

**CLIFTON PUBLIC LIBRARY BOARD MEETING
PROPOSED AGENDA FOR 6/9/2021
7:00PM**

- 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 - Lori Lamping**

ADJOURNMENT

- B. Next Tentative Meeting Date August 11, 2021**

CLIFTON PUBLIC LIBRARY BOARD MEETING
5/12/2021

1. Welcome

2. ROLL CALL:

Board Members: Vicky Shell, Carol LeClaire, Nicole Brough, and Sara Faulkner were present at the 5/12/2021 Clifton Library Board meeting. Lori Lamping, head Library Clerk was also present.

3. Election of Officers: Nominations for President: Vicky Shell was nominated by Carol; all approved. Nomination for Vice President/Program Coordinator: Sara Faulkner was nominated by Vicky; all approved. Nomination for Secretary: Nicole Brough was nominated by Sara; all approved. Nomination for Treasurer: Julie Kolosky was nominated by Vicky; all approved.

4. SECRETARY'S REPORT:

Meeting minutes from April 2021 meeting were reviewed. A motion was made to approve the minutes by Carol, seconded by Nicole, minutes approved.

5. TREASURER'S REPORT:

Checking:

April 2021 \$1,322.47

Savings:

April 2021 \$61,579.69

CD:

April 2021 \$14,235.24

Cash Drawer:

April 2021 \$50

Motion to approve the report by: Nicole, seconded by Carol, all approved.

6. BILLS AND INVOICES:

Advocate (scheduled mtgs): \$13.20

Advocate (treasury report): \$33.00

IREAD Summer Reading: \$61.65

Oriental Trading (Summer Reading Program): \$63.92

Demco (due date slips): \$40.23 with credit of \$22.10

Staples (toner): \$201.89

RAILS Overdrive: \$150.00

Total: \$508.69 (with credit)

Motion to approve the bills by Carol, seconded by Sara, all approved

7. Communications:

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

8. Unfinished Business:

Village Board Meeting: Nothing to report

9. New Business:

Library Report

Colors in the Park – Summer reading program Kick-off, May 21st from 2-4pm, Library will be closed during that time.

Summer Reading Program – June 21st-July 16th.

Discussion about Mask mandate in the Library – With state update will leave it up to patrons on what they are comfortable with. Can wear a mask if that is what patrons feel comfortable doing.

Library Directors are voting on the new Solis App

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

10. Adjournment:

Meeting adjourned at 7:47pm, moved to adjourn by Nicole, seconded by Carol. The next meeting is June 9, 2021 at 7pm.

Respectfully submitted, Sara Faulkner

CLIFTON PUBLIC LIBRARY
 NUMBERS YOU NEED TO KNOW 2021-2022
 Fiscal Year 05/01 to 04/30

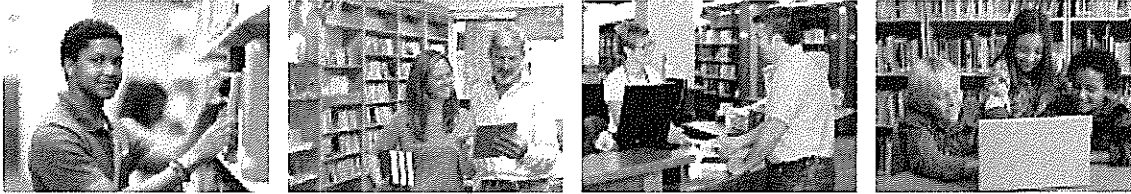
LIBRARY BOARD MEMBERS		
Nicole Brough (Dan) Vice President/Program Coordinator Nicbrough79@gmail.com 160 West Fourth Avenue, PO Box 395 Clifton, IL 60927	(04/2027) 6y	Phone: 815-922-3080
Sara Faulkner (Jay) Faulkner570@comcast.net 375 West Lincoln Clifton, IL 60927	(04/2023) 6y	Cell: 815-791-4222
Julie Kolosky (Joe) Treasurer Jdjmk10@gmail.com 360 North Fourth Street Clifton, IL 60927	(04/2023) 6y	Phone: 815-325-2171
Carol Le Claire (Jerry) Carolleclaire54@gmail.com 395 West Lincoln Clifton, IL 60927	(04/2025) 6y	Cell: 815-954-9006
Vicky Shell (Bob) President vshell62@gmail.com 465 Wilson Drive, PO Box 466 Clifton, IL 60927	(04/2023) 6y	Phone: 815-694-2866

Lorie Lamping Phone: 815-694-3084 Head Librarian Cell: 815-666-4622 mllamping1958@comcast.net 220 Hendron Avenue, PO Box 97 Clifton, IL 60927	Tia Varna Phone: 815-644-1622 Library Clerk (Part-time) PO Box 80 Ashkum, IL 60911	
Dea Weisenbeck Phone: 815-844-9615 Library Clerk (Part-time) 220 East Fourth Avenue, PO Box 198 Clifton, IL 60927	Sarah Lamping Phone: 815-666-0388 Library Clerk (Part-time) 220 Hendron Avenue Clifton, IL 60927	
Clifton Public Library Website – www.cliftonpubliclibil.org		

Clifton Public Library 150 East Fourth Avenue PO Box 452 Clifton, IL 60927	Phone: 815-694-2069 Fax: 815-694-2069	TAX EXEMPT #: E988-9684-04 FEIN #: 37-1361466
Illinois Heartland Library System Locations: Champaign	Carbondale	Main line Edwardsville 6725 Goshen Road Edwardsville, IL 62025 Phone: 618-656-3216
Phone: 217-352-0047	Phone: 618-985-3711	
Ackman, Marek, Meyer & Boyd, Ltd – 815-933-6681 The Kankakee Daily Journal – 815-937-3300		



Member CONNECTION



Connecting **LIBRARIES & COMMUNITIES** in Central & Southern Illinois

June 2, 2021

Meet the Newest Staff Members of Illinois Heartland Library System!



Deborah Morris - Cataloger

Deborah Morris comes to Illinois Heartland Library System after several years as a former Assistant Music Librarian and Music Cataloger in an academic library. Her beginnings in library work extend to her elementary school days when she assisted in the school library. While studying music in the preparatory department at the Eastman School of Music, she discovered the Sibley Music Library, a library with only music materials in it. A work study job during her undergraduate years and more library work as a graduate student sealed her destiny as a music cataloger and now she is very happy to be here with Illinois Heartland Library System, working in the Cataloging Maintenance Center.



Danielle Beasley - Communications Coordinator

Danielle Beasley joins Illinois Heartland Library System as the new Communications Coordinator. Danielle worked as an adult services librarian and the marketing manager for three years at a public library prior to joining IHLS. She holds a master's in Library and Information Science. Danielle will assist IHLS with their bi-weekly newsletter, social media

accounts, publication of grant opportunities and vendor discounts, and help to develop and advance the IHLS integrated marketing communication strategy. She is thrilled to be a part of the IHLS team.

IHLS TO AUCTION SURPLUS VEHICLES

Open to IHLS Members, Library Systems, and Illinois State Library

Opens: Wednesday, June 9, at noon

Closes: Wednesday, June 16, at noon

The minimum bids will be set at 75% of the Kelley Blue Book value. All vehicles are being sold as-is, and no warranty is given or implied. Vehicles purchased during this special auction are for library, library system, and state library use only (not for personal use).

[View Details and Vehicle List](#)

Public Libraries: Submit Your Non-Resident Card Program and Fee Status for FY2022

DEADLINE: JUNE 30, 2021

Each year, the Illinois State Library asks trustees of public libraries to determine whether or not their libraries will sell non-resident cards and, if so, what fees will be charged. For FY2022, all IHLS-member public libraries should submit their library's Non-Resident Program participation status and associated fees by the end of each preceding fiscal year. [Here's how to submit your library's Non-Resident Program participation status and fee information survey.](#)

Vendor Discounts

Comics Plus

Brodart is partnering with LibraryPass to bring digital graphic content to libraries—through Comics Plus®. Now you can cater to

WELCOME!

Welcome to these new directors:

- Leslie Starasta, Lincoln Christian University
- Heather Mitchell, Benton High School

IHLS LIBRARY DIRECTORS' CHAT

Thursdays 1-2 p.m.

Next Chats:
June 3 & 10

[Registration Requested](#)

You must be logged in to L2 for access to the links.

[Directors' Chat transcript archive](#)

Upcoming Grant Deadlines

June 28

- IMLS American Rescue Plan

July 21

- NASA@ My Library

Find these grants and more on the [IHLS Grants Page](#).

your graphic-loving patrons by offering a unique tool for accessing a vast range of digital titles, spanning comics, graphic novels, and manga.

[LEARN MORE](#)

LibraryAware

LibraryAware helps libraries connect with readers and keep them engaged. Use templates and tools to create newsletters, bookmarks, shelf talkers, flyers, social and digital displays, and more for promoting books and resources throughout the library and beyond.

[LEARN MORE](#)

Signup Open for Swank Movie Licensing for Public Libraries through IHLS Group Purchase

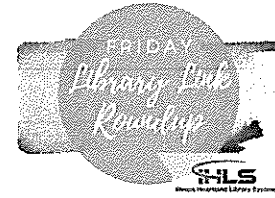
Includes over 120 outdoor film screening options through 2021

Sign up deadline is June 18, 2021

Swank Movie Licensing provides public libraries and certain other institutions with the licensing needed to legally show films from the major Hollywood studios in their buildings to engage and entertain patrons. For 2021, there is also an exception to the license to show some films outdoors on library property!

By signing up for Swank Movie Licensing through this partnership with IHLS, your library will receive a discounted rate, giving you the best value in movie licensing and the ability to expand film programming for patrons.

[LEARN MORE](#)



May Library Link Roundup

In this Library Link Roundup, check out the most circulated comics, reads for Asian American Pacific Islander Heritage Month, the pros and cons of libraries on TikTok, life and funding during the pandemic, and more.

[View May Roundup](#)

Continuing Education



Cataloging Maintenance Center

In-Depth Cataloging Courses

Register for the Cataloging Maintenance Center's additional courses through L2

Subject Analysis

July 12-August 22

Registration is open now until July 5, 2021 and the course is capped at 35 students. [Register here.](#)

RDA Book Training

September 13-October 24

Registration is open now until September 6, 2021 and the course is capped at 30 students. [Register here.](#)

RDA for Audio and Video Recordings

November 8-December 19

Registration is open now until November 1, 2021 and the course is capped at 25 students. It is recommended that students take RDA Book Training first. [Register here.](#)

Join IHLS and HR Source for the Final Library Human Resources Webinar Series Event

IHLS has partnered with the human resource experts at HR Source to bring IHLS members a series of webinars on important HR topics. Join us on June 17 from 10 to 11:30 a.m. for the final session of 2021:

Critical Conversations:

Conducting Effective One-on-Ones

Managers and supervisors are busy. So, when employees are doing their job, it's easy to forget to take the time to let them know that they've done a good job. On the other hand, nobody likes to have those "difficult" conversations with employees to let them know that they're not quite cutting it! In this session, we'll go through the steps of conducting one-on-ones and performance feedback discussions while addressing the supervisor's responsibilities.

HR Source sessions typically cost up to \$250, but these webinars are only \$10 for IHLS-member libraries. Each session is limited to

60 participants. [Learn more and register.](#)

Additional Continuing Education & Networking Opportunities

Telling the Library Story to Increase Public Support

June 3, 1 p.m.

Passive-Aggressive Behavior: Sources and Solutions for Library Workspaces

June 17, 1 p.m.

Library Ethics: Earning Trust and Respect during Difficult Times

June 22, 1 p.m.

ALA Annual Conference & Exhibition

event June 23-29, registration is still open!

ALA Members who have been furloughed, laid off, or have had hours reduced can register at no cost

ILA Library Trustee Forum Board Meeting

June 5, 10 a.m. to noon

[LEARN MORE AND REGISTER](#)

Other Library News



Welcome to the Following New Explore More Illinois Participants!

- Bement Public Library District
- Benton Public Library District
- Edwardsville Public Library
- Hartford Public Library District
- Kitchell Memorial Library
- Lincoln Public Library District
- Mahomet Public Library District

- Petersburg Public Library
- Sidell District Library
- Carlinville Public Library
- Martinsville Public Library District

Explore More Illinois allows cardholders from participating IHLS and RAILS public libraries to reserve free and discounted admission, parking, and gift store purchases from cultural attractions in Illinois, including museums, cultural centers, zoos, aquariums, gardens, historical societies, park districts, and more. Learn more on **the Explore More Illinois website** or by **emailing Jessica Barnes**.

My Library Is...

Telling libraries' stories of impact on our communities
Recent additions to the *My Library Is...* blog:

- **Discovering Books** (6/01/2021)
- **In Search of a Plan** (5/26/2021)
- **Sparks Podcast Episode 32: Gerber/Hart Library & Archives** (5/20/2021)
- **What Does It Mean to Be a Library Marketer?** (5/18/2021)
- **and lots more**

IHLS and RAILS are looking for more central and southern Illinois library stories from all library types! How has your library positively affected your community? **Share your story on the My Library Is... website** using your L2 credentials to log in, or contact **IHLS Marketing Coordinator Shandi Greve Penrod** to learn more. All levels of staff at all types and sizes of libraries are encouraged to contribute, so share this idea with your enthusiastic writers.



Your guide
through
the courts

Illinois Court Help

Illinois Courts Launch Personalized Information Service for All Court Users

Illinois Court Help is a new, free service from the Illinois Courts that connects people to the information they need to go to court. People can call or text 833.411.1121 to connect with a trained court guide who can provide specific answers to questions about the court process, like how to e-file court documents and how to appear in court by phone or video.

You can recommend Illinois Court Help to library patrons who are trying to represent themselves in a court case. This new service provides accurate answers and step-by-step guidance by phone or text so people can get help wherever they are in Illinois.

Court users will also be able to access plain language forms that can be used in any Illinois court. While Illinois Court Help will not provide legal advice, guides will refer people to legal aid and other community services that can help them solve their problem.

Initial hours of operation are 10 a.m. to 2 p.m. Monday through Friday with expanded hours to come over the next few months.

Visit ILCourthelp.gov to find more information.

New Report Examines Changes to Copyright Law for Sound Recordings

Significant updates have been made to American copyright law governing music licensing and sound recordings, and these changes carry implications for libraries and archives across the country, as detailed in a new report published today by the National Recording Preservation Board of the Library of Congress.

[Learn more and read the report.](#)

Library of Congress Announces Literary Series Programs for June 2021

The Library of Congress continues its series of online literary events with programs featuring author Paul Hendrickson, whose biography on Frank Lloyd Wright was created through extensive use of the Library's collections, and Nobel Prize in Literature winner Mario Vargas Llosa in conversation with Edith Grossman, his Spanish-to-English translator.

[Learn more.](#)

Joint Library Programming Group

Message

A number of libraries have been working on creating the Illinois Joint Library Programming Group which will provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. This group is still in the early stages of planning, but you can [learn more about their goals online](#).

The Illinois Joint Library Programming Group is seeking feedback from interested libraries. Please consider participating in their survey so they can learn more about what you are looking for in a group that offers regular, high quality virtual programming.

Library administration and any staff that offers programming is encouraged to [fill out this survey](#). Multiple surveys for libraries are acceptable. It will take roughly 3-5 minutes to complete.

Those that fill out the survey will be added to a list. This list will be used to keep everyone up to date on what is happening with this group's joint library programming efforts.

If you have any questions, contact:

jointlibraryprogrammingil@gmail.com

Joint Library Programming Steering Committee Members:

- **Jennifer Czajka**, Arlington Heights Memorial Library
- **Kate Hall**, Northbrook Public Library
- **Arielle Raybuck**, Northbrook Public Library
- **Kate Niehoff**, Schaumburg Township District Library
- **Amy Koester**, Skokie Public Library
- **Fidencio Marbella**, Westchester Public Library

Needing Human Resources Support?

Become a SHRM Member (Society for Human Resources Management)

Rely on SHRM for tools, resources, news, and experts to save time and help you excel in your day-to-day role.

Compliance Resources

Stay compliant with federal, state, and local regulations through policy updates and how-to guides.

Tools & Samples

Save time with thousands of customizable templates, job descriptions, policies, toolkits, and forms.

Ask an Advisor Service

Call, chat, or e-mail SHRM's certified HR Knowledge Advisors for guidance on your most pressing HR questions.

View the [FAQS](#).

Quick Links

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



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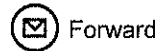
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Forward

IHLS TO AUCTION SURPLUS VEHICLES

Opens: Wednesday, June 9, at Noon

Closes: Wednesday, June 16, at Noon

Auction Open to IHLS Libraries, Library Systems,
and Illinois State Library

All vehicles are being sold as-is, and no warranty is given or implied. **Vehicles purchased during this special auction are for library, library system, and state library use only (not for personal use).**

Vehicles Up for Auction

- 2016 Ford Transit 350 HR – cargo van
- 2017 Ford Transit T-150 – cargo van
- 2015 Ford F350 – box truck, exhaust system repair needed
- 2004 Dodge Caravan – silver minivan
- 2013 Ford E250 Econoline – cargo van
- 2017 Ford Transit T-150 – cargo van, engine replacement needed
- 2001 Dodge Caravan – blue minivan

Photos, mileage, and additional information on each vehicle will be viewable on the IHLS Delivery Surplus Vehicles auction page starting Wednesday, June 2.

[View Full Announcement](#)

Want to change how you receive these emails?

You can [update your subscriptions](#) or [unsubscribe from ****all** IHLS/SHARE/CMC lists**](#)

Quick Links

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

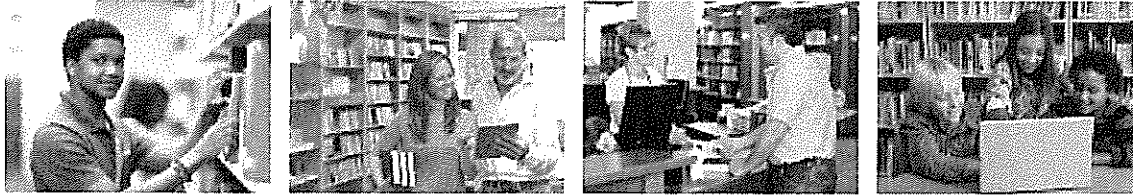


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Member CONNECTION



Connecting **LIBRARIES & COMMUNITIES** in Central & Southern Illinois

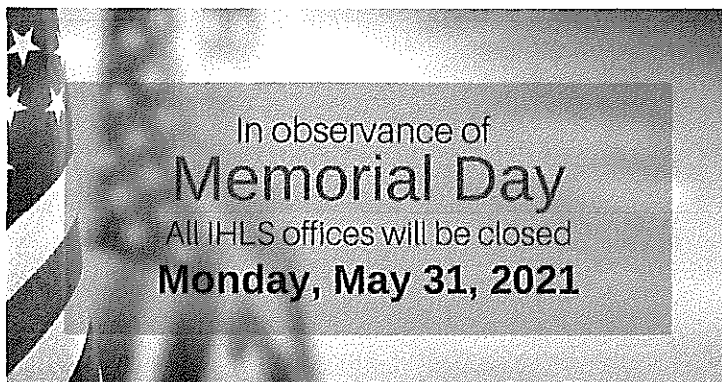
May 19, 2021

Feedback Requested by 11:59 p.m. Monday, May 24, 2021

FY2022 Proposed Budget & Operational Plan Available for Member Comment

Before our final submission of the FY2022 Budget, Budget Narrative, and Operational Plan to the IHLS Board of Directors and the Illinois State Library, we'd like to hear from you. Please take a few minutes to look over the draft FY2022 Operational Plan and the draft FY2022 Budget and Budget Narrative and let us know what you think.

COMMENT ON BUDGET & OP PLAN



WELCOME!

Welcome to these new directors:

- **Rosemary Baxter**, Metropolis Public Library
- **Sherri Eddings**, Blue Ridge Public Library
- **Veronika Bradley**, Sallie Logan Public Library
- **Nancy Olson**, Lincoln Christian University

**First Day of Delivery for School Year
2021-2022**

The first day of delivery for the 2021-2022 school year will be the week of **August 23, 2021**. If your school needs to adjust this date, please contact your hub manager to work out a schedule that will work better for you.

Remember, if your students return items after the final pick up on May 14, 2021, you can return them to any local public library.

If your school will be conducting summer sessions and you would like delivery, please contact your hub manager so a schedule can be set up.

Feel free to contact your hub manager with any questions concerning your school delivery service.

- Champaign (ZCH)
 - Linda Kates, 217.318.5352
- Carbondale (ZCA) and Edwardsville (ZED)
 - Linda Petty, 618.474.9828

Have a safe and fun summer!

New Library Human Resources Webinars with HR Source

brought to you by IHLS

IHLS has partnered with the human resource experts at HR Source to bring IHLS members a series of webinars on important HR topics:

May 20 - Conflict Management

June 17 - Critical Conversations: Conducting Effective One-on-Ones

HR Source sessions typically cost up to \$250, but these webinars are only \$10 for IHLS-member libraries. Each session is limited to 60 participants. Check out the session descriptions and register on the IHLS website.

[VIEW SESSIONS & REGISTER](#)

Current SHARE consortium members: It's time for annual renewals!

IHLS LIBRARY DIRECTORS' CHAT

Thursdays 1-2 p.m.

Next Chats:
May 20 & 27

[Registration Requested](#)

You must be logged in to L2 for access to the links.

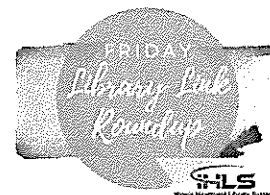
[Directors' Chat transcript archive](#)

Upcoming Grant Deadlines

June 1

- Diversity Research Grant

Find these grants and more on the [IHLS Grants Page](#).



May Library Link Roundup

In this Library Link Roundup, check out the most circulated comics, reads for Asian American Pacific Islander Heritage Month, the pros and cons of libraries on TikTok, life and funding during the pandemic,

The SHARE Annual Agreements for FY2022, including renewal for the SHARE cloudLibrary, have been sent electronically. If you did not receive your SHARE Annual Agreement or you need a paper copy mailed, please contact [Cassandra Thompson](#).

and more.

[View May Roundup](#)

Looking to add e-resources to your SHARE membership?

Participation in the SHARE cloudLibrary gives your community members access to over 73,000 ebooks and e-audiobooks, downloadable instantly through the SHARE catalog and the bibliotheca cloudLibrary app. To learn more, visit the [SHARE E-Resources page](#) or contact [Lesley Zavediuk](#).

The CMC Catalogs: Fractional Money of the Civil War

Did you know the CMC catalogers have the ability to catalog many different types of materials? For instance, they recently cataloged a specific type of currency that was created and used during the Civil War for Dixon Public Library's Lincoln collection.

[LEARN MORE](#)



Standalone Libraries: Looking to join a group e-resources collection?

Join eRead Illinois for the July 1 year and receive up to two months FREE

Whether eRead Illinois is your library's only source of ebooks or an additional source, participation provides your library's community with access to a shared collection of over 54,000 e-books and e-audiobooks through Axis 360.

Right now, libraries that sign up for the membership year starting July 1 can get access to the eRead Axis 360 collection in May and June 2021 for no additional cost—that's two extra months of access for your patrons *at no additional cost to your library*.

[LEARN MORE](#)

Current eRead Illinois Members: It's time to renew!

Watch your mailbox for eRead Illinois renewal instructions. Or, go to the [eRead Illinois](#) website, log in with your L2 account information, and fill out the form to complete your renewal. For more information about the program, go to [ereadillinois.com](#)

IPLAR 2020-2021 Survey to be Completed within 60 Days of Fiscal Year End

The fiscal year 2020-21 Illinois Public Library Annual Report (IPLAR) survey is now open. Each public library is required to submit the IPLAR within 60 days after the library's fiscal year end. The 2021 survey includes the Capital Needs Assessment as part of the biennial requirement stipulated by Public Act 96-0037. This year, there are 15 additional questions that are related to the impact of COVID-19.

[LEARN MORE](#)

ROAD TRIP READS



cloudLibrary Road Trip Reads

Dreaming of a summer vacation? Ready to hit the open road? Whether you're looking for travel guides or a good novel to read on the beach, the SHARE cloudLibrary has you covered. E-books won't take up any space in your luggage and you can borrow and read wherever you happen to be! The cloudLibrary is available 24-7 and the collection contains over 75,000 items.



Reading Colors Your World in cloudLibrary

Are you ready for Summer Reading 2021? Many of our IHLS libraries are centering their summer reading programs around the **2021 iREAD theme: Reading Colors Your World!** Get your summer reading off to a great start by checking out the featured shelf in the SHARE cloudLibrary app. From kids to adults, you'll find e-books and e-audiobooks that make great summer reads whether you're trying to earn a prize or not.

Vendor Discounts

Comics Plus

Brodart is partnering with LibraryPass to bring digital graphic content to libraries—through Comics Plus®. Now you can cater to your graphic-loving patrons by offering a unique tool for accessing a vast range of digital titles, spanning comics, graphic novels, and manga.

[LEARN MORE](#)

LibraryAware

LibraryAware helps libraries connect with readers and keep them engaged. Use templates and tools to create newsletters, bookmarks, shelf talkers, flyers, social and digital displays, and more for promoting books and resources throughout the library and beyond.

[LEARN MORE](#)

EBSCO Discount Package Updates

EBSCO has updated packages available for new school and public library customers. Please see the [VENDOR DISCOUNTS PAGE](#) for more details.

Signup Open for Swank Movie Licensing for Public Libraries through IHLS Group Purchase

Includes over 120 outdoor film screening options through 2021

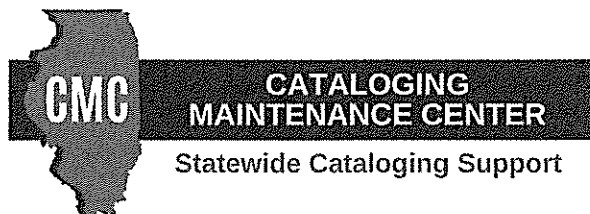
Swank Movie Licensing provides public libraries and certain other institutions with the licensing needed to legally show films from the major Hollywood studios in their buildings to engage and entertain patrons. For 2021, there is also an exception to the license to show some films outdoors on library property!

By signing up for Swank Movie Licensing through this partnership with IHLS, your library will receive a discounted rate, giving you the best value in movie licensing and the ability to expand film programming for patrons.

LEARN MORE



Continuing Education



Cataloging Maintenance Center

Upcoming Online with the Cataloging Maintenance Center Webinar

Cheerios, Rice Krispies, or The Directory of Overseas Summer Jobs?

Thursday, May 20, 10-10:30 a.m.

Join CMC staff members as they discuss what a serial is, the differences in cataloging a single item versus cataloging serials, and demonstrate the fixed-field differences and variable fields that apply to serial records.

In-Depth Cataloging Courses

Register for the Cataloging Maintenance Center's additional courses through L2

Subject Analysis

July 12-August 22

Registration is open now until July 5, 2021 and the course is capped at 35 students. [Register here.](#)

RDA Book Training

September 13-October 24

Registration is open now until September 6, 2021 and the course is capped at 30 students. [Register here.](#)

RDA for Audio and Video Recordings

November 8-December 19

Registration is open now until November 1, 2021 and the course is capped at 25 students. It is recommended that students take RDA Book Training first. [Register here.](#)

Additional Continuing Education & Networking Opportunities

Marketing for Libraries: Learn Principles and Methods that Help You Identify Your Audience and Best Serve Your Patrons

May 20, 1 p.m.

Recruiting, Hiring, Orienting, Maintaining and Saying Goodbye to Library Volunteers

May 27, 1 p.m.

ALA Annual Conference & Exhibition

event June 23-29, registration is still open!

ALA Members who have been furloughed, laid off, or have had hours reduced can register at no cost

ILA Library Trustee Forum Board Meeting

June 5, 10 a.m. to noon

The Homeless Training Institute is re-running their most popular webinar for FREE.

Customers Without Masks: Simple strategies that get customers to follow your COVID-19 policies (without a fight!)

This webinar is specifically geared towards addressing the following problems:

1. People who don't want to wear masks (or wear them improperly).
2. People who won't social distance.
3. People who walk past barriers.

It covers:

- Part 1: Five things your organization can do to prevent COVID-related behavior problems.
- Part 2: A three-step strategy for getting people to wear masks or social distance.
- Part 3: How to reconcile the Americans with Disabilities Act with mask mandates.

The training is being offered on Thursday, May 20, 2021 ONLY. You can choose from the following times:

- 7:00 AM
- 10:00 AM
- 1:00 PM
- 4:00 PM
- 7:00 PM

Sign up now.

If you aren't available on May 20, you can purchase this training for your whole organization (webinars are normally priced per person).

Learn more about this webinar and pricing.

Other Library News



Welcome to the Following New Explore More Illinois Participants!

- Central Citizens' Library District
- Nokomis Public Library
- Vance Township Library
- Watseka Public Library

Explore More Illinois allows cardholders from participating IHLS and RAILS public libraries to reserve free and discounted admission, parking, and gift store purchases from cultural attractions in Illinois, including museums, cultural centers, zoos, aquariums, gardens, historical societies, park districts, and more. Learn more on [the Explore More Illinois website](#) or by [emailing Jessica Barnes](#).

My Library Is...

Telling libraries' stories of impact on our communities
Recent additions to the *My Library Is...* blog:

- [What Does It Mean to Be a Library Marketer?](#) (5/18/2021)
- [Multi-Library Collaboration: A Recent Example](#) (4/26/2021)
- [Panel Presentation Event on April 21](#) (4/15/2021)
- [You are not alone](#) (4/12/2021)
- [and lots more](#)

IHLS and RAILS are looking for more central and southern Illinois library stories from all library types! How has your library positively affected your community? [Share your story on the My Library Is... website](#) using your L2 credentials to log in, or contact [IHLS Marketing Coordinator Shandi Greve Penrod](#) to learn more. All levels of staff at all types and sizes of libraries are encouraged to contribute, so share this idea with your enthusiastic writers.

LIMRiCC Accepting New Public Library Members

The Board of Directors of LIMRiCC (The Library Insurance and Risk Management Control Combination) is excited to announce that LIMRiCC is now accepting new library members into its pool for health insurance (provided by Aetna; 2 PPO plans, an HMO plan, and an HSA plan), dental insurance (provided by Aetna; 1 PPO plan and one HMO plan), vision insurance (provided by VSP), and Basic Life Insurance and Voluntary Life Insurance (both provided by The Hartford).

This coverage is available to public libraries only. Institutions who wish to join will have their coverage risk assessed by Aetna; libraries that score a 1.00 or less (on Aetna's assessment tool) will be eligible to join. There is a short turnaround this year. Risk must be assessed by **June 1, 2021**, for an employee coverage start date of **January 1, 2022**.

Interested? Contact Margie Tannehill at
LIMRiCC: mtannehill@limricc.org or 630.821.0206.

[LEARN MORE ABOUT LIMRiCC](#)

Calls for IACRL Spark! Event Proposals

The IACRL Conference & Continuing Education Committee is pleased to announce its next Spark event! Join IACRL for **Spark: Looking Back, Looking Forward**. The event will be held on Friday, June 11, 2021 from 9:30 a.m. to noon via Zoom. Librarians from all libraries in Illinois are welcome to attend! **Registration is now open.**

The committee is now seeking proposals on the theme of preparing for a post-pandemic future. Topics to consider include:

- Practices/services adopted during the pandemic you wish to sustain afterwards
- Lessons learned from transitioning back to in-person after a closure
- Considerations for possibly moving back to in-person in the fall
- Hybrid methods for online instruction
- Flipped classrooms
- Other thoughts on handling post-pandemic life in your library

Proposals on other topics will also be considered as space allows.

Presenters will give 10-minute lightning talks on their topics. After a set of lightning talks, attendees will go into breakout rooms to network and discuss the lightning round topics, and will have the opportunity to ask questions of the presenter in their breakout room. Participants will also be able to discuss their own experiences and ideas with one another.

If you are interested in presenting, please **submit a proposal by Friday, May 21, 2021.** The schedule will be finalized no later than May 28.

**Joint Library Programming Group
Message**

A number of libraries have been working on creating the Illinois Joint Library Programming Group which will provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. This group is still in the early stages of planning, but you can [learn more about their goals online](#).

The Illinois Joint Library Programming Group is seeking feedback from interested libraries. Please consider participating in their survey so they can learn more about what you are looking for in a group that offers regular, high quality virtual programming.

Library administration and any staff that offers programming is encouraged to fill out this survey. Multiple surveys for libraries are acceptable. It will take roughly 3-5 minutes to complete.

Those that fill out the survey will be added to a list. This list will be used to keep everyone up to date on what is happening with this group's joint library programming efforts.

If you have any questions, contact:
jointlibraryprogrammingil@gmail.com

Joint Library Programming Steering Committee Members:

- Jennifer Czajka, Arlington Heights Memorial Library
- Kate Hall, Northbrook Public Library
- Arielle Raybuck, Northbrook Public Library
- Kate Niehoff, Schaumburg Township District Library
- Amy Koester, Skokie Public Library
- Fidencio Marbella, Westchester Public Library

Needing Human Resources Support? Become a SHRM Member (Society for Human Resources Management)

Rely on SHRM for tools, resources, news, and experts to save time and help you excel in your day-to-day role.

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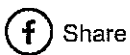
Save time with thousands of customizable templates, job descriptions, policies, toolkits, and forms.

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View the [FAQS](#).



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Forward



****TOMORROW****

Members Matter

with special presentation *Public Libraries and Illinois State*

Courts

Thursday, May 13

10 a.m.-Noon

Members Matter meetings are regularly scheduled forums for directors and staff from IHLS-member libraries to learn the latest regional, state, and local library news and developments. This Members Matter will also feature a special presentation by Sarah Song, Lisa Colpoys, and Lekisha Gunn of the Illinois State Courts.

[Learn More and Register for 'Members Matter'](#)



HR Source

Conflict Management

part of the Library Human Resources Webinar Series

Thursday, May 20

10-11:30 a.m.

Does the word "conflict" send you running for cover? Get you hot under the collar? Conflict is necessary, even helpful, for organizations to grow and change. However, it still makes most people uncomfortable at best. Join us in exploring why conflict is so difficult, conflict styles, and tips for difficult conversations.

[Learn More and Register for 'Conflict Management'](#)



Forward to a Colleague

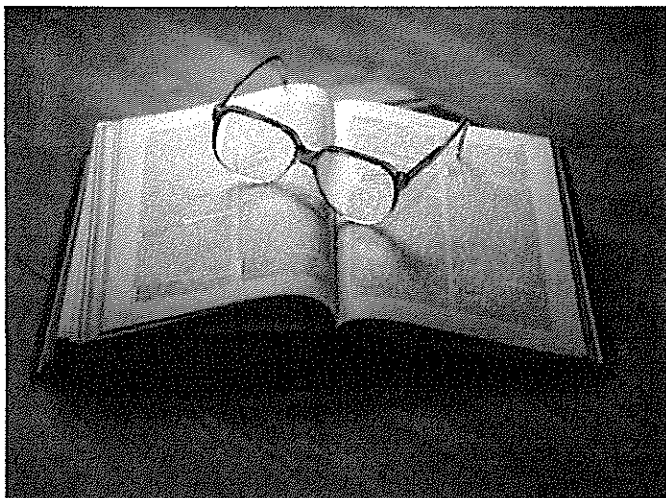
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Want to change how you receive these emails?

You can update your subscription preferences or unsubscribe from "all" IHLS CMC/SHARE lists.

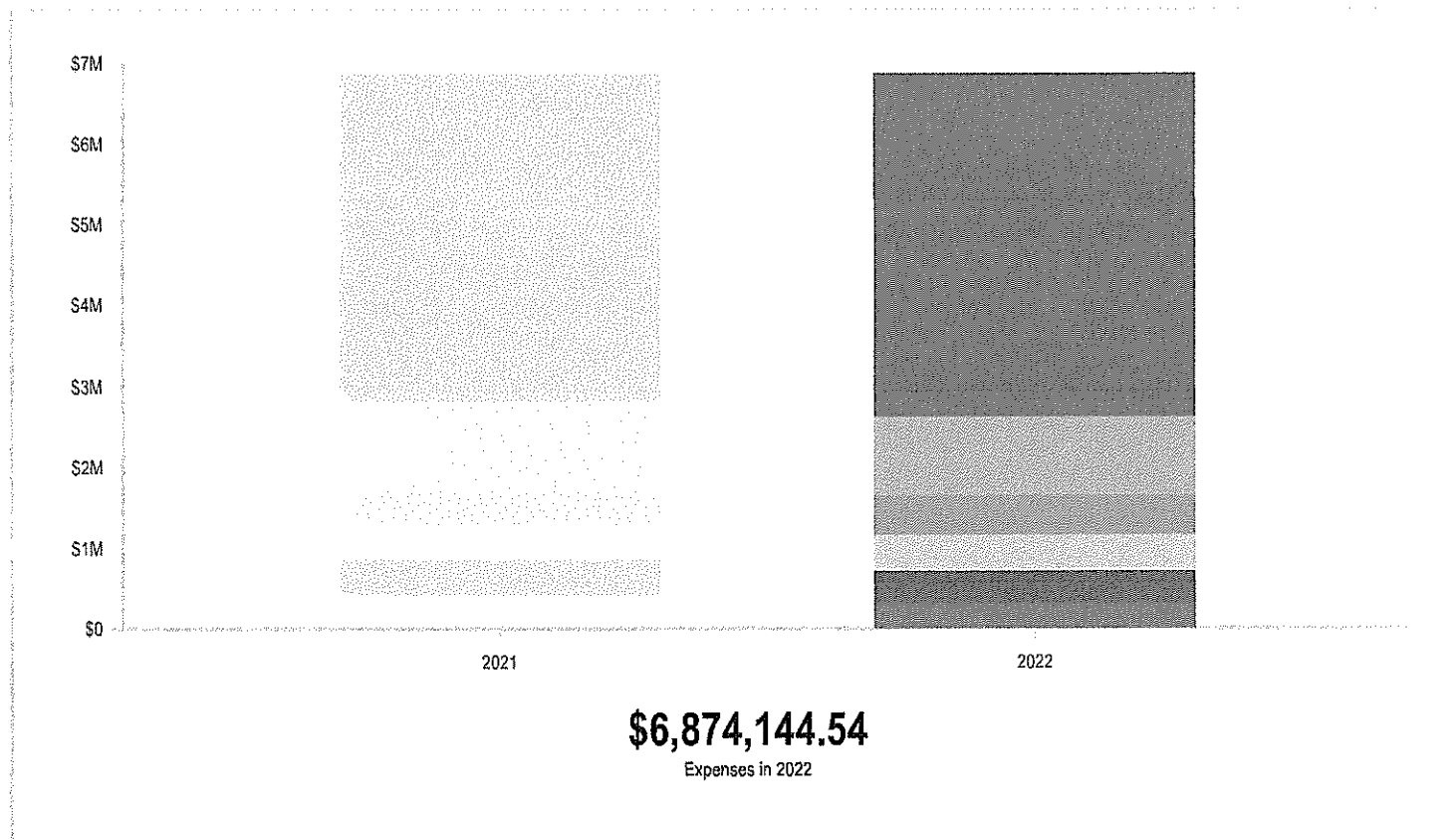
Fiscal Year 2022 Budget Narrative

July 1, 2021 - June 30, 2022



FY2022 Budget Narrative

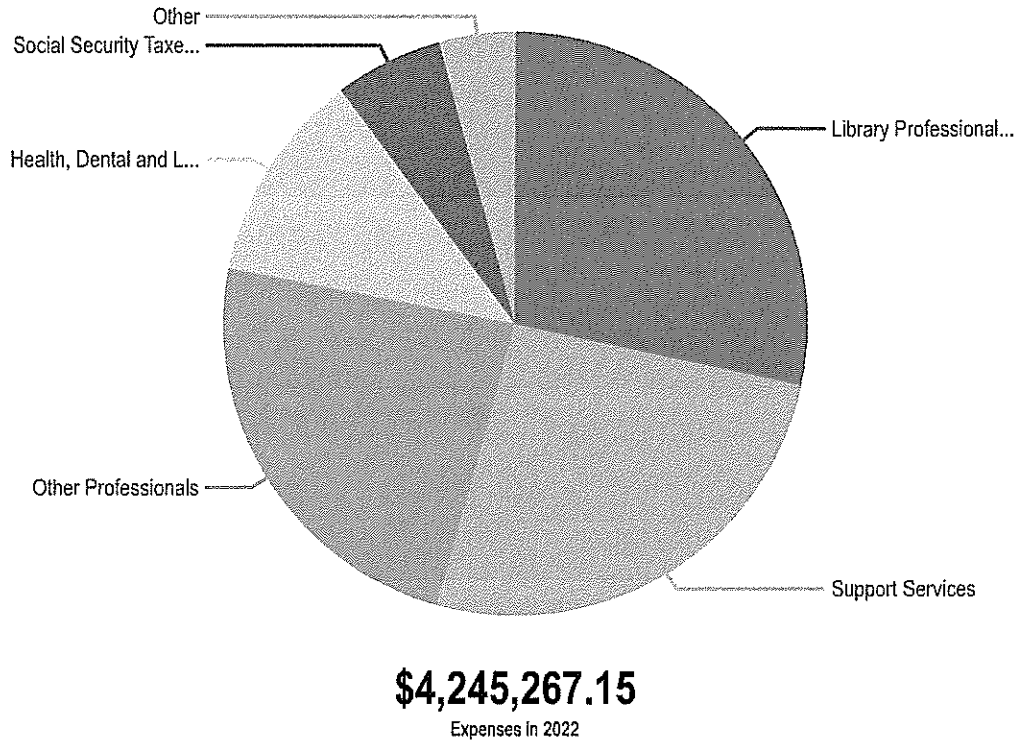
As IHLS embarks on its 11th year as an organization, we move forward, energized by the possibility of further refining our current member services and expanding our horizons. Areas of focus for FY2022 include additional opportunities for member networking and continuing education; advocacy for member libraries; and our unwavering commitment to the core services of resource sharing, delivery, and library automation.



The proposed FY2022 budgets were developed to align with the planned activities in our operational plan. These activities support the Illinois statutory priorities of library administration, resource sharing, bibliographic access, consulting and continuing education, and

delivery. The major planned activities include:

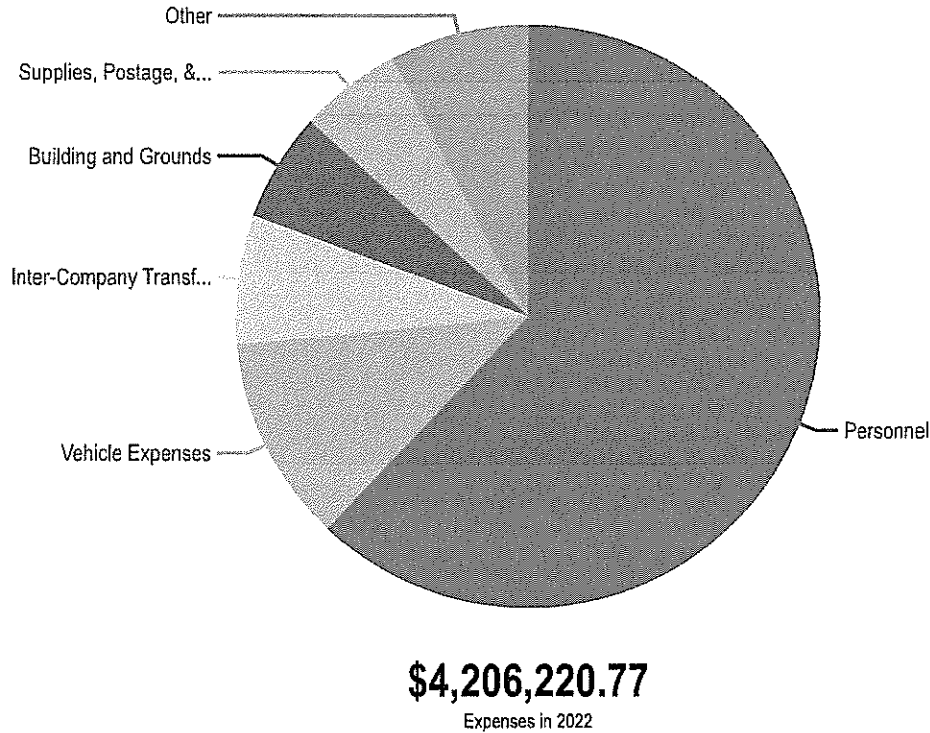
- Increase outreach to school libraries and public library trustees.
- Utilization of Enterprise Fleet Management services to efficiently operate our fleet using their expertise.
- A possible return to in-person travel ensures staff will receive necessary support for site visits, networking opportunities, and continuing education. Staff are better equipped to build expertise in different areas of librarianship, enhancing their training skills, building or sustaining professional relationships, and keeping current in library marketplace trends.
- The addition of updated training laptops will allow SHARE to offer the exceptional training that members have come to expect from SHARE.
- Pending membership approval, the addition of the Solus mobile app for SHARE will support our goal of providing members state-of-the-art technology and infrastructure.



The largest component of our budget is Personnel. This accounts for 62% of our total budget. Our staff are the backbone in the development and implementation of our organizational goals.

- All positions, including Library Professionals, Other Professionals, and Support Services, are projected with a one-time bonus of 3% annual wages. The Support Services includes adjustments in the General Fund budget due to compliance with the Illinois minimum wage law.
- Social Security Taxes are projected at 7.65%.
- Leave Payoffs include estimated vacation balances for planned employee retirements. Unemployment Insurance is projected at .905% of the first \$12,960 wages earned per worker based on an average of CY2020 & CY2021 rates.
- Worker's Compensation Insurance is projected to be flat to the FY2021 budget.
- Retirement Benefits projected for staff members who are estimated to work more than 1,000 hours in FY2022. The projected rate is 3.73% for CY2021 and .87% for CY2022. There are also projected Accelerated Payments for planned employee retirements.
- Health, Dental, Vision, Accidental Death, and Life Insurances projected at a 9% increase for CY2022. The health and ancillary policies (dental, vision, accidental death, and life insurance) renew on January 1, 2022.
- Other Fringe Benefits includes EAP Services and an employee referral program. Retention & Wellness includes a memorials, retirement bricks, and holiday gatherings.
- Training & Professional Development include the annual IHLS staff day, safety training, and professional development trainings.
- Temporary Help includes coverage for staff while out on unplanned leave. Recruiting includes job postings, fit for duty exams, background, and drug screens.

General Fund Budget Narrative



The General Fund budget has a projected deficit of \$505,315 and this will be covered by the operating fund balance. This balance is derived from the accumulation of previous years' revenue over expenditures balances. The largest factors for the deficit this fiscal year include the minimum wage impact, planned building improvements, and vehicle leasing that are not classified as capital expenditures.

Revenues

The projected revenues of \$3,700,906 are mainly comprised of the System Area and Per Capita Grant (SAPG) \$3,400,700 and the statewide Illinois Library Delivery Services (ILDS) \$267,868. Other items included are: IHLS Member Day vendor support, investment income, member training revenue, OCLC Grant Administration Fee, and E-Rate Funding.

Expenses

Personnel

This includes changes due to minimum wage impact, salary grade reclassifications, an additional full-time membership coordinator, and benefits for vacant courier positions to move from part-time to full-time. Training and Development includes an all staff day, staff training, and organizational development opportunities. IHLS receives \$659,722.21 in federal Library Services & Technology Act (LSTA) funding. This portion of funding will be utilized to help support the delivery personnel budget.

Building & Grounds

General Fund projected expenses represent the rent expense at the Carbondale location; utilities at three locations (Carbondale, Champaign, and Edwardsville); building and ground maintenance at two locations (Champaign and Edwardsville); custodial services at two locations (Champaign and Edwardsville); and property insurance at three locations (Carbondale, Champaign, and Edwardsville).

Vehicle Expenses

General Fund projected expense for the fuel is increased over FY2021 based on a combination of FY2021 actuals and industry forecasting. The vehicle insurance is projected based on coverage for 29 vehicles. The vehicle leasing amounts reflect the new model of leasing vehicles through a partnership with Enterprise Fleet Management.

Travel, Meetings, and Continuing Education for Staff & Board Members

General Fund expense components are travel and registration for staff and board members to attend conferences, advocacy events, board member training, and staff meetings.

The travel and registration include staff attendance at the following conferences: Society for Human Resource Management (SHRM) National Conference, Computers & Libraries Connect, The Association for Rural and Small Libraries (ARSL) Conference, Illinois Library Association (ILA) Conference, Library Marketing & Communications Conference, The American Association of School Libraries (AASL), Association of Illinois School Library Educators (AISLE) Conference, LIB LearnX (formerly ALA Midwinter), Public Library Association (PLA) Conference, Innovative Users Group (IUG) Conference, Midwest Digital Marketing Conference, ILA Marketing Forum Mini Conference, Reaching Forward South Conference, Elevate, ILA Trustee Workshop, International Coalition of Library Consortia, Directors University, American Library Association (ALA) Conference, ILA Legislative Breakfast, and Inter-Company travel.

Conferences & Continuing Education Meetings

General Fund projection includes public library trustee training, HR Source trainings, and webinar trainings offered to our member libraries. This also includes an IHLS virtual Member Day in the fall and an in-person luncheon in the spring.

Public Relations

General Fund projection includes promotional and printed materials and conference sponsorships. This is to continue the networking and advocacy efforts of IHLS.

Liability Insurance

General Fund expenses include projections for General Liability, Commercial Umbrella, Directors and Officers, Crime Coverage Bond, Cyber Liability, Employment Practices, and Treasurer's Bond. These policies renew on July 1, 2021.

Supplies, Postage, & Printing

This budget category includes expenses for computers and software (less than \$5,000), accessories and supplies for equipment, office supplies, postage, delivery supplies, and outside printing cost. The projection for delivery supplies includes replacement of tubs, hand trucks, and the replacement of delivery staff IHLS branded apparel. This also includes supplies needed for COVID-19 related safety items. The largest component in this category includes replacement of furniture in the Edwardsville location.

Telephone and Telecommunications

Included in this budget category are projections associated with monthly cost for telephone, fax, internet, delivery GPS tracking, text alert system, and cell phone services.

Equipment Repair & Maintenance Agreements

Projection includes cost for copiers and maintenance at three locations (Edwardsville, Champaign, and Carbondale).

Professional Services

Expenses include projections for legal, accounting, and consulting.

Contractual Services

General Fund Expenses include projections for information service costs and other contractual services. This includes the updates of the new website for IHLS and the OpenGov and Customer Relationship Management (CRM) implementation fees.

Professional Membership Dues

Include staff professional membership dues.

Miscellaneous

General Fund bank fees and accounts payable checks.

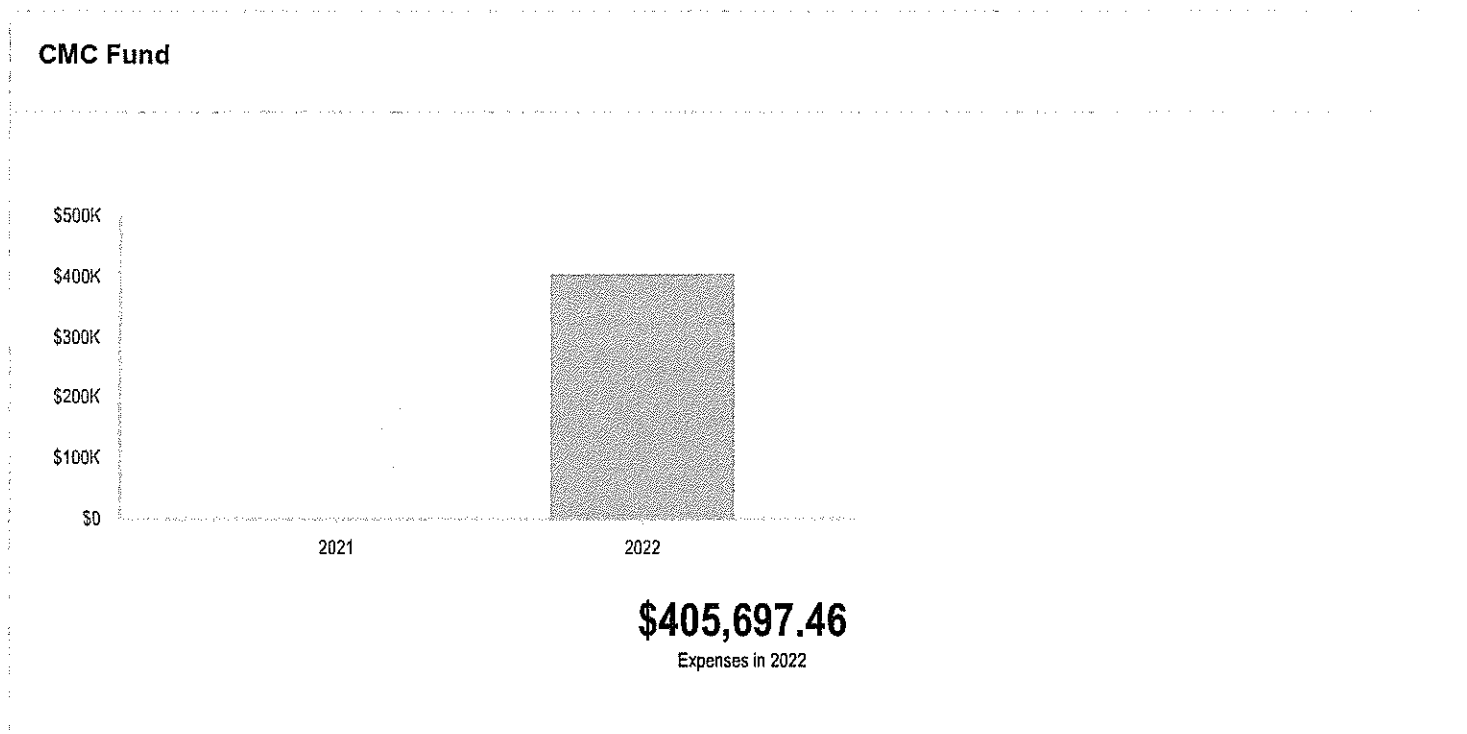
Net Pass Through

General Fund expenditures on behalf of member libraries that will be reimbursed.

Inter-Company Transfers

General Fund annual contribution to SHARE Fund projection of \$300,000.

Special Revenue Fund Cataloging Maintenance Center Budget Narrative



Revenues

CMC Fund revenues reflect the Cataloging Maintenance Center grant from the Illinois State Library.

Expenses

Personnel

Includes an additional Cataloger for partial fiscal year to account for the increased workload of the CMC staff. Also projected are the leave payoff of vacation balances for a planned retirement.

Travel, Meetings, and Continuing Education

Includes webinar registrations. All staff attendance at conferences has been suspended for FY2022 to support the additional Cataloger position for partial fiscal year.

Supplies, Postage, & Printing

Includes expenses for computers and software (less than \$5,000), accessories and supplies for equipment, and office supplies.

Telephone and Telecommunications

Includes monthly cost for telephone and internet.

Equipment Repair & Maintenance Agreements

Includes cost for copiers and maintenance at two locations (Edwardsville and Champaign).

Contractual Services

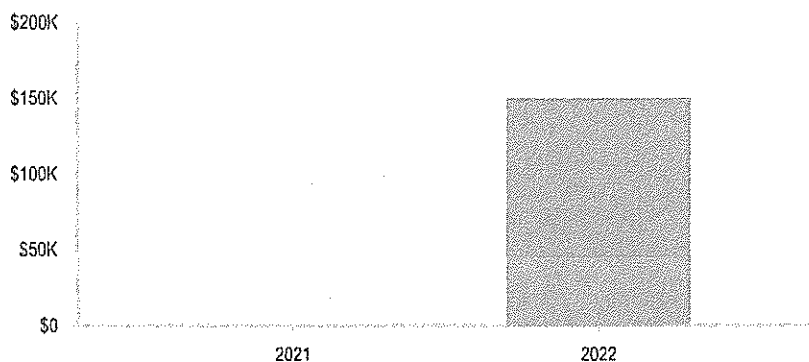
Includes computer and software online services such as Zoom, Express Scribe, Class-Web, Web-Dewey, RDA Toolkit, and Cataloger's Desktop, and grant administrative fees.

Professional Membership Dues

Includes staff professional membership dues.

Special Revenue Fund Online Computer Library Center Budget Narrative

OCLC Fund



\$149,513.36

Expenses in 2022

Revenues

OCLC Fund revenues reflect the Online Computer Library Center grant from the Illinois State Library.

Expenses

Personnel

Includes 1.75 Full-time equivalent staff allocated to the OCLC grant.

Supplies, Postage, & Printing

Includes expenses for computers and software (less than \$5,000), accessories and supplies for equipment, and office supplies.

Telephone and Telecommunications

Includes monthly cost for telephone, fax, and internet.

Equipment Repair & Maintenance Agreements

Includes cost for copiers and maintenance at the Edwardsville location.

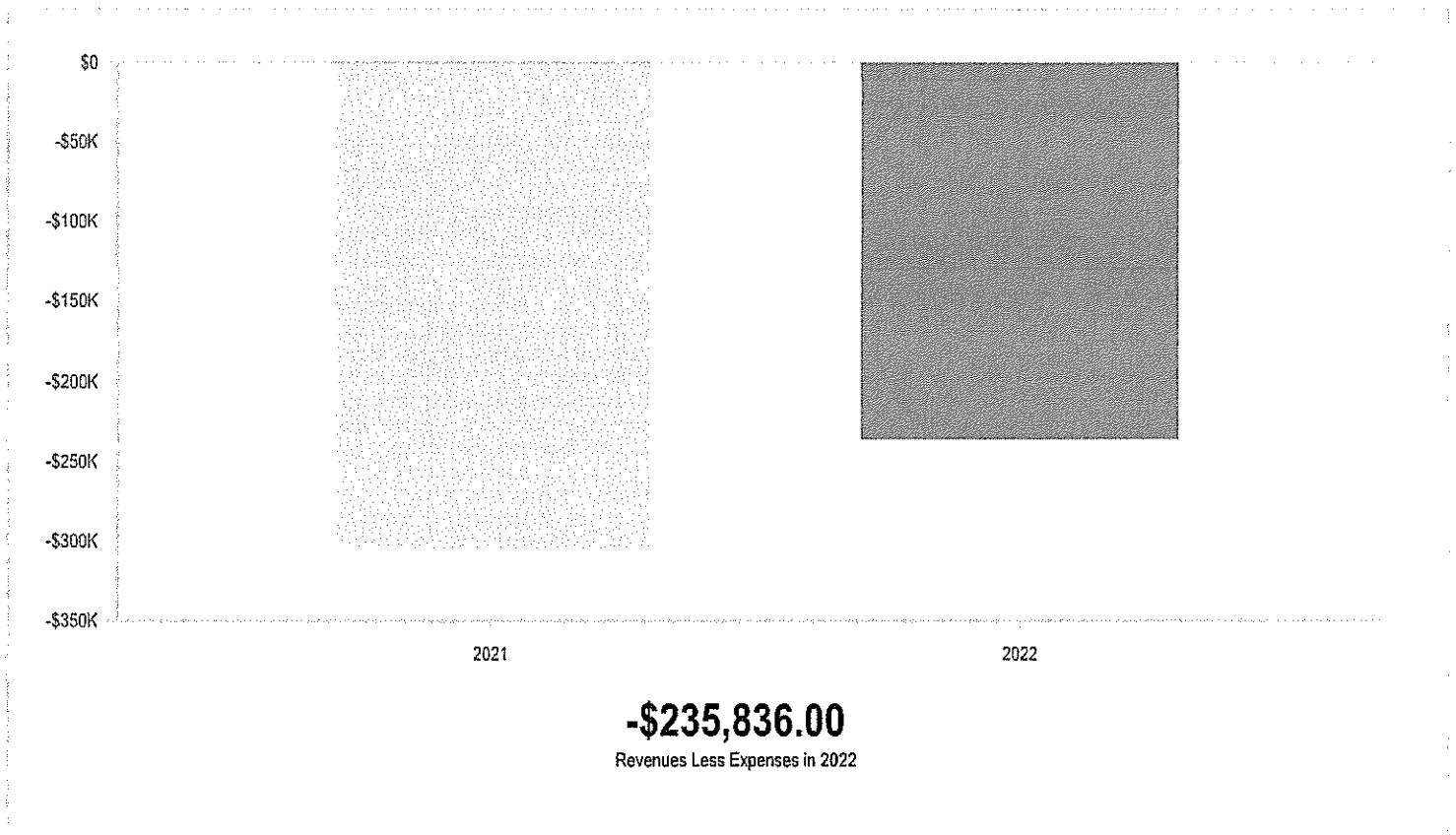
Professional Services

Includes the FY2021 audit costs.

Contractual Services

Includes Traverse annual maintenance agreement and support and grant administrative fees.

Capital Projects Fund Budget Narrative



Revenues

Capital Projects Funds only projected income source is investment income.

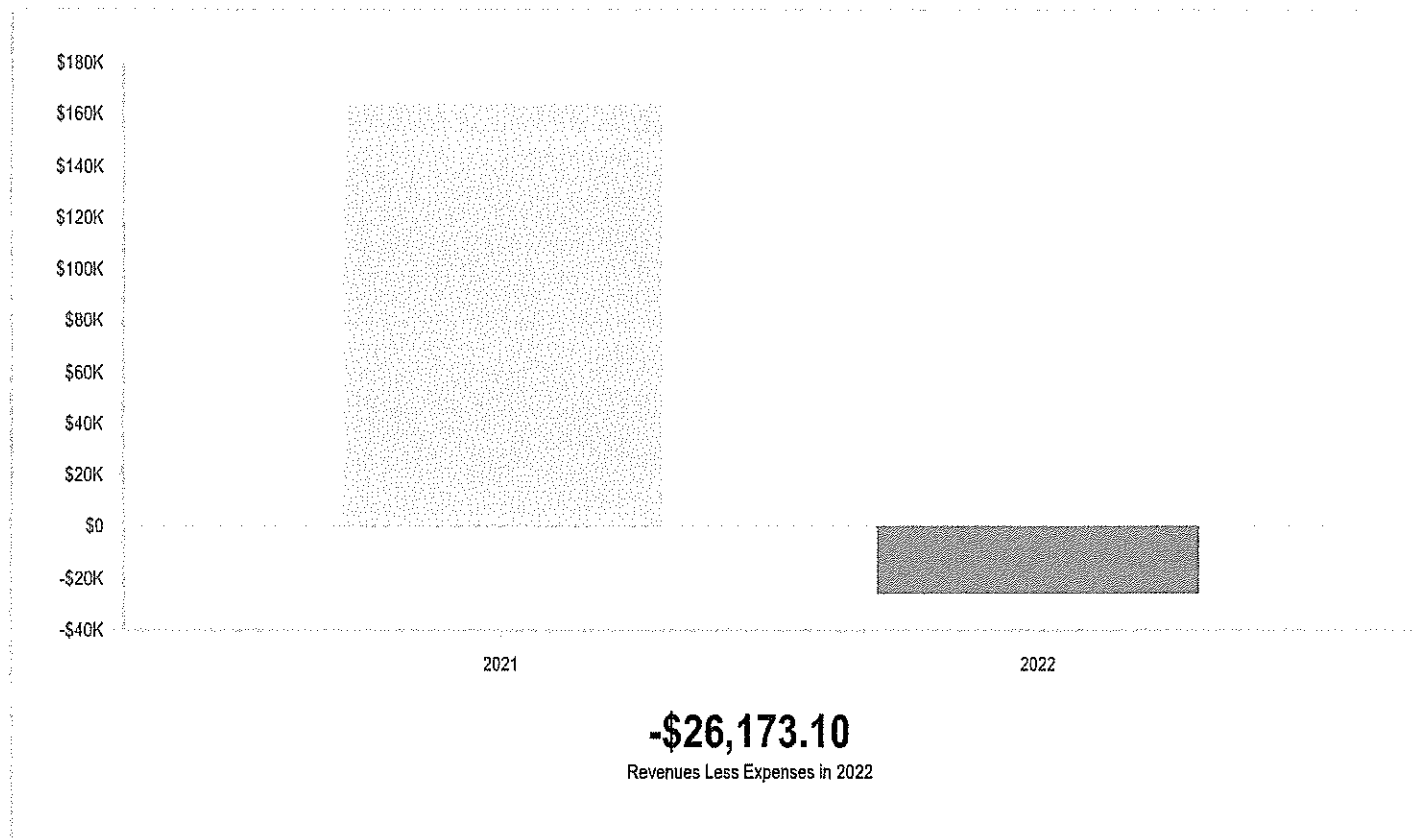
Expenses

Capital Projects Funds projections for Equipment and Building & Improvements include the following:

- Replacement of a HVAC unit for the server room at the Edwardsville location.

- Removal of risers on the second floor at the Edwardsville location.
- Replacement of flooring on the second floor at the Edwardsville location.
- Painting of walls on the second floor at the Edwardsville location.
- Building office walls on the second floor at the Edwardsville location.
- Updating data and power on the second floor at the Edwardsville location.
- Extension of the FY2021 budgeted ADA Restroom remodel at the Champaign location.

SHARE Operating Fund Budget Narrative



The SHARE budget has a projected deficit of \$26,172 and this will be covered by the operating fund balance. This balance is derived from the accumulation of previous years' revenue over expenditures balances. The largest factor for the deficit this fiscal year is the purchase of 36 training laptops.

Revenues

SHARE Fund projected revenues of \$1,815,166 is mainly comprised of fees for services and materials, which is \$1,465,771 and IHLS Contribution of \$300,000. Other items included are investment income, CMC grant administration fee, and Smart Access Manager (SAM) billing.

Expenses

Personnel

Library Professionals staff includes an overlap in the Bibliographic Services Manager, Cataloging Supervisor, and Cataloger positions for the planned retirement of our current staff members. Hiring of these positions prior to their retirement will allow for the necessary training these positions require. The Leave Payoffs include the estimated vacation balances for the planned employee retirements.

Library Materials

SHARE Fund eResources projection is a direct expense of cloud subscription fees and group purchases. This expense is offset by the fees for services and materials revenues.

Vehicle Expense, Travel, Meetings, and Continuing Education

SHARE Fund expense components are travel and registration for staff members to attend conferences, advocacy events, and staff meetings.

The travel and registration include staff attendance at the following conferences: The Association for Rural and Small Libraries (ARSL) Conference, Illinois Library Association (ILA) Conference, Association of Illinois School Library Educators (AISLE) Conference, LIB LearnX (formerly ALA Midwinter), Public Library Association (PLA) Conference, Innovative Users Group (IUG) Conference, Reaching Forward South Conference, Elevate, International Coalition of Library Consortia, American Library Association (ALA) Conference, ILA Legislative Breakfast, and Inter-Company travel.

Public Relations

Includes promotional and printed materials. This is to continue the networking and advocacy efforts of SHARE.

Supplies, Postage, & Printing

This budget category includes expenses for computers and software (less than \$5,000), accessories and supplies for equipment, office supplies, and postage. The largest component of this category is the planned replacement of the training laptops at each location.

Telephone and Telecommunications

Included in this budget category are projections associated with monthly cost for telephone, fax, internet, and cell phone services.

Equipment Repair & Maintenance Agreements

Projection includes cost for copiers and maintenance at three locations (Edwardsville, Champaign, and Carbondale).

Professional Services

Expenses include projections for legal, accounting, and consulting.

Contractual Services

Include projections for information service costs and other contractual services. This includes the annual Polaris fee and Customer Relationship Management (CRM) implementation fees. This also includes the new Solus App customization fees for member libraries that will be offset by the additional module fee revenues.

Professional Membership Dues

Includes staff professional membership dues.

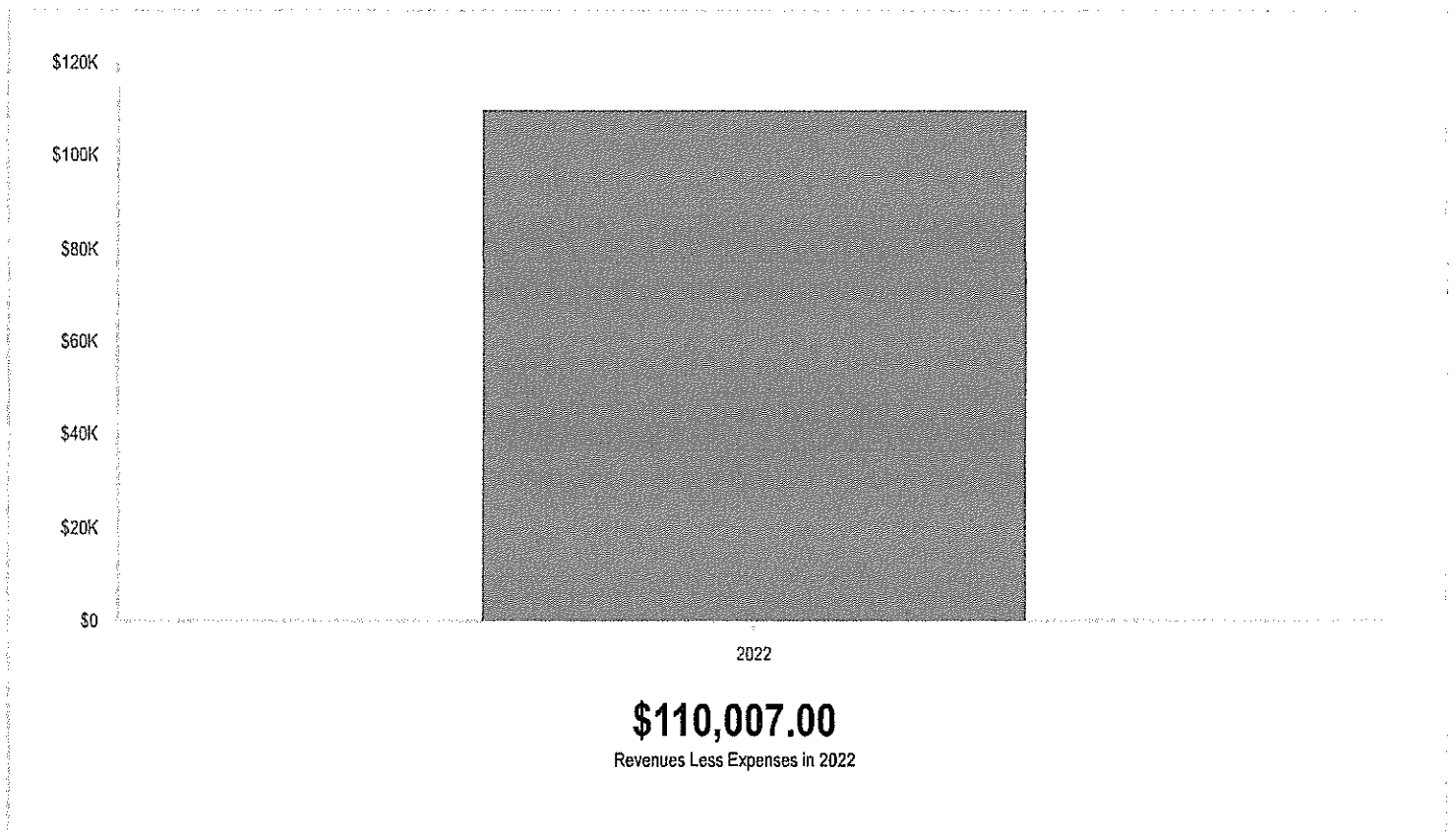
Miscellaneous

Includes monthly PayPal fees.

Inter-Company Transfers

SHARE Fund transfer to SHARE Reserves projection of \$142,500.

SHARE Reserve Fund Budget Narrative



Revenues

SHARE Reserve Fund projected revenues of \$143,382 includes the transfer of funds from the operating budget and interest income.

Expenses

SHARE Reserve Fund projected expenses of \$33,375 includes the one-time implementation and annual fees for the Solus App.

IHLS Operational Plan

[View the FY2022 IHLS Operational Plan here.](#)

Feedback Requested on FY2022 IHLS Operational Plan and Budget(s)

Please provide your feedback for the FY2022 IHLS Operational Plan and Budget(s)

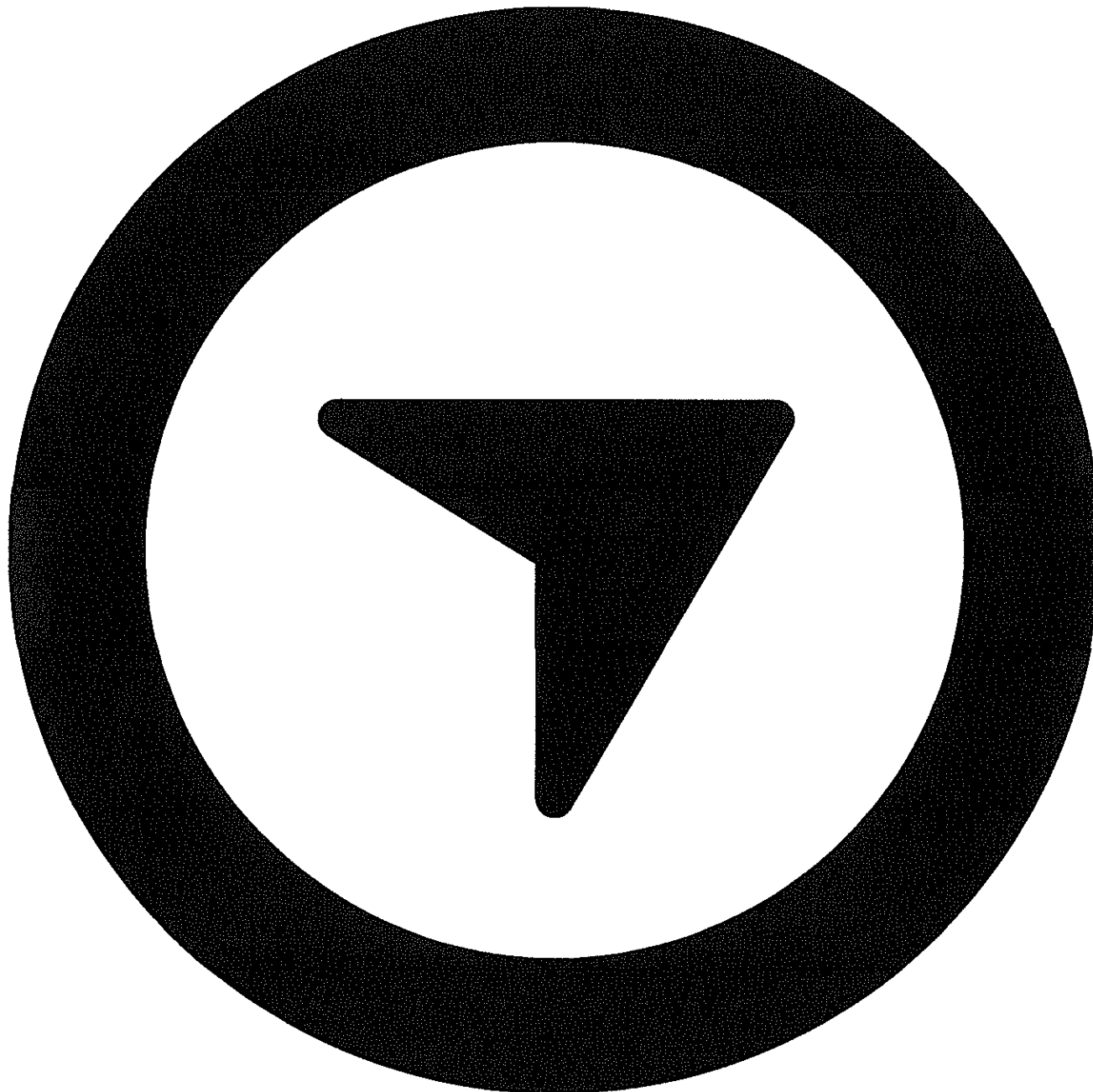
The deadline has passed

As IHLS embarks on its 11th year as an organization, we move forward, energized by the possibility of further refining our current member services and expanding our horizons. Areas of focus for FY2022 include additional opportunities for member networking and continuing education; advocacy for member libraries; and our unwavering commitment to the core services of resource sharing, delivery, and library automation.



[IHLS Website](#)

[OpenGov](#)



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(/)

Home (/) > About (/about) > Board of Directors (/about/board) > Feedback Requested: Respect For Diversity Policy

Feedback Requested: Respect For Diversity Policy

Submitted by Brant Wingerter on Mon, 04/19/2021 - 08:34

Updated 4/19/2021 12:14 PM CT

At the Illinois Heartland Library System Board of Directors meeting on March 23, 2021, a proposed diversity policy was reviewed by the Board of Directors in a first reading. It is now being sent out for public comment. Members of Illinois Heartland Library System are encouraged to review the proposed policy and share their comments prior to the next IHLS Policy and Membership Committee meeting, scheduled for Monday, May 10.

Respect for Diversity

IHLS values the diversity of our employees, our library members, and our vendors and recognizes that a culture of diversity, equity, and inclusion is beneficial to everyone connected to ILHS.

Our employees are the most valuable asset of IHLS, and their various differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and other talents are key pieces to making IHLS successful and making everyone with whom IHLS interacts feel welcome. We embrace and encourage employees' differences in age, race, disability, ethnicity, family or marital status, gender, gender identity, sexual orientation, language, national origin, religion, and other characteristics that make everyone unique.

IHLS will not tolerate harassment of any kind directed at any individual associated with IHLS. Employees who do not show respect for the diversity of any IHLS employee, library member, vendor, or anyone else doing business with IHLS will be subject to disciplinary action, up to and including discharge. There will be diversity at all levels of the organization.

- Employees will recognize and respect each other's differences
- Employees will at all times engage in respectful communications with others
- IHLS will provide a work environment that supports diversity
- Employees will seek and nurture different perspectives
- Employees at all levels should not tolerate behaviors in the workplace that are inconsistent with IHLS's commitment to workplace diversity, building a diverse workforce, and providing equal opportunities to all regardless of age, race, disability, ethnicity, family or marital status, gender, gender

identity, sexual orientation, language, national origin, religion, and any other characteristics protected by applicable law

To make a public comment, please use the comments form below. Public comment will close after Sunday, May 9, 2021. IHLS Policy and Membership Committee will review the comments at their next meeting, scheduled for Monday, May 10, 2021.

Comments

Sounds Good - One Typo Correction (/comment/2651#comment-2651)

Permalink (/comment/2651#comment-2651) Submitted by Jenna Dauer (not verified) (<http://www.smithtonpl.org>) on Wed, 04/28/2021 - 11:38

Library Name:

Smithton Public Library District

This sounds good to me. Thank you! Typo correction: ILHS should read IHLS at the end of the first paragraph.

respect for diversity (/comment/2652#comment-2652)

Permalink (/comment/2652#comment-2652) Submitted by Sandra West (not verified) on Wed, 05/05/2021 - 12:38

Library Name:

Rend Lake College

Rethink the paragraph that begins with IHLS will not tolerate harassment The title states this is a statement on the respect for diversity. The organization should have a harassment policy in place. And, you should just state that employees may be subject to disciplinary action for violating the policy without stating the up to an including discharge. You should have a disciplinary action plan stating steps taking in a separate document for employees. Unclear on how to interpret the statement there will be diversity at all levels of the organization?

I completely approve of this (/comment/2653#comment-2653)

Permalink (/comment/2653#comment-2653) Submitted by Gary Naglich (not verified) on Wed, 05/05/2021 - 13:35

Library Name:

Worden Public Library District

I completely approve of this policy.

Diversity comment (/comment/2655#comment-2655)

Permalink (/comment/2655#comment-2655) Submitted by Nina Pals (not verified) on Thu, 05/06/2021 - 09:06

Library Name:

Sarah Bush Lincoln Health Center

I think an item on how IHLS would support individuals who are having issues with diversity would be good. Maybe even include who, or what position, to contact.

Diversity Policy (/comment/2656#comment-2656)

Permalink (/comment/2656#comment-2656) Submitted by Rick Balsamello (not verified) on Thu, 05/06/2021 - 09:09

Library Name:

Westville Public Library

While I agree with the concepts and practice of respect for each person, whether they be employee, patron, vendor, etc., I have an issue with the language and verbiage of the policy proposal. Namely, how do you go about "embrace, encourage, building" a diverse workplace without identifying, asking, and recruiting to each of the unique sub-groups listed in the document? A few physical characteristics are easy to observe (age, race, gender, and some disabilities). others not so. If it is IHLS' objective to attain to diversity and inclusion along all of these identifiers, is it the intent to inquire of applicants or to advertise (solicit) applicants meeting those identifiers (it is my understanding that that practice is illegal under the EEO act)? Again, not in opposition to the concept, just curious as to how it can legally be implemented without violating the law as currently written? Also, how would that affect current employees, vendors, etc, if the workforce doesn't reflect the diverse populations you're seeking? These tend to be issues that must be confronted when diversity and inclusion overrides qualified talent and performance.

Please add in "Accessibility" (/comment/2657#comment-2657)

Permalink (/comment/2657#comment-2657) Submitted by Tracy Pierceall (not verified) on Fri, 05/07/2021 - 14:46

Library Name:

Illinois State Museum

I commend IHLS for drafting this statement to support diversity. I would, however, like to encourage you to consider using DEAI rather than just DEI. Accessibility is a crucial part of the diversity initiative, and unfortunately, a lot of institutions leave this out, claiming that accessibility is "covered by the other aspects of DEI." However, I've heard many in the disabled community disagree, and I would like to see accessibility be added back in whenever possible. Also, rather than "We embrace and encourage employees' differences in age, race, disability..." I would recommend changing "disability" to "abilities." Also, DEAI generally goes beyond just prohibiting discriminatory behavior. It also includes creating equal opportunities for all folks within the institution. You might want to consider other ways that you can create a more inclusive environment, including in your hiring, promotional, and administrative opportunities.

[Contact our Offices \(/about/locations\)](/about/locations)

[Contact our Staff \(/content/page/ihls-staff-department\)](/content/page/ihls-staff-department)

[Staff Login \(/user\)](/user)



Reports Stories

FY22 Budget

Updated On 6 Jun, 2021

FY22 Budget

← Back ↻ History ▾ ↺ Reset

Filters Views

Broken down by
Expenses

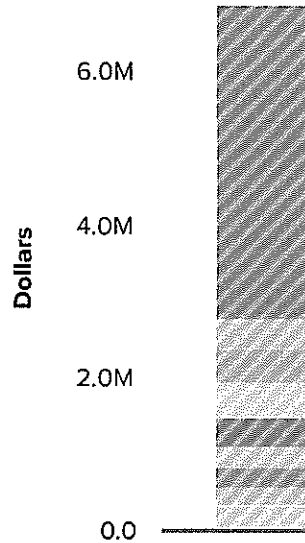


All Funds by Expense Type

Visualization

Sort Large to Small ▾

All Funds Personnel



- Personnel
- Vehicle Expenses
- Inter-Company Transfers
- Contractual Services
- Capital Outlays
- Supplies, Postage, & Print...
- Building and Grounds
- Library Materials

General Fund

CMC Fund

OCLC Fund

Capital Projects Fund

SHARE Operating Fund

SHARE Reserve Fund

General Fund Expenditures

CMC Expenditures

OCLC Expenditures

SHARE Operating Fund Expenditures

SHARE Personnel

Data

Expand All	
▶ Personnel	
▶ Vehicle Expenses	
▶ Inter-Company Transfers	
▶ Contractual Services	
Total	

Settings >



Reports Stories

••° FY22 Budget

Filters Views

- All Funds by Expense Type
- All Funds Personnel
- General Fund
- CMC Fund
- OCLC Fund
- Capital Projects Fund
- SHARE Operating Fund
- SHARE Reserve Fund
- General Fund Expenditures
- CMC Expenditures
- OCLC Expenditures
- SHARE Operating Fund Expenditures
- SHARE Personnel

- ▶ Capital Outlays
- ▶ Supplies, Postage, & Printing
- ▶ Building and Grounds
- ▶ Library Materials
- ▶ Travel, Meetings, & Continuing for Staff & Board Members
- ▶ Professional Services
- ▶ Telephone & Telecommunications
- ▶ Public Relations
- ▶ Conferences & Continuing Education Meetings
- ▶ Liability Insurance
- ▶ Equipment Rental, Repair & Maintenance
- ▶ Professional Membership Dues

Ⓞ OPENGOV

About OpenGov Contact Illinois Heartland Library System

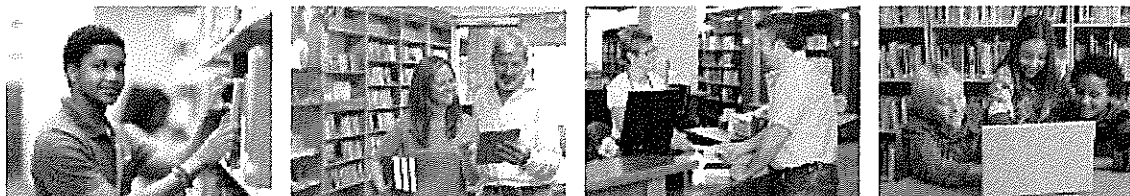
Illinois Heartland Library System's homepage

Terms of Service

Like 2.2K Tweet



Member CONNECTION



Connecting **LIBRARIES & COMMUNITIES** in Central & Southern Illinois

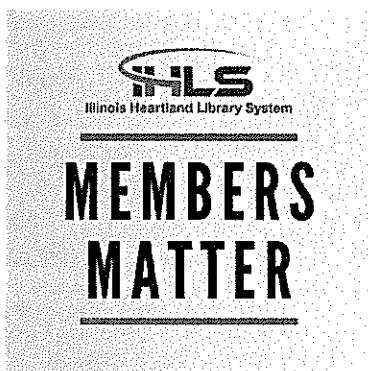
May 5, 2021

Last Day of Delivery for School Year 2020-2021

The end of the school year is quickly approaching. The System's courier delivery service to schools for this school year will end on **Friday, May 14, 2021**. If your school needs to adjust this date, please contact your hub manager:

- Champaign (ZCH)
 - Linda Kates, 217.318.5352
- Carbondale (ZCA) and Edwardsville (ZED)
 - Linda Petty, 618.474.9828

Please remember to return any extra bags or tubs to the system.



IHLS Members Matter Meeting

Public Libraries and Illinois State Courts

*Presented by Sarah Song, J.D., Lisa Colpoys, and
Lekisha Gunn of the Illinois State Courts*

May 13, 10 a.m. to noon

WELCOME!

Welcome to these new directors:

- **Christine Baker**, Neoga District Library
- **Hanna Miller**, Carlinville Public Library

**IHLS LIBRARY
DIRECTORS' CHAT**

Join your IHLS friends and colleagues from around central and southern Illinois for a presentation by representatives of the Illinois State Courts on tools, resources, and programs offered to public libraries and their communities; the administrative, delivery, and membership staff of IHLS; and the SHARE consortium.

[Learn more and register](#)

Completing the ILLINET Interlibrary Loan & Reciprocal Borrowing Statistical Survey

Surveys due May 15

The [ILLINET Interlibrary Loan Statistical Survey](#) for July 1, 2019, to June 30, 2020, is currently open. This needs to be completed by all libraries by May 15.

If you need help with a login and password for the survey, please contact [Gwen Harrison](#) at the Illinois State Library, 217.785.7334.

If you are part of the SHARE consortium, you can:

- Review the [ILL Survey Instructions](#)
- View the [ILL Survey Demo](#)
- Contact SHARE staff: [Dena Porter](#) 618.619.2090

COMPLETE THE ILLINET SURVEY

Annual Certification Due May 15

The portal to the FY2021 Annual Certification is now available at [L2: Library Directory and Learning Calendar](#). All system-member libraries, including IHLS members, must complete this annual process to verify compliance with membership criteria, outlined in the Illinois Administrative Rules (23 ILAC 3030.200), between Feb. 15 and May 15.

Before starting certification, your library should complete the latest [ILLINET Interlibrary Loan \(ILL\) Statistical Survey](#).

If you are a library director or are the person who typically completes certification for your library and you do not see the certification link, you'll need to [add yourself as a Certification Contact](#).

Certification Help

- [L2 FAQs](#) - scroll down to "Annual Certification"
- [Certification video demonstration](#)
- Contact IHLS staff:
Public and academic libraries - [Anna Yackle](#) 618.619.2096
School and special libraries - [Ellen Popit](#) 618.474.9874

Thursdays 1-2 p.m.

Next Chats:
May 6, 13, 20 & 27

Registration Requested

You must be logged in to L2 for access to the links.

[Directors' Chat transcript archive](#)

Upcoming Grant Deadlines

May 15

- Illinois History Digital Imaging Grant

Find these grants and more on the [IHLS Grants Page](#).



April Library Link Roundup

This Library Link Roundup includes lots about spring holidays of five world religions, resources for reducing anti-Asian harassment and violence, and more.

[View April Roundup](#)

[LEARN MORE](#)

New Library Human Resources Webinars with HR Source

brought to you by IHLS

IHLS has partnered with the human resource experts at HR Source to bring IHLS members a series of webinars on important HR topics:

May 20 - Conflict Management

June 17 - Critical Conversations: Conducting Effective One-on-Ones

HR Source sessions typically cost up to \$250, but these webinars are only \$10 for IHLS-member libraries. Each session is limited to 60 participants. Check out the session descriptions and register on the IHLS website.

[**VIEW SESSIONS & REGISTER**](#)

Feedback Requested

**FY2022 Proposed Budget & Operational Plan Available
for Member Comment**

Before our final submission of the FY2022 Budget, Budget Narrative, and Operational Plan to the IHLS Board of Directors and the Illinois State Library, we'd like to hear from you. Please take a few minutes to look over the draft FY2022 Operational Plan and the draft FY2022 Budget and Budget Narrative and let us know what you think.

[**COMMENT ON BUDGET & OP PLAN**](#)

Respect For Diversity Policy

At the Illinois Heartland Library System Board of Directors meeting on March 23, 2021, a proposed diversity policy was reviewed by the Board of Directors in a first reading. It is now being sent out for public comment. Members of Illinois Heartland Library System are encouraged to review the proposed policy and share their comments prior to the next IHLS Policy and Membership Committee meeting, scheduled for Monday, May 10.

We Have a New Phone System

Biggest changes you'll notice:

- New auto-attendant
- Phone extensions will no longer work
- Staff members have direct numbers
- Departments have direct numbers
- Dial our offices as usual:
 - Main line / Edwardsville: 618.656.3216
 - Carbondale: 618.985.3711
 - Champaign: 217.352.0047

[LEARN MORE](#)

Current SHARE consortium members: It's time for annual renewals!

The SHARE Annual Agreements for FY2022, including renewal for the SHARE cloudLibrary, have been sent electronically. If you did not receive your SHARE Annual Agreement or you need a paper copy mailed, please contact [Cassandra Thompson](#).

Looking to add e-resources to your SHARE membership?

Participation in the SHARE cloudLibrary gives your community members access to over 73,000 ebooks and e-audiobooks, downloadable instantly through the SHARE catalog and the bibliotheca cloudLibrary app. To learn more, visit the [SHARE E-Resources page](#) or contact [Lesley Zavediuk](#).

IPLAR 2020-2021 Survey to be Completed within 60 Days of Fiscal Year End

The fiscal year 2020-21 Illinois Public Library Annual Report (IPLAR) survey is now open. **Each public library is required to submit the IPLAR within 60 days after the library's fiscal year end.** The 2021 survey includes the Capital Needs Assessment as part of the biennial requirement stipulated by Public Act 96-0037. This year, there are 15 additional questions that are related to the impact of COVID-19.

[LEARN MORE](#)

The CMC Catalogs: Fractional Money of the Civil War

Did you know the CMC catalogers have the ability to catalog many different types of materials? For instance, they recently cataloged a specific type of currency that was created and used during the Civil War for Dixon Public Library's Lincoln collection.

[LEARN MORE](#)



Standalone Libraries: Looking to join a group e-resources collection?

Join eRead Illinois for the July 1 year and receive up to two months FREE

Whether eRead Illinois is your library's only source of ebooks or an additional source, participation provides your library's community with access to a shared collection of over 54,000 e-books and e-audiobooks through Axis 360.

Right now, libraries that sign up for the membership year starting July 1 can get access to the eRead Axis 360 collection in May and June 2021 for no additional cost—that's two extra months of access for your patrons *at no additional cost to your library*.

[LEARN MORE](#)

Current eRead Illinois Members: It's time to renew!

Watch your mailbox for eRead Illinois renewal instructions. Or, go to the [eRead Illinois](#) website, log in with your L2 account information, and fill out the form to complete your renewal. For more information about the program, go to ereadillinois.com



EBSCO Discount Package Updates

EBSCO has updated packages available for new school and public library customers. Please see the [VENDOR DISCOUNTS PAGE](#) for more details.

Signup Open for Swank Movie Licensing for Public Libraries through IHLS Group Purchase

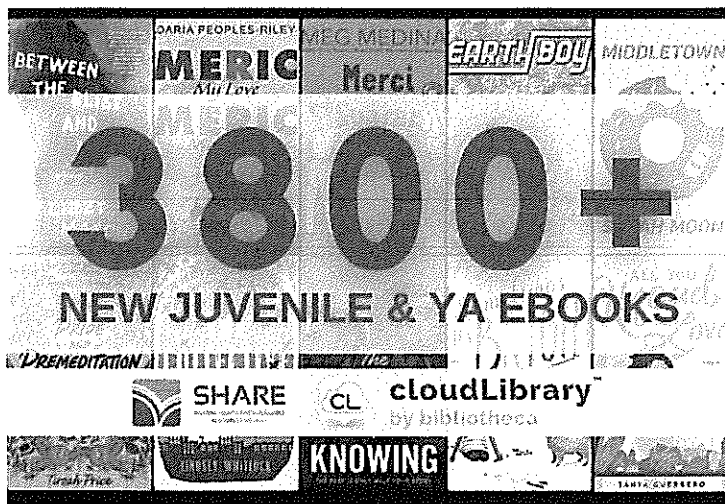
Includes over 120 outdoor film screening options through 2021

Swank Movie Licensing provides public libraries and certain other institutions with the licensing needed to legally show films from the major Hollywood studios in their buildings to engage and entertain patrons. For 2021, there is also an exception to the license to show some films outdoors on library property!

By signing up for Swank Movie Licensing through this partnership with IHLS, your library will receive a discounted rate, giving you the best value in movie licensing and the ability to expand film programming for patrons.

LEARN MORE

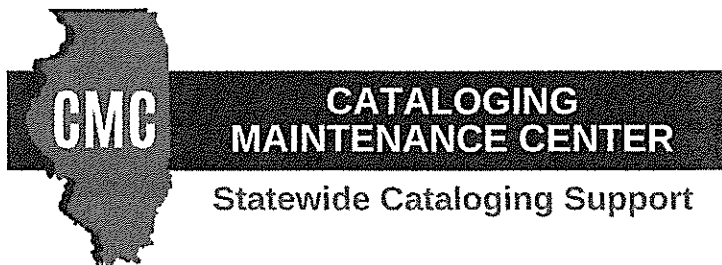




SHARE cloudLibrary Additions for Teens & Kids

Did you know we've added over 3,800 e-books for teens and kids to the cloudLibrary during the last few months? Thanks to a grant from the Illinois Secretary of State/Illinois State Library and CARES Act funding, we've been growing our collection to provide educational and recreational reading for kids of all ages! The SHARE cloudLibrary is available to students all summer long and we add new titles each month. To find out if your library subscribes, look for the cloudLibrary logo on your library's website.

Continuing Education



Cataloging Maintenance Center

Upcoming Online with the Cataloging Maintenance Center Webinar

[Cheerios, Rice Krispies, or The Directory of Overseas Summer Jobs?](#)

Thursday, May 20, 10-10:30 a.m.

Join CMC staff members as they discuss what a serial is, the differences in cataloging a single item versus cataloging serials, and demonstrate the fixed-field differences and variable fields that apply to serial records.

Additional Continuing Education & Networking Opportunities

Creating Standards for Successful Customer Service (For Frontline Staff)

May 6, 1 p.m.

Online Safety: Cyberbullying, Privacy, Trends and More

May 11, 1 p.m.

Handling Misinformation and Conspiracy Theories at Your Library

May 13, 1 p.m.

Marketing for Libraries: Learn Principles and Methods that Help You Identify Your Audience and Best Serve Your Patrons

May 20, 1 p.m.

ALA Annual Conference & Exhibition

event June 23-29, registration is still open!

ALA Members who have been furloughed, laid off, or have had hours reduced can register at no cost



Reaching Forward Illinois Conference

ILA Reaching Forward Conference

May 7, 9 a.m. to 4:45 p.m.

The ILA Reaching Forward Conference is fast approaching! If you registered and attended Reaching Forward South, don't forget to tune into the second part of the combined conference.

Learn more and view the full program schedule at **REACHING FORWARD ILLINOIS**

ILA Library Trustee Forum Spring Workshops

May Workshop: Boot Camp for Trustees: Board-Director Relations, Succession Planning, and Finance 101

May 15, 9 a.m. to noon

[LEARN MORE AND REGISTER](#)

Other Library News



Welcome to the Following New Explore More Illinois Participants!

- Central Citizens' Library District
- Nokomis Public Library
- Vance Township Library

Explore More Illinois allows cardholders from participating IHLS and RAILS public libraries to reserve free and discounted admission, parking, and gift store purchases from cultural attractions in Illinois, including museums, cultural centers, zoos, aquariums, gardens, historical societies, park districts, and more. Learn more on [the Explore More Illinois website](#) or by [emailing Jessica Barnes](#).

Explore More Illinois Information Webinar

Tuesday, May 18, 2-3 p.m.

Learn more about Explore More Illinois, including implementation, how to make a reservation using our easy-to-use software, and how to market the program. This webinar is perfect for libraries who have just joined Explore More Illinois, but can also be a refresher for libraries who joined prior to March 2020. Can't make the date? No problem! [Register now](#) and you will receive an email with the URL to access the on-demand recording at your convenience.

My Library Is...

Telling libraries' stories of impact on our communities

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

- [Multi-Library Collaboration: A Recent Example](#) (4/26/21)
- [Panel Presentation Event on April 21](#) (4/15/21)

- **You are not alone** (4/12/2021)
- **and lots more**

IHLS and RAILS are looking for more central and southern Illinois library stories from all library types! How has your library positively affected your community? **Share your story on the My Library Is... website** using your L2 credentials to log in, or contact **IHLS Marketing Coordinator Shandi Greve Penrod** to learn more. All levels of staff at all types and sizes of libraries are encouraged to contribute, so share this idea with your enthusiastic writers.

Joint Library Programming Group Message

A number of libraries have been working on creating the Illinois Joint Library Programming Group which will provide high-quality online events at equitable prices for participating member libraries of all sizes and budgets. This group is still in the early stages of planning, but you can **learn more about their goals online**.

The Illinois Joint Library Programming Group is seeking feedback from interested libraries. Please consider participating in their survey so they can learn more about what you are looking for in a group that offers regular, high quality virtual programming.

Library administration and any staff that offers programming is encouraged to fill out this survey. Multiple surveys for libraries are acceptable. It will take roughly 3-5 minutes to complete.

Those that fill out the survey will be added to a list. This list will be used to keep everyone up to date on what is happening with this group's joint library programming efforts.

If you have any questions, contact:
jointlibraryprogrammingil@gmail.com

Joint Library Programming Steering Committee Members:

- **Jennifer Czajka**, Arlington Heights Memorial Library
 - **Kate Hall**, Northbrook Public Library
 - **Arielle Raybuck**, Northbrook Public Library
 - **Kate Niehoff**, Schaumburg Township District Library
 - **Amy Koester**, Skokie Public Library
 - **Fidencio Marbella**, Westchester Public Library
-

Needing Human Resources Support? Become a SHRM Member (Society for Human Resources Management)

Rely on SHRM for tools, resources, news, and experts to save time and help you excel in your day-to-day role.

Compliance Resources

Stay compliant with federal, state, and local regulations through policy updates and how-to guides.

Tools & Samples

Save time with thousands of customizable templates, job descriptions, policies, toolkits, and forms.

Ask an Advisor Service

Call, chat, or e-mail SHRM's certified HR Knowledge Advisors for guidance on your most pressing HR questions.

View the full [benefit guide](#).

View the [FAQS](#).

ALA #FundLibraries Campaign

The American Library Association has launched its annual FY2022 #FundLibraries Campaign, and you can help ensure the Institute of Museum and Library Services gets the funding that helps libraries across Illinois and the nation.

LEARN MORE & TAKE ACTION

Libraries have been at the forefront of innovating to provide resources to their communities for generations. Urge Congress to #FundLibraries so America's libraries can continue to serve:
<http://bit.ly/FundLibrariesFY22> [tweet this](#)

(p.s. you can copy and paste the above quote and link to put in your newsletters!)

ALA American Rescue Plan Act State Funding Guide

The \$1.9 trillion American Rescue Plan Act of 2021 (ARPA) provides \$200 million for the Institute of Museum and Library Services and billions more for library-eligible programs, including over \$7 billion for broadband and devices. Libraries can position themselves **now** to seek portions of this funding through multiple channels, and the American Library Association's new guide can show you how.

[View the ALA American Rescue Plan Act State Funding Guide](#)

Quick Links

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



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