Illinois Heartland Library System

Application for Public Library Membership

Completion of this Membership Application is required for membership.

Please submit this documentation to:

> Ellen Popit
> Illinois Heartland Library System
> 1840 Innovation Drive, Suite 106
> Carbondale, IL 62903
> E-Mail: epopit@illinoisheartland.org

Directory Information

Library Name: Potomac Public Library District

Mailing Address: 110 E. State Street, P.O. Box 171

City: Potomac   Zip Code: 61865

County (Counties): Vermilion

Library Phone Number (with Area Code): 217-987-6457   Ext.: _____

Library FAX number (with Area Code): N/A

Library URL: Facebook page Potomac Public Library, Illinois

Library Director: _____

Name: Elizabeth Osborn

Job Title: Library Director

E-Mail: potomacpubliclibrary@gmail.com

Phone (with Area Code):   217-987-6457   Ext.: _____

Library Profile

Library Staff: In order to be eligible for system membership, a library must have at least one employee who works a minimum of 15 hours per week as the librarian

Staff person identified as the librarian: _Elizabeth Osborn _____

Hours worked per week: 20: 15 at Potomac Library, 5 at Potomac Grade School library

Hours of Operation of the Library: _____

Day	Open	Close
Monday	1 p.m.	6 p.m.
Tuesday		
Wednesday	1 p.m.	6 p.m.
Thursday	1 p.m.	6 p.m.
Friday		
Saturday		
Sunday		

Total Number of hours per week the library is open and staffed: 15

Bibliographic Access: In order to be eligible for system membership, a library must have a bibliographically organized collection of library materials. The collection must have permanent financial support, be accessible centrally, and occupy identifiable quarters in one principal location. These requirements can be met through contractual services provided by another library.

Holdings

Books (Number of volumes): _____

Periodical titles (paper or microform only): _____

Audio-Visual titles: _____

Other: _____

Is your library an OCLC member? ☐ Yes   ☒ No If yes, OCLC symbol: _____

Does your library have an online catalog of library materials or an online patron access catalog (OPAC)? ☐ Yes   ☒ No

If yes, which software program or automation vendor do you use? _____

If no, do you have plans to implement an online catalog or OPAC? ☒ Yes   ☐ No

If yes, which software program or automation vendor are you thinking of using: <u>Through Heartland/SHARE</u>

Approximate date of installation: <u>July 1, 2019   </u>

Are your bibliographic records in MARC format? ☐ Yes ☒   No

If none of the above, explain how your collection is organized: _Dewey decimal: fiction/nonfiction/children/young adult/adult/media sections

Does your library have an Internet connection? ☒ Yes ☐ No

This library complies with the ILLINET Interlibrary Loan Code: ☒ Yes   ☐ No

Supplemental Documentation: Please include the following with your application:

- A complete listing of Board Members. This list should include the names, addresses, phone numbers and e-mail addresses. Please indicate the term of office for each board member and identify the officers.
- A copy of the budget adopted by the library board
- A copy of the by-laws adopted by the Board of Directors
- A schedule of board meetings for the current calendar year, including date/time/location for each meeting.

In addition, we would like to see a schedule for the board to review compliance with the following specific Illinois statutes that can be found online and in the Illinois Library Laws & Rules.

30 ILCS 235/	Investment of Public Funds (Administrative Ready Reference/Ordinance Section) http://www.cyberdriveillinois.com/departments/library/ARR/finances/investment_funds.html
5 ILCS 120	Open Meetings Act (page 60, Illinois Library Laws and Rules) Note: Each board member must provide proof that they have completed the Open Meetings Training that is available at: http://foia.ilattorneygeneral.net. New board members must complete training within 90 days of taking their position.
5 ILCS 430	Ethics Act: (http://www.ag.state.il.us/government/ethics_ordinance.html)
75 ILCS 5/3-5	Levy and Collection of taxes; disposition of proceeds (page 6, Illinois Library Laws and Rules)

75 ILCS 5/4-4   Library law, vacancies (page 8, Illinois Library Laws and Rules)

75 ILCS 5/4-6   Oath of Office (page 9, Illinois Library Laws and Rules, a sample oath may be found at:

.

in the Policy Model---Board of Trustees Section)

75 ILCS 5/4-7   Powers and Duties (Page 9, Illinois Library Laws and Rules)

75 ILCS 5/4-7.1   Additional Powers and Duties (Page 10, Illinois Library Laws and Rules)

75 ILCS 5/4-7.2   Selection and Use of Library Materials (page 11, Illinois Library Laws and Rules)

75 ILCS 5/4-9   Municipalities of 500,000 or less; bond of custodian of fund (page 11, Illinois Library Laws and Rules)

75 ILCS 5/4-10   Annual Report (Page 11, Illinois Library Laws and Rules)

Person completing this form:

Name: Sharita Forrest

Title: Vice President, Board of Trustees

Date: Oct. 28, 2018