

**CLIFTON PUBLIC LIBRARY BOARD MEETING
PROPOSED AGENDA FOR 1/12/2022
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**
 - B. Library Staff Evaluations**
- ADJOURNMENT**
- C. Next Tentative Meeting Date February 9, 2022**

CLIFTON PUBLIC LIBRARY BOARD MEETING
11/10/2021

1. Welcome

2. ROLL CALL:

Board Members: Vicky Shell, Julie Kolosky, Nicole Brough, and Sara Faulkner were present at the 11/10/2021 Clifton Library Board meeting. Lori Lamping, head Library Clerk was also present. Called to order at 7:09.

3. SECRETARY'S REPORT:

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

4. TREASURER'S REPORT:

Checking: \$6,851.46
Savings: \$63,600.55
CD: \$14,249.60
Cash Drawer: \$50

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

5. BILLS AND INVOICES:

Rhode Island Novelty \$19.34 (Dinovember)

Amazon - \$30 (Consumer Reports)

SHARE Agreement - \$250

Amazon (Per-Capita) - \$867.62

Loman -Ray bond - \$96

Amazon (Credit): \$46.65

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

6. Communications:

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

7. Unfinished Business:

Christmas Bonuses for library staff. Lori - \$50; all others \$25.

Motion to approve bonuses by

8. New Business:

Library Report:

Per-Capita Submitted October 28th

Coloring contest 30 children entered. Harper Peterson won a \$5 gift card

Dinovember going well, more kids than anticipated.

Census did go down, 1352 from 1468.

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

9. Adjournment:

Meeting adjourned at 7:31pm, moved to adjourn by Nicole, seconded by Julie. The next meeting is November 10, 2021 at 7pm.

Respectfully submitted, Nicole Brough



December 23, 2021





*****DEADLINE APPROACHING*****

Give Your Patrons Access to Silvia Moreno-Garcia, Jasmine Guillory, and Other High-Profile Authors

[Memberships start at \\$40/library](#)

Deadline: Dec. 31, 2021

A membership with [Illinois Libraries Present](#) makes it possible for communities of all sizes—even those with a single library staff member—to access high-quality, virtual programming with nationally known authors. Members also gain access to suites of marketing materials and graphics, making promotion and event registration as easy as sharing pre-made messages.

Membership to Illinois Libraries Present is only open to new members for a limited time: *Membership Interest Forms* must be submitted by Friday, Dec. 31, 2021. (Then, an inter-governmental agreement must be completed and submitted by Jan. 31, 2022.) After Dec. 31, membership will be closed until the following membership period.

[Take Me to the Illinois Libraries Present Website](#)

supported by IHLS through staff participation

Public Library Per Capita and Equalization Aid Grants

[Deadline: Jan. 15, 2022](#)

The Public Library Per Capita Grant was established to assist public libraries to improve and increase library

WELCOME!

Welcome to the following new library directors:

services within their service areas. Grant amounts of up to \$1.475 per person served are available, on an annual basis, to all Illinois local public libraries.

The Equalization Aid Grant was established to help public libraries with a low library tax base to ensure a minimum level of funding for library services.

[Get Grant Details on the ISL Website](#)



Illinois Library Association LIBRARY LEGISLATIVE MEET-UPS

ILA Announces 2022 Library Legislative Meetup Dates

Central Illinois: Jan. 28, 8-9 a.m.

Metro East & Southern Illinois: Feb. 14, 10-11 a.m.

Once again, Illinois Heartland Library System is joining the Illinois Library Association at the annual ILA Library Legislative Meet-Ups, and we encourage library trustees, directors, and staff from public, school, and academic libraries to attend and participate.

These events provide opportunities to meet with your legislators and hear their thoughts first-hand about issues affecting libraries in your area. All elected officials on the state and federal levels are invited by ILA to attend.

[Learn More & Register](#)

supported by IHLS through staff participation

IHLS Third Thursdays CE

SAVE THESE DATES: Jan. 20, Feb. 17, March 17

- Nathan Elsbernd, Ogden Rose Library

Did we miss you? Let us know at communications@illinoisheartland.org and we'll put you in our next newsletter.

IHLS LIBRARY DIRECTORS' CHAT

Thursdays 1-2 p.m.*

*except each third Thursday

Next Chats:

Jan. 6, 13, 27

[Registration Requested](#)

[Directors' Chat transcript archive](#)

Upcoming Grant Deadlines

Jan. 15

- Public Library Per Capita and Equalization Aid Grants
- Live and Learn Construction Grant

Jan. 17

- Institute of Electrical and Electronics Engineers (IEEE) Science Kits for Public Libraries Grant

Find this grant and more on the [IHLS Grants Page](#).

Join us every third Thursday at 10 a.m. to discuss or learn about an exciting new 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.

2 Ways You Can Keep Our Drivers — and Your Library Materials — Safe this Winter

IHLS Delivery is dedicated to serving our library members in a safe and effective manner. However, IHLS Delivery drivers and sorters sometimes report instances of libraries overfilling tubs in weight or volume. This can be especially problematic during winter weather and can lead to two main problems for libraries and for IHLS—both of which *your* library can help us avoid!

First, filling tubs so that they are **too heavy** risks musculoskeletal injury for IHLS drivers and sorters when lifting and transporting the over-weighted tubs. For the safety of our drivers and sorters, the weight maximum for tubs is 40 pounds. While large and heavy items may fit within a single tub, **please distribute heavy items among multiple tubs or sturdy boxes so they remain at or below the 40-pound weight limit.**

Second, **overfilling tubs** in volume so the lid cannot completely and properly close can result in damage to your and other libraries' materials. This is a particular risk during rain, snow, and other inclement weather. Overfilling tubs in volume likewise can create a hazard for IHLS drivers and sorters when packing and transporting the tubs. **Rather than trying to fit those last few items into one tub, please re-distribute them among multiple tubs so that the lids are properly and completely closed.**

If you need additional tubs to prevent overfilling, please be sure to reach out to your [delivery hub manager](#). Alternatively, your library may send materials in a sturdy box. (If you want the box returned, please mark it with your library's name.)

Thank you for your cooperation!

 **My Library Is...**

Telling libraries' stories of impact on communities

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

- [Specialized Library Spotlight: American Hospital Association](#) (12/16/2021)
- [Specialized Library Spotlight: ESi Library](#) (11/29/2021)
- [Connect with a Community Conversation](#) (11/22/2021)
- [and lots more](#)

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.

Need help, or think you might want to write for the My Library Is... blog? Email IHLS Marketing Coordinator [Shandi Greve Penrod](#).

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Are we connected? Follow Illinois Heartland Library System on LinkedIn

Cataloging Maintenance Center



The PrairieCat Clean-Up Project

One of the core services of the Cataloging Maintenance Center is the cleanup of library catalog records.

In early 2019, the [Cataloging Maintenance Center \(CMC\)](#) was asked to work on a clean-up project for the PrairieCat consortium, located in the Reaching Across Illinois Library System service area. The project involved bibliographic records that did not have an OCLC number. The project began in April 2019, and the CMC has resolved over 10,752 records in the PrairieCat system since then (as of Oct. 31, 2021)! [Read More](#)

If your Illinois library consortium has a database that needs updating or correcting, [contact the Cataloging Maintenance Center](#) to see how they can help.

Upcoming Cataloging Classes

[Online with the CMC: Dublin' Down on Dublin Core](#)

Thursday, Jan. 20, 10-11 a.m.

Dublin Core, vocabulary terms usually used to describe digital resources, will be discussed, as well as the history and background of Dublin Core, variations, elements, and how to crosswalk the data. *Presenter: Dr. Pamela Thomas*

Other Library News & CE

Webinars

[Collection Protection: Preventing Thefts, Vandallism, Fires, and Other Large and Small Library Disasters](#)

Dec. 30

[ILA Noon Network: Breaking Canons and Building Community: Zines, DEI, and the Academic Library](#)

Jan. 12

[Libraries and Eviction: Further Questions and Answers](#)

Jan. 12

[Plan a Campaign to Draw People Back Into Your Libraries](#)

Jan. 13

[Career Pathway Talk Series: How to Network Effectively](#)

Jan. 19

[Promote Community Engagement and Challenge Prejudice with a Human Library](#)

Jan. 20

[ILA Marketing Forum Roundtable](#)

Jan. 21

[ILA Noon Network: Youth Literature and Education Students in an Online World](#)

Jan. 26

[Weeding Your Collection: What Can Go Wrong?](#)

Jan. 27

[Library Signage: Effective Crisis Communications](#)

Jan. 27

[ILA Noon Network: Beyond Banned Books: Defending Intellectual Freedom Throughout Your Library with Kristin Pekoff](#)

Jan. 31

[Making Your Press Releases More Effective](#)

Feb. 3

Conferences

[Lib LearnX: The Library Learning Experience by American Library Association](#)

Jan. 21-24; virtual

[Public Library Association 2022 Conference](#)

March 23-25; Portland, Oreg.

Reaching Forward South

April 8; IHOTEL, Champaign, Ill.

Reaching Forward

May 6; Rosemont, Ill.

[ALA Annual Conference & Exhibition 2022](#)

June 23-28; Washington, D.C



Welcome to the Following New Explore More Illinois Participants!

- Cissna Park Community Library District
- West Salem Public Library

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

Exciting Changes Are Coming to the BiblioBoard Platform and Inkie.org

The RAILS team is refocusing the content that is available on the BiblioBoard platform and rebranding it as Inkie.org Library. The revised platform will exclusively feature content by Illinois authors, creators, and communities.

[Learn More](#)

Quick Links

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



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Member CONNECTION



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

November 17, 2021



Celebrating Libraries, Building Partnerships

Thursday, Nov. 18, 8-4 p.m.

IT'S ALMOST TIME!

We're officially **one day** away from IHLS Member Day 2021: *Celebrating Libraries, Building Partnerships*. Thank you to everyone who has registered for our annual event! By now, you should have received an invite to enter the virtual event portal. We encourage everyone to enter the portal as soon as possible to ensure there are no issues accessing the platform. From the portal, you can build your schedule, upload a profile photo, visit the exhibit hall, and more!

If no email has come through yet with your virtual event login, please [contact us](#). If you no longer plan to attend, please email [Ellen Popit](#).

Exhibitors

While Member Day is free to you, it's *definitely not* a no-cost event. Member Day is made possible with the help of these and other generous businesses. Please visit their virtual exhibits and engage with them on Member Day!

Gold Exhibitors

Ameren Illinois
cloudLibrary by bibliotheca
Innovative Interfaces, a ProQuest Company
Lazerware, Inc.
LOTE Online for Kids
Lyngsoe Systems
Solus

Silver Exhibitors

ByWater Solutions
ID Label Inc.

Bronze Exhibitors

Brodart Co.

State's Broadband Access Map Helps Make Case for Better Internet Access for Public Libraries

You may have noticed in a [recent Illinois e-News announcement](#) that Governor Pritzker announced a new interactive broadband mapping and speed test tool. The information on [Illinois Broadband Lab website](#) includes data from many sources, including data submitted by IHLS for the public libraries in Illinois. The [map](#) has a lot of interesting options that you can turn on and off to see what's available around your community.

[Learn more](#)

IHLS Members Matter

IHLS LIBRARY DIRECTORS' CHAT

Thursdays 1-2 p.m.*
*except each third Thursday

Next Chats:
Dec. 2, 9, 23, 30

[Registration Requested](#)

[Directors' Chat transcript archive](#)

Upcoming Grant Deadline

Assisting Library Patrons with Court Issues, What Can We Do?

Dec. 16, 10 a.m. to noon

The law affects everything we do, but people don't always know when they have a legal issue. The presentation will be dedicated to reviewing the difference between legal information and legal advice so that librarians know what type of assistance they are able to provide.

Join your IHLS friends and colleagues from around central and southern Illinois for a presentation by Jill Roberts, Supervising Senior Program Manager in the Access to Justice Division at the Administrative Office of Illinois Courts; and updates from the administrative, delivery, and membership staff of IHLS; and the SHARE consortium,

[Register today](#)

5 New Catalogers Join the CMC Team

The [Cataloging Maintenance Center](#) (CMC) has added five new catalogers to its team of experts. Two of these additions are permanent replacements for departing team members, while three have joined as temporary full-time, fully remote members to work on a special catalog project for Consortium of Academic and Research Libraries (CARLI).

[Learn more about our new staff members!](#)

Does Your Library or Board of Trustees Need One of These?

The most recent editions of *Illinois Library Laws & Rules (in effect January 1, 2020)* and *Serving Our Public 4.0: Standards for Illinois Public Libraries*, both published by Illinois Library Association, are available at discounted prices through IHLS. Both resources come with a paperback copy and a flash drive digital copy. **We strongly recommend all members have at least one copy of these reference tools**, respective of your library type, for your library and trustees.

Dec. 1

- Baker & Taylor/YALSA Collection Development grant

Find this grant and more on the [IHLS Grants Page](#).

[Learn More and Place an Order](#)

Grants

Live and Learn Construction Grant

Deadline: Jan. 15, 2022

The Live and Learn Construction Grant Program, funded by an annual state legislative appropriation, assists public libraries with construction costs in their facilities. Grants are awarded based on recommendations from a statewide committee following a review process. Local money is matched by state grants, except for Mini-Grants.

For category details, requirements, and to apply, [visit the ISL website](#).

Public Library Per Capita and Equalization Aid Grants

Deadline: Jan. 15, 2022

The Public Library Per Capita Grant was established to assist public libraries to improve and increase library services within their service areas. Grant amounts of up to \$1,475 per person served are available, on an annual basis, to all Illinois local public libraries.

The Equalization Aid Grant was established to help public libraries with a low library tax base to ensure a minimum level of funding for library services.

For more details and to apply, [visit the ISL website](#).

IEEE Grant

Deadline: Jan. 17, 2022

The Institute of Electrical and Electronics Engineers (IEEE) Science Kits for Public Libraries Grant project is offering up to \$2,000 per library in funding for public libraries across the Midwest for 2022. The grant is focused on the creation of a circulating science kit

collection for primary and secondary education students (K-12). Applications will be accepted from public libraries in the IEEE Region 4.

For grant program details, [visit the SKPL website](#).

Continuing Education



Upcoming Classes with the Cataloging Maintenance Center

Online with the Cataloging Maintenance Center Webinars

"Note" Worthy Notes at Your Service

Thursday, Dec. 16, 10-11 a.m.

This presentation will describe some of the more obscure 500 fields used in audio recordings cataloging. *Presenter: Ian Anderson.*

Doublin' Down on Dublin Core

Thursday, Jan. 20, 10-11 a.m.

Dublin Core, vocabulary terms usually used to describe digital resources, will be discussed, as well as the history and background of Dublin Core, variations, elements, and how to crosswalk the data. *Presenter: Dr. Pamela Thomas*

ILA Noon Network

Ready, Set, Advocate!

The Illinois Library Association (ILA) has launched a new initiative to boost the advocacy efforts of those who work in libraries and care deeply about them. The final webinar in their Ready, Set, Advocate series is approaching. Find more details in the link below:

- [Ready, Set, Advocate Module Three](#)

Additional Continuing Education & Networking Opportunities

[Facilitating Big, Difficult Public Meetings](#)

Nov. 18, 1-2 p.m.

[What They Didn't Teach You in Library School: The Cycle of True Marketing](#)

Dec. 2, 1-2 p.m.

[How to Launch a Successful Library Newspaper Column](#)

Dec. 7, 1-2 p.m.

[Curious About Library Supervision?](#)

Dec. 9, 1-2 p.m.

[Strategic Planning: Connecting Vision and Identity to Library Value](#)

Dec. 14, 1-2 p.m.

Other Library News



Welcome to the Following New Explore More Illinois Participants!

- Anne West Lindsey District Library
- Catlin Public Library District
- Greenfield Public Library
- Jerseyville Public Library
- West Salem Public Library

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

My Library Is...

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

- [RAILS to Spotlight Specialized Libraries](#) (11/15/2021)
- [Help Us Help You Get More Support for Your Library](#) (11/3/2021)
- [Borrow, Grow, Return: Blossom with a Seed Library](#) (10/18/2021)
- [It Never Hurts to Ask!](#) (10/13/2021)
- [and lots more](#)

[Help Us Help You Get More Support for Your Library](#)

The [My Library Is... campaign](#) is designed to help libraries of all types (academic, public, school, and specialized) with telling their story to important members of their community. You can help by completing the survey for your type of library:

- [Academic Library Survey](#) (view [PDF version](#) prior to completing online survey, if desired)
- [Public Library Survey \(PDF\)](#)
- [School Library Survey \(PDF\)](#)
- [Specialized Library Survey \(PDF\)](#)

The survey should take about five minutes to complete, and all interested staff at any IHLS library are invited to participate.

2022 Reaching Forward Conference: Call

for Proposals

Deadline for submissions: Nov. 22

Reaching Forward is now accepting program proposals for its annual conference, set to be held on May 6, 2022.

They want to hear how libraries have responded to the pandemic and how they are now looking toward the future.

[Read for more details and submit your proposal](#)

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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