

November 2019 board mtg notes

1. Staples 1 case paper \$19.99. Amazon self-adhesive receipt paper \$188.00
2. Per Capita monies- \$765.14 We have left to spend aprox. \$234
3. Money for lost Book from Central Citizen's Library District- "The Boy in the striped pajamas" \$20.95
4. Called Prairie Bros and Hemenover's for bids, Matt Hemenover contacted me and they can not give us a bid since they do not contract with a prevailing wage program. Jason Prairie came, his suggestion was to contact a carpet/flooring supplier. He said he would not be able to give a good estimate due to the fact of all the unknowns under the flooring. Andy came by and his suggestion was to see what the flooring supplier suggested. We may not want to put a lot of money into this project at this time due to the need for a new community building. Called Carpet Weaver's still waiting for estimate. Called them on Friday.
5. Industrial mats?
6. 10/22 Inter Library Loan report submitted, not due till March
7. Discuss the Per Capita requirements. Personnel Chapter 3- We meet all the requirements on the check list. Trustee Chapters 11-Appendices
8. November coloring contest we will need at least two judges to come in on November 20<sup>th</sup> or the 21<sup>st</sup>.
9. Iroquois County EMA Shelter? ✓
10. Illinois State Historical Society- Was \$75 for this year \$37.50 for two publications
11. Is there any plan to wage increases to meet the state requirements? I have had several e-mails on how other libraries are meeting the goals.
12. Shredder is not working

Hilliker  
Jack

(Nobel - girls)

**“Organizational management** is the process of leading a company and effectively using or controlling its assets and resources.” *Small Business Chronicle*  
Many public library directors have been requesting a resource list of Webinars that cover Organizational Management. Below is a list of what I would suggest you use to select and review resources with your boards.

**PLEASE WRITE DATE OF VIEW/REVIEW IN BLANK. THANK YOU!**

**1) SELECT AT LEAST ONE OF THE FOLLOWING EDUCATIONAL WEBINARS TO VIEW.**

**WebJunction - <https://learn.webjunction.org>**

This is a free, easy and well trusted site that allows staff and trustees to create their own accounts.

NOTE: You will have to set up a user name and password before you take the course. Please put date that you completed the assignment in the blank.

\_\_\_\_\_ [Purposeful Innovation: Idea Management for Libraries](#)

\_\_\_\_\_ [Small But Mighty Library Management and Innovation](#)

\_\_\_\_\_ [Learn from the Past, Prepare for the Future](#)

\_\_\_\_\_ [How Successful Libraries Thrive in Uncertain Times](#)

**NonprofitReady - [Nonprofitready.org](http://Nonprofitready.org)**

This is a free, easy and well trusted site that allows staff and trustees to create their own accounts.

\_\_\_\_\_ [The Inside Scoop on Successful Teams \(with Daniel Coyle\)](#)

\_\_\_\_\_ [The Effective Board Chair](#)

\_\_\_\_\_ [How to Take a Risk and Succeed \(with Jonah Sachs\)](#)

**2) FAMILIARIZE YOURSELF WITH SERVICES PROVIDED BY THE DIGITAL PUBLIC LIBRARY OF AMERICA (DPLA)**

**<https://dp.la/>**

**3) AND ILLINOIS DIGITAL ARCHIVES**

**<http://www.idaillinois.org/>**

**CLIFTON PUBLIC LIBRARY BOARD MEETING  
PROPOSED AGENDA FOR 11/13/2019  
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**

**B. Review Per Capita Trustee Facts available at**

**[www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf](http://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf)**

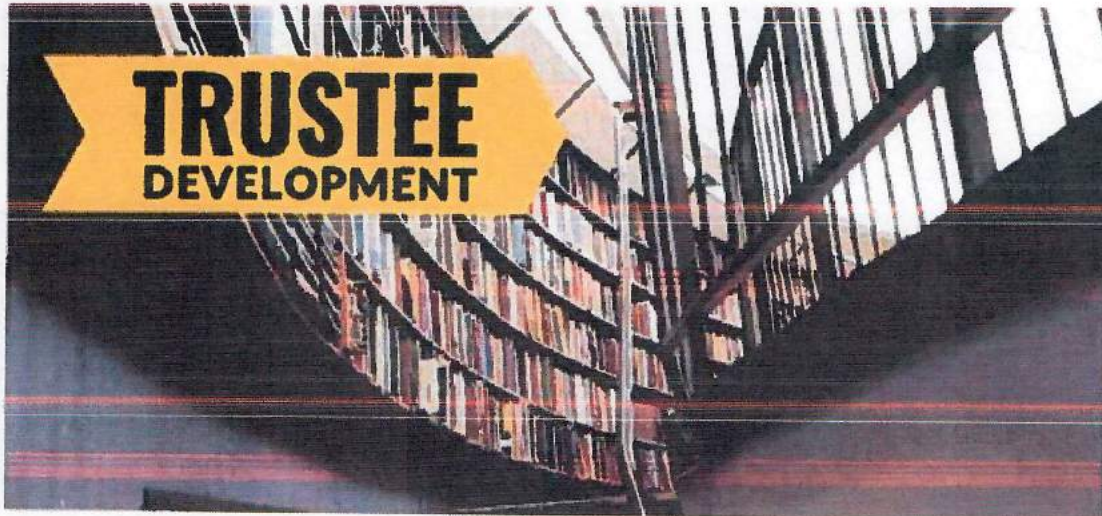
**copies will also be available at the meeting.**

**ADJOURNMENT**

**C. Next Tentative Meeting Date January 8, 2020**

Forging Strong Relationships

[View this email in your browser](#)



## FORGING STRONG RELATIONSHIPS BETWEEN LIBRARY TRUSTEES AND DIRECTORS

Saturday, Nov. 16 | 10 AM - Noon

Chatham Area Public Library, 600 E Spruce, Chatham, IL 62629

The roles between the library trustees and the library director can become blurred at times. To have a high functioning, effective, and responsive library, it is critical for directors and trustees to understand and appreciate their distinct positions.

Join **Christine Westerlund**, president of the Chatham Area Public Library and board member since 2001, and **Amy Byers**, Chatham Area Public Library Director since 2009, as they discuss how to define these important roles. After their presentation, there will be a Q & A session.

### By attending this meeting you will:

- Learn more about your duties
- Share ideas
- Network with other Trustees

- Share with Illinois Heartland Library System how we can help you

**Share this email or flyer with your library trustees and directors**

[Download the Trustee Development flyer](#)

**Register Now**

[Register online through Library Learning \(L2\)](#)

[Don't have an L2 account?](#)

[Not sure if you have an account or forgot your password?](#)

**Questions?**

[Contact Anna Yackle, Membership Coordinator](#)

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# CLIFTON PUBLIC LIBRARY BOARD MEETING

10/09/2019

**1. Welcome**

**2. ROLL CALL:**

Board Members: Vicky Shell, Julie Kolosky, Sara Faulkner and Jill Rieken were present at the 9/11/2019 Clifton Library Board meeting. Lori Lamping, head Library Clerk, was present.

**3. SECRETARY'S REPORT:**

Meeting minutes for Sep 2019 meeting were reviewed. Motion to approve the minutes by Julie K., seconded by Jill R. Minutes approved.

**4. TREASURER'S REPORT:**

Checking Account balance of Sep 30, 2019: to be reported in Nov  
Savings Account balance as of Sep 30, 2019: to be reported in Nov  
CD amount as of Sep 30, 2019: to be reported in Nov  
Cash Drawer amount is \$50

**5. BILLS AND INVOICES:**

Bills:

\$30 for the Sexual Harassment webinar (IL Heartland)

\$5 Removable Label for the books (Amazon)

Total \$35 Motion to accept the bills to be paid by Sara F. seconded by Jill R., all approved

**6. Communications:**

- Illinois Heartland Library System report was emailed out to Board members for review prior to the meeting

- Village Board Meeting:

**7. Unfinished Business:**

**8. New Business:**

**-Library Report**

-Per Capita Grant, \$832.80 spent so far for books and DVD's

-Share fee may increase to approximately \$1300

-Chrome book contract reviewed and revised by the board

-Educational webinars to be completed prior to the next meeting.

Chapter 11, Per Capita Trustee Facts File, 3<sup>rd</sup> Edition (Fundraising) was reviewed at the Oct 2019 meeting

-Carol to discuss Bingo with Tia, follow up at Nov meeting.

Motion to approve the library report by Jill R. seconded by Sara F. All approved

**9. Adjournment:**

Meeting adjourned at 7:31pm, moved to adjourn by Jill R., seconded by Sara F. The next meeting is Nov 13, 2019 at 7pm.

Respectfully submitted, Jill Rieken, Secretary

I apologize- when I looked over the Per Capita requirements for the trustees to review I thought it was only one chapter however it is chapter 11 – Appendices- a total of 5 chapters. I have given you the web site it you want to read through the pages (approx. 30 pages). Below I have given you a condensed version.

[www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf](http://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf).

## **Chapters 11-Appendices**

### **Chapter 11 Fundraising**

Most of the public libraries revenues comes from taxes. A library must be diligent in applying for grants and conduct fund raisers or campaign for donors. A library may create a 501 foundation however this could be costly to start up, because of the lawyers, staff and ongoing costs to run a foundation. If a library has a large donation, they may go through the ILSDO- IL Library System Directors Organization the funds will go to the requested library. Fundraising tips: identify your needs, publicize your need and budget costs to try to raise the monies for the need. The library must motivate the donors.

### **Chapter 12 Advocacy**

Trustees are advocates in the community for the library. They need to know who makes the key decisions in the city's governing body. Trustees should be in good standing with them should the need arise for lobbying for the library. Trustees need to stay in the loop, knowing what is happening locally and federally with libraries. This chapter also has a list of several words that a trustee should be aware of the meaning (lengthy list).

### **Chapter 13 Public Relations**

This chapter discusses all the ways a library publicizes its programs and services to the community. The goal of the public relations is to increase the publics awareness of the library and what the library offers the community. It talks about the use of social media, printed media, presentations and signage. And the importance of learning what the community needs are in order for the library assist.

### **Chapter 14 Trustee Continuing Education**

Continuing education for the library trustees is very important. The trustees need knowledge and skills in several areas to function effectively, especially since there are changes in the community, technology advances and political and cultural shifts. This chapter lists several resources available for the trustees that may be useful in planning continuing education.

## **Appendices**

**Appendix A – Library Bill of Rights** All libraries are forums of information and ideas. They should provide for all people in the community and should not exclude because of their beliefs or background. Libraries should challenge censorship. They should cooperate with all people and groups and should not denied the right to use the library on age, background or views.

**Appendix B – Freedom to Read** The freedom to read is continuously under attack. Various groups across the country are always trying to censor what materials can be read. The freedom to read is guaranteed by the Constitution. Libraries should make available a wide diversity of views and expressions, including unorthodox or unpopular.

**Appendix C – Freedom to View Statement** The freedom to view is also guaranteed by the Constitution. The library should provide a broad material base in film, video and other audiovisual materials without censorship.

**Appendix D – Libraries: An American Value** Libraries are a legacy to the each generation allowing free access to books, ideas, recourses, and information to the community it serves. Libraries contribute to the future that values and protects the freedom of speech.

**Appendix E – Code of Ethics** The library has a special obligation to ensure the free flow of information and ideas without bias to uphold the principles of freedom, protect the user's right to privacy and to respect co-workers.

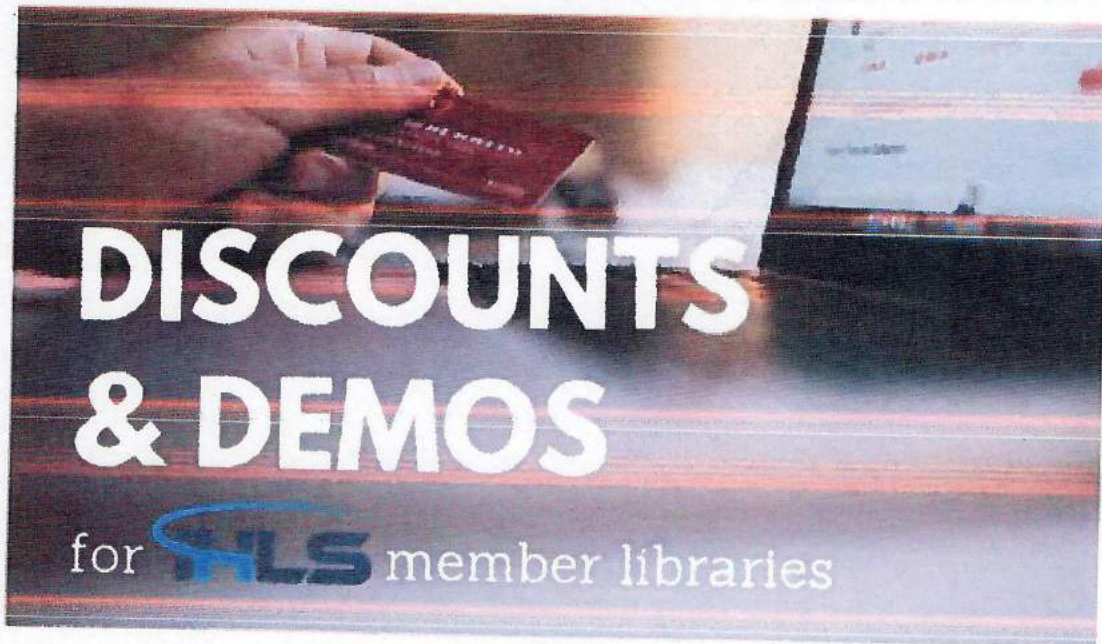
**Appendix F – Ethic statement for the Public Library Trustees** Trustees shall observe standards with truth, integrity and honor, to avoid situations where they gain financial benefits at the expense of the library, to respect the confidential nature of the library business, support resisting censorship and perform the functions of a library trustee.

**Appendix G – Resources** This appendix gives a list of resources for the trustees and library staff in the form of periodicals, non-printed materials. Also gives a list of organizations at national, state, regional levels and a list of web site for resource use.



**From:** IHLS Discounts & Demos  
**Sent:** Thursday, October 31, 2019 1:31 PM  
**To:**  
**Subject:** Time is running out to sign up for this group purchase

[View this email in your browser](#)



Enjoy these special vendor discounts, demos, and group purchase opportunities—exclusively for member libraries of Illinois Heartland Library System.

**SWANK**  
MOTION PICTURES, INC.

 **CAREER  
ONLINE**  
HIGH SCHOOL

 **UNIQUE**

**GROUP PURCHASE  
OPPORTUNITY:  
Swank Movie  
Licensing USA**

**DEADLINE:**  
Mon. Nov. 25

IHLS is partnering with RAILS and [Swank Movie Licensing USA](#) to offer your library the opportunity to purchase the annual public performance license for movies at 30% off! (\*Existing licensees currently grandfathered into an old price structure will receive 15% off.)

This license allows you to bring movie showings to your patrons throughout the year. Swank Movie Licensing USA is the only company authorized to license public libraries to show movies from the majority of major motion picture studios, including Walt Disney Pictures, Paramount Pictures, Warner Bros., Sony

**DEMO:  
Career Online  
High School  
by Gale**

Thu. Nov. 14, 10 AM CT  
Tue. Nov. 19, 1 PM CT  
(approx. 30 min.)  
Webinar type: virtual

In Illinois, 8.6% of the population, more than 1.1 million adults, did not graduate from high school. Public Libraries have supported education and enlightenment for years. But what if your library could actually produce high school graduates? It can. More than 150 public library systems across the country, including 18 Illinois libraries, are helping adults graduate using [Career Online High School](#) from Gale. Nearly 3,000 adults and counting have graduated—and lives are changing.

Attend a 30-minute webinar to learn more and

**DEMO:  
Unique  
Management  
Services**

Mon. Nov. 18, 2 PM CT  
(approx. 2 hrs.)  
Webinar type: in-person  
IHLS Edwardsville

Please join Erin Knutson, customer service account manager with [Unique Management Services](#), to learn more about their patron collections service which uses their "Gentle Nudge" approach to professionally and respectfully encourage patrons to return materials. They are not a typical collection agency, so you don't have to worry about them alienating your patrons.

[Register](#)

Pictures, and many others. The license also includes promotional materials to help promote your event and engage patrons.

Respond before **Nov. 25** to take part in this partnership.

hear about special IHLs and RAILS pricing now through December 31, 2019. Please register for a webinar at least one day in advance of your chosen date.

[Register](#)

[Get Details and Sign Up](#)



**Illinois Heartland Library System**

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You are receiving this message because you expressed interest in receiving emails from either Illinois Heartland Library System, SHARE, or Cataloging Maintenance Center.

**Our mailing address is:**

Illinois Heartland Library System

6725 Goshen Rd

Edwardsville, IL 62025-7773

[Add us to your address book](#)

Change your subscription preferences | unsubscribe from ALL IHL/SHARE/CMC emails

**From:** IHLS

**Sent:** Friday, October 18, 2019 8:14 AM

**To:**

**Subject:** Help improve library self-service holds by partaking in a survey with ILA



**Illinois Heartland Library System**

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## **Help improve library self-service holds by partaking in a survey**

The Illinois Library Association's Best Practices Committee is charged with curating and disseminating best practices for libraries throughout the State of Illinois. We are currently seeking best practices for self-service hold options that safeguard patron privacy. The committee hopes you will take a moment to complete a survey about your library's practices. Even if your library does not offer self-service holds, we would still like your input.

Participants have the option to receive a copy of the survey data. Unless you are requesting a copy of the survey data, your submission will be anonymous.

The survey is estimated to take seven minutes to complete, and responses will be accepted until November 1, 2019.

[\*\*Start Survey\*\*](#)

Thank you in advance,

**ILA Best Practices Committee**

**Kristina Hoerner | Access Services Manager**

200 W. Green St., Champaign, IL 61820 | 217.403.5301 | 217.403-2073 fax

Champaign Public Library. A library for life.

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You are receiving this message because you expressed interest in receiving emails from either Illinois Heartland Library System, SHARE, or Cataloging Maintenance Center.

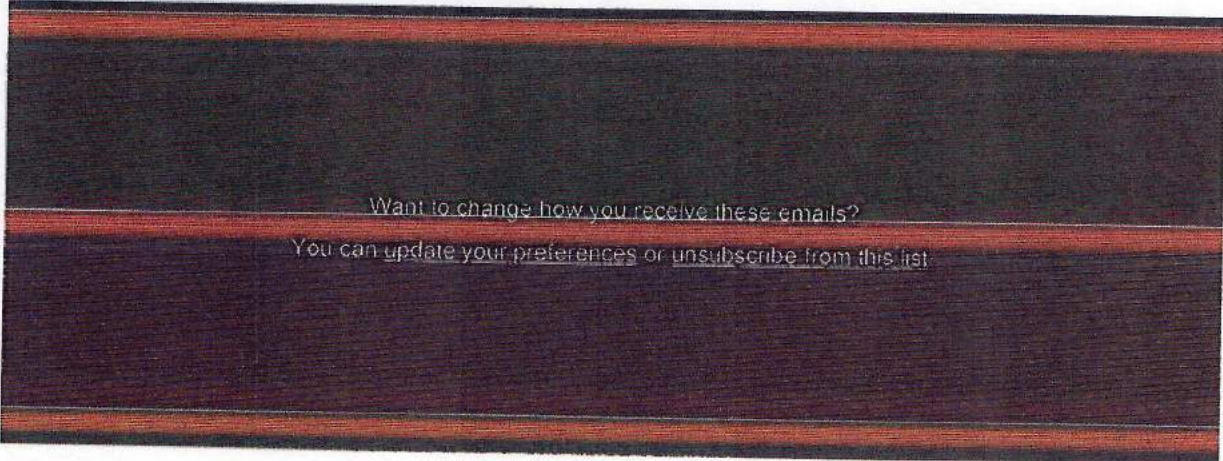
Our mailing address is:

Illinois Heartland Library System

6725 Goshen Rd

Edwardsville, IL 62025-7773

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Forward

# Only a few spots left at IHLS Member Day 2019: 2020 Vision

A day of professional development and networking for forward-thinking library staff and trustees



WHOooooo  
is coming to  
IHLS Member  
Day 2019?

**Register now! Only a few spots left!**

Registration is limited to 180 participants and closes on Oct. 29. If event capacity has been reached when you go to register, you may register to be placed on our waiting list. If a spot opens and you are next on the list, you will be

NOV. 2019

7

9:30 AM - 4 PM

contacted by phone and/or email to determine if you would still like to attend Member Day 2019.

### Registered and can no longer attend?

We expect this event to reach full capacity. If you have registered and find that you can no longer attend, please cancel your registration in L2 so that your spot may be offered to somebody else. *If you no longer plan to attend, please make every effort to cancel your registration by Oct. 29.*

Enter to win registration and hotel stay for the 2020 ILA Annual Conference!



Enter to win registration and hotel stay for one for the 2020 ILA Annual Conference in Springfield, slated for Oct. 20-22, 2020, just by attending! Drawing will be held in the afternoon, and the person whose name is drawn must be present to win. Sponsored by Illinois Library Association and IHLS.

### Event Highlights

- 15 conference breakout sessions designed to meet the professional development needs of our multi-type membership
- Professional development hours for school librarians who attend designated sessions
- Keynote session, *2020 Vision: Driving Success Through Service*, with Jim Allen
- Share ideas and develop your professional support system by networking with librarians from across the diverse Illinois library landscape.

Thelma Keller  
Conference Center  
1202 North Keller Dr  
Effingham, IL 62401

Sign up today!  
Space is limited to 180 participants, after which registrants will be placed on a waitlist.

**LEARN  
MORE &  
REGISTER**



- **Conference prizes** including registration and hotel stay to the 2020 ILA Annual Conference

## LEARN MORE & REGISTER

### The most cost-effective library conference in central and southern Illinois

Thanks in part to our generous sponsors and vendors, Illinois Heartland Library System is able to bring this one-day conference to the staff of IHLS-member libraries **FOR FREE!**

*Please visit our sponsors and vendors in the IHLS Member Day vendor area and consider them when making your next purchasing decisions!*

### Gold Sponsors

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### Silver Sponsors

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[Children's Plus](#)

[cloudLibrary by bibliotheca](#)

[SOLUS](#)

[The Washington Post](#)

### Bronze Sponsors

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[Brodart](#)

[Comprise Technologies](#)

[EMD Interactives](#)

[Innovative](#)

[Lyngsoe Systems](#)

[SWANK Movie Licensing USA](#)

[Team One Repair](#)

## Additional Vendors

[Ameren Illinois](#)

[BayScan Technologies](#)

Digital Library of Illinois

[Girls Who Code](#)

[Gumdrop Books](#)

[Ingram Content](#)

Library on the Go

[Recorded Books/Rbdigital](#)



## **Order your long or short-sleeve shirt by Oct. 31**

This year, attendees can purchase the official Member Day shirt, have it shipped to their homes, and wear it on Member Day. Youth and infant sizes and a selection of colors are also available. All 524 member libraries are listed on the back!

*Please Note: Apparel images shown are approximate; owl print looks best when printed on white and light*

colors.

Order shirts by Oct. 31 if you want to receive them in time to wear on Member Day. **Shirts will not be available for sale the day of the event.**

[Browse Apparel Options](#)

LEARN MORE & REGISTER

#  MemberDay19

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[subscribe](#)

IHLS e-newsletter.

[View in your browser](#)



## Member CONNECTION



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

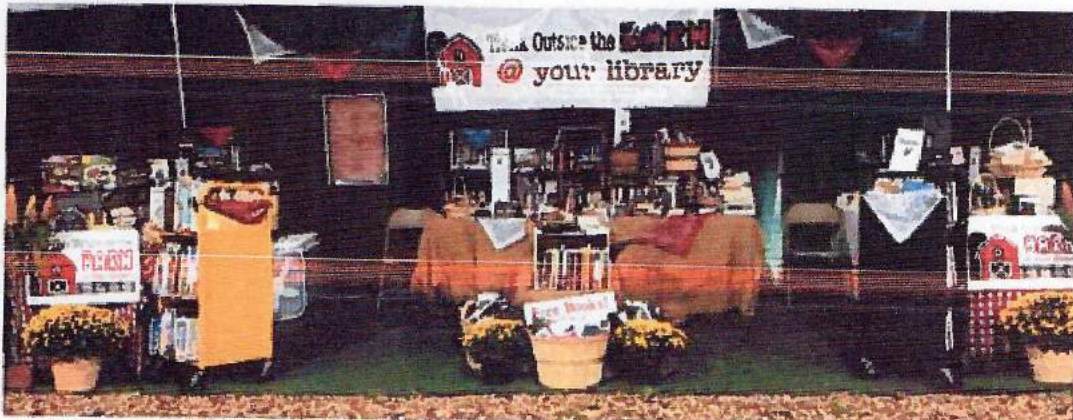
**October 15, 2019**

### **Another Successful Think Outside the Barn**

Think Outside the Barn (TOTB) was created by a group of central Illinois librarians for the sole purpose of promoting libraries and literacy to the farmers, students, families, and agri-business leaders attending the biennial Farm Progress Show in Decatur, Illinois.

Thank you to all the libraries that sent donations, books, and volunteered for the booth.

[More details and photos](#)



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[Training & Networking](#)

[Events](#)

[Library Jobs](#)

[Listserves & Newsletters](#)



Illinois Library Association  
**ANNUAL CONFERENCE**  
Tinley Park Convention Center  
October 22-24, 2019

### Visit Us @ ILA

If you're attending the Illinois Library Association Conference in Tinley Park next week, please be sure to stop by and visit the **IHLS booth #708** in the Exhibit Hall. Take a photo with us at our booth and tag **#ILAAC19** and **@Illinois Heartland Library System**. Come talk to us about system services and new initiatives, or just say 'hi'. We have special 'treats' for visitors from IHLS member libraries!

The **CMC booth #706** is close by. Stop by and ask them about the unique projects they catalog for Illinois libraries statewide and the challenges they encounter with some of these projects. Find out if the Cataloging Maintenance Center can help your library.

It's not too late. You can still register for the [ILA Annual Conference](#).

Illinois Heartland Library System  
*8 years!*  
**2019**  
**ANNUAL MEETING**  
Join us for Dinner & Dessert  
Tuesday, October 29, 3:30-PM  
6725 Goshen Road, Edwardsville

### Vendor Discounts

### Libraries in the News

### Resources for Libraries



### Take Action Now!

Beginning Nov. 1 Macmillan Publishers will allow libraries to purchase only one copy of each new eBook title for the first eight weeks after a book's release.

**Limited access for libraries means limited access for library patrons.**

**Take Action** to ensure access to #eBooksforAll. IHLS has developed and collected [resources for Illinois libraries](#) to use in advocating for libraries and patrons in Illinois and everywhere.

Tell your friends to join the movement and encourage others to sign the petition by sharing on social media.



### Oct. 8 Members Matter Recording

Along with regular IHLS and Illinois State Library updates, Janet Cler joined us to discuss **How to Work With Your Board for Positive Results**. The group discussed tips on handling disagreements with your board and standing your ground when the board goes off-course, strays into micromanaging, or wants to do something that doesn't follow library law.

The next Members Matter meeting will be in person at the Illinois State Library on Tuesday, Dec. 3. Of course, you are welcome to attend via Zoom. Please [register in 1.2](#)



Does your library need a little help with building repairs? Do you wonder where you will find the funds to make those repairs? If your town is smaller than 20,000 residents, your project would probably qualify for a USDA Rural Development grant or low interest loan. The USDA Rural Development program "... provides affordable

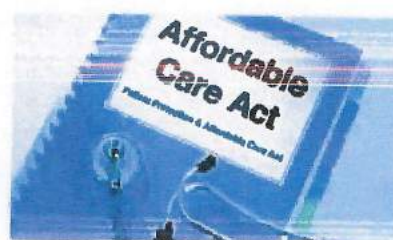
FIRST WEDNESDAY  
**LIBRARY  
DIRECTORS' CHAT**  
1-2 PM



**Directors' Chat**

**Nov. 6, 2019**

[MORE](#)



**Affordable Care Act  
Open Enrollment**

**Nov. 1, 2019 - Jan 1, 2020**

The Public Library Association (PLA) is offering resources for libraries to help more Americans enroll in affordable health insurance.

[Promoting Healthy Communities: Libraries Connecting You to](#)

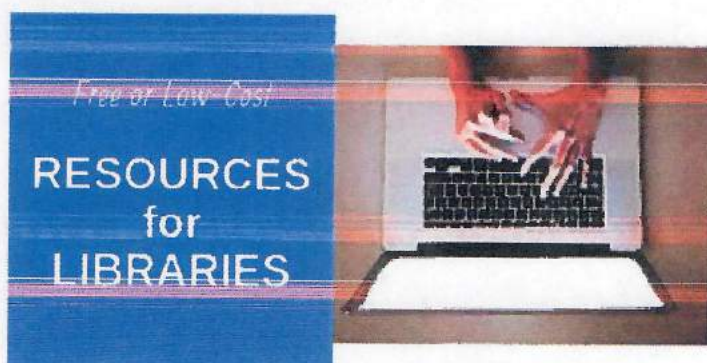
[Coverage](#) serves as a guide for public library staff with limited prior knowledge of health insurance and resources to educate and assist consumers with coverage enrollment.



*funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings."*

Attention school librarians! Today is the deadline to submit your application for the **School District Library Grant**. This is a very simple way to provide your school library with funds to purchase new materials for your students' use.

Information on these grants—and more—is available on the [IHLS Grants page](#).



### Free or Low-Cost Resources

New resources have been added to the [Resources for Libraries page on the website](#).

- **Cia World Fact Book** - The World Factbook provides information on the history, people and society, government, economy, energy, geography, communications, transportation, military, and transnational issues for 267 world entities.
- **Directory of Open Access Journals** - DOAJ is a community-curated online directory that indexes and provides access to high quality, open access, peer-reviewed journals.
- **Library of Congress digital collections** - The Digital Collections page provides free access to historical collections.

If you have a resource you would like to include, contact [Zach Henderson](#) at 618.656.3216 ext. 406

## Members Matter

**Dec. 3, 2019**

[MORE](#)



### DEMCO

The vendor discount for DEMCO has been updated. Demco is your stop for library supplies. Their mission is to serve both libraries and the broader education community to foster lifelong learning. As the roles of schools and libraries continue to evolve and expand, they are committed to evolving their services and product selection to meet your needs.

Be sure to check out the [Vendor Discount page](#) on the IHLS website for this discount and more.



### Forging Strong Relationships

**Sat., Nov. 16, 2019**

Chatham Area PLD

The roles between the Library Trustees and the Library Director can become blurred at times. To have a high functioning, effective, responsive



### CMC Catalogs Arabic Books for DeKalb Public Library

The Cataloging Maintenance Center (CMC) recently cataloged two Arabic books for the DeKalb Public Library.

Did you know?

Arabic books are read from what we would commonly think of as the back of the book to the front. [Learn More](#)



### Introducing inkie.org

[inkie.org](#) is a suite of self-publishing tools and resources and is available to everyone in Illinois free, without the need of a library card through RAILS' partnership with BiblioBoard.

Inkie.org has three main audiences – authors, readers, and libraries. [Learn More](#)

library, it is critical for Directors and Trustees to understand and appreciate their distinct positions.

[Learn More & Register](#)

**200+ FREE**  
continuing education  
courses by and for  
**library staff**



### No Cost Learning

The [WebJunction Course Catalog](#) is free and open to library staff everywhere whenever you are ready to learn. They offer library-specific self-paced courses, webinar recordings and other great learning materials.

Certificates of Completion are available to help library staff meet CE and LEU credit requirements.



# SWANK

**MOTION PICTURES, INC.**

## **Group Purchase Opportunity**

### **Swank Movie Licensing**

**Respond by Monday, Nov. 25**

IHLS is partnering with RAILS and [Swank Movie Licensing USA](#) to offer your library a special, discounted rate for the annual public performance license. The annual license will allow you to bring movie showings to your patrons throughout the year, receive all the noted benefits below, and receive Swank Movie Licensing USA support to ensure ongoing successful events and entertainment for your library. [Learn More](#)

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# REACHING FORWARD / SOUTH

**Friday, Mar. 20 | Champaign, IL**

## **Call for Submissions**

Share your ideas, knowledge, and best practices at the next **Reaching Forward South (RFS)** conference. The theme this year is *On Our Way*.

RFS is an annual professional development conference for library support staff in central and southern Illinois and they are committed to providing quality training and information.

RFS is looking for programs on best practices in innovative programs for children, teens, adults; pressing topics facing library staff, and services & resources to assist all of our customers. Share

your ideas by submitting a [conference proposal](#).

For further information or questions, check out the [RFS website](#) or contact Betsy Mahoney, committee chair by [email](#) or at 618-501-4785.

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We are looking for great stories about member libraries, library staff spotlights, and photos to appear in the newsletter. If you have something to share, please contact [Julia Pernicka](#), Communications Coordinator at 618.656.3216 ext. 442.

### Quick Links

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



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**STRATEGIC PLANNING**  
When You Are Strapped  
for Resources and Staff

WITH LIBRARYWORKS AND IHLS

**Online training nearly HALF OFF for IHLS Members**

**THURSDAY, OCT. 24 • 1-2 PM CT**  
live webinar  
plus on-demand access to the recording

**REGISTER NOW VIA L2**

Strategic planning can be complicated and tedious, stretching out for months and creating a document that overwhelms staff with vague language and unfunded goals. Most libraries do not have the resources to create the kind of plan a well-funded corporation might use. In this 60-minute live webinar created for anyone involved in the strategic planning



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**Join library directors and IHLS staff from around central and southern Illinois for this system-wide forum**

**Tuesday, Oct. 8**

**10 AM–Noon**

**with guest speaker**

**Janet Cler**

**Director of the Tolono Public Library**

**discussing**

## **How to Work With Your Board for Positive Results**

Gain tips on handling disagreements with your board and standing your ground when the board goes off-course, strays into micromanaging, or wants to do something that doesn't follow library law

### **IHLS Champaign**

1704 West Interstate Drive | Champaign, IL 61822



*Can't make it to Champaign?*

**Join the live telecast at the Illinois State Library**  
300 South Second Street | Springfield, IL 62701-1796

or

**Join virtually from your library**  
(Zoom link available in L2 event)

## **RSVP NOW VIA L2**

**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. It's also an opportunity for IHLS to solicit thoughts and ideas from our members and for you to tell IHLS leadership how we can better help make your library successful.

At **Members Matter** meetings, you can:

- Discuss regional, state, and local library news, issues, and trends
- Get updates from the IHLS and SHARE Administration and Operations staff
- Ask questions and get answers on policies, available resources, and more from IHLS leadership

Respond before November 25 to make sure your library is included in the group and can benefit from this partnership!

Sign Up for the Group Purchase Discount



**The Washington Post**

Discovering News on Your Terms

**PRODUCT DEMO:  
Washington  
Post for  
Libraries**

Wed. Oct. 16, 10 AM-noon  
Wed. Oct. 23, 2-4 PM

Join **Sean Hughes** of **The Washington Post** to learn more about their digital service for libraries, including The Post online with unrestricted access, easy access for patrons, interactive content, and real-time world-class news coverage.

Register for an  
Online Demo



**EDUCODE**

**PRODUCT DEMO &  
DISCOUNT:  
EduCode  
Academy**

**TODAY**  
Thu. Oct. 10, 11 AM  
Thu. Oct. 10, 2 PM  
Tue. Oct. 15, 11 AM  
Tue. Oct. 15, 2 PM  
Thu. Oct. 24, 11 AM  
Thu. Oct. 24, 2 PM

**EduCode Academy** is a web-based platform that teaches computer science without computer science teachers. They provide an autonomous and immersive experience to effectively teach coding and digital skills with a goal to make the process as simple as possible. You can facilitate code



**Baker & Taylor  
LUNCH  
& LEARN**



**BAKER & TAYLOR**

A PERKINS COMPANY

**LUNCH & LEARN:  
Baker & Taylor's  
cHQ and ESP**

*In-person from 11:30 AM to 2 PM on each of these days:*

Wed. Oct. 16  
at IHLS Carbondale  
Thu. Oct. 17  
at IHLS Edwardsville  
Wed. Oct. 16  
at IHLS Carbondale

Join Baker & Taylor's **Brendan Pearce**, flying in all the way from England, for a **FREE lunch and learn demo** about the world's leading collection of library performance improvement solutions, including **Collection HQ (cHQ)** and **Evidence Based Selection**

Respond by Mon. Nov. 25

Great News! IHLS is partnering with RAILS and **Swank Movie Licensing USA** to offer your library a special, discounted rate for the annual public performance license. The annual license will allow you to bring movie showings to your patrons throughout the year, receive all the noted benefits below, and receive Swank Movie Licensing USA support to ensure ongoing successful events and entertainment for your library.

### Benefits of the License

- Annual license grants unlimited showings of thousands of movies from classics to new releases.
- Includes promotional materials to help promote your event and engage patrons.
- Show movies that you purchase, rent, or borrow in DVD, digital, or any legal format.
- You do not need to notify Swank of a showing. A search tool is available to check if a movie is covered by the license. If the movie you would like to show is covered, you are free to show it anytime.

### About Swank Movie Licensing USA

- **Swank Movie Licensing USA** is the only company authorized to license public libraries to show movies from the majority of major motion picture studios, including Walt Disney Pictures, Paramount Pictures, Warner Bros., Sony Pictures, and many others.
- Over 64% of libraries use the annual license to make movies a regular program at their library.

### Swank Discounted Rate for IHLS Members:

- Libraries **not** currently covered by a Swank license will receive a 30% discount on the current pricing structure.
- Libraries **that are** currently covered by a Swank license will receive a 30% discount if they are in the current pricing structure (the group purchase rate) OR a 15% discount if they are grandfathered into a lower pricing structure. The lowest discounted option will be applied and is effective for the next renewal. *The discounted rate is not automatic. Renewing libraries must contact Swank prior to their invoicing to receive the discounted price.*
- This contract will be prorated for FY2020 (Jan 1 – June 30), with a following 12-month contract in FY2021, for a total of 18 months. You will receive two invoices.

process, learn how to create a streamlined strategic plan that focuses on five steps and three categories of ideas, can be created in weeks or days, and has concrete goals that are easy to translate into staff projects and specific tasks. Topics include the differences between strategic and operations plans, avoiding jargon and abstract goals, the practical reasons for a strategic plan, focusing on target audiences, and involving stakeholders without relying only on written surveys. And, tuition is nearly half off for IHLS members.

## What You Will Learn

Following this webinar, you will know how to:

- Create a five-step framework for your strategic plan.
- Write a plan in bullets rather than spend time writing a narrative.
- Apply tricks of the trade to save staff time without sacrificing quality.

**Presenter:** *Pat Wagner* is a trainer and consultant with 40 years of experience working for libraries, universities, local government, nonprofits, and small businesses. She supports the success of libraries with programs on personnel, supervision, management, leadership, marketing, strategic planning, project management, and communication. Pat has worked with libraries and library organizations throughout the United States, from the smallest rural storefronts to the largest academic and urban library institutions. Pat also is a frequent speaker at state and national conferences. She is known for her good-humored and practical presentations.

## Discounted for Members of Illinois Heartland Library System

**License Details:** This discounted cost is for an individual license and license includes one person's live access to the webinar and unlimited access to the webinar recording, which will never expire. To inquire about a group license, contact [Jennifer Newman of LibraryWorks](#).

**To Access the Webinar:** Before the webinar begins, you will receive an email from LibraryWorks (not L2 or IHLS) with directions for accessing the webinar.

**Payment Details:** This online training is available to the public at \$49 per person. However, IHLS members can access this training for only \$25 per person. This discounted price can only be accessed by registering through IHLS via L2. After the registration/cancellation deadline below, IHLS will send your library an invoice; please make payments to IHLS.



**Cancellation Policy:** Cancellations must be made in L2 by 3 PM Oct. 23. Cancellations made before this deadline will not be charged. After this deadline, your library will be charged and no refunds will be issued.

**Questions?** Contact Cassandra Thompson of IHLS/SHARE regarding pricing or Jenny Newman of LibraryWorks regarding webinar details.

**Register in L2 by 3 PM Oct. 23, to receive the IHLS discounted price.**

**REGISTER NOW VIA L2**

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- Share and learn about innovative library programming with the central and southern Illinois library community
- Help other librarians work through recent issues or discuss your own

As always, we invite you and your library staff to attend in person at the main location, at the group video conference at the Illinois State Library, or remotely via Zoom (link found in the L2 event registration). For those attending in the main location, we hope you'll join us in extending the meeting to a local lunch spot.

**Please let us know you're coming by taking a moment now to register in L2.**

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