

**CLIFTON PUBLIC LIBRARY BOARD MEETING
PROPOSED AGENDA FOR 5/11/2022
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

- A. Next Tentative Meeting Date June 8, 2022**

CLIFTON PUBLIC LIBRARY BOARD MEETING

4/13/2022

1. Welcome

2. ROLL CALL:

Board Members: Vicky Shell, Carol Winter, Julie Kolosky, and Sara Faulkner were present at the 4/13/2022 Clifton Library Board meeting, called to order at 7:10 pm. Lori Lamping, head Library Clerk was also present.

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

4. SECRETARY'S REPORT:

Meeting minutes from March 2022 meeting were reviewed. A motion was made to approve the minutes by Julie, seconded by Sara, minutes approved.

5. TREASURER'S REPORT:

Checking:

March 2022 \$5,876.65

Savings:

March 2022 \$61,214.01

CD:

March 2022 \$14,263.74

Cash Drawer:

March 2022 \$50

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

6. BILLS AND INVOICES:

Amazon \$49.39 – 3 books

Amazon \$24.99 – Labor Poster

Staples \$25.98 – paper envelopes

Total: \$100.36

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: Carol will try to attend the Village Board meetings representing the Library

9. New Business:

Library Report

Easter Coloring Contest – 3 entries so far; winner gets Dairy Queen gift card

Upcoming Grants: Donovan Trust for Large Print and Junior Fiction

Mary Helen Roberts

Lavena Young

Plant Identifying contest - \$10 gift card for who can ID the most

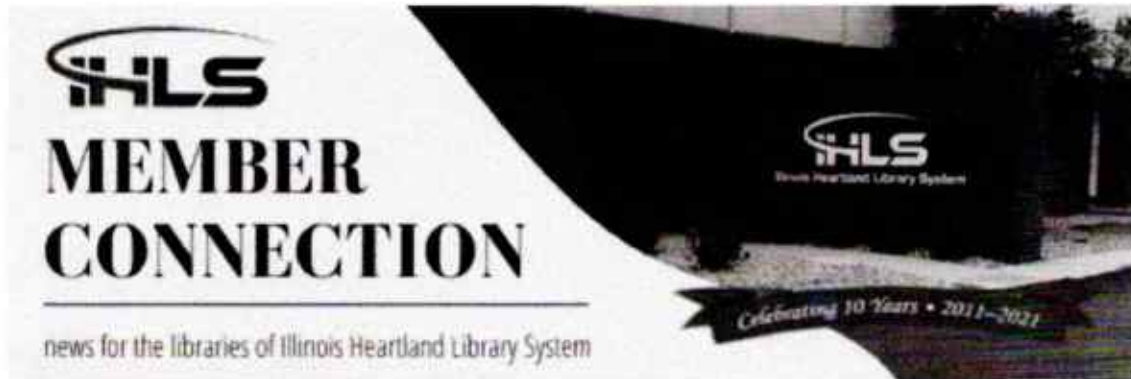
Census

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

10. Adjournment:

Meeting adjourned at 8:06pm, moved to adjourn by Julie, seconded by Carol. The next meeting is May 11, 2022 at 7pm.

Respectfully submitted, Nicole Brough



April 27, 2022



Feedback Requested: FY2023 Proposed Budget & Operational Plan Available for Member Comment

Submit feedback by noon on May 20, 2022

Once again, we are excited to bring to you the Illinois Heartland Library System **Fiscal Year 2023 Draft Budget and Budget Narrative using OpenGov**. OpenGov is a cloud-based budgeting tool that provides easy access to data and information for both staff members and library members like you. Each chart is interactive in such a way that you can hover over chart components to highlight them or you can click the chart to explore more data.

Additionally, we present you with our **FY2023 Draft Operational Plan**. The Operational Plan includes our planned goals for Illinois Heartland Library System and our means to achieve them.

Before our final submission of the FY2023 Budget, Budget Narrative, and Operational Plan to Illinois Heartland Library System's Board of Directors and the Illinois State Library, we'd like to hear from you!

[Review the FY2023 Draft Budget and Operational Plan and leave us your feedback.](#)



Sign-up Open for Swank Movie Licensing for Public Libraries through IHLS Group Purchase

Sign up by June 15, 2022

IHLS is partnering with RAILS and Swank Movie Licensing USA to offer your library a special, discounted rate for the annual public performance license, which runs from July 2022 through June 2023. 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. There is also [an exception to the license to use some films outdoors, with event approval, on library property](#) until December 31, 2022!

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 about Swank Movie Licensing and sign up.](#)



Like and Follow IHLS on Facebook and never miss a post.

THIRD THURSDAYS CE

Each Third Thursday at 10 a.m.

Next Third Thursdays:
May 19, June 16

Join us monthly for an important and timely library topic. Sometimes we'll host a full continuing education webinar featuring IHLS staff or guests, and sometimes we'll incorporate a mini CE program into our Members Matter membership update events.

[Register for an Event in L2](#)



Why IHLS Delivery is Sending Libraries Bright Orange Bags

Starting soon, many libraries will find a stack of orange Delivery On the Go bags in delivery tubs. As you may be aware, Illinois Heartland Library System's Delivery department offers a Delivery On the Go service. The Delivery On the Go service allows our drivers to move some interlibrary loan materials *directly* from one library to another library without having to take them back to an IHLS delivery hub—same route, same day. We're now making the service even easier by providing bright orange bags just for Delivery On the Go items!

Please keep these bags at your library and use them any time you would like to send an item via the Delivery On the Go service, starting immediately. Libraries at the end of routes won't receive bags, as these libraries don't need them. [Visit the Delivery On the Go page for further details.](#)

The CMC Dishes the 411 at RFS

The Reaching Forward South (RFS) Conference was held on April 8 at the I Hotel and Conference Center in Champaign, Ill. The RFS Conference is a professional development opportunity for library support staff from both central and southern Illinois libraries. Due to the COVID-19 pandemic, this was the first time in two years the conference was held in person. This gave the staff of the Cataloging Maintenance Center (CMC) the perfect opportunity to connect with library professionals to create awareness of the CMC's offerings. CMC staff packed up their swag and set off on a mission.

[Read the full story on our website](#)

IHLS LIBRARY DIRECTORS' CHAT

Thursdays 1-2 p.m.*

*except each third

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Next Chats:

April 28; May 5, 12, 26

Make sure you're subscribed to our IHLS Networking emails to receive the weekly links.

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[Subscriptions](#)

[Directors' Chat transcript archive](#)

Information and Media Literacy Legislation for 2022-23 School Year

Beginning with the 2022-23 school year, the Illinois legislature has amended HB0234 to require all public high schools to include a unit of instruction on media literacy and states the topics of instruction that are required. School librarians, with their focus on information and media literacy, should be part of the conversation happening in schools around Illinois as to how this requirement will be implemented. Stay ahead of the curve and [read up on HB0234](#), and [contact the Illinois State Board of Education](#) for more information.

For further resources, [contact Leah Gregory, school library member liaison](#).

Library Human Resources Webinar Series with HR Source Continues

Effective Delegation, May 11

Legal Issues for Supervisors, June 22

Join other IHLS-member libraries and HR Source for the last two installments of the Library Human Resources Webinar series. These webinars are only \$10 each for all IHLS-member libraries.

Space is limited, and each participant must register individually for each session by 5 p.m. two days prior to each session.

[Learn more and register for the HR Source webinars](#)

Illinois Library Association (ILA) is Now Accepting Applications for the Resources and Technical Services Forum (RTSF) Scholarship

Deadline is May 15

ILA is currently accepting applications for the Resources and Technical Services Forum (RTSF) scholarship until May 15. This scholarship covers registration, travel, and lodging for the ILA Annual Conference for one technical services staff member who would not otherwise be able to attend. Scholarships are awarded based on financial need and geographic diversity. Priority in selection will be given to first-time ILA Annual Conference attendees.

[Visit the ILA website for more information and to submit your nomination today!](#)

Submit a Nomination for the TBS, Inc. Technical Services Award

Deadline is May 15

The TBS, Inc. Technical Services award is awarded to an individual who has made a substantial contribution in the area of library technical services. Nominees must be an individual Illinois Library Association (ILA) member or be employed by an institution that is an ILA member. The winner receives a certificate and a \$500 financial award. Submit nominations for this award by May 15.

[Visit the ILA website for more information and to submit your nomination](#)

Not a Member of Illinois Libraries Present? ILP Wants to Hear From You!

Did you miss the Illinois Libraries Present (ILP) session at Reaching Forward South? ILP is seeking your valuable feedback in a survey geared toward non-members, focused on assessing reasons for not joining ILP as well as gathering your input on future event topics. [Please take a moment to respond to the survey.](#)

Submit Your Recommendations for the

2022 Explore More Illinois Attractions Contest

Explore More Illinois is looking to add new attractions and it needs your help!

Between now and May 31, submit attraction suggestions to Explore More Illinois and be entered for a chance to win a free lunch! For every suggestion that results in an additional offering to Explore More Illinois by August 15, your library will receive one entry into a raffle for lunch for your staff. The Quipu Group, the company that supports Explore More Illinois' ePass software, is sponsoring the prize.

Attractions include:

- Museums
- Performing arts groups, including community theaters and orchestras
- College and minor league sports teams
- Zoos
- Park districts
- Historic homes
- and more!

Help Explore More Illinois gain attractions throughout central and southern Illinois by entering your suggestions today! Check out the [complete list of rules](#) for details. For additional information about the contest, please contact [Jessica Barnes](#) at 630.734.5181.

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Want to show your appreciation for a library hero, idol, mentor, colleague, or friend? Nominate them for an ILA award. ILA offers various awards honoring librarians and library advocates—[nominate someone today!](#)



Telling libraries' stories of impact on communities

Sharing Showcase: An Idea File for Flyers, Marketing Plans, How Are Libraries Telling Their Stories?

The [My Library Is...Sharing Showcase](#) is a place for sharing examples and templates of all these storytelling resources, a place where you can get ideas from others, and share your favorite communication pieces and plans. Check it out, and then maybe add your own.

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

- [12th Annual Edible Book Festival at Booth Library, Eastern Illinois University](#)
- [My Library Is... Conversation About Why School Libraries Matter](#)
- [Book Groups at the Lisle Library District](#)
- [Hidden Gems @ Your Library](#)
- [Specialized Library Spotlight: Caterpillar Inc. Technical Information Center](#)

Think you have an idea for a topic or know a writer for the [My Library Is... blog](#)? Contact IHLS Marketing Coordinator [Shandi Greve Penrod](#).

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More Continuing Education

AISLE Workshops

The Association of Illinois School Library Educators (AISLE) is offering various upcoming workshops for school library professionals looking to earn PDH credit. Registration is offered to both members and non-members.

Visit the [AISLE Workshops](#) page for more details.

Webinars & Virtual Events

[Digital Preservation's Impact on the Environment](#)

April 28

[Engaging People Living with Dementia with Library Materials](#)

April 28

[Webjunction - We Can't Go It Alone: Community-Centered Collaborations during COVID-19](#)

May 5

[Webjunction - Distinguished Seminar Series: "Strategies to preserve the past and shape our collective future: The HBCU Library Alliance – A Sankofa Experience"](#)

May 11

[ILA Trustee Forum Spring Workshops](#)

May 14

[Centering Community, Building Equity: A Social Justice Approach to Outreach with Families and Children in Underserved Communities](#)

May 17

[Career Online High School Information Webinar](#)

May 17

[ILA Noon Network - Career Pathway Talk Series: How to Retain BIPOC Students and New Professionals in Librarianship](#)

May 18

[Spilling the Tea with the CMC: Virtual Internships](#)

May 19

Conferences

ILA Marketing Forum Mini-Marketing Conference

April 29; Virtual

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May 6; Rosemont, Ill.

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June 23-28; Washington, D.C.

Quick Links

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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.



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April 13, 2022



Voting Closes April 15 for the IHLS Board of Directors

Voting will close on April 15 for the 5 open seats on the Illinois Heartland Library System Board of Directors. Seats to be filled are:

- 1 Public Library Representative (3-year term)
- 4 Public Library Trustee Representatives (3-year term)

Members of the board help set the direction of IHLS. They bring to IHLS knowledge of their communities and a willingness to continually maintain and strengthen library services in Illinois. Now it's your library's turn to have a say on each candidate. To learn more about the candidates and how your library can vote, visit the [2022 Board Election Hub](#).

[Learn About the Candidates and Cast Your Vote!](#)

Voting is open through April 15, 2022.



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Directors University is Now Accepting Applications

Applications due by April 22

The sixth annual Directors University will be held June 6-10 at the Illinois State Library in Springfield, Ill. Preference will be given to new directors who have not previously attended Directors University and applicants must have been named the permanent director of the library by May 1.

[Learn more and apply for Directors University.](#)



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Thanks for Visiting Us at Reaching Forward South!

Thank you to all who stopped by the IHLS, CMC, and SHARE booths at Reaching Forward South on April 8. It was wonderful to see you in person and

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chat about what's happening at your libraries. We hope to see you again next year!

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Join Illinois Heartland Library System's Team!

Illinois Heartland Library System (IHLS) is looking for new team members! We have the following positions currently available within our organization:

- [SHARE Circulation and Resource Sharing Specialist \(Carbondale, Champaign, or Edwardsville\)](#)—Full-time
- [Cataloger \(Edwardsville, Carbondale, or Champaign\)](#)—Full-time

If you meet the qualifications, we encourage you to apply by sending your resume to jobs@illinoisheartland.org. We offer a competitive benefits package and a great work-life balance that is part of our company culture.

IHLS is committed 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.

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Contest

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- [My Library Is... Conversation with Estevan Montañó](#)
- [Encouraging Student Creativity Through a Young Authors Contest](#)
- [Specialized Library Spotlight: Dentons](#)
- [E-Books Add to Student's Emotional Wellness](#)

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Webinars & Virtual Events

[Webjunction - Broadband Improvements: Free Planning Tools for Libraries](#)

April 20

[Online with the Cataloging Maintenance Center - By any other name: NAF : Name Authority File ins and outs](#)

April 21

[Webjunction - Digital Collections at Your Library: Community, Culture, and Connection](#)

April 26

[ILA Trustee Forum Spring Workshops](#)

May 14

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[ILA Marketing Forum Mini-Marketing Conference](#)

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Have News to Share?

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All About the IHLS Delivery On the Go Service and Why You May Receive Some Bright Orange Bags

As many of you know, Illinois Heartland Library System's Delivery department offers a service that supplements our five-day delivery, the Delivery On the Go service. The Delivery On the Go service allows our drivers to move some interlibrary loan materials *directly* from one library to another library without having to take them back to an IHLS delivery hub—same route, same day. We're now making the service even easier by providing bright orange bags just for Delivery On the Go items! Instead of placing items on top of bins, exposed to the elements and relying on your route driver's memory to deliver them early, you can place such items in these protective, reusable, and recyclable orange bags.

Beginning the week of April 18, many libraries will find a stack of orange Delivery On the Go bags in delivery tubs. Please keep these bags at your library and use them any time you would like to send an item via the Delivery On the Go service, starting immediately. Libraries at the end of routes won't receive bags, as these libraries don't need them. More details on these bags are below.

What is the IHLS Delivery On the Go Service?

Items can be delivered to your interlibrary loan patrons even faster with the IHLS Delivery On the Go service. The Delivery On the Go service enables qualifying items* to be delivered to the receiving library *that very same day. Same route, same day.*

*Delivery on the Go service deliveries are available to lending libraries when the requesting library is down-route from the item's owning library **and** delivery is scheduled to arrive at the requesting library later that same day.

How to Send an Item via the IHLS Delivery On the Go Service

If you notice that an item you pull is for a library after you on your library's IHLS Delivery route, you can help the receiving library's patron get it faster by using the Delivery On the Go service (and others can do the same for you).



- Grab an orange Delivery On the Go bag.
- Use a permanent marker and the lines on the back of the bag to designate which library the materials should go to. (Use the bag like you would an interoffice mail envelope.)
- Put the bag on top of your outgoing tub(s).

That's it! When our delivery driver arrives, they will pick up the bag and deliver it to the receiving library that very same day—the fastest service possible, no sorting at the IHLS hub required.

Delivery On the Go bags should be used for Delivery On the Go service only.

How to Tell What Libraries are on Your Delivery Route

If you are wondering what libraries follow you on your route, you can find these on the IHLS website. **Navigate to www.illinoisheartland.org and click Delivery, then click Routes, then select your hub location (Champaign, Carbondale, or Edwardsville).** All the route information is included, including your library's IHLS route number. Additionally, we will also send out copies of the route your library is on, so you know which libraries are before and after you.

Please feel free to reach out to us if you have questions. Thank you!

The IHLS Delivery Team

Susan Palmer

IHLS Operations Director
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lkates@illinoisheartland.org

Linda Petty
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Illinois Heartland Library System

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