(e.g. CATS, COUGRS, TIGRS)	NO		TRUST RECEIPTS	YES	110	IOETTES	NO	
AGENCY DEBENTURES			PASS THROUGH-FIXED RATE	YES	110	INTEREST ONLY (IO)	NO	
FAMC (Fed Agriculture Mgt Corp)	YES	110	PASS THROUGH-ADJUST. RATE	YES	110	PRINCIPAL ONLY (PO)	NO	
FCFAC (Farm Credit Financ. Asst.)	YES	110	MBS STRIPS (IO, PO, RECOMB)	YES	110	INVERSE FLOATERS	NO	
FFCB (Farm Credit System Banks)	YES	110	AGENCY REMICS/CMOS			SUPER FLOATERS	NO	
FmHA (Farmers Home Admin.)	YES	110	RESIDUALS	NO		COMPANION FLOATERS	NO	
PHLB (Federal Home Loan Banks)	YES	110	IOETTES	NO		SEQUENTIAL AND OTHER FLOATERS	NO	
PHLMC (Federal Home Loan Mgt)	YES	110	AGENCY REMICS/CMOS			PAC & OTHER SCHEDULED FLOATERS	NO	
FLBB (Federal Land Bank Bonds)	NO		RESIDUALS	NO		Z BONDS	NO	
FNMA (Federal Nat'l Mgt Corp)	YES	110	INVERSE IO FLOATERS	NO		COMPANION BONDS	NO	
REFCO (Resolution Funding Corp)	YES	110	IOETTES	NO		SEQUENTIAL BONDS	NO	
SLMA (Student Loan Mgt Corp)	YES	110	INTEREST ONLY (IO)	NO		TAC BONDS	NO	
TVA (Tennessee Valley Authority)	YES	110	PRINCIPAL ONLY (PO)	NO		PAC & OTHER SCHEDULED BONDS	NO	
USPS (U.S. States Postal Service)	NO		SUPER FLOATERS	NO		ASSET BACKED SECURITIES		
AGENCY STRUCTURED NOTES	NO		COMPANION FLOATERS	NO		ASSET BACKED SECURITIES (≤BBB-,Baa3,BBB-)	NO	
			SEQUENTIAL AND OTHER FLOATERS	NO		ASSET BACKED SECURITIES (≤BB+,Ba1,BB+)	NO	
INTERNATIONAL AGENCIES			PAC & OTHER SCHEDULED FLOATERS	NO				
ADDB (Asian Development Bank)	NO		Z BONDS	NO		CORPORATES		
AFDB (African Development Bank)	NO		COMPANION BONDS	NO		CORPORATE BOND (≤BBB-,Baa3,BBB-)	NO	
IADB (Inter-American Dev. Bank)	NO		SEQUENTIAL BONDS	NO		CORPORATE BOND (≤BB+,Ba1,BB+)	NO	
IFCO (International Finance Corp)	NO		TAC BONDS	NO		MEDIUM-TERM NOTE (≤BBB-,Baa3,BBB-)	NO	
WLDB (World Bank)	NO		PAC & OTHER SCHEDULED BONDS	NO		MEDIUM-TERM NOTE (≤BB+,Ba1,BB+)	NO	
FDIC Guaranteed Debt under TLGP			MUNICIPAL BOND			MONEY MARKETS		
			MUNICIPAL BONDS (≤BBB-,Baa3,BBB-)	NO		COMMERCIAL PAPER (≥A1/P1/F1)	NO	
			MUNICIPAL BONDS (≤BB+,Ba1,BB+)	NO		COMMERCIAL PAPER (≥A2/P2/F2)	NO	
CASH	YES					BANKERS ACCEPTANCE	NO	
						CD (DOMESTIC & EURO)	NO	
						BANK NOTES	NO	

BUYER ACKNOWLEDGES AND AGREES THAT IF A CLASS OF SECURITY CONTAINS NEW ISSUES OF SECURITIES, SUCH NEW ISSUES OF SECURITIES SHALL BE DEEMED TO BE ELIGIBLE COLLATERAL.

[LOCAL GOVERNMENT]

Warrenville Public Library District

[BANK]

Fifth Third Bank

ACCEPTED:

THE BANK OF NEW YORK MELLON

By: Jerri L. Picha

Title: President, Warrenville Public Library District

Date: October 16, 2019

By: Joshua Becker

Title: Vice President

Date:

Request for TIF Reimbursement Submitted

The Library submitted its first request for TIF Reimbursement to the City of Warrenville. We requested just over \$4,300. This amount is based on the number of occupancy permits issued to new residences in the TIF districts, the estimated number of residents eligible for a library card (based on the density formulas outlined in the City Code), and the statutory maximum reimbursement of \$120 per person. The City has scheduled a City/Library staff meeting the week of October 14 to discuss the request.

Libraries Connecting You to Coverage Grant

A \$500 grant from the Public Library Association will be used to communicate information about the upcoming Open Enrollment period for health insurance (November 1 – December 15). We are working closely with the DuPage County Health Department to communicate the benefits of the program and to connect interested people to agencies that can assist with enrollment. In addition to funds that will be used for social media advertising, the grant gives us access to flyers, images and social media content.

DuPage County Health Department will host open enrollment events across the county including one at our library on Monday, November 25.

2020 Health Insurance Renewal

Jackie and I attended the LIMRiCC Membership meeting. Our insurance rates will see the following increases on January 1:

- Dental PPO, Vision, and Life Insurance ... no increase (budgeted for +5%)
- Dental HMO ... +10% (budgeted for +7%; no employees enrolled in this plan)
- Blue Cross Blue Shield HMO and PPOs ... +5% (budgeted for +7%)

Based on this information, we expect to come in under budget for health insurance expenditures this fiscal year.

Staffing Update

Curt Stacey joined us as our part-time I.T. Assistant on September 27.

Mandy Wilson began working as our part-time Teen Service Associate on October 8.

Building & Maintenance (Jackie & Ly)

- Oakbrook Mechanical furnished and installed two new thermostatic expansion valves on one of the air handling units and added additional refrigerant. (This resolved a refrigerant leak which was impacting the equipment's ability to keep the building cool.)
- On one of the hottest days this fall, September 30, the air conditioning quit. Ly discovered the controls were not working. Automated Controls was called and after 4 hours it was discovered it was most likely an electrical problem. Hertz Electric and Automated Controls met the next morning. Wires behind a large cabinet in the mechanical room had not been properly spliced in 2003 when the addition was built and the wires had jiggled loose. Air conditioning was restored on the second day.
- For the past three weeks Ly has been rodding the public restroom sewer lines because water was backing up when he flushes the toilets each morning. On October 7 he pulled out numerous c-fold paper towels. We are unsure where the paper towels came from. No paper towels are placed in any public restrooms. ServiceMaster and staff were alerted to the problems and advised to not flush paper towels.

- We've had several issues with the building security system over the past month. Our key fob system stopped working, we were receiving numerous alarm calls when ServiceMaster entered the building after closing. Both issues were resolved within terms of our service contract with no charge to the Library.

Other

- I submitted the final report and reimbursement request (\$13,198.43) to the City for 2019 Concerts on the Commons.
- The Fifth Third Bank Certificate of Deposit was redeemed and deposited to the Money Market account.
- We registered the library for access to the online training course, "Librarian's Guide to Homelessness." All employees are required to complete this training which consists of 50+ segments totaling three hours. A discussion of the training content will occur at the all staff meeting scheduled for November 14.
- I participated in Art on the Prairie on Saturday, September 21. Weather hampered early attendance on Saturday and the event was cancelled on Sunday, I interacted with approximately 75 people and registered 2 residents for library cards. The Warrenton Writers Connection sold 30+ books and had several people express an interest in attending a future meeting.
- We've completed one more round of feedback on interior signage.

September Meetings/Programs/Outreach (Sandy)

September 9 – hosted Warrenton Writers Connection (attended to coordinate Art on the Prairie activities)

September 10 – Management Team Meeting

September 11 – State Senator Laura Ellman Town Hall (at WPLD)

September 12 – Library Director's Meeting (at Wheaton PL)

September 17 – LIMRiCC Health Insurance Membership Meeting

September 21 – Art on the Prairie (September 22 event cancelled because of weather)

September 24 – Webinar: Assessment of Technical Services

September 24 – Hosted League of Women Voters – Voter Registration Table

September Meetings/Programs/Outreach (Jackie)

September 10 – Management Team Meeting

September 17 – LIMRiCC Health Insurance Membership Meeting

STATISTICAL SUMMARY

September 2019

	SEP 2019	SEP 2018	% change	+/-
TOTAL CIRCULATION ***	16,521	18,494	-10.7%	-1,973
Print	8,627	9,742	-11.4%	-1,115
NonPrint	6,041	7,028	-14.0%	-987
Equipment (mobile dev., in-house laptops, etc.)	125	140	-10.7%	-15
Downloadables	1,728	1,584	9.1%	144
OVERDRIVE (eBooks & eAudiobooks)	1,041	1,056	-1.4%	-15
ZINIO (eMagazines)	113	30	276.7%	83
Hoopla	574	498	15.3%	76
ITEM REQUESTS PROCESSED	256	206	24.3%	50
INTERLIBRARY LOANS RECEIVED	208	193	7.8%	15
MATERIALS ADDED	676	655	3.2%	21
MATERIALS WITHDRAWN	1,041	595	75.0%	446
TOTAL COLLECTION SIZE*	105,071	110,348	-4.8%	-5,277
PROGRAMS				
Number of Adult Programs	12	8	50.0%	4
Adult Program Attendance	255	142	79.6%	113
Number of Teen Programs	4	3	33.3%	1
Teen Program Attendance	25	14	78.6%	11
Number of Children's Programs	21	16	31.3%	5
Children's Program Attendance	355	425	-16.5%	-70
Book-A-Librarian	9	6	50.0%	3
Book-a-Librarian Attendance	9	6	50.0%	3
OUTREACH				
Adult Outreach Events	1	na	na	1
Adult Outreach Attendance	75	na	na	75
Youth Outreach Events	5	na	na	5
Youth Outreach Attendance	205	na	na	180
RECIPROCAL BORROWER CIRCULATION	1,248	1,182	5.6%	66
RESIDENT CARDS ACTIVE	6,345	5,782	9.7%	563
RECIPROCAL BORROWER CARDS ACTIVE	356	300	18.7%	56
VISITOR COUNT **	9,426	10,544	-10.6%	-1,118
COMPUTER SESSIONS	1,020	1,299	-21.5%	-279
DATABASE USAGE	233	279	-16.5%	-46
WEBSITE VISITS	69,835	48,001	45.5%	21,834
UNIQUE WEBSITE VISITORS	64,889	43,403	49.5%	21,486

*Total Collection Size includes downloadable items and equipment/mobile devices 8/2015

Special notes for September 2019

Adult Outreach includes Art on the Prairie September 21 (75); September 22 rained out

Youth Outreach includes Jefferson Fall Fest September 14 (150); 3 visits by Compass School (15, 15, 13); 1 visit by Waldorf School of DuPage (12)

Highlights

- Winter programming was a main focus of several of our staff. Working with the marketing team, we have compiled the first couple drafts of the winter newsletter.
- Several booklists were compiled by Julie in Youth Services to help promote our collection and to assist members in navigating our collection.
- Youth Services met with three book vendors in September (Children's Plus, Usborne and Ollis) to discuss collection development and book trends in the youth non-fiction.
- We launched the teen Peace Crane project in September. The program is designed to spread peace throughout the world using paper cranes and written messages. We have found a partner in Ghana, Africa. Once we have collected enough cranes, we will ship them to Ghana and will receive peace cranes in return. We will be opening creation of cranes to adults and younger children soon.
- Weeding has been done in Young Adult Nonfiction and Young Adult Audio by Lydia. Adult Fiction weeding is currently being completed by Tom and Jen. Sylvia weeded the Adult DVD collection. The Adult Nonfiction weeding project will begin in October.

Personnel

Nora Jimenez transitioned to a full time employee on 9/9/2019.

Paul Dobersztyn interviewed seven candidates for the Teen Services Associate position.

Professional Development

What's After Storytime: Programming for Children and Tweens with Autism 9/3/2019 – Julie

Girls Who Code 9/12/2019 – Julie

Fall YA Announcements 2019 9/17/2019 – Diana

Advancing Racial Equity in your Library 9/18/2019 – Paul

Engaging Businesses for the 2020 Census 9/19/2019 – Nora

Starting Immigration Service at your Library 9/20/2019 – Nora

Census 2020 Programming 9/20/2019 – Nora

Using Improv Skills to Improve Customer Service 9/20/2019 - Lynne

Leadership in Youth Services Part 1: Leading outside of your organization 9/23/2019 – Julie

For the love of Facts: Even more fall nonfiction 9/24/2019 – Diana

Just the Facts: new nonfiction for fall 9/24/2019 – Diana

Youth Titles Guaranteed to Spring off your Shelves 9/25/2019 – Diana

Diverse Titles for Youth and Young Adults 9/27/2019 - Lynne

Programming / Outreach (Not entered in Communico)

Book a Librarian (1): 9

Puzzles: 3 (On the River Rhine, The Saguenay Fjord, Sewing Shed)

Teen Volunteers: 5; Hours 14.25

- The Youth Services department hosted The Compass School three times in September (9/13, 9/20, 9/27)
- Diana presented storytime at the Jefferson Preschool Fall Fest at St. James Farm, 150 in attendance (9/14)
- Julie met with Chaz Leckron from Bower Elementary to schedule Second Grade outreach (9/17)
- Julie hosted a class from the Waldorf School for resource training (9/25)
- Nora and Paul attended the Community Advisory Council with the Warrenville Youth and Family Services organization (9/30)

InterLibrary Loan

Item Requests Processed: 256; Materials Received: 208; Materials Lent: 46

Digital Resources

Beyond Dust Jackets Blog:

Views 9/1-30: 1500

Total views 2019: 14,519; Total views FY: 5180

NextReads Newsletters:

Subscribers thru 9/30: 170

Newsletters sent 9/1-30: 674

Total newsletters sent 2019: 6142; Total newsletters sent FY: 2028

OverDrive eAudiobooks/eBooks:

New User accounts 9/1-30: 11

Checkouts 9/1-30: 1041

Total checkouts 2019: 9450; Total checkouts FY: 3178

RB Digital eMagazines:

User accounts thru 9/30: 227

Checkouts 9/1-30: 113

Total checkouts 2019: 1040; Total checkouts FY: 325

Hoopla:

New User accounts 9/1-30: 23

Checkouts 9/1-30: 574

Total checkouts 2019: 5309; Total checkouts FY: 1807

MEMBER SERVICES REPORT

September 2019

Patty Dybala

Library Card Monthly Stats		
	September 2019	September 2018
# of new cards issued	109	102
# of renewed cards (expiring 9/2019) *Automatically renewed per NCOA report	125 (88% of accounts renewed)	25 (127 notices sent*) *email only effective 7/2017
Warrenville Resident cards (active)	6,345	5,782
Reciprocal Borrower cards (active)	356	300

Miscellaneous Monthly Circulation Stats		
	September 2019	September 2018
Self-Checkout Station	6,384 items (42% of total circulation)	6,939 items (40% of total circulation)
Reciprocal Borrower Circulation	1,248	1,182
# of Outgoing Book Discussion ILL Requests	93 (27% of total item requests)	58 (22% of total item requests)
Mobile Device Circulation	46	36

Professional Growth/Meetings

9/10 Management Team Meeting- Patty

9/10 Marketing Committee Meeting- Jaime

9/12 LACONI: Circulation on Wheels and Other Duties as Assigned- Mary, Kathy

9/18-9/20 Outreach library card registration review- Patty, Mary, Stephanie, John, Sandy W.

Outreach

9/21-9/22 Art on the Prairie (Sandy W.)- 3 WPLD resident card registrations

Homebound Delivery

9/4 Patty & Jaime; 9/18 Patty & Jaime

Collection statistics for the month:

*676 items added. (442 books, 69 AV, 165 periodicals, 0 eBooks/eAudio, 0 equipment)

*1041 items deleted. (599 books, 148 AV, 148 periodicals, 146 eBooks/eAudio, 0 equipment)

Meetings / Continuing Ed / Events:

*Training on general maintenance tasks for Tech Services disc cleaning machine (Gail)

*Laconi Technical Services meeting: (Tinley Park Public Library) Acquisitions round up was a meeting where vendors Baker & Taylor, Brodart, Ingram, and Midwest Tape gave presentation on services they provide to libraries. (Lou, Sarah)

*Libraries and the 2020 Census – webinar: (Lou, Sarah)

*Meeting with Aaron Skog from SWAN regarding SWAN membership for the library. (Lou)

*Management Team meeting (Lou)

Collection Maintenance:

*131 books repaired.

*667 AV cleaned / repaired.

Director's Note: Lou is leading the early stages of our investigation into joining the SWAN Libraries Catalog Consortium.

MARKETING REPORT

September 2019

Kathy Gaydos

eNews (Constant Contact)

		Open	Click
	Sent	Rate	Rate
Sept. (9/1)	1403	35%	5%
Fall RM (8/14)	1381	40%	22%
August (8/1)	1383	36%	7%
July (7/1)	1363	43%	10%
June (6/1)	1327	37%	15%
Summer RM (5/15)	1321	40%	28%

Social Media

Facebook	Apr. '19	May '19	Jun. '19	Jul. '19	Aug. '19	Sept. '19
Total Page Followers	988	1003	1029	1042	1053	1056
Total Page Likes	983	997	1022	1034	1045	1046
Avg. Daily Reach (w/ paid)	606	511	567	564	701	645
Twitter	Apr. '19	May '19	Jun. '19	Jul. '19	Aug. '19	Sept. '19
Average Daily views	207	596	590	165	189	226
Average Engagement Rate	1.4%	1.0%	1.3%	2.3%	1.5%	1.4%
Instagram (Sept 2-8)		May '19	Jun. '19	Jul. '19	Aug. '19	Sept. '19
Followers		120	133	140	146	151
Impressions		574	934	648	960	557

Activities

Jaime orientation and training in Marketing department—started 9/9
 October events—created FB events; displayed flyers
 Winter Reading Matters—in progress: first draft to designer 9/26
 Marketing promotion plan and document creation for winter RM—in progress
 Youth banner signs—in progress
 Outreach publicity materials packaged for Art on the Prairie
 Pop-up DVD display on Cozy Classics for Fall—26 DVDs checked out in 2 weeks
 Content Build system—in trial with Marketing Committee
 RM article submission document for Public Services—in progress
 Marketing Plan—work in progress
 Style Guide—work in progress

Meeting Attendance

Management Team Meeting—9/10
 Marketing Committee Meeting—Kathy and Jaime, 9/10
 Marketing Plan Creation—RAILS event at Fountaindale Library, Kathy, 9/26

1. Meetings, training, etc.
 - Management Team meetings (1)
 - Webinar: St. Pete Beach – A Power of Libraries Story
 - Conducted (6) Technology Associate phone screenings and (3) in-person interviews; met with Sandy to discuss candidates
2. Set up user accounts for new Technology Associate Curt Stacey; set up user profile on the zSPARE PC in the IT Office. Set up Jaime Perpich's user profile on the GRAPHICS PC in the Marketing Office.
3. Assisted member with testing external Blu-ray and flash drive options on our Public PCs in order to perform high-speed file transfer to personal cloud storage. Determined that neither drive required administrative override to operate. Compared internet access speed on personal laptop and Public PC with speedtest.net
4. Renewed annual service plan for (4) circulating wifi hotspots.
5. Input new license keys in the Faronics Anti-Virus and DeepFreeze consoles. Booted up and thawed all PCs and laptops to allow Faronics to apply the licenses.
6. Staff continued testing and making adjustments to the closing announcements via the speaker-enabled UniFi wireless access points.
7. Completed updating laptops to Windows 10 1809; updated browsers and other software/utilities. Uninstalled PrintWhere (old wireless printing software) from laptops.
8. Installed Adobe Reader DC and set as default in the kiosk browser on Catalog PCs, to enable access to PDFs on our website.
9. Relicensed Catalog, Public and Laptop PCs from Windows 10 Professional edition to Enterprise edition.
10. Worked with SirsiDynix to schedule upgrades for Horizon on October 15 and Enterprise on November 12 in preparation for decoupling HIP server and retiring the IPAC Catalog before the server OS end of life in mid-January, 2020. Horizon feature updates include the option for automatic renewal; Enterprise feature updates include responsive design for mobile devices. Submitted request for Horizon / SIP / Web Services migration to new servers in early December.

PRESIDENT'S REPORT

Next Meetings or Events

(As of Wednesday, October 9 2019)

Wednesday, October 16, 2019 at 7 pm
Regular Library Board of Trustees Meeting
Library Meeting Room

(tentative)
Wednesday, November 20, 2019 at 6:30 pm
Committee of the Whole Meeting
Library Meeting Room
(Presentation of audit)

Wednesday, November 20, 2019 at 7 pm
Public Hearing: Truth in Taxation
Library Meeting Room

Wednesday, November 20, 2019 at 7 pm (immediately following public hearing)
Regular Library Board of Trustees Meeting
Library Meeting Room

Community Event

Community Unit School District 200
Local Government Breakfast
Friday, November 1, 2019 at 8 am
Whittier Elementary School, 218 W. Park Ave., Wheaton, IL 60189
Invitation on next page.
Please let Director Whitmer know at the October 16 Board Meeting if you wish to attend. She will RSVP on your behalf.

Future Agenda Items:

November

- Public Hearing: Truth in Taxation
- Presentation of Audit
- Presentation about SWAN Library Catalog Consortium
- Certify Compliance with Truth in Taxation
- Adopt Levy Ordinance
- Adopt Resolution to transfer surplus funds to special reserve fund (optional)

December

- Adopt Ordinance setting board meeting dates for next calendar year
- Distribute Calendar of Responsibilities for next calendar year
- Approve Per Capita Grant



COMMUNITY UNIT SCHOOL DISTRICT 200

Local Government Breakfast

**FRIDAY, NOVEMBER 1, 2019
AT 8:00AM**

WHITTIER ELEMENTARY SCHOOL

(NEXT DOOR TO SCHOOL SERVICE CENTER)

218 W. PARK AVENUE

WHEATON, IL 60189

Engage in an informal conversation with
our Board of Education and other local elected officials
about celebrations and goals for your community schools.

Please RSVP to

Erica Loiacono, Director of Community Engagement,
at 630-682-2469 or erica.loiacono@cusd200.org

by October 25.

TREASURER'S REPORT

Developer Donations

The City of Warrenville provided a quarterly update on developer donations being held for the Library:

June 30, 2019 balance: \$11,298.72

September 30, 2019 balance: \$104,792.40

For the July – September period contributions came from:

- 1) Cantera Development Holdings (Riverview West) - \$87,936 (Ferry Rd.)
- 2) Lexington Homes (Lexington Trace) - \$3,791.10 (west side of 59, north of Estes St.)
- 3) MI Homes – (Everton) - \$1,551.06 (east side of 59, south of Albright)
- 4) Airhart Construction (Stafford Place) - \$215.52

Note from Director Whitmer: Following the 2017 renovation, Board discussion indicated a preference for allowing developer donations to accumulate and be used for future renovation of the lower level. The lower level renovation option included in the master plan developed by Product Architecture + Design calls for closing the "atrium" over the lower level entrance, relocating the lower level restrooms and renovating the lower level space to include multiple meeting and/or program rooms.

Property Tax Income

As of September 30, we have received just over 96% of our property tax income for the current fiscal year.

ITEMS FOR INFORMATION AND/OR DISCUSSION (NO ACTION)

FY20 Per Capita Grant Requirements (*discussion only*)

The following review is required for the FY20 Per Capita Grant. The grant application will be shared with the Board in December.

Review services provided by Digital Public Library of America & Illinois Digital Archives

Digital Public Library of America (<https://dp.la/>)

DPLA partners with cultural institutions such as libraries, archives and museums, to share photographs, books, artwork, manuscripts, videos and more in digital format. More than 35 million items are accessible. All of the material accessible through DPLA is free and immediately available. Users can browse by topic or by partner. Users can search by subject, time period or keyword.

There are online exhibitions to browse (ex. Roosevelt's Tree Army: The Civilian Conservation Corps, Golden Age of Radio in the U.S., American Aviatrices: Women with Wings). There are also primary source sets (ex. Space Race, *Of Mice and Men* by John Steinbeck, and Fake News in the 1890s: Yellow Journalism).

DPLA contains a wealth of historical and cultural information that is useful for casual inquiry or serious research.

Partner institutions include New York Public Library, Smithsonian Institution, Library of Congress, HathiTrust, ArtStor, and many state and regional archives. DPLA is a nonprofit organization headquartered in Boston.

Illinois Digital Archives (<http://www.idaillinois.org/>)

Similar to DPLA, the Illinois Digital Archives (IDA) is an online archive of digitized materials. IDA was created in 2000 and is a repository for the digital collections of the Illinois State Library and other libraries and cultural institutions in Illinois. In addition to photographs, books and manuscripts, users can find oral histories, newspapers and maps.

Users can browse the collections by subject or institution. Items are also searchable by keyword.

Library Staff will review and report on progress in meeting Chapter 3, "Personnel" of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014."

Director Whitmer and Assistant to the Director Davis reviewed the chapter and found the library meets all items on the chapter checklist, included on the following pages.

Review Chapters 11 through Appendices of "Trustee Facts File, Third Edition"

Copies of the chapters and appendices are included on the following pages for your reference. A brief summary of each chapter is included below.

Chapter 11 – Fundraising (p. 47)

- Charitable fundraising is an option for libraries when the need to supplement standard income sources arises.
- The Library can receive charitable donations directly or set up a 501(c)3 charitable foundation. (A charitable foundation will require a budget for staff, attorney's fees and other expenses.)

- An alternative to a charitable foundation is The Fund for Illinois Libraries. The Fund serves as a clearinghouse for donations from corporations or individuals that require a 501(c)3 receive donated funds. Libraries must be institutional members of ILA to use this option. (WPLD is an institutional member of ILA.) *Note: the book states ILSDO manages the Fund, but since publication of the book, the responsibility was transitioned to ILA.*
- Considerations and tips for fundraising campaigns are outlined together with suggestions for keeping the donor's perspective in mind.

Chapter 12 – Advocacy (p. 51)

- Trustees have an important role in ushering in a bright future for the library.
- Effective advocacy among government officials who may directly affect the library with their decision-making abilities is one way trustees can sustain, improve and expand library services.
- Advocacy can occur across local, state and federal levels.
- Items shared in this chapter include:
 - How to cultivate relationships with government officials
 - How to lobby for a particular proposal
 - Advocacy No-no's
 - Glossary of legislative terms

Chapter 13 - Public Relations (p. 59)

- Public relations includes the many ways a library publicizes its programs and services in the community.
- A plan should be developed annually and funds budgeted to carry out the plan.
- Cultivating contacts among other groups in the community will help boost the reach of your PR activities.
- There are many types of media to use for PR – from bookmarks to displays to press releases to web sites.
- Listening is also an effective way to improve public relations. (By listening we learn what's going well, but we also learn what's not working and then work to correct it.)
- Tips for an effective public presentation are shared.

Chapter 14 – Trustee Continuing Education (p.63)

- Continuing education will make you a more effective trustee.
- Some ideas for trustee continuing education include:
 - Invite the Director and Managers to conduct seminars for trustees
 - Visit other libraries; attend meetings of other library boards
 - Ask an attorney to give a presentation on legal issues related to libraries

Appendices

- Library Bill of Rights and a list of interpretations (p. 65)
- The Freedom to Read Statement (p. 66)
- Freedom to View Statement (p. 69)
- Libraries: An American Value (p. 69)
- Code of Ethics (p. 70)
- Ethics Statement for Public Library Trustees (p. 71)
- Selected Resources – periodicals, non-print materials, organizations, etc. (p. 71)

Chapter 11

FUNDRAISING



The bulk of funding for public libraries in our communities comes from local property tax revenue. This is as it should be; public libraries are truly people's institutions, administered for the benefit of the local community and its residents.

Today, many local and state governments face mounting financial pressures, to which they often respond by curtailing the annual growth of public funding. Now more than ever, it is important for libraries to seek additional sources of funding through grants and fundraising campaigns.

For libraries experiencing financial limitations, library administrators should pursue relevant grant opportunities aggressively. For information about accessing federal and state grant money, see Chapter 10, "Budgeting and Financial Management."

Library trustees and staff should also consider fundraising options when the need to supplement standard appropriations looms large.

To Incorporate or Not?

In Chapter 10, "Budgeting and Financial Management," you read that a public library can receive charitable donations in its role as a sovereign political entity or part thereof. Donations vest in the library board of trustees, and the board becomes the special trustee of the donated property. No special legal steps or fees are required to raise funds on this basis.

Many libraries, however, find that they have strong incentives to set up a tax-exempt charitable foundation under Internal Revenue Service (IRS) Code §501(c)(3). Many donors, especially corporations and foundations, give only to IRS-qualified foundations to ensure the tax-deductible status of their contributions. Moreover, corporations offer employee matching-gift programs only to 501(c)(3) or similar incorporations. Because a foundation is permanent, its existence may encourage planned, annual giving as well as memorial or other bequests.

The downsides of the 501(c)(3) foundation are that the library must:

- allocate startup funds for fees related to setting up a foundation, including attorney fees, incorporation fees, and other costs.
- budget annual costs related to the foundation, such as attorney fees and preparation fees for tax returns and annual reports.
- provide staff to administer foundation activities as well as space dedicated to foundation operations.

An Alternative: The Fund for Illinois Libraries

For small libraries, the costs related to foundation incorporation may be too large to justify the foundation approach to fundraising. Similarly, libraries whose fundraising needs are largely focused on a one-time project such as a building program may not wish to incur the overhead of incorporating. Such libraries may be able to take an alternative approach by using the Fund for Illinois Libraries.

The Fund for Illinois Libraries, a 501(c)(3) foundation, was created by the Illinois Library System Director's Organization (ILSDO) to serve as a clearinghouse for corporations or individuals wishing to make donations only to tax-exempt foundations. ILSDO will process the original donation and issue a check to the library that the donor wishes to have the money. For more information, go online to http://www.illinoislibrarysystems.info/on_fund.html.

The Charitable Foundation

When the library board concludes that setting up a charitable foundation is in its best interests, the board is well advised to consult an attorney or CPA who has experience with tax-exempt foundations.

Additionally, a detailed description of the incorporation process is available online at the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/read_yref/index.htm; select **Charitable Giving**. Then select **Steps for Organizing a Not-for-Profit Corporation**.

A Board of Directors

A tax-exempt foundation is administered by its own board of directors. Choosing the individuals to serve on this board is critically important to the ultimate success of fundraising activities. This selection task typically falls to the library board of trustees.

Each candidate for membership on the foundation board of directors should be a responsible community member who is familiar with the role of the public library in the community and is willing to devote time to his or her foundation involvement. Foundation board members control investment of donated funds, so at least some of the members should have solid financial experience. Members should also have strong connections in the community so they bring a base of contacts for potential donors.

Fundraising Campaigns

As a trustee of a public library, one of your primary responsibilities is to advocate for resources that the library needs to carry out its mission. In other chapters of this

book, you have considered how to go about negotiating budgets with municipal officials or how to request state or federal grants. Your fiduciary role as trustee may also require you to go among your neighbors in the community to ask for money.

The library director shares fundraising responsibilities with members of the library board. Obviously board members and the director will want to coordinate their fundraising activities.

Small or mid-sized libraries will probably do best to dispense with the services of professional fundraisers. Donors may prove more generous if they feel that all their giving goes directly to support the library. On the other hand, a large library may need to rely on professional services.

As with other endeavors, fundraising requires careful, thoughtful planning. The way in which you and other library official approach the community "with hat in hand" could make a big difference in the ultimate results of a fundraising campaign. The following list summarizes points for conducting a successful fundraising campaign.

Tips for Successful Fundraising...

- Identify a specific monetary need. Develop a convincing justification for the need, and state it clearly and succinctly.
- Set and publicize a monetary goal for the campaign; the figure chosen should be feasible within the community's means.
- Budget costs for the fundraising campaign; these are likely to include publicity materials, media time for publicity, and perhaps personnel.
- Set up a campaign timetable with specific monetary goals aligned to specific "mileposts."
- Work to identify potential donors within the community. If possible, elicit commitments for significant contributions before publicizing the campaign. The campaign can then kick off with the announcement of "leading donors."
- Seek endorsements from community leaders.
- Carefully assign responsibilities for all aspects of the campaign; solicit volunteer support to as full an extent as possible.
- Develop attractive, interesting brochures, posters, gift cards, mailings, and other materials to publicize and implement the campaign.
- Plan exhibits in prominent public places.
- Implement an effective public relations campaign in community media before and during the campaign.
- Don't extend fundraising beyond the stated end date; it is more effective to start up a new campaign later than to break faith with the public by extending the end date.

From the Donors' Point of View

People's motivations for giving to charitable causes vary widely, but nearly all donors expect a few modest benefits in return. Most donors expect to receive some kind of acknowledgment of their gift. They want to feel assured that the money will be used for designated purposes and not be used up by incidental costs such as fundraisers' fees. They want to have confidence in the competence and propriety of the charitable organization's managers. And donors want to receive the maximum tax advantages allowed by law for their donations.

By considering fundraising activities from the donors' point of view, you and your fellow fundraisers on the board of trustees and the staff can maximize the appeal of a fund drive to potential donors. Put simply, you want your donors to feel great about the act of giving—so they will give and give again.

The following list identifies positive ways to communicate with your potential donor base in the community during a fundraising campaign.

Fundraising with Donors in Mind...

- Provide a clear statement of the goals of the campaign and what the library intends to use the money for.
- Publicize a positive, appealing message, rather than a negative message accompanied by scare tactics or prophecies of doom.
- Accept "no" as an answer; many people dislike being harassed by fundraisers and some will turn against even a worthy organization if it uses overly aggressive solicitation tactics.
- Be prepared to provide up-to-date financial reports of the library upon request.
- Be prepared to identify the board of trustees and library director upon request.
- Assure donors that their contribution will be treated confidentially and that data about them will not be given or sold to other organizations.
- Give donors the opportunity to use the widest possible variety of payment methods; accept pledges to pay within a specific period of time. Allocate staff to follow up on unpaid pledges, and build a 10-percent nonpayment rate into your financial calculations.
- Acknowledge every gift with a personalized "thank-you" letter, clearly stating the tax deductibility status of the gift.

Friends of the Library and Fundraising

Many public libraries are fortunate to have the support of a Friends of the Library organization. The range of activities of most Friends' groups can vary, but they are often focused on fundraising activities such as book sales, bake sales, or membership dues. To encourage donations, some Friends groups have established themselves as tax-exempt charitable foundations and have become very successful fundraising auxiliaries for the library. For best results, Friends, trustees, and the library director should carefully coordinate fundraising activities.

Resources

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ADVOCACY



Get your crystal ball out of storage and dust it off. Which vision of the future do you see for your library?

The Bright Future	The Bleak Future
The library facility looks ample, well lit, and attractive. No signs of aging or wear are apparent.	The library facility is cramped and drab; obviously, no updating or renovation has been undertaken for a long time.
A number of staff members are in evidence, and they look relaxed and focused.	The one staff member on the scene looks harried and overwhelmed.
A random scan in the stacks turns up many titles published in the last 5 years, with few older than 20 years; items are neatly and properly arranged.	A random scan in the stacks reveals many distressed books with worn bindings and few books published in the last 5 years. Also, many items appear to be misshelved.
Plenty of computer workstations are visible in the patron area; most, but not all, are occupied.	The two computers available for patrons look outdated, and one appears to be out of order; at the other is a long line of irritated patrons.
The line at checkout is short and moves quickly; several checkout stations are staffed, and the entire circulation operation seems to be humming with efficiency.	Patrons lined up at the checkout desk are subject to a heated exchange between a library staff member and a patron who claims that a recently returned book was not checked-in properly.

As a library trustee, you have a special opportunity to help usher in a bright future for your library. Conversely, if you and your fellow trustees coast along, doing as little as possible, your negligence, if not checked, could bring about a bleaker future.

Trustees and Advocacy

You and your fellow trustees have an important, special role to play: that of being an advocate for the library within the community and, especially, in interactions with government officials, business leaders, and other decision-makers. In general, we refer to this aspect of trustee responsibilities as *advocacy*.

You and the individuals with whom you share trustee responsibilities are in a unique position to advocate for the library. Because you are not paid employees of the library, you have no vested interests in any particular policies. Moreover, as library users yourselves, you view library services pretty much from the viewpoint of patrons—as opposed to the point of view of library professionals, for example. You are also taxpayers and voters in the local political entity (or in any one of the constituent political entities) and thus stakeholders in the public library.

One aspect of advocacy is public relations, which embraces all the ways the library administration publicizes its services in the community. The topic of public relations is considered in Chapter 13, which follows.

The focus in this chapter is advocacy among government officials who directly affect the library by their decision-making capabilities: municipal officials, state legislators, and state constitutional officers, as well as members of the U.S. Congress and other federal officials.

Identify Decision-Makers

The first step of effective advocacy is identifying the people in a position to affect the fate of the library's plans for providing service to the community. Local officials most directly hold the purse strings for public libraries, since libraries' primary funding comes from local property taxes. State officials may also have a major impact on Illinois libraries. They fund and oversee the Illinois State Library and allocate money for state library grants.

Federal lawmakers and officials make an impact on our Illinois libraries, too. As you have seen in Chapter 10, "Budgeting and Financial Management," the U.S. Congress funds grants to libraries through the LSTA program. Federal e-rate funding helps public libraries in Illinois pay for technologies such as Internet connections and phones, as outlined in Chapter 6, "Intellectual Freedom."

While advocacy issues frequently center on money or power, it is important to remember that library advocates must also articulately advocate for our basic principles, such as access to information and intellectual freedom. The following chart lists government officials at various levels of government who may be decision-makers for public libraries.

Governmental Level	Officials
Local	Mayor(s), city council members, township supervisors, county commissioners
State	Legislative representatives, including local members of the Illinois House and Senate; the governor; the secretary of state
Federal	U.S. representative of the congressional district in which the library resides and the state's two U.S. senators; the President

You and the other trustees, collectively, can obtain an up-to-date roster of local, state, and federal officials of concern to your library. The ILA Web site (www.ila.org) includes contact information such as mailing address, office phone and fax numbers, and e-mail addresses.

Advocacy Among Governmental Officials

A library board of trustees can make an important investment in the library's future by cultivating close, cordial working relationships with key government officials. This advocacy work requires time, commitment, careful coordination among board members, continual effort, and at least a little finesse. The board will probably want to designate specific trustees to stay in touch with specific officials. Following are some guidelines for the board and its representatives.

Cultivating Relationships with Government Officials...

- Stay current: know who the key players are and how to contact them.
- Identify officials' key staff members and cultivate relationships with them.
- Add officials to the library and Friends of the Library mailing lists.
- Make personal contacts with officials by phone or personal letter.
- Invite officials to library functions, especially those that highlight or showcase programs and services.

- Become familiar with the political process; learn about
 - the functioning of the town or city council or the county board of commissioners.
 - the legislative process at the state level.
- Know the timing of an issue, such as when the Illinois General Assembly is in session, or a local official or body is likely to act.
- Reinforce relationships by attending advocacy days in Springfield and Washington, D.C., and personally lobbying officials.

When a Particular Political Issue Looms Large

Suppose the time comes when the library board identifies a pending proposal for legislative action that could have a significant impact on the local library and public libraries in the state or region. The board may opt to swing into political action; if the trustees have worked carefully to develop a network of relationships with key government officials, the board will already have "a leg up" in its lobbying campaign.

Lobbying for a Particular Proposal...

- Contact the local state representative and state senator. If feasible, request a personal appointment for the board's designated representative.
- At the beginning of the appointment or phone conversation, identify yourself, your library, and the community in which you live.
- Identify the issue with which the library board is concerned; provide the following information:
 - official number of the bill in question
 - a very brief description of the bill
 - why the library board supports or opposes the measure
 - a very brief analysis of what the effects of the bill's passage or rejection might be on the library and other local public libraries
- Sum up the library board's position, listen attentively to the official's response, and then respectfully request his or her support.
- Submit a one-page summary—for example, a bullet list—of your presentation in writing. If the contact is a phone conversation, include the summary as an attachment to your follow-up thank-you letter.
- Follow up the visit or phone conversation with a personal thank-you letter, regardless of outcome.

There are definite "do's" and "don'ts" of governmental advocacy. Avoid these actions and behaviors:

Advocacy No-No's...

- Wasting an official's time by showing up late for an appointment
- Communicating by form letters or any other "canned" format
- Deluging officials with programmed e-mails, phone calls, letters, or other communications (A spontaneous outpouring from the public, on the other hand, is a hallowed democratic tradition, and often proves quite effective.)
- Being wordy and unfocused
- Making negative generalizations or insinuations about politicians
- Attempting to disguise costs of proposed legislation
- Characterizing the official's record or previous votes in a negative way
- Demanding, rather than requesting, the official's support
- Threatening to mobilize opposition at the next election
- Failing to send a written letter of thanks in response to a favorable gesture, such as making time available for a meeting

No matter the outcome on a particular issue, seek always to maintain cordial relations with key governmental officials.

Ways to Stay "In the Loop"

In addition to establishing contact and cultivating relationships with key government officials, you can make use of opportunities for advocacy that are provided by library organizations and associations.

Legislative Days

The American Library Association (ALA) and the Illinois Library Association (ILA) annually sponsor "legislative days" in Washington, D.C., and Springfield, to provide a forum for library advocates to meet with various lawmakers. The events include oral briefings and written materials. Visit the ALA Web site, <http://www.ala.org>, and the ILA Web site, <http://www.ila.org> for more information.

Calls for Action

The ALA and the ILA occasionally call on members to contact their legislators about a given issue. The library board of trustees should consider making a concerted response to each such call for action.

Resources

Your library system should be your first stop in obtaining legislative information on both the state and the federal levels. The library system can also coordinate local issues affecting more than just your library.

The ILA, through its Public Policy Committee, issues pertinent information via direct e-mail announcements to ILA members. Another advocacy resource is available on the ILA Web site: go online to <http://www.ila.org> and select **Advocacy**.

The ALA continually monitors legislative action in the U.S. Congress. To keep current, consult the "Issues and Advocacy" page of the ALA Web site. The ALA Washington Office is a particularly useful source of federal legislative information relevant to libraries. Publications that can be obtained from the Washington Office Web site at <http://www.ala.org/ala/washoff/washingtonoffice.htm> include

- *ALAWON*, the ALA Washington Office Electronic Newslane.
- The *Legislative Scorecard*, an annual publication with a state-by-state breakdown of cosponsors of federal library legislation.
- The *ALA Federal Legislative Policy Handbook*.

Specific Titles

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Legislative Terms

In order to be an effective advocate, you need to know the language of government. The following is a list of basic terms used to describe the people, places, and processes of government. Review these terms to better understand the legislative process, and use these terms to better communicate with your public officials.

Act: A bill that has been made law by passing both houses of the legislature, and that has been signed by the governor, filed without the governor's signature, or passed by both houses of the legislature over the governor's veto.

Administrative Rule: Any agency directive, standard, regulation, or statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of any agency.

Amendment: Any alteration made, or proposed to be made, in a bill or motion by adding, changing, substituting, or omitting.

Appropriation: A law which details how the government's money will be spent.

Back Door Referendum: A limitation on the power of government to take certain actions that a political subdivision has already initiated. The Illinois Compiled Statutes (10 Ill. Comp. Stat. Ann. 5/28-2) define this as the submission of a public question to the voters of a political subdivision, initiated by a petition of the voters, to determine whether an action by the government shall be adopted or rejected. If a majority of the voters oppose the action in the referendum, the government is precluded from taking that action. The law specifies which actions may be subject to back door referendums.

Bicameral: A legislature consisting of two houses, typically the senate and the house of representatives.

Bill: A measure that creates new law, amends or repeals existing law, appropriates money, prescribes fees, transfers functions from one agency to another, provides penalties, or takes other action. The proposed law is introduced during a session for consideration by the legislature, and is identified numerically in order of its presentation.

Budget: Legislation which details both the receipt and allocation of state funds. The governor annually presents a proposed budget for consideration by the legislature. The legislature may accept or alter any portion of the governor's proposed budget, and must pass the budget as one or more individual bills. The governor may then accept the budget as passed by the legislature, or make changes to all or some of the individual line items contained in the budget. Finally, the legisla-

ture may accept any changes by the governor on a simple majority vote, or restore funding to the levels originally passed by overriding the governor's changes on a supermajority vote.

Calendar: A listing of the bills (and other proposed legislative matters) pending in the chamber. The calendar also lists meetings of committees scheduled for that day or for the next several days. Calendars are available to the public each day the legislature is in regular session.

Capitol: The state house, or capitol building. Its address is: 207 State House, Springfield, IL 62706.

Caucus: "Caucus" is used as both a noun and a verb. A caucus, *n.*, is a group of people who share something in common (e.g. they are members of the same political party, such as the "Senate Republican Caucus" or the "House Democratic Caucus," or come from the same area of the state, such as the "Downstate Caucus," or share something else in common, such as the "Sportsman Caucus"). When these people caucus, *v.*, they meet to discuss policy questions, to select caucus leaders, and to take positions as a group on legislative proposals.

Chairman: The legislator appointed by the chamber's presiding officer to serve as the presiding officer of a particular committee.

Chamber: The room where legislators gather as a body to formally conduct state business; the House or Senate floor. It may also be used to refer collectively to all legislators in a particular house of the legislature.

Commissions: Often composed of both legislators and public members, they are primarily created to study and propose legislation on specific and usually more complex issues. Commissions can be either temporary or permanent.

Committee of the Whole: The entire membership of the house or senate, which may be convened to hear testimony on bills of particular importance.

Companion Bill: One of two identical bills introduced in both houses.

Conference Committee: A committee set up for the sole purpose of reconciling disagreements between the House and Senate on amendments to a bill. Conference committees do not typically meet as a group, but rather a majority of the members are required to sign any agreement which then may be presented for a final vote in each chamber.

Conflict of Interest: Any interest, financial or otherwise, any business or professional activity, or any obligation which is incompatible with the proper discharge of a person's public duties.

Constitutional Officers: Officials who serve state-wide in positions created by the Illinois constitution including the governor, lieutenant governor, attorney general, secretary of state, comptroller, treasurer, and auditor general. All except the auditor general are elected positions.

Constituent: A person residing within an elected official's district or area of representation.

Convene: To assemble or call together.

Cosponsor: Two or more legislators proposing a bill or resolution.

District: That division of the state represented by a legislator which is distinguished numerically and determined on the basis of population. The area of a district is supposed to be geographically both compact and contiguous.

Executive Branch: The branch of state government led by the governor and comprised of state departments, agencies, boards and commissions which are responsible for the execution, implementation and enforcement of state laws.

First Reading: The recitation on the chamber floor of a bill or resolution's number, title, and brief description as read by the clerk of the chamber upon introduction in either house. After the first reading, the measure is referred to the chamber's rules committee by the chamber's presiding officer. The bill or resolution may then be referred to a relevant substantive committee. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

Fiscal Note: Statement as to the estimated cost of legislation having a fiscal impact. The fiscal impact note is prepared and filed with the clerk of the chamber by the appropriate state agency or department. If a fiscal note has been requested by a legislator, the legislation cannot be considered until the fiscal note has been properly filed.

Floor: A colloquialism describing the interior of either chamber, sometimes distinguishing the membership from the presiding officer; matters before the full chamber may be referred to as "on the floor."

Gallery: Areas of both chambers where public visitors may observe the legislature in session.

HB: House Bill.

Hearing: A public meeting of a legislative committee held for the purpose of taking testimony concerning proposed legislation. Typically following testimony and an opportunity for questions, committee members will vote on the matter.

House of Representatives: The legislative body of 118 members, called representatives, each of whom represents a district of approximately 107,000 Illinois citizens.

Joint Session: Joint sessions are meetings of the House and Senate together that are primarily ceremonial; for example, to hear the governor's state of the state and budget addresses, or to hear a distinguished guest. Bills are never passed in a joint session.

Journal: The printed daily proceedings of each chamber.

Judicial Branch: The branch of State government made up of the Illinois Supreme Court, five districts of the appellate courts with fifty-three judges, and twenty-two judicial circuits that have 852 circuit and associate judges. The Illinois Supreme Court interprets the Illinois Constitution and laws, and hears final arguments in certain civil and criminal cases.

Leadership: The presiding elected officers of each house; the president of the Senate and the speaker of the House. They are elected by a majority of the members of their respective chambers when the body organizes for a legislative session following a general election. "Leadership" also refers to the minority leaders in each chamber, who are elected by a majority vote of their respective caucuses. On occasion, "leadership" is also meant to refer to assistant majority and minority leaders who are appointed by the presiding officers and minority leaders.

Legislative Branch: The branch of state government comprised of the Illinois General Assembly and various support agencies responsible for the passage of laws.

Legislative Liaison: A person designated by a state agency to act as its "lobbyist." The liaisons are not registered as lobbyists and on occasion have access to the floors of both chambers.

Legislative Reference Bureau: The Legislative Reference Bureau, often simply referred to as "LRB," is comprised of attorneys paid by the state who assist legislators in drafting proposed bills and resolutions. Between sessions, this bill-drafting agency studies Illinois statutes for inconsistencies and mistakes, and suggests ways to simplify statutes.

Line Item Veto: The governor may veto an item in an appropriation bill without vetoing the entire bill, and may also increase or decrease a particular appropriation. These actions are subject to acceptance or override by the legislature.

Local Government: Under the Illinois Constitution, local governments include general purpose units such as counties (102 in the state), townships (85 counties have them), and municipalities (1,291), and special purpose units including school, park, fire, library, and sewage special districts. There are a total of 6903 units of local government in Illinois.

Lobbyist: A person who is employed by an individual, organization, association or business to represent its interests before the legislature. The term derives from the fact that lobbyists usually frequent the areas (lobbies) adjacent to the chambers of the senate and the house, either seeking to buttonhole legislators as they walk to and from the chambers or await legislative action which might affect their clients' interests. Individual citizens may also "lobby" their legislators on matters of concern to them. Illinois law requires persons (excluding public employees, officials and staff) who seek to encourage the passage, defeat, or modification of legislation to register as lobbyists.

Majority Leader: A legislator selected by the speaker of the House. Sometimes this person is responsible for the development and implementation of the caucus agenda, the debate on bills which the party supports or documentation, decisions on floor tactics, and assisting in the selection of committee members of the party.

Minority Leader: A legislator elected by his or her peers to lead the party in the minority in his or her house and having similar duties as the majority leader.

Minority Spokesperson: Designated by the minority leader, this person serves as the chief spokesperson for the minority members of a standing committee.

Motion: A formal procedural proposal offered by a legislator requesting that the body take a particular action.

Passage: Favorable action on a measure before either house.

Penalty Clauses: Sections of bills which lay out criminal or civil penalties for violation of the law.

Per diem: Literally meaning "For the day." It is a set payment to legislators for travel, food and lodging expenses when the Legislature is in regular session.

Perfunctory Session: An abbreviated but official meeting of either chamber in order to conduct procedural business and other "Housekeeping chores." An example would be introduction of bills and filing of motions. No roll call votes are permitted in perfunctory sessions and typically legislators do not come to the Capitol in Springfield.

Point of Inquiry: A request from a legislator on the floor, or from a committee member in committee, asking a question regarding the status of a legislative matter or applicable rule. Typically, such questions are about issues such as parliamentary procedure.

Point of Order: A request from a legislator on the floor, or from a committee member in committee, requesting a ruling from the presiding officer regarding the application of the rules or calling attention to a breach of order or the rules.

Point of Personal Privilege: A way in which a legislator can get the immediate attention of the presiding officer on the floor of either chamber. It is typically used to introduce guests or recognize a particular person or issue.

Postponed Consideration: Legislation that has not received the required number of votes for passage may, at the request of the sponsor, be placed on the order of "postponed consideration," where it can be given a second opportunity for passage at a later time. In order to be placed on postponed consideration the matter must have received a minimum number of votes as established by rule.

President of the Senate: The presiding officer of the Senate, elected by a majority of the members of the Senate when that body organizes at the beginning of its two year general assembly term.

Presiding Officer: Specifically meaning the speaker of the House and president of the Senate, but also meaning any legislator asked by the speaker or president to preside over a particular session or committee.

Primary Election: A preliminary election in which only registered voters who self-identify as belonging to an established political party vote to nominate that party's candidates for office.

Quorum: The minimum number of members required to be present before business can be transacted. The presence of a majority of the elected members in the chamber constitutes a quorum; 60 members in the House and 30 members in the Senate.

Reapportionment: Periodic redrawing of the geographic areas within the state into districts for election purposes from which legislators are elected.

Recess: Recess is the period of time when the Illinois General Assembly or either of its houses is not in session after once being convened. Recesses include stated periods, such as those for lunch, and informal periods, when the members await the presiding officer's call to return. An informal recess may be necessitated by a caucus, or while the House awaits the arrival of the Senate for a joint session.

Reconsideration: Motion which, when approved, gives rise to another vote annulling or reaffirming an action previously taken.

Referendum: The submission of a proposed public measure or law to the vote of the people for ratification or rejection. The manner in which this is done by library boards is prescribed by Illinois law.

Regular Session: A session day in which legislators are expected to be at the Capitol for the conduct of legislative business. Contrasted with a perfunctory session day.

Roll Calls: A roll call electronically records "for the record" each individual legislator's vote on third readings, as well as on contested amendments or motions. A "verified" roll call is when each legislator is specifically called by name and asked to orally confirm their vote as recorded.

Rules: Rules are procedures adopted by each chamber governing its organization, conduct, order of business, bill procedure, and so forth.

Rules Committee: Comprised of legislators in leadership from both parties but controlled by the majority party. Its most powerful function is to assign, or refuse to assign, bills and resolutions to substantive committees for a hearing or for consideration on the floor.

SB: Senate Bill.

Second Reading: Like First Reading, a recitation of the bill or resolution's number, title, and brief description by the clerk of the chamber. Second Reading occurs after the measure has been referred to committee, worked on, and reported back to the floor for a vote. It is also the stage at which bills may be amended on the floor. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

Senate: The legislative body consisting of fifty-nine members, called senators, each representing districts of approximately 215,000 Illinois citizens.

Session: The period of time in which the Illinois General Assembly officially convenes. The regular session begins in January and typically ends around June 1st. The Veto session is typically six days in November. Special sessions may be convened at the call of the governor or the legislative leaders.

Shell Bill: A bill with no substantive language, but used as a "placeholder," if needed, to introduce new legislative initiatives at a later date.

Sine Die: Final adjournment. No date is set for reconvening. A two year general assembly term ends when the Legislature adjourns sine die.

Speaker of the House: The presiding officer of the Illinois House of Representatives, elected by a majority of the members of the house when the house organizes at the beginning of its two year general assembly term.

Special Session: Called by either the governor or the joint leadership of both houses. Special sessions address specific issues such as emergency budget matters.

Sponsor: The legislator(s) who introduces a measure. The name of this person is printed at the top of the measure. In very rare occasions, a committee may also act as sponsor of a legislative measure.

Statute: A codified law. "Codify" means "to arrange laws systematically." A codified law is one that has been

incorporated into that section of the Illinois Compiled Statutes that it amends, modifies, or accompanies.

Sunset: The provision of a legislative matter which calls for the automatic repeal of the measure at a certain date or upon the happening of some event.

Sunshine Laws: Meant to refer to a variety of laws which call for openness in government including the Illinois Open Meetings Act and the Freedom of Information Act, but also many other acts which detail how public business is to be conducted.

Table: To table is a procedural motion to prevent a bill, resolution or other motion from being considered. There are also methods for a tabled bill to be reactivated.

Third Reading: As in First or Second Readings, a recitation of a measure's number, title, and brief description by the clerk of the chamber on the floor before final consideration by either house. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

Veto: Action by the governor in disapproval of a measure. On substantive (non-appropriation) bills, the governor may "total veto" a bill, which means that he/she disapproves of it in its entirety, or "amendatorily veto" a bill, which means that he/she would accept the legislation if the amendatory changes were made. The legislature can override a total veto or amendatory veto by a three-fifths supermajority vote, or may accept the changes of an amendatory veto by a simple majority vote. On appropriation bills, the governor may totally veto the bill, or make line item changes to delete a particular line item appropriation, or increase or decrease a line item. Again the legislature may override the governor's veto of any line item appropriation by a supermajority vote, or accept the veto by a simple majority.

PUBLIC RELATIONS



Public relations (PR) embraces all the ways a library publicizes its programs and services in the community. The main goal of public relations is to raise people's awareness about the role (or potential role) of the library in their lives and in the community. A good public relations program will mobilize support among civic organizations, business leaders, taxpayers and voters generally.

A Formal Public Relations Policy

Expressing sincere intent to foster good public relations isn't enough; the library board of trustees needs to plan, budget, and implement a carefully thought-out PR policy on an annual basis. To make an effective plan, the board needs to maintain various contacts in the community and look for good PR opportunities, as well as work closely with library staff who plan and present regular library programming.

Based on a number of inputs, especially including events suggested by community contacts, the board must budget adequate funds. Part of the budget might detail specific events and campaigns, but a significant portion of funds should be reserved for "ad-hoc" PR activities of which the board may not be aware until later in the fiscal year.

To target successful PR outreach, the board should develop contacts widely in the community, as suggested in the following list.

Cultivate Contacts among Groups in the Community...

- Business groups, such as the Chamber of Commerce, and individual business leaders
There is nothing wrong with focusing public relations or fundraising efforts on larger companies in the library service area. They may be in a position to contribute generously to the library and may have a large captive audience in their employee base.
- Associations for ethnic groups with strong representation in the library service area
- Civic organizations, such as the League of Women Voters
- Service organizations, such as the Rotary Club
- Literacy advocacy groups
- Churches, synagogues, and mosques
- Professionals in the news media

- Administrators and faculty of schools
- School PTA's
- Youth service organizations, such as Boy Scouts and Girl Scouts
- Book clubs
- Senior citizen centers

Media

Obviously, there are many ways to communicate with the public. Most have associated costs. A good public relations program should use a wide variety of media, but choices may be limited somewhat by budget constraints.

The costs of having trustees or staff make presentations to local civic or other groups are minimal, and a good public relations program will make use of these opportunities to the fullest extent.

A few communications media that may be useful in a PR campaign are suggested here.

Types of Media To Use in PR Campaigns...

- Bookmarks—"freebies" to give out in the library and in local bookstores
- Brochures
- Posters
- Displays and exhibits in public places
- Photographs
- Local newspapers, magazines
- Dedicated Web site for the library
- Radio
- Television (network or cable)

Making Public Presentations

Suppose you are the designated representative to make a presentation on behalf of the public library to a local civic group. A few helpful tips follow.

Tips for Effective Presentations...

- At the start, acknowledge the group and express appreciation for the invitation to speak.
- Explain your role as a trustee of the library.
- Make use of graphics; for example, a short slide show highlighting library facilities, holdings, programs, and staff would be a good audience warm-up.
- Incorporate anecdotes and stories to enliven content.
- Present the library in a positive light; highlight plans for expansion of services and programs or improvements in facilities.
- Illustrate ways in which the library is making good use of the public funding on which it depends.
- Highlight the library's technological services, if appropriate.
- Emphasize the commitment of public libraries to freedom of information and equality of access to information.

- Give audience members an opportunity to ask questions; answer as honestly as possible.
- Distribute copies of the library's latest newsletter or a brochure that summarizes the library's programs and services.
- Be sure to cite the URL (universal resource locator—the online address) of the library Web site, if one exists.
- Always maintain a cordial, friendly demeanor.

Learning from the Public

In contacts and communications with various sectors of the public, library administrators hope to receive glowing reports about community members' library experiences. If the response is otherwise—for example, facilities or services are perceived as inadequate, staff as unfriendly and unresponsive, the collection as poorly maintained—then you and the other trustees and library staff should seize the opportunity to put things right.

Public dissatisfaction might cloak ultimate support for expanded funding for library programs and services. The board of trustees might reorient the library's public relations program to convincing community members that their concerns can be addressed by an expanded program and to developing a fundraising campaign.

If staff relations with the community appear to be a problem, discuss this issue with the library director. It may be advisable to launch a staff training program. To plan and carry out such a program, seek assistance from your library system, the state library, and associations such as the ILA and ALA.

Friends of the Library

The Friends of the Libraries, U.S.A., is a membership organization whose mission is to help preserve and strengthen libraries. For more information, go online to the group's Web site at <http://www.folusa.org>.

Local Friends of the Libraries chapters work closely with library staff and trustees to publicize the library's programs and services and to advocate for library support. For these reasons, the board of trustees should codify a policy on using services of Friends of the Libraries and other volunteers. The board should maintain close ties and communications with the local Friends chapter.

Help from Associations

The ALA and ILA occasionally sponsor campaigns to showcase services of public libraries. Visit the Web sites of these organizations to check for such resources.

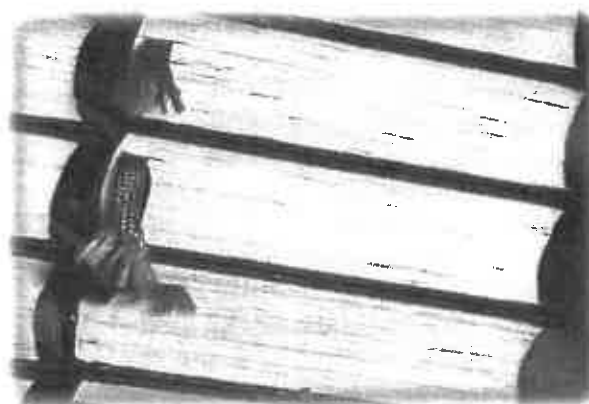
For example, ALA sponsors the Campaign for America's Libraries, known as "@ your library," an ongoing public education campaign to communicate the value

of public libraries and librarians to the public. To find out more, go to the ALA Web site (www.ala.org), click the **Libraries and You** tab, and select **About @ your library**.

Resources

- Buschman, John E. *Dismantling the Public Sphere: Situating and Sustaining Librarianship in the Age of the New Public Philosophy*. Westport, Conn.: Libraries Unlimited, 2003.
- Jones, Patrick. *Running a Successful Library Card Campaign: A How-to-Do-It Manual*, second ed. New York: Neal-Schuman Publishers, 2002.
- Matthews, Joseph R. *Measuring for Results: The Dimensions of Public Library Effectiveness*. Westport, Conn.: Libraries Unlimited, 2003.
- Walters, Suzanne. *Library Marketing That Works!* New York: Neal-Schuman Publishers, 2004.
- Wolfe, Lisa A. *Library Public Relations, Promotions, and Communications: A How-to-Do-It Manual*, second ed. New York: Neal-Schuman Publishers, 2003.

TRUSTEE CONTINUING EDUCATION



If you have read the preceding chapters in this book, you are well aware of the need to hone knowledge and skills in a number of diverse areas to function effectively as a library trustee. During your tenure on the board, you will likely be confronted by changes in the community, technological innovations, and shifting political and cultural currents; keeping yourself up-to-date will pose a considerable challenge. To answer this challenge, you should plan to take advantage of opportunities for continuing education.

Here are a few basic ideas for trustee continuing education.

- Use the chapters of this book to conduct trustee education "classes" on a regular basis.
- Ask the library director to conduct seminars for trustees (and others, as appropriate) on topics such as Intellectual Freedom, Patron Privacy, Collection Maintenance, Library Resources, or Internet Use Policy.
- Visit other libraries in the library system or state and request meetings with the library director and trustees of those libraries; attend board meetings of other libraries.
- Ask an attorney to give a presentation on legal issues related to libraries and library trusteeship.
- Join the American Library Association (ALA) and the Illinois Library Association (ILA). The cost for these memberships are appropriate to pay from the library's budget.
- Attend one or more library workshops or conferences annually.

Budget

Don't overlook trustee continuing education when developing the annual budget. Include funds for trustee memberships in associations, attendance at workshops and conferences, book purchases, and other relevant expenses.

Develop guidelines for trustee and staff continuing education expenses so participants are clear about what expenses will be reimbursed and what documentation is required for accounting purposes.

The remainder of this chapter is a list of resources that may be useful in planning trustee continuing education.

Resources

- Information Resources for Public Library Trustees
An independently maintained list of useful links at <http://web.syr.edu/~jryan/infopro/trustee.html#Guides>
- Illinois State Library/Trustee Information Page (TIP)
Go online to http://www.cyberdriveillinois.com/departments/library/what_we_do/trustee.html
- Various topics offered at the Illinois State Library
Administrative Ready Reference Web page
Go online to http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm
- *Illinois Library Laws & Regulations* (copyright 2004).
Available for purchase, <http://www.ila.org/pub/order.htm>
- *Serving Our Public: Standards for Illinois Public Libraries*, revised edition
At the Administrative Ready Reference Web page, select **Serving Our Public**.
- The American Library Trustee Association (ALTA), an excellent resource for conferences and workshops
Go online to <http://www.ala.org/ala/alta/alta.htm>
- The Illinois Library Association Web site
Go online to <http://www.ila.org/>
- The Illinois Library Systems Web site
Go online to <http://www.illinoislibrarysystems.info/>
- Wright, George B. *Beyond Nominating: A Guide to Gaining and Sustaining Successful Not-For-Profit-Boards*. Portland, Ore.: C3 Publications, 1996.
- Appendix G, "Selected Resources"
- For **Advocacy** topics, see the Resources section at the end of Chapter 12, "Advocacy."

APPENDICES



Appendix A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted by the ALA Council, June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council. Reprinted with permission from the American Library Association.

Interpretations to the Library Bill of Rights and policy guidance regarding intellectual freedom concerns

Over the years, questions have arisen concerning the application of the *Library Bill of Rights* principles to specific library practices. For example, a 1951 Peoria, Illinois, case involving films in the public library required the association to clarify the application of the *Library Bill of Rights* to non-print materials. A recommendation by the Intellectual Freedom and the Audio-Visual Board resulted in the ALA Council's adding an interpretive footnote explaining that the *Library Bill of Rights* applies to all materials and media of communication used or collected by libraries.

To date, the following interpretations have been adopted by the ALA Council and are available at the ALA Web site, www.ala.org/oif:

- Access for Children and Young People to Videotapes and Other Nonprint Formats
- Access to Electronic Information, Services, and Networks
- Access to Library Resources and Services regardless of Gender or Sexual Orientation
- Access to Resources and Services in the School Library Media Program
- Challenged Materials
- Diversity in Collection Development
- Economic Barriers to Information Access
- Evaluating Library Collections
- Exhibit Spaces and Bulletin Boards
- Expurgation of Library Materials
- Free Access to Libraries for Minors
- Intellectual Freedom Principles for Academic Libraries
- Library-Initiated Programs as a Resource
- Meeting Rooms
- Privacy
- Restricted Access to Library Materials
- Statement on Labeling
- The Universal Right to Free Expression

In addition, the ALA provides the following policy guidance regarding intellectual freedom concerns:

- Dealing with Concerns about Library Resources
- Developing a Confidentiality Policy
- Guidelines and Consideration for Developing a Public Library Internet Use Policy
- Guidelines for the Development of Policies and Procedures regarding User Behavior and Library Usage
- Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities
- Policy on Confidentiality of Library Records
- Policy concerning the Confidentiality of Personally Identifiable Information about Library Users
- Policy on Government Intimidation

Appendix B

The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them.

To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of American Publishers.

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Appendix C

Freedom to View Statement

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990.

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Appendix D

Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners — informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted by the ALA Council, February 3, 1999.

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Appendix E

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council, June 28, 1995.

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Appendix F

Ethics Statement for Public Library Trustees

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988, and approval of the amendment by the Board of Directors of the Public Library Association, January 1989.

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Appendix G

Selected Resources

Library Periodicals

ALTA Newsletter. Chicago: Association for Library Trustees and Advocates, free as an ALTA member.

American Libraries. Chicago: American Library Association, free monthly as an ALA member.

Doyle, Robert P. *Illinois Library Today: Libraries Build Community*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/today.htm>.)

_____. *The Internet and Our Children: A Community Partnership*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/internet.htm>.)

_____. *Library Advocacy: Influencing Decision Makers*. Chicago: Illinois Library Association and the American Library Association, 1999. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/advocacy.htm>.)

_____. *Privacy & Confidentiality in Libraries*. Chicago: Illinois Library Association and the American Library Association, 2002. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/privacy.htm>.)

ILA Reporter. Chicago: Illinois Library Association, free bimonthly as an ILA member.

Library Journal. New York: Bowker, semimonthly.

Miller, Ellen G. "Advocacy ABCs for trustees," *American Libraries*, September 2001, pp. 56-59.

_____. "Getting the Most from Your Boards and Advisory Councils," *Library Administration & Management*, Vol. 15 No. 4, Fall 2001, pp. 204-13.

Public Libraries. Chicago: American Library Association, free quarterly as a PLA member.

Non-print materials

Advocacy Now! Videocassette. 16 min. Chicago: American Library Association, 1996.

Building a Successful Team: A Guide to Nonprofit Board Development. 30 min. Washington, D.C.: Board Source, 2001.

Campbell, Sharon and Phillip B. Lenzini, eds. *Administrative Ready Reference: CD-Rom*. Springfield, Ill.: Illinois State Library, 1999.

Illinois Public Library Statistics: CD-Rom. Springfield, Ill.: Illinois State Library, annual.

Meeting the Challenge: An Orientation to Nonprofit Board Service. 35 min. Washington, D.C.: Board Source, 1998.

Organizations

NATIONAL

American Library Association (ALA)

American Library Association, the oldest and largest library association in the world, which includes the Association for Library Trustees and Advocates (supports, encourages, and provides information for trustees of libraries) and the Public Library Association (strengthens public libraries and their contribution to the communities they serve).

American Library Association

50 E. Huron St.

Chicago, IL 60611-2795

phone: (312) 944-6780 or 800-545-2433

fax: (312) 944-3897

<http://www.ala.org>

American Library Association Washington Office

The ALA Washington Office is charged with tracking and influencing policy issues, legislation, and regulations of importance to the library field and the public.

ALA Washington Office

1301 Pennsylvania Ave., NW, Ste. 403

Washington, DC 20004-1701

phone: (202) 628-8410 or 800-941-8478

fax: (202) 628-8419

e-mail: alawash@alawash.org

<http://www.ala.org/washoff/>

Friends of Libraries USA (FOLUSA)

Friends of Libraries USA, a national group which supports and encourages the activities of Friends of Libraries around the nation.

Friends of Libraries USA

1420 Walnut St., #450

Philadelphia, PA 19102

phone: (215) 790-1674 or 800-936-5872

fax: (215) 545-3821

e-mail: folusa@folusa.org

<http://www.folusa.org>

Urban Libraries Council (ULC)

Urban Libraries Council is an association of public libraries in metropolitan areas and the corporations that serve them.

Urban Libraries Council

1603 Orrington Ave., Ste. 1080

Evanston, IL 60201

phone: (847) 866-9999

fax: (847) 866-9989

e-mail: info@urbanlibraries.org

<http://www.urbanlibraries.org>

STATE

Illinois Library Association

Illinois Library Association (ILA) is an independent not-for-profit professional organization dedicated to the advocacy of libraries and the furthering of the library profession through continuing education, relevant publications, marketing activities, and networking opportunities. Established in 1896, ILA encompasses membership ranging from students to trustees to library assistants as well as librarians. It is the third largest state library association in the nation, with members in academic, public, school, government, corporate, and special libraries.

Illinois Library Association

33 West Grand Avenue, Suite 301

Chicago, IL 60610-4306

phone: (312) 644-1896

fax: (312) 644-1899

e-mail: ila@ila.org

<http://www.ila.org>

Illinois State Library

Established in 1839, the Illinois State Library fulfills a twofold mission: to serve as the library for state government officials and employees and to coordinate library services throughout the state.

As the library for state government, the Illinois State Library maintains a collection of more than five million items, with strengths in the areas of government, public policy, transportation, education and other topics of interest to state government. The state library collection includes:

- an extensive maps collection, one of the largest in the country.
- Illinois State government publications. In its Illinois Documents Program, the library catalogs and retains three copies of every Illinois state government publication; one of these copies is archival, non-circulating. Additionally, the library distributes thirty+ copies to other Illinois depository libraries in the state and selected libraries beyond the state's boundaries.
- access to all federal documents, tangible and electronic, that are distributed by the U.S. Government Printing Office. The state library is one of fifty-three regional depository libraries in the country.
- information on patents and trademarks. The Illinois State Library is one of eighty-six Patent and Trademark libraries in the country.
- works by Illinois authors.
- the Talking Book and Braille Service, a division of the Illinois State Library, is a network that consists of the regional in Springfield and five talking book centers that provide a full range of library services specializing in braille and talking books.

State library staff members respond to all types of reference inquiries relating to activities of state government and provide research facilities for on-site use by state employees. All resources of the Illinois State Library are accessible to the citizens of Illinois either through their local library or by visiting the state library in Springfield. The state library participates in the ILLINET Online shared online catalog and OCLC to make its collection available in Illinois and beyond.

Through the Illinois State Library, the Secretary of State/State Librarian awards grants to local and regional library institutions to enhance, improve, and supplement local initiatives. These programs include:

- formula based grants to public libraries, school libraries and library systems;
- competitive grant programs for public library construction and local literacy projects;
- funding for library technology initiatives including computers and related equipment for use in all types of libraries, access to electronic information resources, and support for advanced telecommunications networks and digitization of special library collections; and
- grants of federal funds to local libraries under the Library Services and Technology Act.

Illinois State Library (ISL)

300 S. Second St.
Springfield, IL 62701-1796
phone: (217) 782-2994
phone: 800-665-5576
fax: (217) 785-4326
e-mail: jwilkins@ilsos.net
<http://www.cyberdriveillinois.com/departments/library/home.html>

REGIONAL

Illinois library systems

In August 1965, the Illinois General Assembly established library systems "to encourage the improvement of free public libraries and to encourage cooperation among all types of libraries promoting the sharing of library resources." Today, ten Illinois library systems cover all of Illinois and have built neighborhoods of library cooperation for resource sharing and mutual assistance to carry out this policy. Locally elected boards that represent the diversity of their membership govern library systems and tailor programs to reflect local needs and improve library service. Library systems help save taxpayers money and improve library service to the citizens of the state through numerous cooperative programs. In 2003, the Illinois library systems

- operated shared computer catalogs for more than 1,200 libraries containing information on more than 43 million books, videos, compact discs, etc.;
- traveled more than 2,000,000 miles to deliver materials to library users; and
- offered more than 2,400 continuing education and training events to more than 27,000 participants.

Alliance Library System (ALS)

600 High Point Ln.
East Peoria, IL 61611
phone: (309) 694-9200 or 800-700-4857
fax: (309) 694-9230
Kitty M. Pope, Executive Director, x 2101
e-mail: kpope@alliancelibrarysystem.com
<http://www.alliancelibrarysystem.com>

Chicago Public Library System (CPLS)

400 S. State St.
Chicago, IL 60605-1203
phone: (312) 747-4090
fax: (312) 747-4968
Mary Dempsey, Executive Director
e-mail: mdempsey@chipublib.org
<http://www.chipublib.org>

DuPage Library System (DLS)

127 S. First St.
Geneva, IL 60134-2771
phone: (630) 232-8457
fax: (630) 232-0699
Shirley May Byrnes, Executive Director, x201
e-mail: smbbyrnes@dupagels.lib.il.us
<http://www.dupagels.lib.il.us>

Lewis & Clark Library System (LCLS)

425 Goshen Rd.
Edwardsville, IL 62025-3045
phone: (618) 656-3216 or 800-642-9545
fax: (618) 656-9401
Susan Lucco, Executive Director
e-mail: susanl@lcls.org
<http://www.lcls.lib.il.us>

Lincoln Trail Libraries System (LTLS)

1704 W. Interstate Dr.
Champaign, IL 61822-1068
phone: (217) 352-0047
fax: (217) 352-7153
Jan Ison, Executive Director, x221
e-mail: jison@lincolntail.info
<http://www.lincolntail.info>

Metropolitan Library System (MLS)

125 Tower Dr.
 Burr Ridge, IL 60527-5783
 phone: (630) 734-5000 or 800-310-5509
 fax: (630) 734-5050
 Alice M. Calabrese, Executive Director
 e-mail: calabrese@mls.lib.il.us
<http://www.mls.lib.il.us>

Chicago office

224 S. Michigan Ave., Ste. 400
 Chicago, IL 60604-2501
 phone: (312) 341-8500
 fax: (312) 341-1985
 Alice M. Calabrese, Executive Director
 e-mail: calabrese@mls.lib.il.us
<http://www.mls.lib.il.us>

North Suburban Library System (NSLS)

200 W. Dundee Rd.
 Wheeling, IL 60090-2799
 phone: (847) 459-1300
 fax: (847) 459-0380
 Sarah Ann Long, Executive Director, x7125
 e-mail: slong@nsls.info
<http://www.nsls.info>

Prairie Area Library System (PALS)

Robert McKay, Director

Coal Valley Service Center

220 W. 23rd Ave.
 Coal Valley, IL 61240
 phone: (877) 542-7257
 fax: (309) 799-7916
 e-mail: pals@palsnet.info
<http://www.palsnet.info>

Rockford Service Center

4021 Morsay Dr
 Rockford, IL 61107
 phone: (877) 542-7257
 fax: (815) 229-6843
 e-mail: pals@palsnet.info
<http://www.palsnet.info>

Shorewood Service Center

405 Earl Road
 Shorewood, IL 60431
 phone: (877) 542-7257
 fax: (815) 725-0930
 e-mail: pals@palsnet.info
<http://www.palsnet.info>

Rolling Prairie Library System (RPLS)

345 W. Eldorado St.
 Decatur, IL 62522-2114
 phone: (217) 429-2586
 fax: (217) 428-1852
 Robert Plotzke, Executive Director
 e-mail: bobp@rpls.ws
<http://www.rpls.ws>

Shawnee Library System (ShLS)

607 S. Greenbriar Rd.
 Carterville, IL 62918-1600
 phone: (618) 985-3711 or 800-455-4374
 fax: (618) 985-4211
 Thomas Joe Harris, Executive Director
 e-mail: joe@shawls.lib.il.us
<http://www.shawls.lib.il.us>

Web sites

American Library Association

<http://www.ala.org>

Association for Library Trustees and Advocates

<http://www.ala.org/alta>

Benton Foundation

<http://www.benton.org>

Board Source

<http://www.boardsource.org>

Electronic Frontier Foundation

<http://www.eff.org/>

Every Library in Illinois

<http://eliillinois.org>

Friends of Libraries USA

<http://www.folusa.com>

Illinois Library Association

<http://www.ila.org>

Illinois Library Systems

<http://www.illinoislibrarysystems.info>

Illinois School Library Media Association

<http://www.islma.org/>

Illinois State Library

<http://www.cyberdriveillinois.com/departments/library/home.html>

Illinois State Library/Administrative Ready Reference Menu

http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm

Institute for Museum and Library Services

<http://www.ims.gov/>

Public Library Association

<http://www.pla.org/>

Urban Libraries Council

<http://www.urbanlibraries.org/>

Internet dictionaries, encyclopedias, and other resources

ACQWEB:

<http://acqweb.library.vanderbilt.edu/>

Information Resources for Information Professionals:

<http://web.syr.edu/~jryan/infopro>

ODLIS (Online Dictionary of Library and Information Science):

<http://vax.wcsu.edu/library/odlis.html>

Webopedia: (Computer and Internet Technology site)

<http://webopedia.internet.com>

NOTE

Many issues involving libraries pass through the U.S.

Congress and the Illinois General Assembly each year. For current information including an overview of the legislative session and specific legislation, please go the ILA Web site, <http://www.ila.org/advocacy/index.htm>.