

**CLIFTON PUBLIC LIBRARY BOARD MEETING  
PROPOSED AGENDA FOR 5/12/21  
7:00PM**

- 1. WELCOME**
  - 2. ROLL CALL**
  - 3. ELECTION OF OFFICERS**
    - A. President**
    - B. Vice President/Program Coordinator**
    - C. Secretary**
    - D. Treasurer**
  - 4. APPROVAL OF MINUTES**
  - 5. TREASURER'S REPORT**
  - 6. BILLS AND INVOICES**
  - 7. COMMUNICATIONS – Illinois Heartland Library System**
  - 8. UNFINISHED BUSINESS**
    - A. Village Board Meeting**
  - 9. NEW BUSINESS**
    - A. Library Report - Lori Lamping**
- ADJOURNMENT**
- B. Next Tentative Meeting Date June 9, 2021**

CLIFTON PUBLIC LIBRARY BOARD MEETING

4/14/2021

**1. Welcome**

**2. ROLL CALL:**

Board Members: Vicky Shell, Carol LeClaire, Nicole Brough, Julie Kolosky, and Sara Faulkner were present at the 4/14/2021 Clifton Library Board meeting. Lori Lamping, head Library Clerk was also present.

**3. SECRETARY'S REPORT:**

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

**4. TREASURER'S REPORT:**

Checking: Feb2021 \$5958.14

March 2021 \$4461.64

Savings: Feb2021 \$61,574.55

March 2021 \$61,577.16

CD: Feb2021 \$14,148.72

March 2021 \$14,235.24

CD rolled over. New rates are .20% for 24 months

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

**5. BILLS AND INVOICES:**

Advocate filing fee for election: \$16.00

Labor Law poster Amazon: \$23.99

Legislative Zoom mtg: \$15.00

Demco due date slips: \$32.05

Staples – ink & laminating: \$75.98

Bar codes for item records: \$90.60

Total: \$253.62

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

**6. Communications:**

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

**7. Unfinished Business:**

Village Board Meeting: Nothing at this time.

**8. New Business:**

**Library Report**

Received a certificate from the state of IL for helping with the Census

Feb 18<sup>th</sup> Annual Library Certification completed and sent in

Delivery quarantine tubs has now ended

Legislative Zoom Mtg: Lori attended and reported to CPL trustees.

Lori attended a Zoom Mtg on Library Ethics

New app called Solis: Scan a book in a book store to see if it's available at your Library; Free for the first 3 years

Lori applied for the Mary Helens Trust – asked for \$500 on STEM/STEAM kits

Cloud Library thinking about doing online magazines – large fee for libraries. Voted down because of high fees

Amazon refund for \$7.50 for Field & Stream magazine

“Forty Gavels” books donated to the Library

BINGO game discontinued at this time

Magazines: Discussion about renewing or not due to low check-outs. Decided to renew for another year and then re-evaluate

4-H STEM kits: \$25 for 10 kits; geared towards ages 8-12; a library staff person would need to be trained in order to get the kits; Lori will email for more information

Summer Reading Program: Theme - Reading Colors my World. Ideas... chalk coloring day,

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

**9. Adjournment:**

Meeting adjourned at 7:55pm, moved to adjourn by Nicole, seconded by Julie. The next meeting is May 12, 2021 at 7pm.

**Respectfully submitted, Sara Faulkner, Secretary**

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 <a href="mailto:Nicbrough79@gmail.com">Nicbrough79@gmail.com</a> 160 West Fourth Avenue, PO Box 395 Clifton, IL 60927	(04/2027) 6y	Phone: 815-922-3080
Sara Faulkner (Jay) <a href="mailto:Faulkner570@comcast.net">Faulkner570@comcast.net</a> 375 West Lincoln Clifton, IL 60927	(04/2023) 6y	Cell: 815-791-4222
Julie Kolosky (Joe) Treasurer <a href="mailto:Jdjmk10@gmail.com">Jdjmk10@gmail.com</a> 360 North Fourth Street Clifton, IL 60927	(04/2023) 6y	Phone: 815-325-2171
Carol Le Claire (Jerry) <a href="mailto:Carolleclaire54@gmail.com">Carolleclaire54@gmail.com</a> 395 West Lincoln Clifton, IL 60927	(04/2025) 6y	Cell: 815-954-9006
Vicky Shell (Bob) President <a href="mailto:vshell62@gmail.com">vshell62@gmail.com</a> 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 <a href="mailto:mllamping1958@comcast.net">mllamping1958@comcast.net</a> 220 Hendron Avenue, PO Box 97 Clifton, IL 60927		Tia Hartman Phone: 815-644-1622 Library Clerk (Part-time) 280 Hendron Avenue Clifton, IL 60927
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 – <a href="http://www.cliftonpubliclibil.org">www.cliftonpubliclibil.org</a>		
	*****	
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 1704 West Interstate Drive Champaign, IL 61822-1068	Phone: (217) 352-0047 ext. 211 DuQuoin 500 South Madison DuQuoin IL 62832	Edwardsville 6725 Goshen Road Edwardsville, IL 62025
Ackman, Marek, Meyer & Boyd, Ltd – 815-933-6681 The Kankakee Daily Journal – 815-937-3300		



## Member CONNECTION



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

April 2021



### **IHLS Delivery Quarantine is Over!**

Illinois Heartland Library System and the IHLS Delivery Working Group are pleased to announce that, in light of a recent update from the Centers for Disease Control and Prevention regarding the transmission of fomites on physical surfaces, we have ended the IHLS quarantine of physical items and tubs, **effective Tuesday, April 13**. As always, libraries remain free to decide their in-library policies and procedures, including whether or not to use any length of quarantine time within their libraries.

[READ 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:

April 22 - **Job Descriptions: Why, What and How?**

May 20 - **Conflict Management**

### **IHLS LIBRARY DIRECTORS' CHAT**

Thursdays 1-2 p.m.

Next Chats:

April 15, 22 & 29

May 6



## 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](#)



## Public libraries are serving our communities

[a message during PBS WSIU's "Hemingway"](#)

*Illinois Heartland Library System, Illinois Library Association, and WSIU Public Television: WSIU • WUSI • WSEC • WMEC • WQEC*

Illinois public libraries are continuing to serve our communities with e-books, curbside service, online and take-home programs, Wi-Fi, homeschool resources, and more--a message brought to the public television viewers of central and southern Illinois during the April 5-7 airing of *Hemingway*.

[READ MORE & WATCH THE PUBLIC LIBRARIES SPOT](#)

## IHLS Board voting ends Thursday

[Exercise your library's voice in the IHLS Board of Directors 2021 elections](#)

Voting is now underway for the 5 open seats on the Illinois Heartland Library System Board of Directors.

If your library has already voted, thank you! If not, and if you are the library director or the designated voter for your library, please take a

[Registration Requested](#)

[Directors' Chat transcript archive](#)

## Upcoming Grant Deadlines

**May 15**

2021 IRRT Mission Enhancement Grant (ALA)

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](#)

few moments to learn about each candidate in the [IHLS Board of Directors Election 2021 hub](#).

The last day to vote is Thursday, April 15, 2021. Make your library's voice count!

[LEARN MORE & VOTE](#)

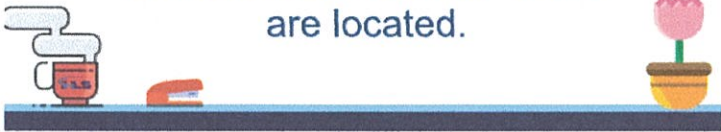
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We have a new  
phone system.

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Contact **IHLS** staff with  
better **reliability** and **ease**—  
no matter **where** their desks  
are located.



Biggest changes:

- 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](#)

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## Mark your calendars for these additional upcoming events

- May 13 IHLS Members Matter Meeting



# 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](#) 618-995-3711 ext. 626

[COMPLETE THE ILLINET SURVEY](#)

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## Annual Certification Continues

Complete certification by May 15 to retain system membership

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](#) 618-985-3711 ext. 618
  - School and special libraries - [Ellen Popit](#) 618-985-3711 ext. 624

[LEARN MORE](#)

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## 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](#)

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## 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](#)



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Continuing Education





## CATALOGING MAINTENANCE CENTER

Statewide Cataloging Support

### Cataloging Maintenance Center

## Upcoming Online with the Cataloging Maintenance Center classes

[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.

## The making of an authority record: What a NAR is and how you can request a new one

[a quick cataloging lesson with the Cataloging  
Maintenance Center](#)

One of the many tasks performed by the [Cataloging Maintenance Center \(CMC\)](#) is the contribution of Name Authority Records (NAR) to the Library of Congress. NARs are records which give the authoritative form (the form selected for a heading) of a personal name, corporate name, family name, or place name. Authority records ensure consistency is created for each authorized heading (authorized access point) for a proper name, etc. In the authority record, the source or sources are cited that were used to...[READ MORE](#)



## 3 Days, 3 Conferences

[ILA Marketing Forum 3rd Annual Mini Conference](#)

April 16, 1-5 p.m.

[Reaching Forward Illinois: 2 Conferences, 1 Ticket](#)

## Reaching Forward South Conference

April 15-16, 9:30 a.m.-Noon

## ILA Reaching Forward Conference

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

First, join IHLS at Reaching Forward South, the first part of Reaching Forward Illinois. While attending, catch presentations by IHLS marketing and Cataloging Maintenance Center staff.

Then, library communications and marketing staff are invited to continue the day with the ILA Marketing Forum Mini-Conference (separate ticket required).

Learn more and register for [ILA MARKETING FORUM MINI-CONFERENCE](#) and [REACHING FORWARD ILLINOIS](#)



## Are you a director new(ish) to Illinois public libraries? Then Apply to Directors University by Friday!

50 seats available, applications due April 16

If you're a relatively new Illinois public library director, IHLS recommends attending Directors University. This four-month series of workshops, held June 4 through Sept. 24, will train public library directors for their new executive roles by covering topics including library and employment law, policies, budgeting, board-director relations, leadership, and Illinois State Library and system competencies. [LEARN MORE & APPLY](#)

Directors University is a joint project of the Illinois Heartland Library System, Illinois Library Association, Illinois State Library, and Reaching Across Illinois Library System.

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## ILA Library Trustee Forum Spring Workshops

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

April 17, 10 a.m.-noon

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

May 15, 10 a.m.-noon

**[LEARN MORE AND REGISTER](#)**

Also see: [\[RECORDING\] March Workshop: One Year On -- Where is Your Library and How Can You Prepare for a Post-COVID World?](#)

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**Welcome to the Following New Explore More Illinois Participants!**

- Argenta-Oreana Public Library District
- Danville Public Library
- Glen Carbon Centennial Library District
- Hoopston Public Library District
- Marion Carnegie Library
- Maryville Community Library District
- New Athens District 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](#).

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**Additional Continuing Education & Networking Opportunities**

**[Design for Libraries: Tools and Principles for Outstanding Library Promotions](#)**

April 15, 2 p.m.

**[Looking for Mirrors in the Library: Collection Development to Support Indigenous Patrons](#)**

April 19, 1:30 p.m.

**[Let's Get Digital: How to Bring Your Programs Online](#)**

April 20

**[How to Decipher Your Web Analytics \(and Use Them to Your Advantage\)](#)**

April 20

**[Smart Spaces are Community Places](#)**

April 27, 2 p.m.

**[How to Write Effective Survey Questions to Get Useful Data](#)**

April 29, 2 p.m.

**[The Substance-Abusing Patron: Staff Safety & the Public Health](#)**

April 30, 3 p.m.

**[Creating Standards for Successful Customer Service \(For Frontline Staff\)](#)**

May 6, 2 p.m.

**[Online Safety: Cyberbullying, Privacy, Trends and More](#)**

May 11, 2 p.m.

**[ALA Annual Conference & Exhibition](#)**

event June 23-29, advance registration rates end April 16

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

## Other Library News





## Telling libraries' stories of impact on our communities

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

- [You are not alone](#) (4/12/2021)
- [StoryWalk© at Oregon Park West: How to Get Patrons on the Move!](#) (4/5/2021)
- [Conversation with Katey Moore, Marketing Coordinator, Bourbonnais Public Library](#) (4/2/2021)
- [Taking advantage of the pandemic to reimagine our kids' space](#) (3/31/2021)
- [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.

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## 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!)

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## 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](#)

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### 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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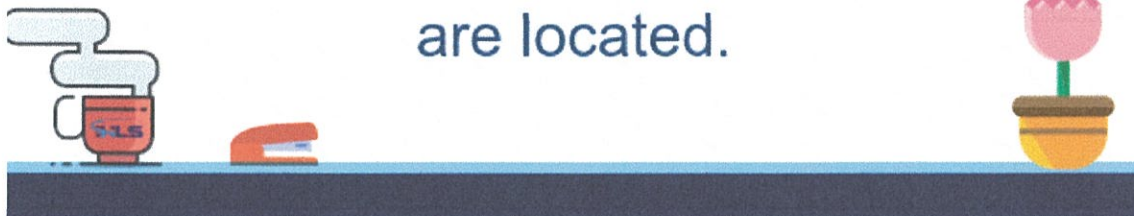


Forward



We have a new  
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Contact **IHLS staff** with  
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no matter *where* their desks  
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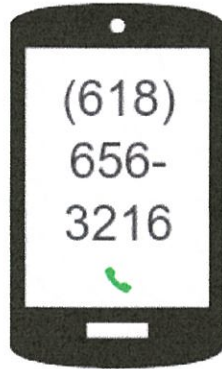
**Automated  
voice directory**



**Direct lines**



**No more  
extensions**



**Same main  
phone number**



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**You can call our regular main line as usual,**  
but our phone extensions are no longer in service. Learn more  
about [our new answering system](#).

To reach us, call our main line or any of our local numbers:

**Main / Edwardsville: 618.656.3216**

**Carbondale: 618.985.3711**

**Champaign: 217.352.0047**

or

Look up a department or individual's direct line





## Illinois Heartland Library System

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## IHLS Delivery Ending In-Hub Quarantine Starting April 13

*IHLS Members,*

Illinois Heartland Library System and the IHLS Delivery Working Group are pleased to announce that, in light of a [recent update from the Centers for Disease Control and Prevention](#) regarding the transmission of fomites on physical surfaces, we are **ending the IHLS quarantine of physical items and tubs beginning Tuesday, April 13**. As always, libraries remain free to decide their in-library policies and procedures, including whether or not to use any length of quarantine time within their libraries.

"We've been thinking about ending the quarantine for some time," said IHLS Delivery Director Susan Palmer, "but we just weren't ready. With the April 5 update from the CDC, our Delivery Working Group felt very comfortable ending our quarantine of tubs. Our staff is looking forward to catching up with tubs and getting back to the very fast, often next-day delivery that we were so proud of."

**IHLS staff members will continue to disinfect high-touch surfaces such as tub handles and lids, maintain regular handwashing breaks, and require masks when around people or library materials**, as outlined in the [COVID-19 Guidelines for Safe IHLS Delivery Service During the COVID-19 Pandemic](#). For more information on staff protocols and our commitment to a safe working environment, please see our [Staff COVID Protocols on our Policies page](#).

If you have any other questions about your delivery service, including our in-house practices, please [contact your Delivery hub manager](#).

Thank you to the staff of our member libraries for your continued support. We look forward to once again providing you with fast functional five-day delivery.

*Sincerely,*



Susan Palmer, *Director of Operations*

[spalmer@illinoisheartland.org](mailto:spalmer@illinoisheartland.org)



Leslie Bednar, *Executive Director*

[lbednar@illinoisheartland.org](mailto:lbednar@illinoisheartland.org)



Ellen Popit, *Associate Director*

[epopit@illinoisheartland.org](mailto:epopit@illinoisheartland.org)





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## We're getting a new phone answering system.

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Soon you'll be able to contact **IHLS staff** with better **reliability** and **ease**—no matter *where* their desks are located.



**Automated  
voice directory**



**Direct lines**



**No more  
extensions**



**Same main  
phone number**



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**Changes are expected to go into effect the  
evening of Monday, April 12**

although it could occur several hours earlier or later.

Want to learn more?

Here's how it will work.



**Illinois Heartland Library System**

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