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Announcements

Nominations for the 2008 MLS Awards are now open. The purpose of the MLS awards is to recognize MLS member libraries, trustees, MLS staff, and government officials for their contribution to libraries and/or the field of librarianship. The nine awards will be presented at the MLS Annual Meeting on October 8, 2008. For award descriptions and nomination instructions, visit <http://www.mls.lib.il.us/members/awards.asp>.

The **Director of SWAN Services Search Committee** plans to begin interviewing candidates shortly. Until the new SWAN Director is chosen, Scott Remmenga will act as Interim SWAN Director. It is anticipated that a new director will be selected by September 2008.

MLS invites all member library staff to give input on the **MLS Strategic Plan** by attending a focus group session. One session will be held for each library type, as well as three open meetings for any type to attend.

Friday August 8, 10:00 a.m. – 11:30 a.m., Chicago Open Meeting

Thursday August 14, 12:00 p.m. – 1:00 p.m., School Libraries, Westmont High School

Participants must register on the MLS Calendar of Events at <http://www.mls.lib.il.us/calendar>.

WebJunction Illinois is changing! Find out about the new features in the WebJunction 2.0 that is coming soon. More information can be found at <http://webjunctionworks.org/il/blog/index.php/2008/07/01/new-wjil-0701/>.

MLS extends its heartfelt congratulations to **Dominican University** (<http://www.dom.edu>) on receiving continued accreditation through 2015 for their GSLIS program. Faculty, staff and students and alumni are to be applauded for their continued devotion to the field of librarianship. [\[Permalink\]](#)

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Small Public Library Management Institute 2008

The 15th annual Small Public Library Management Institute (SPLMI) was sponsored by the Illinois State Library and hosted by the University of Illinois at Springfield June 1-6, 2008. This Institute is normally intended for directors of smaller public libraries and directors new to the Illinois library community. However, this year's SPLMI was a reunion year to address more advanced concerns. [[Permalink](#)]

[Read full article](#)

http://www.mls.lib.il.us/ennounce/2008/02_13/splmi2008.asp

Continuing Education Events

Vendor Negotiations, Joanie Olivier, Thursday, August 7, 2008, 9:30 a.m. – 1:30 p.m., Live at [MLS Chicago](#) and Video Conference at [MLS Burr Ridge](#)

[Successful Library Trusteeship](#), David Seleb, Thursday, August 7, 2008, 7:00 p.m. – 8:30 p.m., MLS Burr Ridge

[MS Intermediate Word 2007](#), Richard Flint, Friday, August 15, 2008, 9:30 a.m. – 12:30 p.m., MLS Chicago

[MS Intermediate Excel 2007](#), Richard Flint, Friday, August 22, 2008, 9:30 a.m. – 12:30 p.m., MLS Chicago

[MS Intermediate PowerPoint 2007](#), Richard Flint, Friday, August 29, 2008, 9:30 a.m. – 12:30 p.m., MLS Chicago

For more info and to register, visit the MLS CE Calendar at <http://www.mls.lib.il.us/calendar/>.

[[Permalink](#)]

Grants & Awards

The goal of the National Gardening Association and the Home Depot 2009 **Youth Garden Grants Program** is to help children learn vital life lessons from working in gardens and habitat. Applicants for the grant must plan to garden with at least 15 children (ages 3 to 18). The deadline to apply is November 1, 2008 and funding up to \$1000 will be awarded. Applications and additional information can be found at <http://www.kidsgardening.com/YGG.asp/>.

Through the **Frances Henne/YALSA/VOYA Research Grant Award**, the Young Adult Library Services Association (YALSA) will provide seed money for small-scale projects which will encourage research that responds to the YALSA Research Agenda. The deadline to apply is December 1, 2008 and \$500 will be awarded. Applications and additional information can be found at <http://www.ala.org/ala/yalsa/awardsandgrants/franceshenne.cfm>.

[[Permalink](#)]

Library Law: Wage Garnishment Guidelines For Libraries

Sometimes a library employee experiences serious financial straits from past-due debts, unpaid child support payments, tax levies or other third party obligations. If that happens, then the employing library, library district or library system may be required to respond to a legal process that

requires the Library to withhold monies from the employee's wages and to pay those monies over to the employee's creditor. [[Permalink](#)]

[Read full article](#)

http://www.mls.lib.il.us/ennounce/2008/02_13/librarylaw_07_08.asp.

SWAN: Gale Virtual Reference Library

Eighteen SWAN libraries have subscribed to the Gale Virtual Reference Library (GVRL), giving their patrons access to the 316 bibliographic record subscription in the WebPAC. By clicking on the appropriate link in the bib record, the user is taken to the vendor's corresponding electronic title, downloadable to a personal electronic device.

The GVRL files focus on health, medicine, science, art, history, business, biography and more. SWAN has plans for additional titles in the future. While many libraries provide links to their electronic resources from their web page, integrating these titles into the WebPAC provides greater exposure and use. [[Permalink](#)]

Meet MLS Staff: Kathy Otto

Kathy Otto is the ILL Office Assistant in the MLS Resource Sharing Department. Kathy works full time to facilitate interlibrary loan items coming in from out of state and out of the country, as well as items going to other libraries out of state and country. [[Permalink](#)]

[Read full article](#)

http://www.mls.lib.il.us/ennounce/2008/02_13/mlsstaffkathyotto.asp

Member Spotlight: ISLMA Leadership Conference

Over 50 school librarians, one third from MLS, attended the Illinois School Library Media Association's second annual Leadership Conference on July 16, 2008. This was an opportunity for Media Specialists and School Librarians to meet and share their experiences and learn leadership techniques. [[Permalink](#)]

[Read full article](#)

http://www.mls.lib.il.us/ennounce/2008/02_13/islmasummer2008.asp

Next Issue

The next issue of *MLS E-nnounce* will appear August 6, 2008. [[Permalink](#)]

Small Public Library Management Institute 2008

by Diane Colletti, MLS

The 15th annual Small Public Library Management Institute (SPLMI) was sponsored by the Illinois State Library and hosted by the University of Illinois at Springfield June 1-6, 2008. This weeklong Institute is traditionally intended for directors of smaller public libraries and directors new to the Illinois library community. During the last five years, through evaluations and survey responses, many participants have expressed an interest in a follow-up course or an "advanced" SPLMI. Previously, two very successful "advanced" SPLMIs have been held. In response to this interest, and the recognized need for updating and continuing education, 50 SPLMI graduates had the opportunity to attend the Small Public Library Management Institute again. Because this is an advanced SPLMI, attendance was restricted to only those public library directors who had attended previously.

The focus of this year's event was expertise, and current and future trends in a variety of topics including Core Values, Open Access, the Right to Read and the impact of the library on the community. A key goal of this year's Institute was to assist public library administrators in providing better service to the constituents they serve. In addition, the Institute offers extensive opportunities for networking, teambuilding, and informal discussions that are considered vital components of the schedule.

http://www.cyberdriveillinois.com/departments/library/whats_new/2008splmi.html

Patricia Norris, Associate Director/Library Development Group at the Illinois State Library and a "founding Mother" of SPLMI offered more information on this program and why ISL is providing an "advanced" version.

Colletti: Why "advanced"? What is the benefit to returning or revisiting SPLMI?

Norris: It's demand driven. In fact there were people that would have been attending for the third time, but could not come due to the fifty person limit. Librarians are encouraged to come back, and priority is given to people coming to advanced SPLMI for first time. Within the current schedule this format will be set up about every five years.

Colletti: What was the original goal?

Norris: Take your administrative knowledge of libraries to the next step. Focus on a different theme, and within these there are tracks and the whole day is spent exploring that theme. An example of this was addressing best practices for customer service throughout the day with speakers providing different insights into the theme.

Colletti: What are the future plans?

Norris: The committee will decide, and next year the Institute will go back to "regular" SPLMI. Many applied who had never been before, so the State Library already has a number of requests for seats for next year.

Colletti: How does someone apply to SPLMI?

Norris: An announcement will be made in E-news at the ISL isl-announce@ISLemail.org in late winter/early spring for applications. SPLMI is regularly held during the first week of June, but be sure to check the ISL website to confirm the dates at http://www.cyberdriveillinois.com/departments/library/whats_new/home.html.

Colletti: How does someone become a presenter? How can someone join the SPLMI planning committee?

Norris: To be a presenter, or assist in planning for SPLMI, contact Pat Norris pnorris@ilsos.net with your specialization and your interest in organizing some of next year's program.

Colletti: If you attend SPLMI should you also go to the Institute for School and Public Librarians held at Bradley University in Peoria?

Norris: These are totally different – definitely do both, these Institutes are equally respected and appreciated for the experience they provide to librarians. The goal is to combine school and public librarians, providing different levels of information. Participants do not have to be library directors, the topics presented include programming

for youth services, weeding, collection development, policy development and more.

SPLMI has drawn many librarians from the Chicago metropolitan area who have loved it. The experience is not limited to rural librarians, but offers a much broader perspective on the field of librarianship. Directors who have been at their job for fifteen years have commented that this was the best educational event they had attended.

This insight from Pat Norris was echoed by Mary Tuuyschaevers, Director of the Acorn P.L. and an attendee at both this year's and last year's SPLMI programs.

" Wow! What a fantastic experience. We all learned a great deal of new "Stuff". SPLMI centered primarily on Customer Service, but also included Legal Issues, Library Finance and Budgeting, Long-Range Planning, and Security Issues: all of which are part of Excellent Customer Service in one way or another. The food, presenters, and all our co-conspirators were Great! Getting "Green" was also very important and popular. We received a listing of websites to help us along the way to make our libraries more earth friendly. Another great session gave pointers on being a Great Director. One is not ever a Great Director, but always striving, primarily because new innovations, laws, and procedures occur all the time. It's important to have a sense of humor, too. I highly recommend any of the SPLMI workshops. If you haven't attended, do put it on your list of things to do."

Published **July 23, 2008** in vol. 2, iss. 13 [[View](#)]



Library Law: Wage Garnishment Guidelines for Libraries

By Gerard E. Dempsey and Janet N. Petsche

Sometimes a library employee experiences serious financial straits from past-due debts, unpaid child support payments, tax levies or other third party obligations. If that happens, then the employing library, library district or library system (hereinafter referred to as the "Library") may be required to respond to a legal process that requires the Library to withhold monies from the employee's wages and to pay those monies over to the employee's creditor.

This two-part article discusses the legal background and gives guidelines for the Library to follow when served with a wage garnishment issued by an Illinois state court¹.

Illinois Wage Deductions

In Illinois, a wage garnishment is, technically, a "wage deduction order" because the creditor is trying to get the Library to deduct a certain percentage of wages from the employee's paycheck and to have that amount sent to the creditor. Generally, the court issues a wage deduction if the employee fails to pay a court judgment, for example, for payment of consumer goods (such as furniture or a credit card bill.)

Wage Deduction Procedure

A wage deduction order is not issued until after the creditor has obtained a court judgment against the employee. Then the creditor can file with the Court Clerk a document called a "**wage deduction affidavit**." In that affidavit, the creditor states his belief that the debtor-employee's employer -- that is, the Library -- owes wages to the employee. The creditor also certifies that before filing the affidavit he mailed a "**wage deduction notice**" to the debtor-employee at the employee's last known address. That address must also be stated in the affidavit.

The wage deduction notice sent to the debtor-employee must identify the court case and inform the employee that the creditor has started a wage garnishment proceeding in the Circuit Court to force the Library to deduct a portion of the employee's wages, state the date and time the matter is to be heard in court, explain the federal and Illinois limits on the amount of wages that may be deducted by the Library, give the statutory formula for determining the amount of wages that lawfully can be deducted and the amount of wages that are exempt from deduction, and advise the employee of his right to request a court hearing to dispute the wage deduction.

If the employee questions the creditor's right to garnish his or her wages, the employee's only recourse is to go to court to present his or her position. The Library has no right or duty to assert any defense claimed by the employee. The employee must provide his or her own legal counsel to defend against the garnishment. The Library's only duty and obligation is to obey any court-issued wage deduction order and to provide the court with answers to written questions from the creditor regarding the wages owed to the employee -- within a time period ordered by the court. The Sheriff will deliver the written questions (called "**Interrogatories**") to the Library with a summons stating when the Interrogatories must be filed with the Court. The summons also sets forth the date the garnishment will be heard by the court.

The Interrogatories are designed to enable the creditor to determine how much wages the Library owes the employee over a stated period of time, and to determine the proper amount of wages that the Library can be required to withhold from the employee.

The summons to the Library also includes information about the judgment against the employee, setting forth the date and amount of the judgment, the court costs that the employee is required to pay, the interest due from the employee, plus any credits due to the employee because of payments made by or on behalf of the employee, and stating the net balance due to the creditor. A copy of the wage deduction notice is also supposed accompany the summons.

Generally, the court date on which the garnishment will be heard is 21 to 40 days after the summons has been served on the Library. Upon its receipt of the summons, the Library is required to answer the interrogatories in writing and under oath (if required), file them with the circuit court, and to mail or deliver a copy of its answers to the creditor and to the employee, via first class mail or by hand delivery. The Library may ask its attorney to contact the attorney named in the summons to waive any Appearance and attendance by the Library at any garnishment hearings -- based upon the Library's production of the answers to the Interrogatories in a timely manner.

In addition, after the summons and Interrogatories are served on the Library, the Library must pay the employee the amount of the employee's "exempt" wages (to be defined in Part 2 of this article), but must withhold, subject to issuance of an order from the circuit court, the amount of non-exempt wages due or which may later come due during the period of the wage deduction.

Generally, the wage deduction will stay in place until the employee's judgment debt is fully paid off. Of course, the Library cannot withhold more than the amount due on the judgment against the employee.

On the court date stated in the summons, the court typically enters a written order that the Library must turn over to the creditor the non-exempt wages that the Library has been withholding pursuant to the summons.

The law provides that no deduction order may be entered in favor of the creditor unless the wage deduction affidavit certifies that a copy of the wage deduction notice has been mailed to the debtor-employee and the Library's answers to the Interrogatories state the amount of non-exempt wages that the Library has withheld.

Next month's article will deal with other aspects of the garnishment procedure, including an explanation of the difference between "exempt" and "non-exempt" wages and the actions taken by the court if a Library fails to timely answer the court's summons.

Gerard Dempsey and Janet Petsche are partners with the law firm of Klein, Thorpe & Jenkins, Ltd. which is an Illinois law firm with offices in the Civic Opera Building at 20 North Wacker Drive in Chicago and at 15010 S. Ravinia, Orland Park. The firm concentrates in the representation of local libraries, Library districts and Library systems, as well as other local governmental units.

1. See 735 ILCS 5/12-801 *et seq.*

Published **July 23, 2008** in vol. 2, iss. 13 [[View](#)]



MLS Staff: Kathy Otto - One of the “Go To” Girls

by Jeannie Dilger-Hill, MLS

Kathy Otto is the ILL (Interlibrary Loan) Office Assistant in the MLS Resource Sharing Department. Kathy works full time to facilitate interlibrary loan items coming in from out of state and out of the country, as well as items going to other libraries out of state and country.

Kathy interacts with members quite often, answering calls regarding ILL items.

- Confused about how to send items?
- Want to renew an OCLC item?
- Have questions about getting something from out of state?

Kathy and her coworkers are the ones to call! Contact Resource Sharing at (630) 734-5160 or metroill@mls.lib.il.us.

Her boss and her coworkers are the best part of her job, according to Kathy. Resource Sharing is a close-knit team, and that makes work fun. “There’s always something to get excited about, especially if you love to read and you get to handle all those books. So many books come into our department, it’s like Christmas every day!

Interlibrary loan is particularly interesting. It’s exciting when something comes in from Alaska, Australia, or Holland, says Kathy. “I try to be as careful as possible with our members’ material, especially audio-visual items.” CDs and DVDs always go out in boxes, for instance. “I was here maybe a month, and a book came in that was published in 1748. I couldn’t believe someone would actually send that, and they trusted us to take care of their material.”

The best part is when she hears back from libraries, both locally and out of state. Recently, she was speaking with a woman from Denver Public Library, who said we are their “go to” people. That was great to hear.

Kathy, who has an LTA certificate, and a B.A. in liberal arts, and has worked at MLS for two years. Previously, she worked at Summit Public Library, first as the Head of Children’s Services for six years, then as the Head of Circulation for three years. Before that, Kathy worked at Argo High School in Summit. She started out in library work by volunteering at her childrens’ grade school.

Kathy and her husband have been married forty years. They have five children and six grandchildren.

Five Things You Might Not Know About Kathy

- She and her husband are very involved in their church.
- She likes to read, and also to write (short pieces, essays).
- She loves computer games. Right now, her favorite is Zuma.
- She loves trivia.
- Her hobby is genealogy.

Published **July 23, 2008** in vol. 2, iss. 13 [[View](#)]



Member Spotlight: ISLMA Leadership Conference

by Diane Colletti, MLS

Over 50 ISLMA members, with one third from MLS, attended the Illinois School Library Media Association's second annual Leadership Conference on July 16, 2008. This opportunity for Media Specialists and School Librarians to meet and share their experiences and learn leadership techniques was invaluable. The day was packed with tools and ideas, from the first "ice breaker" that made everyone consider different approaches to what we do automatically, to the "speed leadership" hour where we quickly learned about the Illinois library alphabet soup of organizations. Explanations of who MLS is and what we do, as well as ISL (Illinois State Library), the Monarch award, and twenty others were provided to librarians new and old in three minute intervals by seasoned professionals.

The Leadership Conference's goal is to develop ISLMA members for leadership roles in the organization, in their library systems, and in their schools. In addition they are preparing members to share the ISLMA Strategic Plan for 2008-2013. Within the ISLMA Strategic Plan are the following goals:

- To increase awareness of the importance of school library media specialists in the education process.
- Increase active membership in ISLMA.
- Enhance avenues of communication.
- Provide responsive professional development for a diverse membership.
- Promote collaboration.

These were identified through surveying the membership and discovering the changes that were occurring in school libraries throughout the state. They found that school districts had reduced funding, and that there was a reduction in the numbers of certified school librarians, with fewer colleges and universities offering certification programs to train the new generation. Another discovery was the clear need for advocacy at the state, local and school levels, and call for collaboration with legislators, administrators and educators.

Becky Robinson, past President of ISLMA was emphatic about the value of the conference: "The future of any organization is based on its newer members. ISLMA appreciates our experienced leadership and realizes the importance of ushering in new leaders from school libraries all over the state. They are tomorrow's leaders! That is what this Leadership Conference is all about!" stated Becky.

Becky along with the president elect, Randee Hudson, and the current president, Jane Sharka, provide leadership and enthusiasm within ISLMA, and mentor future members to advance the association's goals.

ISLMA's mission is:

To promote life-long learning by the students of Illinois, ISLMA will provide leadership and support for the development, promotion, and improvement of the school library media profession and programs in Illinois. The association's goals, which can also be found at http://www.islma.org/about_islma.htm are:

- **GOAL I:** Promote efforts to ensure that every student has intellectual access to information in all formats and a broad range of ideas in an atmosphere of free inquiry, ethical use, and confidentiality.
- **GOAL II:** Provide leadership to initiate and sustain collaborative planning and teaching which integrates information literacy into the curriculum.
- **GOAL III:** Support the professional development and personal achievement of school library media personnel.
- **GOAL IV:** Promote the library media professional and the value of school library media programs in the learning process in the educational community, library community, and the community as a whole.
- **GOAL V:** Maintain a viable and responsive organization for quality Illinois school library media programs.

Formed on March 3, 1988 when a group of school library media professionals known as The Friends of School Libraries met and presented a proposal for formal organization. ISLMA also became an affiliate of the American Association of School Librarians (AASL) with voting status, began a membership campaign, and planned and executed a major conference.

Hosting their Annual conference this November 6-8, 2008 at the Sheraton Chicago Northwest in Arlington Heights, the theme will be "Invest in Futures". Follow this link <http://www.islma.org/conference08.htm> to register for the Annual Conference. At this event ISLMA will recognize leaders past and present, and encourage members to explore best practices and novel ways to serve librarians, students and teachers.

To join ISLMA, visit <http://www.islma.org/membership.htm>.



MLS and Chicago Public School librarians at ISLMA conference.



All attendees at ISLMA conference.

Published **July 23, 2008** in vol. 2, iss. 13 [[View](#)]

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