



2020 Legislative Meet-Ups

This series of eight legislative events provides an opportunity to meet with your legislators and speak with them firsthand about issues affecting you and your library. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to attend and participate. Use this opportunity for photo ops with your elected officials to post on your social media or to invite them to visit your library. **Make the most of your Meet-up with these tips from the ILA Advocacy Committee.**

Advance registration is required, so don't wait! If you have questions regarding registration or you're not sure which Meet-up covers your library and legislative district, contact the ILA office at 312-644-1896 or email ila@ila.org.

[Register](#)

[Legislative Issues](#)

Your registration fee includes breakfast or lunch, legislative materials, and program featuring state and federal legislative briefing and library-related priorities and speakers.

Make your voice heard!

Monday, 3 February 2020

West Suburban Library Legislative Lunch

Chicago Marriott Oak Brook
1401 W. 22nd St.
Oak Brook, IL 60523

11:30 a.m. doors open and lunch is available

12:00 noon program begins

2:00 p.m. program concludes

Price: \$45

[West Suburban Legislators](#)

Friday, 7 February 2020

Metro East Library Legislative Breakfast

Sunset Hills Country Club
2525 Illinois 157
Edwardsville, IL 62025

8:00 a.m. doors open and breakfast is available

8:30 a.m. program begins

10:00 a.m. program concludes

Price: \$25

[Metro East Legislators](#)

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Monday, 10 February 2020
Southern Illinois Library Legislative Lunch
Effingham Public Library
200 N. Third Street
Effingham, IL 62401
11:30 a.m. doors open and lunch is available
12:00 noon program begins
1:30 p.m. program concludes
Price: \$25
[Southern Illinois Legislators](#)

Friday, 14 February 2020
Central Illinois Library Legislative Breakfast
Bloomington-Normal Marriott Hotel
201 Broadway Ave.
Normal, IL 61761
8:00 a.m. doors open and breakfast is available
8:30 a.m. program begins
10:00 a.m. program concludes
Price: \$30
[Central Illinois Legislators](#)

[Future ILA Annual Conferences](#)

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#ILAMeetups

Friday, 14 February 2020
Western Illinois Library Legislative Lunch
Galesburg Public Library
40 E. Simmons Street
Galesburg, IL 61401
11:30 a.m. doors open and lunch is available
12:00 noon program begins
1:30 p.m. program concludes
Price: \$25
[Western Illinois Legislators](#)

Monday, 17 February 2020
Presidents' Day Library Legislative Breakfast
Arboretum Club
401 Half Day Rd.
Buffalo Grove, IL 60089
7:45 a.m. doors open and breakfast is available
8:30 a.m. program begins
10:00 a.m. program concludes
Price: \$30
[North Suburban Legislators](#)

Friday, 21 February 2020
South Suburban Library Legislative Breakfast
Tinley Park Public Library
7851 Timber Dr.
Tinley Park, IL 60477
7:45 a.m. doors open and breakfast is available
8:30 a.m. program begins
10:00 a.m. program concludes
Price: \$25
[South Suburban Legislators](#)

Friday, 6 March 2020
Chicago Library Legislative Lunch
Harold Washington Library Center
Winter Garden
400 S State Street
Chicago, IL 60605
11:30 a.m. doors open and lunch is available
12:00 noon program begins
1:30 p.m. program concludes
Price: \$45
[Chicago Legislators](#)



Illinois Library Trustee Forum Workshop
Saturday, March 14, 2020
Chicago Marriott Oak Brook
1401 West 22nd St., Oak Brook

If you are registering someone other than yourself, you must log into their account to register them. Please email ila@ila.org for questions and assistance with registrations or to register a group.

[Register Online](#)

Registration Fees

ILA Member: \$135

Non-Member: \$150

Register one attendee at the full price and each additional attendee from your institution will receive a \$10 registration discount.

Registration includes a full day of programming, a continental breakfast, buffet luncheon, and coffee breaks.

Plan – Implement – Communicate: Building Strategic Planning and Storytelling Capacity for Community Impact

Is your library strategically focused for community impact? Is the Board doing their part to maintain momentum? Are you sharing your success story effectively?

At this session, you'll learn how to develop an achievable strategic plan that's right for your library, not a plan that will sit on a shelf only trotted out once a year for an update. Your Board-led strategic planning process will result in a plan that has strong buy-in from all stakeholders involved and is rooted in community needs.

EVENTS

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With a great plan in place, you'll learn the Board's role in implementation and how aligning updates and reports with plan milestones will upgrade your monthly meetings and create clear understanding about progress towards plan goals.

Finally, you'll see how to connect the plan and implementation to communicate stories of community impact. You'll understand how to use these messages to show value and community transformation.

Through these three steps – plan, implement, and communicate – you'll transform the Board's capacity to effectively guide the library – and community – to an aspirational future.

Past Event Handouts

Agenda

8:00 - 9:00 a.m.	Continental Breakfast and Networking
9:00 - 9:10 a.m.	Welcome and Introductions
9:10 a.m. - Noon	Succession Planning for Trustees Plan – Implement – Communicate: Building Strategic Planning and Storytelling Capacity for Community Impact
Noon - 1:00 p.m.	Luncheon and Forum Business Meeting
1:15 - 1:45 p.m.	Legislative Update Derek Blaida, ILA Legislative Consultant Derek will provide an update on what's going on in Springfield and the status of legislation impacting libraries.
1:45 - 2:00 p.m.	Break
2:00 - 3:00 p.m.	Legal Q&A Julie A. Tappendorf, Equity Partner, Ancel Glink, will answer your questions about legal issues impacting your library.

Workshop Facilitator



Amanda E. Standerfer

Amanda's passion is helping libraries and nonprofit organizations advance so they can create meaningful impact in their communities. Since 2002, Amanda has served as a consultant and facilitator, working with libraries and nonprofits on strategic planning, fundraising, organizational development, and capacity building. Amanda is currently the Director of Development & Promotion for [The Urbana \(IL\) Free Library](#). She's spent half of her career working in philanthropy (as Program Officer

for [The Lumpkin Family Foundation](#) based in Mattoon, IL and as Program Director with the [Southeastern Illinois Community Foundation](#), serving Effingham and Mattoon, IL) and the other half in libraries (as Head of the Adult Division at the [Decatur \(IL\) Public Library](#) and as Director of the [Helen Matthes Library](#) in Effingham, IL). She loves melding her library and philanthropy knowledge – calling herself a “philanthro-brarian.”

Amanda has twice been elected to the Board of the Illinois Library Association (ILA), most recently completing a three-year term in 2016. Amanda holds a B.A. and an M.A. in history from [Eastern Illinois University](#) and an M.S. in library and information science from the [University of Illinois at Urbana-Champaign](#).

Hotel Information

[Chicago Marriott Oak Brook](#)

Single/Double Rate: \$104, plus tax, per night

[Book Online](#) or call 800-228-9290 or 630-573-8555 to make your reservation.

Reservations must be made by Friday, February 21, to receive the workshop rate.

Cancellations must be received in writing before February 28, 2020. Please e-mail your cancellation request to ila@ila.org. Cancellations received before February 28, 2020 will receive a refund and are subject to a \$15 processing fee. No refunds will be given for cancellations received after February 28.

Palatine Public Library District
Administrative Succession/Cross-Training Plan
January 2, 2020

This succession/cross-training plan is designed to ensure the continued effective operation of the organization by making provisions for replacement of key staff members, most notably the Library Executive Director. A succession/cross training plan should identify the critical functions of the Executive Director's job, designate one or more emergency backups for each function, duty or role and prepare the Library for both planned and unplanned vacancies. With this in mind, the following information is provided to assist staff and the Library Board of Trustees in the event of a temporary, but extended, or permanent vacancy for the position of Library Executive Director.

List of Executive Director's Key, Ongoing Tasks

Daily Tasks

- Respond to in-person questions and interactions with staff
- Work on deadline-driven and ongoing projects
- Read relevant journals and online information
- Respond to email and phone messages from staff, patrons, colleagues, and vendors

Weekly Tasks

- Attend scheduled meetings with staff, typically 4 per week; planning, performance evaluation, policy review, operations, collection, problem solving, etc.
- Meet with direct reports individually
- Sign imprest checks as required
- Review progress on system-wide plans, goals and projects
- Assigned shifts as person in charge (PIC)
- Respond to comment forms submitted by patrons

Monthly/Quarterly
Meetings

- POC Board (monthly, 4th Wednesday)
- Palatine Chamber of Commerce Board (third Tuesday of the month) delegated to Marketing Associate Rebecca Cohen
- Hoffman Estates Chamber of Commerce Women Engaged in Business meetings (monthly, 3rd Monday)
- Rotary Club of Palatine (weekly, Tuesday; shared with Melissa Gardner and Andrea Lublink)
- UP Coalition Steering Committee Meetings (monthly, 4th Wednesday) — delegated to Assistant Director Melissa Gardner
- Board of Library Trustees' Policy Committee (monthly, 4th-1st Thursday)

- Regular Meeting of the Board of Library Trustees (monthly, ~~2nd Wednesday~~ 3rd Tuesday)
- Management Team Meeting (monthly 3rd Wednesday)
- ~~Management Team Training (monthly 4th Thursday)~~
- Meet with Library Board president to set agenda for monthly Board meeting

Monthly/Quarterly

Other

- Prepare (with other staff) for the Regular Meeting of the Board of Library Trustees – agenda and packet (including Executive Director’s Report) are typically posted the ~~Friday~~ Tuesday before the Board meeting, the agenda must be posted no later than the ~~Monday~~ 48 hours before the Board meeting
- Prepare reports on specific topics such as ~~reciprocal borrowing~~, services, programs, etc.
- Approve invoices for the monthly warrant
- Review budget reports that have been prepared for the Board
- Attend training and professional development opportunities as relevant
- Network with other ~~L~~library ~~D~~irectors, community agencies, and community members (venues and formats vary)
- Meet with the Library’s affiliate Boards: Foundation (typically monthly) and Friends Board (typically the 5th Wednesday, or quarterly)
- Complete the administrative tasks found in the Board Calendar

Annual

- Update Library’s Strategic Plan documents and monitor implementation process
- Assist with the budget planning process (spring)
- Review and update the Library’s financial and related operational plans
- Assist the Board with revision of the salary schedule as related to the budget planning process (winter)
- Prepare the Budget and Appropriations Ordinance (summer, for posting by mid-August statutory deadline)
- Prepare the Tax Levy Ordinance (fall approval, no later than statutory date in December)
- Participate in activities pertaining to specific sections of and review of the annual Per Capita Grant application (throughout year, due in fall of each year)
- Provide information for and review annual Illinois Public Library Annual Report prior to approval by Board and submission to state
- Review Library’s information for annual Public Library Data Services statistical report
- Oversee annual performance appraisals and salary review process

Mission-Critical Documents located on M drive (Administration)

Access to this drive granted to Executive Director, Assistant Director (Gardner), HR Manager (Schaeffer), Finance Manager (Schwarz) and Administrative Coordinator (~~TBD~~ Nora)

- Current and Archived Policies
- Budget - Working Budget and Budget Category Guidelines

- Freedom of Information (FOIA) Documents, including organization chart
- Special Reserve Fund Plan, current and previous versions
- Bond Fund Plans, (retired)
- Statistics Templates
- Budget and Appropriations Ordinances
- Privacy Audits
- Levy Ordinances
- Technology Plans
- Disaster Plan
- Strategic and Long Range Plans
- Trustee Notebook documents
- Most current appraisal of library buildings and holdings
- Annual financial audits
- Board calendar
- Insurance information
- Miscellaneous Ordinances and Resolutions
- Library Mission Statement
- Renovation plans
- List of Library District Contracts, updated as needed
- Succession Plans
- Tax Exempt letter

Mission-Critical Documents located in file drawers or on shelf, Director's office

- Calendar of Board Actions Required at Specific Times and Appropriation and Levy Timetable (prepared by Library's attorney) (bulletin board)
- Lease North Hoffman Branch, Willow Recreation Center – Hoffman Estates Park District (file)
- Lease Rand Road Branch, Community Resource Center – Northwest Community Healthcare (file)
- Trustee Facts File, current edition (shelf)
- LACONI annual survey (shelf)
- Public Library Data Services annual survey (shelf)
- Library Law publication, current edition (shelf)
- Policy Notebook, print version (shelf)
- Policy Documents (website)
- Copy of annual audit (file)
- Board meeting agenda documents (digitized, paper copies of some agenda docs for past 2 years)

Mission-Critical Documents located elsewhere

- Corporate Seal – Finance Manager, Beth Schwarz
- Employer Identification Number (EIN) - Finance Manager, Beth Schwarz
- Audited financial statements - Finance Manager, Beth Schwarz ~~(also 1 copy in Executive Director's Office on shelf)~~

- Sales-Tax exemption letter - Finance Manager, Beth Schwarz and on M drive
- Blank Checks - Finance Manager, Beth Schwarz
- Donor records - Finance Manager, Beth Schwarz
- Vendor records - Finance Manager, Beth Schwarz
- Volunteer records – Administrative Coordinator, ~~TBD~~Karla Nora
- Employee records – HR Manager, Mary Schaeffer

Critical Relationships and Contacts

- Palatine Opportunity Center Board of Directors (Director, Kathy Millin)
- Palatine Chamber of Commerce Board of Directors (Director, Steve Gaus)
- UP Coalition (Director, Allen Swilley)
- Library Foundation Board (Chair, Ed Kerr)
- Friends of the Palatine Library (~~Co-Chairs~~President, Ann Marquardt and Barb ZimmermannJill Jensen)
- ~~Rotary Club of Palatine (President, Hank Sbotka)~~
- Vendors: list available from Finance Manager
- Auditor (~~George Roach and Associates~~Jamie Wilkey, Lauterbach & Amen)
- Banks: Palatine Bank and Trust
- Attorney (Klein, Thorpe and Jenkins, Dennis Walsh /Tom Melody)
- Financial Advisor (PMA Securities, Robert Lewis)
- ~~SLURP – bimonthly lunch meeting of local library directors (Marilyn Genther, convener)~~
- CCS catalog consortium (Executive Director Rebecca Malinowski)
- RAILS (Executive Director Dee Brennan)

MEDIA CONTACTS

Contact Andrea Lublink, Communications and Marketing Manager, for an updated list of media contacts.

TRAINING PLAN

Each year those staff named below as competent and expected to stand in for the Executive Director will be trained or their competency will be confirmed in each of the duties, responsibilities or roles. Training will include performing named duties concurrent with the Executive Director and, when appropriate, in lieu of the Executive Director with ensuing Executive Director review and input. Developmental goals of those being cross-trained will include mastery or continued competency in those areas of backup and responsibility.

Policy 4 delineates the duties and responsibilities of the Library Executive Director. ~~Two~~eEmployees who are currently (or will be trained to be) competent in fulfilling of such duties in the absence of the Executive Director are listed in bold following each.

4 - Library Administration: Library Executive Director

4-1: Duties and Responsibilities

The Library Executive Director is responsible for the administration of the Palatine Public Library District, in accordance with the laws of the State of Illinois and within the guidelines established by the Board of Trustees. The principal accountabilities are to staff the Library with competent personnel, operate the library to attain the greatest value in user satisfaction from funds available, and to advise the Board on all matters within its area of responsibility.

Duties and responsibilities of the Executive Director include, but are not limited to, the following:

- (1) Carrying out the policies, decisions and plans of the Board.
(Assistant Director Melissa Gardner)
- (2) Preparing all reports pertinent to the Library District and any requested by the Board.
(Assistant Director Melissa Gardner)
- (3) Preparing and implementing the preliminary annual working and appropriation budgets.
(Finance Manager Beth Schwarz and Assistant Director Melissa Gardner)
- (4) Preparation of long term plans to meet the future needs of the District.
(Assistant Director Melissa Gardner)
- (5) Coordination with other governmental agencies, the Friends, and the community.
(Assistant Director Melissa Gardner)
- (6) Supervision of the building and grounds.
(Facilities Manager Gregg Szczesny and Assistant Director Melissa Gardner)
- (7) Supervising selection and purchase of materials.
(Assistant Director Melissa Gardner and Technical Services Manager Kristin Sedivy)
- (8) Responsible for supervision, performance, and evaluation of all personnel.
(HR Manager Mary Schaeffer and Assistant Director Melissa Gardner)
- (9) Attending those professional meetings that may be beneficial to the library district.
(Assistant Director Melissa Gardner)
- (10) Acting as an advisor to the Board on the technical aspects of

library problems.

(will vary by issue at hand, Assistant Director Melissa Gardner to facilitate)

- (11) Authority to hire such other employees as may be necessary, to fix their compensation, and to remove such appointees, subject to approval by the Board.

(Assistant Director Melissa Gardner)

- (12) Ensures that the District complies with all applicable federal, state, and local statutes, ordinances, and regulations.

(Assistant Director Melissa Gardner)

- (13) Attendance at all board meetings except those portions at which the evaluation, appointment, or salary of the Executive Director is to be discussed.

(Assistant Director Melissa Gardner)

- (14) The right to readjust working hours and staff assignments from time to time as the needs of the library may require and to re-assign employees to the branches when necessary.

(HR Manager Mary Schaeffer and Assistant Director Melissa Gardner)

Appendix 4 of the Policy Notebook delineates the duties of the Library Executive Director.

Employees who are currently (or will be trained to be) competent in fulfilling of such duties in the absence of the Executive Director are listed in bold following each.

APPENDIX 4 - The Role of the Executive Director

The Executive Director shall:

1. Recommend new or revised policies.

(Assistant Director Melissa Gardner and relevant Manager)

2. Assist in establishing the annual budget.

(Finance Manager Beth Schwarz and Assistant Director Melissa Gardner)

3. Hire and supervise subordinate staff.

(HR Manager Mary Schaeffer and Assistant Director Melissa Gardner)

4. Assist in goal/objectives development.

(Assistant Director Melissa Gardner)

5. Maintain compliance with Federal and State statutes.

(Assistant Director Melissa Gardner)

6. Promote the services of the library to the community and develop community programs.

(Assistant Director Melissa Gardner and Communications Manager Andrea Lublink)

7. Identify needs of the Library District.

(Assistant Director Melissa Gardner)

8. Administer budget established by Board on use of monies.

(Finance Manager Beth Schwarz and Assistant Director Melissa Gardner)

9. Manage the operation of the Library.

(Facilities Manager Gregg Szczesny and Assistant Director Melissa Gardner)

10. Take responsibility for salary reviews and performance appraisals of each Staff member.

(HR Manager Mary Schaeffer and Assistant Director Melissa Gardner)

11. Recommend changes in salary ranges to the Board for approval.

(HR Manager Mary Schaeffer and Assistant Director Melissa Gardner)

12. Maintain communications with the library community.

(Assistant Director Melissa Gardner and Communications Manager Andrea Lublink)

13. Orient new Board Members.

(Assistant Director Melissa Gardner)