

CLIFTON PUBLIC LIBRARY BOARD MEETING

1/10/2024

1. Welcome

2. ROLL CALL:

Board Members: Sarah Faulkner, Julie Kolosky, Carol Leclaire, Liz Wauthier, and Vicky Shell were present at the 1/10/2024 Clifton Library Board meeting, called to order at 7:02 pm. Tia Varns, Head Library Clerk, and John Caspary, Loman Ray, were also present.

3. REVIEW CPL BOND/INSURANCE:

John Caspary presented information for bond/insurance for the library. Liability package, \$750.00, Workers Comp \$424.00, for a total of \$1174.00. Discussion was held after John left the meeting. Carol made a motion with a second by Julie to accept the proposal. Motion was approved.

4. SECRETARY'S REPORT:

Minutes from the November 08, 2023, meeting were reviewed. A motion was made to approve the minutes by Julie, seconded by Carole. Minutes were approved.

5. TREASURER'S REPORT:

November 30, 2023	December 31, 2023
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Checking - \$6,510.43	\$4,375.18
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Savings - \$64,520.56	\$64,528.78
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CD - \$14,542.29	\$14,667.55
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Cash Drawer \$50.00	\$50.00
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Carol made a motion to approve the treasurers report, seconded by Liz. Motion carried.

6. BILLS AND INVOICES:

November \$49.00 renew Consumer Reports magazine

December \$14.45 and Staples rewards for USB drive and water bottles for future programs

January \$28.00 The Advocate renewal for 2024

The Advocate \$22.80 publish meeting dates for 2024 not billed yet.

Postage \$4.43 reimbursed for postage for book incorrectly sent to CPL and should have gone to New Jersey.

Carol made a motion to approve the bills, seconded by Liz. Motion carried.

7. Communications:

Illinois Heartland Library System newsletter sent out via email prior to meeting.

8. Unfinished Business:

Village Board Meeting: Nothing at this time.

9. Head Library Clerk Evaluation – Executive Session:

Motion to begin execution session at 7:30pm. Motion to end executive session at 7:39pm.

10. New Business:

Library Report – Tia Varns

Reviewed policy manual revisions.

New ideas for programs:

February 9th – Valentine Craft and Snacks

March – Movie night for teens – Spiderman movie.

Annual Village Report – Completed and turned in to the Village.

Motion to approve the Library Report by Carol, seconded by Sara, all approved.

Carol and Liz will look further into the Bookholders and other ideas for IDNR grant.

11. Adjournment:

Meeting adjourned at 8:18 pm, moved to adjourn by Julie, seconded by Liz. Approved. The next meeting is February 14, 2024, at 7:00pm.

Respectfully submitted, Vicky Shell, President

**CLIFTON PUBLIC LIBRARY BOARD MEETING
PROPOSED AGENDA FOR 2/14/2024
7:00 PM**

- 1. WELCOME**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
- 4. TREASURER'S REPORT**
- 5. BILLS AND INVOICES**
- 6. COMMUNICATIONS – Illinois Heartland Library System**
- 7. UNFINISHED BUSINESS**
 - A. Village Board Meeting**
- 8. NEW BUSINESS**
 - A. LIBRARY REPORT – Tia Varns**
- 9. ADJOURNMENT**
 - A. Next Tentative Meeting Date March 13, 2024**

IHLS Upcoming Events

Looking for continuing education, networking, or membership events?
Here's what's coming up in the next few weeks!

[Explore All Upcoming Events](#)

FEATURED EVENT:



LAST CHANCE!

#IHLS MEMBER DAY 2024
FEB. 8, 2024 ♥ VIRTUAL

Live Sessions ♥ Session Recordings
Games ♥ Prizes ♥ PDH for Schools

REGISTER BY FEB. 5



LIBRARIES
THE HEART OF THE COMMUNITY
IHLS MEMBER DAY 2024



2/15, 2/22, 2/29, 3/7

IHLS Directors Chat

Time: 1–2 p.m.

Format: Live Text Chat

Description: Library directors and branch leaders across central and southern Illinois get together most Thursdays for this text-based chat.

Open to: IHLS-member staff in leadership roles (directors, associate directors, district librarians, head librarians)

Cost: Free

Registration Deadline: At least 15 minutes before the chat begins, but registration by the Tuesday before is requested in case of cancellations. Forgot to register? Join us anyway!

[Register for Directors Chat](#)



2/13

SLATE Data Dashboard Demonstration

Time: 4 p.m.

Format: Livestream

Description: See a demonstration of the new School Library Data Dashboard project, SLATE.

Available to: IHLS-member school libraries, all staff levels

Cost: Free

Registration Deadlines: Preferred: two days before the event. Final: 3:15 p.m. day of event.

Presented with Reaching Across Illinois Library System

[Register for the SLATE Dashboard Demo](#)



Ongoing

**** JUST LAUNCHED! ****

iLEAD Trustee Learning Courses

Time / Format: On-Demand

Description: Your Illinois public library trustees are government officials who serve as the eyes, ears, and even the heart of the community in matters about the library. Yet, trustees often need more preparation for the job. The new iLEAD trustee learning portal was created to break down the Illinois statutes for public trustees. The current modules provide resources and best practices on topics like the Open Meeting Act, policies and procedures, bylaws, roles and responsibilities, and working with the Library Director. Learning topics are divided into self-led modules and completed asynchronously when convenient for trustees' schedules. All user accounts will be eligible for annual renewal in September at no charge. New topics related to finance, planning, and community engagement will be added in early fall.

Open to: All Illinois public library trustees statewide

Cost: Free

Registration Deadline: Rolling

[Learn More and Enroll in iLEAD](#)



2/8

IHLS Member Day 2024

Libraries: The Heart of the Community

Time: 8–4:30 p.m.

Format: Livestream / Recordings

Description: Our biggest continuing education event of the year! A full day of continuing education, created especially for the members of IHLS.

Cost:

- **IHLS Member Standard Ticket** — FREE
- **RAILS/CPL Member Standard Ticket** — \$15

Registration: Required by Monday 2/5

[Register for Member Day.](#)



2/15

Parts, Volumes, and Issues: Exploring Serials Cataloging

An Online with the CMC Webinar

Time: 10–11 a.m.

Format: Livestream / Recording

Description: Online with the CMC is a free monthly cataloging webinar—this month about serials cataloging.

Available to: All system-member libraries statewide, all staff levels

Cost: Free

Registration Deadline: At least 15 minutes before the webinar begins

1. [Register for
Parts, Volumes, and Issues](#)

CMC cataloging services and trainings are free to all library workers in Illinois thanks to a grant awarded by the Illinois State Library, a Department of the Office of the Secretary of State, using funds



3/7

Solar Science for Librarians

Time: 10 a.m.

Format: In Person

Locations: IHLS–Carbondale

Description: The Illinois State Library, in collaboration with Star Net and SEAL (Solar Eclipse Activities for Libraries), presents Solar Science for Librarians.

Available to: Public Libraries Statewide

Cost: Free

Registration Deadline: 3/7

[Register for
Solar Science for Librarians](#)



3/7

Extra Credit!

School Librarian Networking

Time: 3:30–4:30 p.m.

Format: Livestream

Description: A new monthly networking opportunity for school librarians!

Available to: IHLS-member school libraries, all staff levels

Cost: Free

Registration Deadlines: Preferred: two days before the event. Final: 3:15 p.m. day of event.

[Register for Extra Credit!](#)



Gallagher

Ongoing

2024 Sexual Harassment Prevention Training

Time / Format: On-Demand

Description: Every employer with employees working in the State of Illinois is required to provide employees with annual sexual harassment prevention training that complies with Section 2-109 of the Illinois Human Rights Act. This self-paced module fulfills this requirement, and **your entire staff can take it.**

Open to: IHLS-member libraries, all staff levels

Cost: Free for IHLS-Member Libraries

Registration Deadline: Rolling

Presented by Gallagher Risk Control.

[Register for the 2024 Sexual Harassment
Prevention Training](#)



FOR SHARE MEMBERS

2/7, 2/13, 2/22, 2/26, 2/27, 2/28

SHARE Trainings

Cataloging and Circulation Trainings

Time: Varies

Format: Livestream / Recording

Open to: SHARE members, all levels

Cost: Free for SHARE-member libraries

Registration Deadline: Varies

[View Upcoming Trainings from SHARE](#)

Explore All IHLS Events



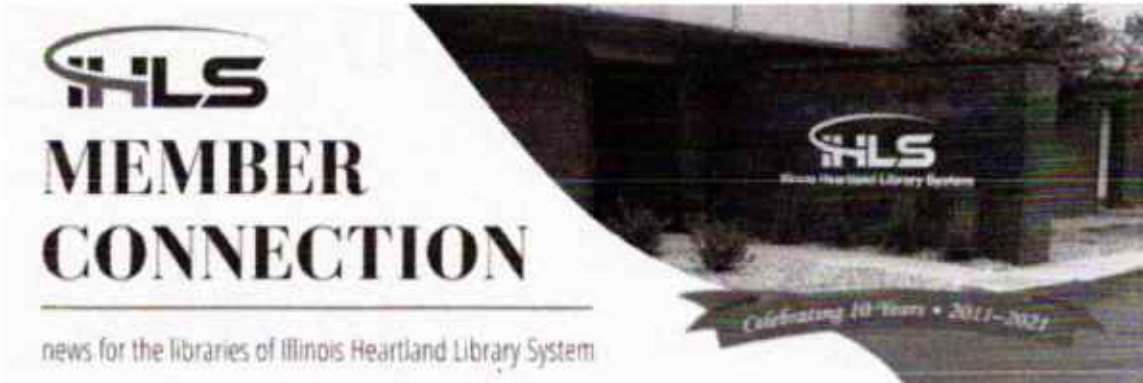
Forward to a Colleague

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[Unsubscribe on accident](#) | [Subscribe](#)



Jan. 17, 2024



IHLS is Looking for Library Leaders

Nominate Yourself to Join the IHLS FY2025 Board of Directors

Applications Due: Feb. 15

Are you looking to share your love of libraries and represent the needs of your community? Bring your skills and experience to the Illinois Heartland Library System (IHLS) Board of Directors and have an impact on the quality of library service in central and southern Illinois.

[Learn More & Nominate Yourself](#)

[Let us know about a great candidate](#)

Jump To:

- [IHLS is Looking for Library Leaders](#)
- [Annual Certification & ILLINET Traffic Survey](#)
- [Directors' University 2.0](#)
- [Apply for the ARSL Leadership Institute](#)
- [RAILS & CPL Members Invited to Register for IHLS Member Day!](#)
- [School Library Data Dashboard Intro](#)
- [Human Resources](#)
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- [Partnerships](#)
- [More Continuing Education](#)
- [Conferences](#)
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- [IHLS Events](#)
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Annual Certification & ILLINET Traffic Survey

Due March 31!

As the **deadline for annual certification and the ILLINET traffic survey** rapidly approaches, we want to thank all of our members who have already completed this critical task!

If you still need to finish your certification and survey, [reach out to our membership staff for help](#). Completion is necessary to retain system membership. On our website, you can also find an updated guide.

[See Our Certification & Survey Guide](#)



Connect with
Illinois library
colleagues and
IHLS on LinkedIn!

WELCOME!

Welcome to the following
new library directors:

Kimberly Fox
Librarian, Bismarck-
Henning Elementary
School

Directors' University 2.0

April 9–11, 2024

Oglesby, IL

Registration Deadline: Feb. 12

Cost: \$150*

During **Directors University (DU)**, new library directors are brought together to learn the basic work of a library director. **DU 2.0 is the next level of knowledge.** Fifty attendees will dive deeper into topics such as budgeting, capital improvements, grant writing, succession planning, and leadership.

**Materials, lodging, and meals are covered by the registration fee and support from the Illinois State Library using funds provided by the IMLS under the Library Services and Technology Act (LSTA).*

[Find Out More About DU 2.0](#)

Apply for the ARSL Leadership Institute

Deadline: Feb. 21, 2024, 5 p.m.

The Association for Rural and Small Libraries Leadership Institute is a grant-funded pilot program seeking timely, relevant leadership development opportunities for rural and small library workers.

Have questions about applying? Join ARSL for an [Application Webinar](#) at noon on **Jan. 24**.

[Learn More About the Institute](#)



#19-ILS Member Day 2024

LeighAnn White

Librarian, Nashville High School

Robert Edwards

Director, Atwood-Hammond Public Library District

*Did we miss you? **Let us know**, and we'll put you in our next newsletter!*

IHLS Events



Each First Thursday of the Month

Online; 3:30–4:30 p.m.

NEW! Join us at Extra Credit, our virtual networking session for **school librarians**. Attendees earn **one hour of PDH!**

Extra Credit sessions are not recorded.

[Register for Extra Credit](#)



RAILS & CPL Members Invited to Register for IHLS Member Day!

Deadline: Feb. 7, 2024

Cost (RAILS & CPL Members): \$15

Cost (IHLS Members): FREE

Member Day is Illinois Heartland Library System's biggest continuing education and networking event of the year! IHLS Member Day started as an annual day of member appreciation, and it has developed into a full one-day conference of learning opportunities, Professional Development Hours, and games and prizes.

Register for Member Day



Invite a RAILS or CPL Colleague

School Library Data Dashboard Intro

Feb. 13, 4–5 p.m.

One hour of PDH is available for this session!

Join IHLS Schools Liaison Leah Gregory and RAILS Data Specialist Janette Derucki for an online info session on the School Library Advocacy Through Education (SLATE) project and its new data dashboard. You've been contributing data for this project for two years; now it's time to see how to access and use the data for advocacy!

Registration is requested by **Friday, Feb. 9.**

If you have questions about this session, please contact Leah Gregory at lgregory@illinoisheartland.org or [618.619.2069](tel:618.619.2069).

Register for the Data Info Session

Human Resources

Each Third Thursday of the Month

Online & in Person

10–11 a.m.

Join us in person at rolling locations or online for CE from a guest speaker discussing relevant topics in the library community.

Join us Jan. 18, 2024, online only!



Each Third Thursday of the Month

Online & in Person

11 a.m.–Noon

Come join our Members Matter meetings to stay updated on the latest news and connect with peers. Attend in person at rotating locations for optimal networking opportunities!

Register for Both Events

IHLS LIBRARY DIRECTORS' CHAT

Thursdays 1–2 p.m.*

*except each third Thursday



Putting Out The Fire: Preventing and Managing Burnout

A Library HR Webinar by Uprise Health

Monday, Jan. 22, 10 a.m.

Up to **two-thirds of American employees** experience some degree of burnout, which impacts productivity, morale, and the financial bottom line. Join us for this **webinar by Uprise Health** to learn how to **recognize the signs of burnout and learn strategies to manage stress.**

*Organized by IHLS
and led by the experts at Uprise Health*

[Register for Putting Out The Fire](#)

More in the Library HR Series

Presented by HR Source

Cost: \$10/event or \$25/person for three sessions*

If you manage other staff, you won't want to miss this! IHLS's go-to resource for HR training and assessment, HR Source, is offering this webinar designed to help participants recruit, train, and retain staff. All system members and staff are invited.

- [Legal Issues for Illinois Employers](#)
March 11, 10 a.m.
- [Effective Performance Reviews](#)
April 22, 10 a.m.
- [Navigating HR Ethics](#)
May 20, 10 a.m.

[View All Library HR Webinars](#)

Next Chats:

Jan. 25; Feb. 1, 22, 29

Make sure you're subscribed to our "IHLS Networking, Special Interest Groups, and Social Hours" emails to receive the weekly links.

[Review My Email](#)

[Subscriptions](#)

[View All IHLS Events](#)

Grants



AASL – Innovative Reading Grant

Deadline: Feb. 1, 2024

This grant supports a unique and innovative program for K-9th grade that encourages reading, especially for struggling readers.

EBSCO Information Services – Library Staff Development Award

Deadline: Feb. 1, 2024

This annual award is given to a library organization whose application

View all of IHLS's upcoming events on our website at www.illinoisheartland.org/events.



Illinois Heartland Library System is looking for a new team member! We have the following position currently available within our organization:

- Courier — Full-Time; Carbondale Hub

We offer a competitive benefits package and a great work-life balance that is part of our company culture.

[View the IHLS & Library Job Board](#)

Relevant Law Updates

Are You Ready for PA 103-0100?

The Illinois State Library **has just issued guidance** on complying with the new PA 103-0100 (formerly HB 2789), which took **effect Jan. 1, 2024**. All **public and public school libraries** must **prove** their compliance to receive **any state grant**—including the Per Capita and Equalization Aid Grant and the School Library District Grant.

demonstrates the greatest merit for a staff development program.

Snapdragon Book Foundation

Deadline: Feb. 11, 2024

This grant provides funds to improve school libraries for disadvantaged children at public, private, and experimental schools.

UPCOMING GRANT DEADLINES

Jan. 19, 2024

ArtsHERE Grants

Jan. 28, 2024

Will Eisner Graphic Novel Grants for Libraries

Feb. 1, 2024

McCusker Professional Development Grant
AASL – Innovative Reading Grant
EBSCO – Library Staff Development Award

Feb. 11, 2024

Snapdragon Book Foundation

Feb. 23, 2024

Stephen T. Riedner Grant for Life Enhancing Library Programs for People Living with Dementia

We've created a page to walk you through completing this crucial step! Check out the page to learn more and see library-type-specific instructional videos.

[View Our Grants Database](#)

[Learn How to Prepare for PA 103-0100](#)

**** NEW! ****

School Library Guidance Now Available!

We've just added a **video to help school libraries** ensure they're in compliance. **Don't let the School District Library Grant deadline sneak up on you!** Find more info on our page and see IHLS Schools Liaison Leah Gregory's instructional video!

[See the Guidance for Schools](#)

Delivery Updates



System-wide notifications will be sent to all subscribers. Applicable service provider message rates apply. To unsubscribe from text alerts, text STOP to 84483.

Want Delivery Alerts by Email?

Designate yourself or your staff members as a **System Delivery Contact** in your L2 Profile. [Here's how.](#)

[Signup for Delivery Email Alerts](#)

IHLS Delivery 'Unidentified Items' List, 'Transit Slip' Recently Updated

Are you missing an item that went through IHLS Delivery? The **Unidentified Items list** has been updated and is in the Delivery Resources section of the Delivery webpages.

Our **IHLS Transit Slip** was also recently updated to make it faster for librarians to complete. Are you using the most recent version*? Find this and other resources on the [Delivery Resources](#) page.

**only applicable to those not using printed receipt printers*

[Find Delivery Resources](#)

Advocacy



Fight Censorship by Joining a Regional Response Team

Are you passionate about intellectual freedom and the freedom to read? IHLS and other Illinois library support organizations are still **seeking volunteers** for a **network of regional response teams to assist libraries facing censorship**. We particularly need volunteers in southern Illinois!

Volunteers will receive basic training on intellectual freedom and related issues. Choose from activities like helping write letters, attending board meetings, advising staff, researching challenged materials, and more!

Fill out this [form](#) to express interest.

Cataloging Maintenance Center



Cataloging Maintenance Center Announces 2023–2024 Webinars

Learn the nuances of cataloging and collection discoverability in 20 minutes when you attend the Cataloging Maintenance Center's *Online with the CMC*. These brief webinars cover a different cataloging special topic each month. A 40-minute Q&A session follows each presentation.

Parts, Volumes, and Issues: Exploring Serials Cataloging
Feb. 15, 2024

Collected Moments: Creating Bibliographic Records for
Personal Collections and Scrapbooks
March. 14, 2024

AI and the Library World
April 11, 2024

Getting Serious About Series
May 9, 2024

Explore Webinars

Asynchronous Cataloging Courses

For seasoned librarians interested in exploring new avenues in metadata, and those looking to learn the fundamentals of cataloging, the Cataloging Maintenance Center provides more in-depth cataloging training for library workers across the state of Illinois. **Courses are asynchronous and free to all Illinois library workers!**

Focus on World Language Cataloging
March 11–24, 2024

Focus on Cataloging CDs
April 8–21, 2024

Subject Analysis
May 20–June 30, 2024

Cataloging Basics
July 8– Aug. 18, 2024

Explore Courses

Partnerships



Telling Libraries' Stories of Impact on Communities

Latest additions to the *My Library Is...* blog:

- [My Library Is... Giving Away Books](#)
- [My Library is... LiteZilla Lights Up Lisle Library District](#)
- [My Library is... Designed for Its Users](#)

Think you have an idea for a topic or know a writer for the [My Library Is... blog](#)? [Contact Us](#).

Supported by IHLS through staff participation and promotion

More Continuing Education

Free Third-Party Webinars

Selected & Upcoming

[Providing Mental Health Information at Your Library](#)

Jan. 18, 12 p.m.

[Introduction to Fundraising Planning](#)

Jan. 23, 1 p.m.

[A Thematic Session on Diversity, Equity, and Inclusion: Evidence from the Microdata](#)

Jan. 31, 12 p.m.

[Making Digital Services More Accessible](#)

Jan. 31, 1 p.m.

Find more on our website with our monthly
Library Learning Roundup!

See the January Roundup

*Have suggestions, ideas, or questions about Continuing
Education? Contact **Kate Kite, Continuing
Education Coordinator Liaison, 618.474.9948.***

Conferences

 **IHLS Member Day 2024**

Libraries – The Heart of the Community

Feb. 8, 2024

Reaching Forward South

Apr. 23, 2024

Reaching Forward North

May 10, 2024

Library Collaboration Opportunities

**Help Us Understand Libraries' Role
During Times of Crisis**
Participate in Our Survey

IHLS is **encouraging our libraries to participate** in a survey investigating how libraries partner with emergency response organizations during crises. This survey is part of Libraries as Partners for Emergency Preparedness and Response in Times of Crisis, a grant-funded project by the Institute of Museum and Library Services to increase understanding of libraries' role in emergencies.

To learn more, visit the project website or email us.

Co-host a Virtual Author Event

Cost: \$275 Per Library

Highland Park Public Library is looking into hosting a virtual event with former US Congressman [Adam Kinzinger](#) to discuss his [new book](#). The event would be held via Zoom, with a fee of \$275 per library. There are potential dates in January, February, or March.

Interested libraries should email [Beth Keller](#).

Is Your Library Doing Sustainability Programming?

Laura Barnes at UIUC Illinois Sustainable Technology Center and Christine Poreba at Oak Park PL are writing an *ILA Reporter* article about **sustainability programming in Illinois libraries**. They are looking for examples of libraries doing programming or ongoing community projects related to the topic.

Please [email](#) or [phone](#) examples or questions to **Laura Barnes** by **Jan. 20, 2024**.

Quick Links

[Illinois Heartland Library System](#) | [Cataloging Maintenance Center](#) | [SHARE Consortium](#) | [SHARE Help Desk](#) | [Library Directory & Learning Calendar \(L2\)](#) | [Illinois State Library](#) | [Illinois Library Association](#)

Have News to Share?

Share your organization's news with IHLS and you may see it in a future newsletter!
Send submissions to communications@illinoisheartland.org.



Illinois Heartland Library System
IMAGINING TOMORROW - DELIVERING POSSIBILITIES TODAY

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