

**CLIFTON PUBLIC LIBRARY BOARD MEETING
PROPOSED AGENDA FOR 3/10/20
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 April 14, 2021**

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CLIFTON PUBLIC LIBRARY BOARD MEETING

2/10/2021

1. Welcome

2. ROLL CALL:

Board Members: Vicky Shell, Carol LeClaire, Nicole Brough, Julie Kolosky, Sara Faulkner, and Jill Rieken were present at the 2/10/2020 Clifton Library Board meeting. Lori Lamping, head Library Clerk was also present.

3. SECRETARY'S REPORT:

Meeting minutes from Jan2021 meeting were reviewed. A motion was made to approve the minutes by Julie, seconded by Carol, minutes approved.

4. TREASURER'S REPORT:

Savings:

Nov2020 \$2602.96

Dec2020 \$10,464.79

Jan2021 \$7444.06

Savings:

Nov2020 \$71,566.95

Dec2020 \$61,569.58

Jan2021 \$61,572.19

CD:

Nov2020 \$14,061.78

Dec2020 \$14,148.72

Jan2021 \$14,148.72

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

5. BILLS AND INVOICES:

Rug Grippers at Menards: \$37.48

Staples: Batteries purchased with coupons

DVD cases Amazon \$99.64

Dollar General: \$19.35

Per Capita balance spent \$277.50

Total: \$156.47

Motion to approve the bills by Jill, seconded by Julie, all approved

6. Communications:

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

7. Unfinished Business:

Village Board Meeting: Annual Library report sent to the village

8. New Business:

Library Report

Lori will reach out to Andy Winkel with regards to the arrangements of the storage of historic Library Records

Per Capita grant (100 items, 17 series/DVDs, junior readers etc)

Inter-Library Loan was sent it

Renewed tax exemption status (Menards & Dollar General)

Need to purchase Labor Law poster for 2021 for \$23.99

Feb 26, 2020 is the virtual legislative Library Meeting, email to be sent with the link

Patron would like to purchase an old patron computer, board will give it to that person at no charge;

(the patron had previously donated approximately 60 DVDs)

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

9. Adjournment:

Meeting adjourned at 7:42pm, moved to adjourn by Jill, seconded by Carol. The next meeting is Mar 10, 2021 at 7pm.

Respectfully submitted, Jill Rieken, Secretary



Member CONNECTION



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

February 2021

WINTER WEATHER ALERT!

Due to extreme weather conditions, all delivery routes have been canceled for Tuesday, Feb. 16.

**IHLS
Text
Alert
System**

**WEATHER
DELAYS**

**BUILDING
CLOSURES**

**ROUTE
CHANGES**

Want Notifications of Delivery Delays, Changes, and Closures?

[Sign Up for Text Alerts](#)

Text

**CARBONDALE, CHAMPAIGN, or
EDWARDSVILLE to 84483**

System-wide notifications will be sent to all subscribers.

Applicable service provider message rates apply.

[Sign Up for Email Alerts](#)

Navigate to www.rainedout.net

Search for Illinois Heartland Library System

Follow the on-screen prompts



Sexual Harassment Prevention Training

Presented by Illinois Heartland Library System and HollaBack!

Tuesday, March 23, 2021

9:30-11:30 a.m.

For too long, sexual harassment trainings have been designed to tell people what *not* to do. This training will show attendees *how they can show up* to build a safe, inclusive, workplace environment. *Space is limited.*

[LEARN MORE & SAVE YOUR SPOT](#)



Directors Update

Please join us in welcoming the following new library director:

- Debbie Greene, Wayne City Public Library

[Networking & Continuing Education](#)
[Library Jobs](#)
[Listservs & Newsletters](#)
[Vendor Discounts](#)
[Libraries in the News](#)
[Resources for Libraries](#)

**IHLS LIBRARY
DIRECTORS' CHAT**

Are you part of the 1.1K people who
like IHLS on Facebook?

LIKE and FOLLOW us on Facebook for shareable
content, important date reminders, and interesting
thought articles curated from across Libraryland.

✓ Like 1.1K



MEMBERS MATTER

Next Members Matter:

Library Ethics 101: What Would You Do? + System Updates

March 4, 10 a.m.-Noon

Join your IHLS friends and colleagues from around
central and southern Illinois on March 4, 2021, for a
Members Matter meeting featuring a presentation
on **library ethics** followed by updates from
the **Illinois State Library**; the **administrative,**
delivery, and **membership staff** of IHLS; and
the **SHARE** consortium. [LEARN MORE &
REGISTER](#)

Join the 2021 IHLS Board of Directors

Nominations Due Feb. 15

A small investment of time and effort serving as a
board member helps to ensure that IHLS and
libraries throughout central and southern Illinois are
providing the best possible services and resources
available to their patrons and their communities.

The following positions are up for election:

- 1 Public Library Representative (3-year term)
- 2 School Library Representative (3-year term)

Thursdays 1-2 p.m.

Next Chats: Feb. 18 & 25
March 4 & 11

[Registration Requested](#)

[Directors' Chat transcript
archive](#)

Library Days and Dates 2021-2022

This document, prepared
by legal counsel for the
Illinois Library Association,
contains preliminary dates
and deadlines that deal
with such things as
electing trustees, budget
filings, annual reports, and
numerous other required
filings. [VIEW DOCUMENT](#)



**More Books
Available from IHLS
for Nearly 1/2 Off**
[While Supplies Last](#)

[Order Serving Our Public
4.0: Standards for Illinois
Public Libraries \(ILA\)](#)

[Order Illinois Library
Laws and Rules \(ILA\)](#)

- 2 Public Library Trustees (3-year term)

Let your voice be heard. We welcome new members and new ideas! [Learn More & Complete the Nomination Form](#)

It's That Time of Year! Library Certification Begins This Week

2021 Certification Period Runs Feb. 15 to May 15

Libraries that are members of a regional library system are required by statute to annually certify that they are compliant with the membership criteria as set forth in the Illinois Administrative Code (23 ILAC 3030.200). In conjunction with this certification, all libraries are also required to complete the ILLINET Interlibrary Loan Statistical Survey.

This year, certification will be done through your library's account in Library Learning (L2). *It is recommended that you complete the ILLINET Interlibrary Loan Statistical Survey before you begin the certification process.*

Before certification begins, please log into L2 and make sure there is a certification contact listed for your agency. If not, please create one by following these steps:

1. Log into your user dashboard on L2.
2. On the Affiliations page in the "Location" section, click <Edit> to edit the affiliation that you have with your library's primary location.
3. Find the "Key Contact - Regional System" section and check the <Certification Contact> checkbox.
4. Scroll down and click <Save>.

Beginning Feb. 15, the link "Complete Certification for [Name] Library" will appear on the dashboards of those listed as certification contacts for their agencies.

Continuing Education Resources

[IHLS Member Day 2020: Beyond All Limits Session Recordings](#)

[Reaching Across Illinois Library System Continuing Education Archives](#)

[WebJunction Webinar Calendar](#)

[Illinois Library Association Webinar Archive](#)

[ABLE- Alternative Basic Library Education from the Idaho Commission for Libraries](#)

[EveryLibrary Institute Webinars on Demand](#)



New & Upcoming Grants

[New Grants:](#)

[Oberman and Rich Reaching Forward Conference Grant](#)

If you'd like to review the certification process, watch the video tutorial or contact Anna Yackle (Public and Academic Libraries) or Ellen Popit (school districts and special libraries).

[LEARN MORE, WATCH THE TUTORIAL, OR GET HELP](#)

ILLINET Interlibrary Loan & Reciprocal Borrowing Statistical Survey

The [ILLINET Interlibrary Loan \(ILL\) & Reciprocal Borrowing \(RB\) Statistical Survey](#) for FY2020 (July 1, 2019, to June 30, 2020) is now available. **The survey is to be completed by Mar. 31.**

School districts should provide data based on interlibrary loan and reciprocal borrowing activity for all school buildings within the school district. Libraries can also view their ILL statistics online.

IPLAR Survey Now Available

The fiscal year 2020-21 Illinois Public Library Annual Report (IPLAR) survey is now open. **Each public library is required to submit the IPLAR 60 days after the library's fiscal-year end.** The instructions, worksheet and Guide to Virtual Programming are available on the [IPLAR Login Screen](#). The 2021 survey includes the Capital Needs Assessment as part of the biennial requirement stipulated by Public Act 96-0037. There are 15 additional questions this year that are related to the impact of COVID-19. Thirteen COVID-19 questions require yes/no answers, and two questions report on the number of weeks closed or with limited occupancy as a result of the pandemic. For questions about counting Wi-Fi sessions and website visits, check out [Counting Wi-Fi Sessions](#)

Due March 1

Recipient(s) will receive free registration to the current year Reaching Forward Conference

Robert P. Doyle ILA Conference Grant for Support Staff

Due March 31

The recipient will receive a one-year ILA membership and full registration to attend the ILA Annual Conference

More Upcoming Grant Deadlines:

March 1

Game On! Grants
Pat Carterette
Professional Development Grant

March 4

Libraries Transforming Communities: Focus on Small and Rural Libraries

March 15

FY2021 Illinois Public Library Per Capita and Equalization Aid Grants

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

[and Website Visits](#). For more information about the IPLAR survey, please visit the State Library [IPLAR webpage](#).

Deadline Approaching for FY21 Public Library Per Capita and Equalization Aid Grant

Applications due [March 15](#)

Applications for the Public Library Per Capita and Equalization Aid Grant must be received no later than March 15, 2021. The date for submission was pushed back this year because of the COVID-19 pandemic, but the deadline is now rapidly approaching. The money provided by this grant is vital to many IHLS-member libraries. [READ MORE](#)

ILA **Advocacy for Illinois Libraries** **Legislative Meet-ups** **The Illinois Library Association**

2021 Legislative Meet-Ups

[Metro East Illinois - Monday, Feb. 22](#)

[Central Illinois - Friday, Feb. 26](#)

Once again, the Illinois Library Association has arranged its spring 2021 series of legislative events as opportunities for library staff members and advocates to hear from ILA and ask questions of legislators about issues affecting your library. **This year, all legislative meet-ups will be held in a virtual format and are free for ILA institutional and individual members.** Library trustees, directors, and staff from public, school, and



February Library Link Roundup

We've crawled the web for the most useful library links, curated for the librarians of Illinois. This [#LibraryLinkRoundup](#) is heavy in programming ideas and marketing tips. *Library Link Roundups are currently published on the IHLS website and Facebook page the first Friday of every month.* [View February Roundup](#)

academic libraries are encouraged to attend and participate. [Learn More & Register](#)

Interlibrary Loan Options

Did you know? There are options for interlibrary loan (ILL), even if you do not have an OCLC ILL membership. American Library Association provides a Free [ILL Request Form](#). You can use [WorldCat](#) to search for items, then fax the request to libraries to send their items. If it is a library in Illinois, you can request the item to come from IHLS delivery. [LEARN MORE](#)

Have You Explored 'Explore More Illinois'?

[Sign Up for this Free Service for Illinois Libraries before the April 1 Re-Launch](#)

As Explore More staff is looking ahead to restarting Explore More Illinois, the cultural and recreation pass program for libraries across the state, now is the time to join. Don't have your patrons miss out on discounts to museums, park districts, historical sites, and more. Please contact [Jessica Barnes](#), RAILS special project librarian, to join or [for more information](#). Join by **April 1** and avoid possible on-boarding delays.

Do You Know Anyone at Any of These Central/Southern Ill. Attractions?

- Cedarhurst Center for the Arts, Mt. Vernon
- Dana-Thomas House, Springfield

- Edwardsville Children's Museum, **Edwardsville**
- Effingham Performance Center, **Effingham**
- Greater St. Louis Air and Space Museum, **Cahokia**
- Krannert Center for the Performing Arts, **Urbana**
- Sangamon Auditorium UIS, **Springfield**
- Super Museum, **Metropolis**

We're looking for more Central, Southern, and Metro East Illinois attractions to join the Explore More Illinois program. If you have a contact at one of these *or another* Illinois-area attraction, **will you send them a pre-written letter recommending they join the program?** Please [download the Explore More Illinois template letter](#) for prospective attractions and contact [Jessica Barnes](#), RAILS special project librarian, to let her know you're on the case.

Continuing Education



Cataloging Maintenance Center

The Good, the Bad, and the Just Plain Weird: A Short Guide to Cataloging Oddly Bound Books

Thursday, Feb. 18, 10 a.m.

In this session, the Cataloging Maintenance Center will discuss when and how to include important physical descriptions of oddly bound materials. This

could include anything from a unique binding to an artist's book. [REGISTER](#)

Braille: Decoding the Dots

Thursday, March 18, 10 a.m.

Join the Cataloging Maintenance Center to learn how to catalog braille books, specific MARC fields that should be included in a bibliographic record, and how to code the fixed-field elements.

ARSL Outstanding in Their Field Leadership Institute for "Accidental" Library Leaders

Application Deadline Feb. 24

The Association for Rural & Small Libraries (ARSL) has opened its application period for its Outstanding in Their Field Leadership Institute. The ARSL Leadership Institute is for accidental library leaders. They are folks who may not have a Masters in Library and Information Science and maybe not even a college degree. They are the folks working in a small or rural library who are now ready to grow as leaders—maybe even to make libraries their career. [LEARN MORE](#)



AISLE

Association of Illinois School
Library Educators

System E-Content and E-Resources for Illinois Educators Session

Presented by AISLE, RAILS, and IHLS

March 4, 4-5 p.m. | 1 PDH

This is your chance to learn more about system E-Content and Resources by joining presenters from

RAILS and IHLS as they explain how the systems can assist school personnel, especially during this time of online teaching. This presentation is appropriate for librarians, classroom teachers, and administrators. Watch together for great collaboration. [LEARN MORE & REGISTER](#)

REACHING FORWARD

**Reaching Forward South and
Reaching Forward have joined virtual
forces!**

[Reaching Forward South conference April 15-16](#)

[Reaching Forward conference May 7](#)

Join IHLS at Reaching Forward Illinois, a two-in-one conference where registrants get access to *both* virtual events--this year only! Furthermore, catch staff from IHLS and the Cataloging Maintenance Center presenting during Reaching Forward South. [LEARN MORE & GRAB YOUR TICKETS](#)



**ILA Now Accepting Applications for
Elevate Illinois Libraries Leadership
Program**

[Saturday, April 24, 8:30 a.m. - 12:30 p.m. via Zoom](#)

Leading and transforming organizations today requires an understanding of our current state, clarity of vision about the future that one hopes to

create, and an understanding of what motivates people to commit to change. Furthermore, libraries are grappling with concepts of inclusion and equity. In this year's Elevate Illinois Libraries Leadership Program, we will explore the concept of judging versus joining behaviors and explore the types of behaviors that lead to inclusion as well as those that exclude people.

Future leaders from all types of libraries (academic, public, school, and special) and all parts of Illinois are encouraged to apply. Applicants are not required to hold any specific positions in their library, but should have an interest in developing as a leader. [LEARN MORE & APPLY TO ATTEND](#)



ILA Library Trustee Forum Spring Workshops

March 13: One Year On: Where is Your Library and How Can You Prepare for a Post-COVID World

April 17: Equity, Diversity and Inclusion: What Library Trustees Need to Know

May 15: Boot Camp for Trustees -- Topics include Board-Director Relations, Succession Planning, and Finance 101

Registration coming soon; save the dates!

Additional Continuing Education & Networking Opportunities

[ILA Marketing Forum February Roundtable:](#)

[Social Media](#)

Feb. 19, 11 a.m.-Noon

Illinois Library Association Marketing Forum Roundtables give library marketers the chance to connect with colleagues from across the state and share information and resources. This roundtable will include short presentations by members of the forum on live events using Facebook and YouTube, Instagram Reels, Facebook Creator Studio, and Facebook Stories. Following the presentations, there will be an open discussion on various topics.

[Mending Philosophy](#)

On-Demand

Learn how to maintain and mend books with the library book doctors Patti and Roxy.

[Envisioning Future Library Experiences: Service Design Techniques for Responsive Libraries](#)

Feb. 18

The second in a two-part webinar series, this session will expand on design principles applied by case study libraries, who have been working with the design teams.

[What's Format Got to Do with It? The Role Information Formats Play in Evaluating Search Results](#)

March 17

This webinar presents research on the role information formats play in student evaluation of search results and identifies practical applications for libraries of all types.

We are always accepting great stories about member libraries, library staff spotlights, and photos to appear in the newsletter. If you have something to share, please email your story to [Shandi Greve Penrod, Marketing Coordinator](#).

Quick Links

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



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Advocate for Illinois Libraries Alongside IHLS and ILA

We need you to show up for this one-hour event.

Show our elected officials **we care** about what happens with library-related legislation!

ILA **Advocacy for Illinois Libraries** Legislative Meet-ups **The Illinois Library Association**

METRO EAST ILLINOIS

Monday, Feb. 22, 2021

10-11 a.m. via Zoom

CENTRAL ILLINOIS

Friday, Feb. 26, 2021

8-9 a.m. via Zoom

Illinois Library Association Legislative Meet-ups are opportunities for library staff and advocates to learn about legislation and issues affecting libraries, hear from legislators, and ask questions. **It's important that we have a large showing**--legislators can see the number of people attending. This year, all legislative meet-ups will be held in a virtual format. Library trustees, directors, and staff from public, school, and academic libraries are encouraged to participate.

This year's Virtual Meet-ups will be free for ILA members, including staff and trustees from ILA institutional member libraries. Non-members will be invoiced for \$15 after registering.

Register for an #ILAMeetup



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Share



Tweet



Forward

IHLS to Reduce Interlibrary Delivery Quarantine Time From 72 Hours to 48 Hours

reduced quarantine period starts Feb. 22, all else unchanged

IHLS Members,

Illinois Heartland Library System and the IHLS Delivery Working Group are pleased to announce that we are **reducing the IHLS quarantine time for interlibrary delivery from 72 hours (3 days) to 48 hours (2 days) beginning Monday, Feb. 22**. We will continue to quarantine these items within our hubs.

Please remember that IHLS's 48-hour quarantine *applies only to materials transferred by IHLS* and is in place to protect IHLS staff. *It is up to your library as to whether and when to use a quarantine period as part of your library's mitigation strategies.* (See the graphic below for an illustration of the interlibrary loan process and when IHLS and other libraries' quarantine policies apply.)

Our Delivery Working Group convenes on a regular basis to re-review and discuss the newest available scientific information and pandemic and delivery-related library issues. If you'd like to learn more about the decision to move to 48 hours, you can [read more on our website](#).

IHLS staff members will continue to practice the safety procedures outlined in the [COVID-19 Guidelines for Safe IHLS Delivery Service During the COVID-19 Pandemic](#), including regular handwashing breaks, disinfecting high-touch surfaces, and requiring masks for IHLS staff when around people or library materials. If you have any questions about the quarantine time and procedures or our in-house practices, please [contact your Delivery hub manager](#). For more information on staff protocols and our commitment to a safe working environment, please see our [Staff COVID Protocols on our Policies page](#).

Thank you to our member libraries for your continued support.

Sincerely,

Susan Palmer, *Director of Operations*

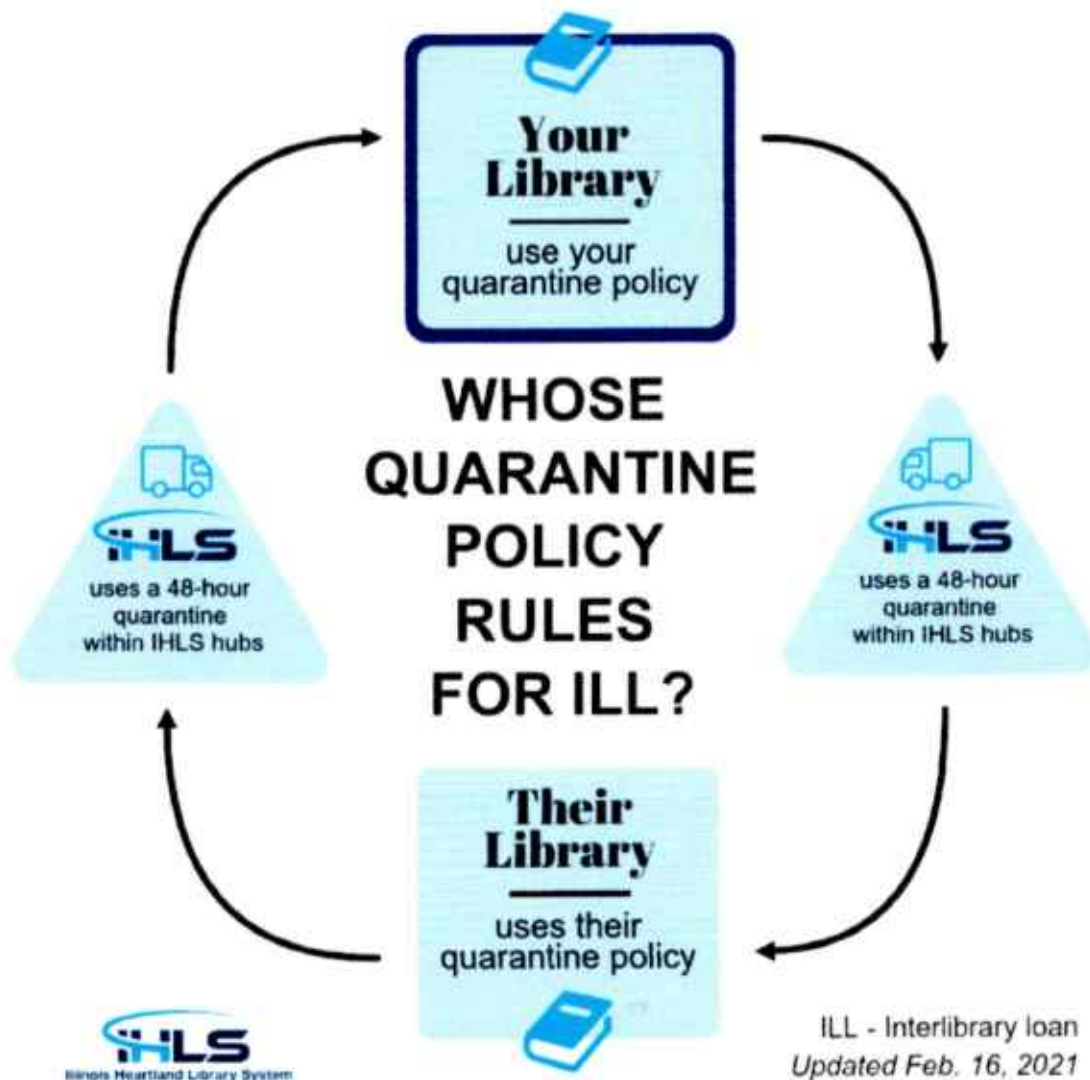
spalmer@illinoisheartland.org

Leslie Bednar, *Executive Director*

lbednar@illinoisheartland.org

Ellen Popit, *Associate Director*

epopit@illinoisheartland.org



IHLS COVID-19 Resources

[IHLS Delivery News](#) - All our delivery-related news in one place

[COVID-19 Updates & Resources](#) - A series of pages including updates for members, resources for librarians, and more



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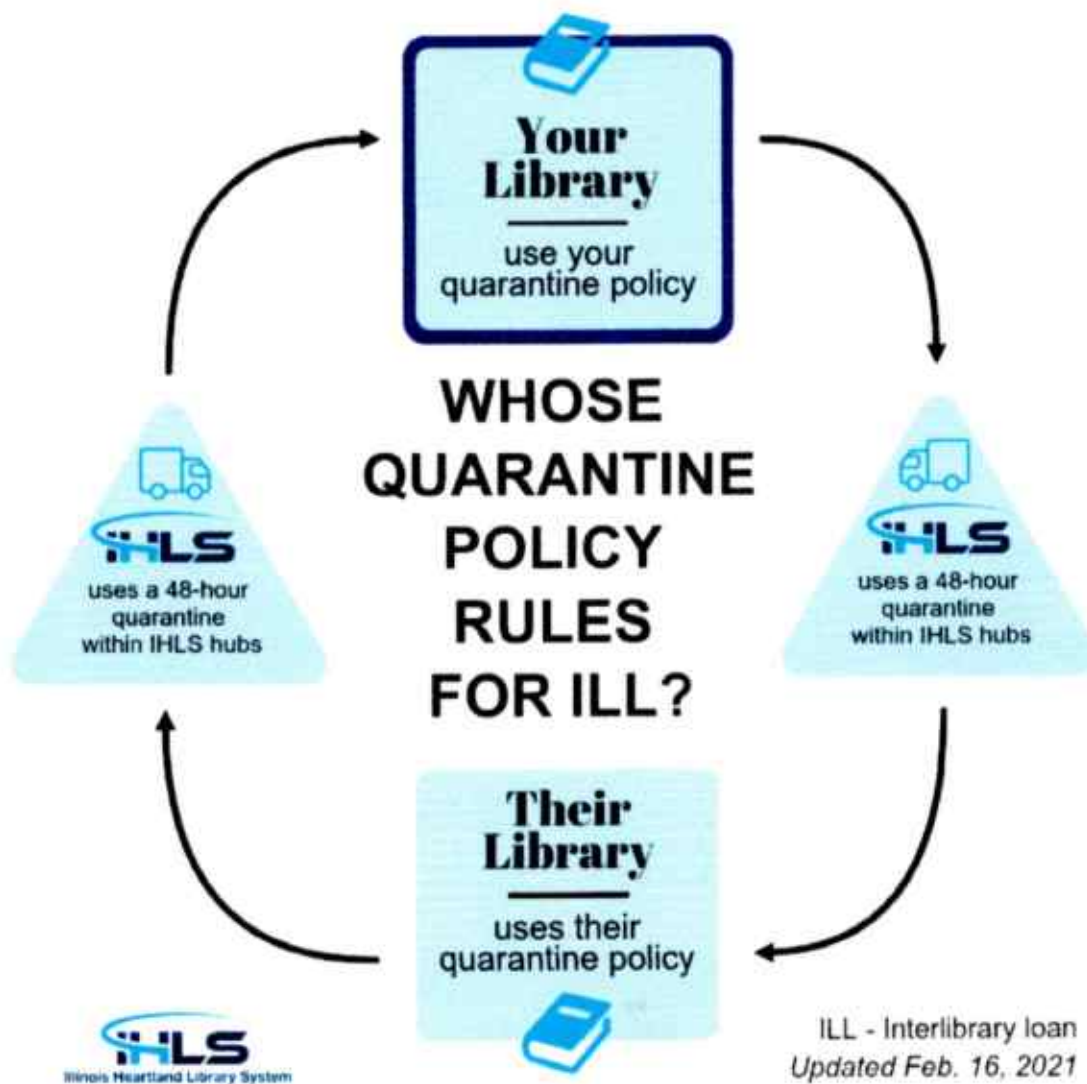
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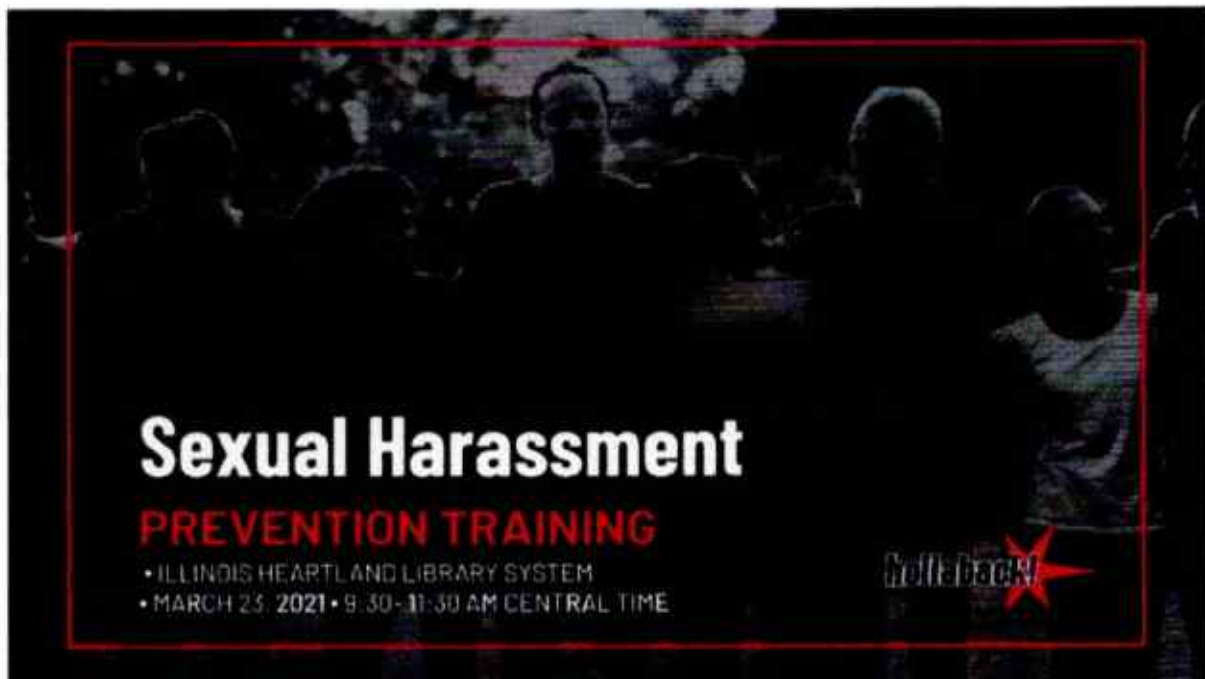
You can [view/update your subscription preferences](#) or [unsubscribe from ALL IHLS/SHARE/CMC lists](#).



For too long, **sexual harassment training** has been designed to tell people **what not to do**.

This training is **different**.

This training will show employees how they can **show up** in a way that will help build a **safe, inclusive** workplace environment.



Sexual Harassment Prevention Training

presented by Illinois Heartland Library System and Hollaback!

March 23, 9:30-11:30 a.m.

This sexual harassment prevention training is unique in that it explores all forms of harassment--not just sexual harassment--and includes elements of bystander intervention training. Hollaback's bystander methodology centers on the 5 Ds of bystander intervention, strategies for people to use if they witness harassment at work. The strategies help employees reduce instances of workplace harassment by teaching them to address disrespect head-on long before it escalates to harassment.

This sexual harassment prevention training also meets compliance meets the compliance mandate for the State of Illinois. After completing the training, a certification template will be sent that can be completed for each employee that attended.

*Space is limited to 100 participants. This webinar will ****not**** be recorded.*

Tuition

Early Bird Registration: \$15.50 when registered by March 1, 2021

General Registration: \$20 when registered March 2-21, 2021

This cost covers one viewer. For groups, all group members must be registered individually.

Your library will be invoiced by Illinois Heartland Library System.

Registration closes after 11:59 p.m., Sunday, March 21.

Cancellations

Registrants may cancel for a full refund through March 18, 2021.


No cancellations will be accepted or refunds made after 11:59 p.m., Thursday, March 18, 2021.

Registration is transferable with advance notice to IHLS.

Questions

If you have questions about the training or need to transfer your registration, please contact [Ellen Popit](#), 618.656.3216 ext. 624.

Register Now

 Forward to a Colleague or Trustee



Dear Public Library Trustee,

Today we're writing because the library board you currently serve, or recently served, is part of Illinois Heartland Library System. We are looking for **two library trustees** to serve on our board.

[Illinois Heartland Library System \(IHLS\)](#) is one of the three library systems in Illinois [created by the state](#) to serve and strengthen library services for Illinoisans-- including by facilitating resource sharing and interlibrary delivery. **If you're a current IHLS library trustee and someone who wants to strengthen libraries**, make a difference for **Illinoisans**, and can balance being a **community member and a library advocate**, then you may be just the person we're looking for.



7 reasons you should serve as a Public Library Trustee Representative

1. Learn how your library is served by IHLS and better position your library to take advantage of these services;
2. Grow in your board knowledge through training and experience on a state agency board;
3. Strengthen professional skills and network with library trustees and leaders from across central and southern Illinois;
4. Act as stewards of public funds;
5. Contribute to setting system policies;
6. Advocate for libraries in the community; and
7. Be part of an organization that directly affects 524 public, school, academic, and special libraries in Illinois!

Why some of our board members choose to serve



Serving on the Illinois Heartland Library System board can be very rewarding for both the board member and the board member's library. Zachary Newell, Beverly Obert, and Stacey Carter share why they choose to serve on the IHLS board.

A small investment of time and effort serving as a board member helps to ensure that Illinois Heartland Library System and libraries throughout central and southern Illinois are providing taxpayers with the best possible services and resources available. [Visit the IHLS website Board Nominations page](#) to learn more.

Nomination forms are due Monday, Feb. 15

Learn more about serving on the IHLS Board

 [Forward to Another Library Trustee](#)


Illinois Heartland Library System

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