

**CLIFTON PUBLIC LIBRARY BOARD MEETING
PROPOSED AGENDA FOR 8/14/2019
7:00PM**

- 1. WELCOME**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
- 4. TREASURER'S REPORT – Julie Kolosky**
- 5. BILLS AND INVOICES**
- 6. COMMUNICATIONS – Illinois Heartland Library System**
- 7. UNFINISHED BUSINESS**
 - A. Village Board Meeting**
- 8. NEW BUSINESS**
 - A. Iroquois County Request Info**
 - B. Library Report – Lori Lamping**
- 9. ADJOURNMENT**
 - A. Next Tentative Meeting Date (September 11, 2019)**

CLIFTON PUBLIC LIBRARY BOARD MEETING

06/12/2019

1. Welcome

2. ROLL CALL:

Board Members: Nicole Brough, Sara Faulkner, Julie Kolosky, and Vicky Shell were present at the 6/12/2019 Clifton Library Board meeting. Lori Lamping, Head Library Clerk, was also in attendance.

3. ELECTION OF OFFICERS:

President – Vicky Shell - Sara F. nominated, Julie K. seconded. Approved.

Vice President/Program Coordinator – Nicole Brough - Sara F. nominated, Julie K. seconded. Approved.

Secretary – Jill Rieken - Sara F. nominated, Nicole B. seconded. Approved.

Treasurer – Julie Kolosky - Nicole B. nominated, Sara F. seconded. Approved.

4. 2019 FY BUDGET:

Reviewed the 2019 FY Budget. Motion to approve the Budget by Julie K., seconded by Nicole B. All approved.

5. SECRETARY'S REPORT:

Minutes for 5/8/2019 meeting were reviewed. Motion to approve by Nicole B., seconded by Julie K. Minutes were approved.

6. TREASURER'S REPORT:

Checking Account balance as of May 31, 2019: \$5,245.25

Savings Account balance as of May 31, 2019: \$49,974.49

CD amount as of May 31, 2019: \$13,547.56

Cash Drawer amount is \$50.00

Motion to accept made by Sarah F., seconded by Nicole B. Treasurer's Report was approved.

1. BILLS AND INVOICES:

- Summer Reading Program: Oriental Trading - \$84.49,

- Amazon Books - \$49.96

- Magazine Renewal - National Geographic Travelers \$44.00, National Geographic - \$19.00, Midwest Living - \$5.00 and Family Handyman - \$12.00

- World Cat - \$227.20 cost per year. Renew and track usage and evaluate if want to continue (+ postage)

- Amazon Prime - \$119.00/year. Discussed other uses (use for ink) to justify cost of renewal

Motion to approve by Julie K., seconded by Nicole B. All approved

7. COMMUNICATIONS:

- Illinois Heartland Library System report sent out to Board members

8. UNFINISHED BUSINESS:

- Village Board Meeting – A Winkel sent thank you letter after attending last month's meeting.

9. NEW BUSINESS:

Library Report: Lori Lamping

- Time refunded 2 X \$32.00 no longer publishing

- Amazon credit Family Fun - \$9.99; Amazon - \$0.71 (unknown); Lost Book - \$17.98

- Pizza Party for Summer Reading Program – Thursday, 7/18/2019

- Will cancel the ability to interlibrary loan the Kindle;

- My Media Mall is due for renewal

- IPLAR is due, Lori has prepared just need approval that minutes has been reviewed and

- Library will install Instagram and add to the Newsletter

- Motion to approve Library Report by Julie K., seconded by Sara F. All approved.

10. ADJOURNMENT:

Meeting adjourned at 7:47pm, moved to adjourn by Julie, seconded by Nicole. The next meeting is August 14, 2019 at 7pm in the library.

Respectfully submitted, Vicky Shell, President



[View this email in your browser](#)



- Open to the Public -



IHLS TO AUCTION SURPLUS VEHICLES

Opens: Tuesday, June 4, at noon

Closes: Tuesday, June 11, at noon

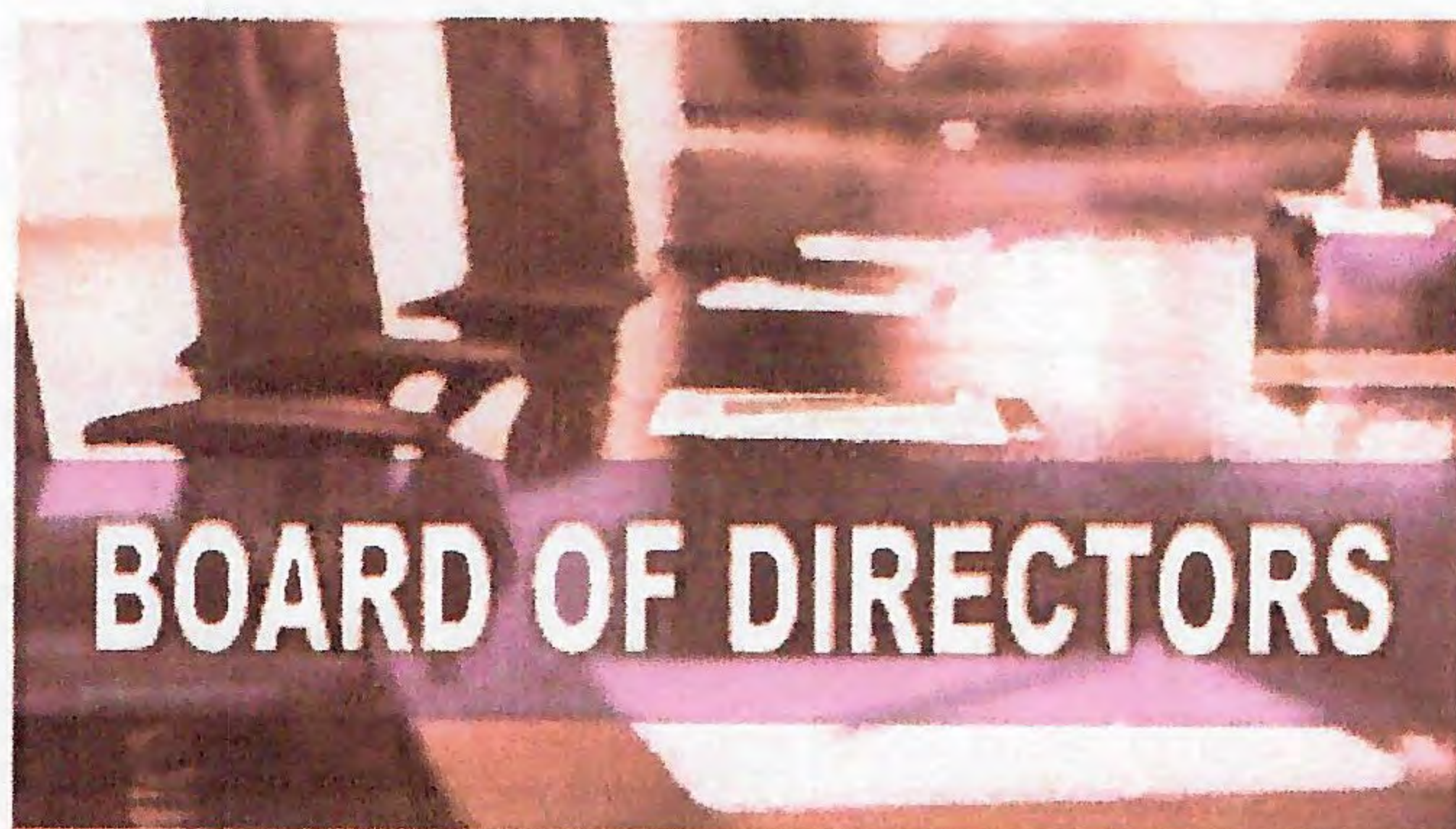
Illinois Heartland Library System is selling surplus cargo vans in an effort to offset the cost of purchasing new delivery vans. The minimum bid has been set at half of the Kelley Blue Book value. Auction is open to the general public from noon, June 4, through noon, June 11, 2019.

All vehicles are being sold AS IS, and no warranty is given or implied. The vehicles are located in three different locations in Illinois: Champaign, Carbondale, and Edwardsville. You may inspect the vehicles by appointment only during regular business hours Monday through Friday.

For photos, mileage, and additional information on each vehicle, please visit the IHLS Delivery Surplus Vehicles auction page by clicking the button below.

[View IHLS Delivery Surplus Vehicles](#)

- Chastady Bennett, Galatia Public Library
- Renee Wellborn, Gilman Danforth District Library
- Diane Seelbach, Girard Township Library
- Michelle Prickett, Hartford Public Library District
- Elecia Cooper, Kinmundy Public Library
- Teri Hennessy, Loda Township Library
- Darcie Peck, Lovington Public Library
- Jeanna Ryner, Mississippi Valley Library District
- Kelsey Schaepperkoetter, Nashville Public Library
- Matthew Hales, Newman Regional Library District
- Lora Holden, Ogden Rose Public Library
- Brittany Bass, Olney Public Library
- Elizabeth Osborn, Potomac Public Library District
- Becky Clemons, Roodhouse Public Library
- Angie Chute, Trenton Public Library
- Kelly Frydenger, Willow Branch Township Library



[Training & Networking Events](#)

[Library Jobs](#)

[Listserve](#)

[Vendor Discounts](#)

[Libraries in the News](#)

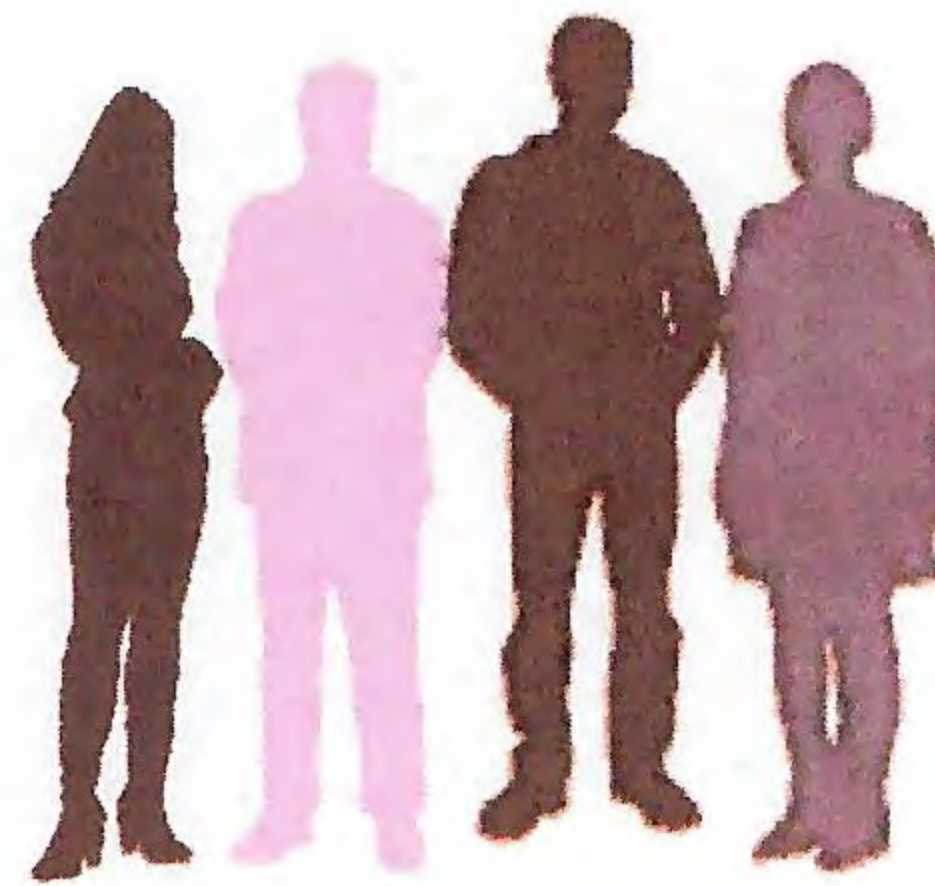
[Resources for Libraries](#)

Welcome New Board Members

IHLS elected five new and/or returning board members. The new board members were officially seated for a 3-year term at the May 23, 2019, board meeting. These board members bring a wealth of experience from libraries in central and southern Illinois and make policy decisions that are in the best interest of IHLS member libraries, the communities they serve, and to the ultimate success of IHLS.

The new board members are:

- **Karen Bounds** (Public Library Trustee Representative | Centralia Regional Library District)
- **Loretta Broomfield** (Public Library Representative | Sallie Logan Public Library)
- **Bev Obert** (Public Library Trustee Representative | Atwood Hammond Public Library District) began her second term on the board
- **Joshua Short** (Public Library Trustee Representative | Louis Latzer Memorial Library)
- **William Wagner** (Public Library Trustee Representative | Rantoul Public Library)



Please join us in welcoming the following new library directors:

- **Jordan Adams**, Salem Community HS
- **Lori Bruce**, Metropolis Public Library
- **Tia Martel**, Evansville Public Library
- **Jeremy Staicoff**, Cahokia Public Library District
- **Shannon Whittaker**, Georgetown Public Library
- **Jen Zufall**, Gilman-Danforth Public Library

Best wishes to Mary Ann Lowry, Taylorville Junior High School, on her retirement.



More of what you want, less of what you don't.

IHLS makes it easier to receive **ONLY** the updates relevant for you.

Have you noticed a change in how you're getting IHLS e-news? To better serve our members, we've been hard at work creating a new email list system that will provide you with the freedom to receive only the IHLS updates you need and want. Starting immediately, you and your library's staff have the ability to sign up for or unsubscribe from any of several IHLS mailing lists:

- Member Connection E-Newsletter
- Continuing Education
- IHLS Business and Delivery
- Networking, Special Interest Groups & Social Hours
- Advocating for Your Library



Phonics shake

Cataloging Foreign Language Books

The [O'Fallon Public Library](#) asked the [Cataloging](#)

- Library Trustees

Everyone who was already subscribed to the IHLS newsletter list or to the Announce listserv has already been added to each of the above lists (with the exception of the public library trustees list). This alone does not mean the number of emails you receive will increase. Instead, the emails we previously sent through the newsletter mailing list and the Announce listserv will now be sent through the above lists. To unsubscribe from one or more lists, click the "Update Subscription Preferences" link at the bottom of any email.

Did some of your library staff previously unsubscribe from our emails because most of our updates weren't relevant to them? Visit the [Newsletters & Listservs page of the IHLS website](#) to sign them up for just the lists relevant to them.

SURVEY

Complete Non-Resident Fee Survey by June 30

Each public library board is required to take action each year on whether to participate in the non-resident program and to determine the fee for non-resident cards. [MORE](#)



A note from Delivery:

Driving in Flooded Conditions

Winter is behind us, but with spring comes rain, storms, and flooded roadways. Flood conditions are a serious matter and

[Maintenance Center \(CMC\)](#) to catalog two Korean books.

[MORE](#)



Reaching Forward

On May 3, 2019, Cheri Schuler-Faust, CMC Cataloger, and Susan Palmer, Operations Director, attended [Reaching Forward Conference](#) in Rosemont.



No Cost Learning

While students are out for the summer, you can go to school online. [WebJunction.org](#) has a list of 76 free webinars (and one online conference!) in June for library staff learning.

[Free June Webinar for Library Staff](#)

caution should always be taken, especially when driving. This is particularly relevant to our courier drivers. They can encounter flooded areas or closed roads and then must find an alternate route, which could lead to delays in delivery. To possibly avoid such delays, feel free to let your delivery hub know of any road changes or closures near your library you are aware of so we can stay safe and get to you in a timely fashion.

Here are some general tips on how to keep your car and yourself safe while driving:

- Pay attention to road closed signs and other physical barricades alerting you to dangerous areas.
- Do not drive through standing water as it is nearly impossible to correctly estimate just how deep the water actually is. Additionally, you do not know about the physical conditions of the actual road underneath, as running water can seriously erode and damage roads. There could also be hidden debris, such as fallen tree branches. Take an alternate route to avoid such hazards.
- If you absolutely must drive through standing water, do so slowly and carefully to avoid flooding and damaging your car's engine. Once out of the water, also gently check your brakes to make sure the water has not damaged them.



Grant Tips

Given the current state of finances in our 21st century world, pursuing grant funding has become increasingly important to a great many organizations. As a result, there are a couple of points you need to keep in mind as you go about trying to obtain grant funding:

- Be concise in your responses to the questions asked in the application. After all, the grant reviewers typically have a



AtoZdatabases

A discount has recently been added for AtoZdatabases - a reference and marketing database marketed to library, academic, and government institutions throughout the U.S. AtoZdatabases is offering 20% off of list price for public libraries in IHLS.

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



Group Discount

The Internet Librarian Group Discount is available for ILLINET member libraries to attend the [Internet Librarian 2019 conference](#) sponsored by Information Today. The 2019 event will be held at the Monterey Marriott in Monterey, California on October 21-23, 2019.

When registering, use code 19ILLI to receive the discount. Please register online, no later than September 20th at:

<http://internet-librarian.infoday.com/2019/register.aspx>

For additional information, feel free to contact Jill Heffeman at jheffeman@ilsos.gov or call 217-557-7259.



great many proposals to review, with so many organizations seeking grant funding.

- Respond to all questions asked in the application, clearly stating what your goals and expected outcomes are, why you are requesting funding, and who will benefit from the funding.
- Be aware that many grantors now require that grantees possess 501(c)(3) status. In the past, libraries have been allowed to use ILA's non-profit status through their Fund for Illinois Libraries program. However, many -- though not all -- grantors no longer allow a nonprofit organization to use another organization's tax-exempt status, even though they are a member of that organization. Because libraries (and library systems) are quasi-governmental organizations, they are not eligible to apply for 501(c)(3) status. As a result, some libraries are establishing or using their friends' group or foundation for the purpose of obtaining 501(c)(3) status, in order to pursue grant funding.

Be sure to check out the postings on the [Grants page](#) of the IHLS website.



Members Matter - July 2, 2019

Please join us for the next Members Matter meeting on Tuesday, July 2, in person at the Morrison Talbott Library in Waterloo. The meeting will run from 10:00 a.m. - 12:00 p.m.

As always, we invite people to attend via ZOOM, at the Illinois State Library or in person in Waterloo. For those of you coming to Waterloo, we're looking forward to extending the meeting to a local lunch spot. Please [register in L2](#).

is becoming

Digital Library of Illinois

Changes will be coming soon for IHLS libraries that use MyMediaMall. The Electronic Content Consortium (ECC) Executive Committee has provided a [FAQ](#) regarding the changes which include a new name and URL. MyMediaMall libraries are welcome to contact any of the Executive Committee members (see [FAQ](#)) or email the committee collectively at eccboard2018@gmail.com with any additional questions or comments.

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**2020
VISION**

Save The Date:

November 7, 2019



Think Outside The Barn @ your library – Call For Books 2019

The Think Outside the Barn committee is organizing a library booth for the upcoming Farm Progress Show to be held at Progress City in Decatur, IL August 27 - 29. This committee serves to promote libraries everywhere by giving away free paperback books and talking with the thousands of Farm Show attendees who come from all over the world.

So, what does this have to do with you? They need books! Specifically, they need paperback books (with the exception of preschool board books) in good condition for all ages. Send books through delivery August 5-21. [Here are the details.](#)
[Link to Labels](#)



Check out the New Van Wraps!

How about those snazzy vans pulling up to your libraries? I'm sure you've noticed that the plain white vans have turned into something truly eye catching! IHLS is very proud of the new look and the drivers are quite proud to be the "captains of their cargo ship". Let us know if you've been noticing the new look driving on the roadways throughout central and southern Illinois and what you think.



Reaching Forward South

Staff from the [Centralia Regional Library District](#) attended [Reaching Forward South](#) in Carbondale as a staff day. Everyone seemed to be getting along until the group won the Jane Austen gift bag. [More photos](#) have been posted on Facebook.

We are looking for great stories about member libraries, library staff spotlights and more photos to appear in the newsletter. If you have something to share, please contact Julia Pemicka, Communications Coordinator (jpemicka@illinoisheartland.org | 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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From: IHLS Illinois Heartland
Sent: Thursday, June 13, 2019 5:02 PM
To: 'ihls-announce@lists.illinoisheartland.org'
Subject: [IHLS-Announce] Did You Miss the IHLS News?

The IHLS Member Connection newsletter was sent out on Tuesday morning. We recently changed how we send out some emails and we want to be sure that you are still receiving emails from us in this new format.

The IHLS Member Connection is not in your Inbox?

Did you miss one of our emails? Don't worry. Sometimes email servers may think that our emails are spam. Be sure to check your Spam/Bulk/Junk folders in your email in case they are being delivered there instead of your inbox. In Gmail be sure to look at your Promotions/Updates/Forums folders. The newsletter might be there!

Spam/Junk Folders

If you find the newsletter or other emails from IHLS in your spam or junk folder, be sure to mark them as "Not Spam" to be sure you never miss a beat! You can make a rule for them to always be sent directly to your inbox.

Still have a question?

More information on the email changes was in the IHLS Member Connection - June 11, 2019<<https://mailchi.mp/illinoisheartland/ihls-member-connection-june-11-2019>>. If you still have questions, please email ihls@illinoisheartland.org<<mailto:ihls@illinoisheartland.org>> and a team member will be in touch.

Thank you.

You are receiving this message because you are a member of the Illinois<<http://www.illinoisheartland.org/>> <<http://www.illinoisheartland.org/>> Heartland Library System<<http://www.illinoisheartland.org/>>, and we want you to be aware of all the important information going on in your system. To subscribe or unsubscribe from this list you can visit our website listserv page<<http://illinoisheartland.org/?q=members/listservs>> to complete your request.

From: Illinois Heartland Library System
Sent: Monday, July 1, 2019 8:03 AM
To: vshell62@gmail.com
Subject: IHLS Member Connection - July 1, 2019

IHLS e-newsletter.

[View this email in your browser](#)



July 1, 2019

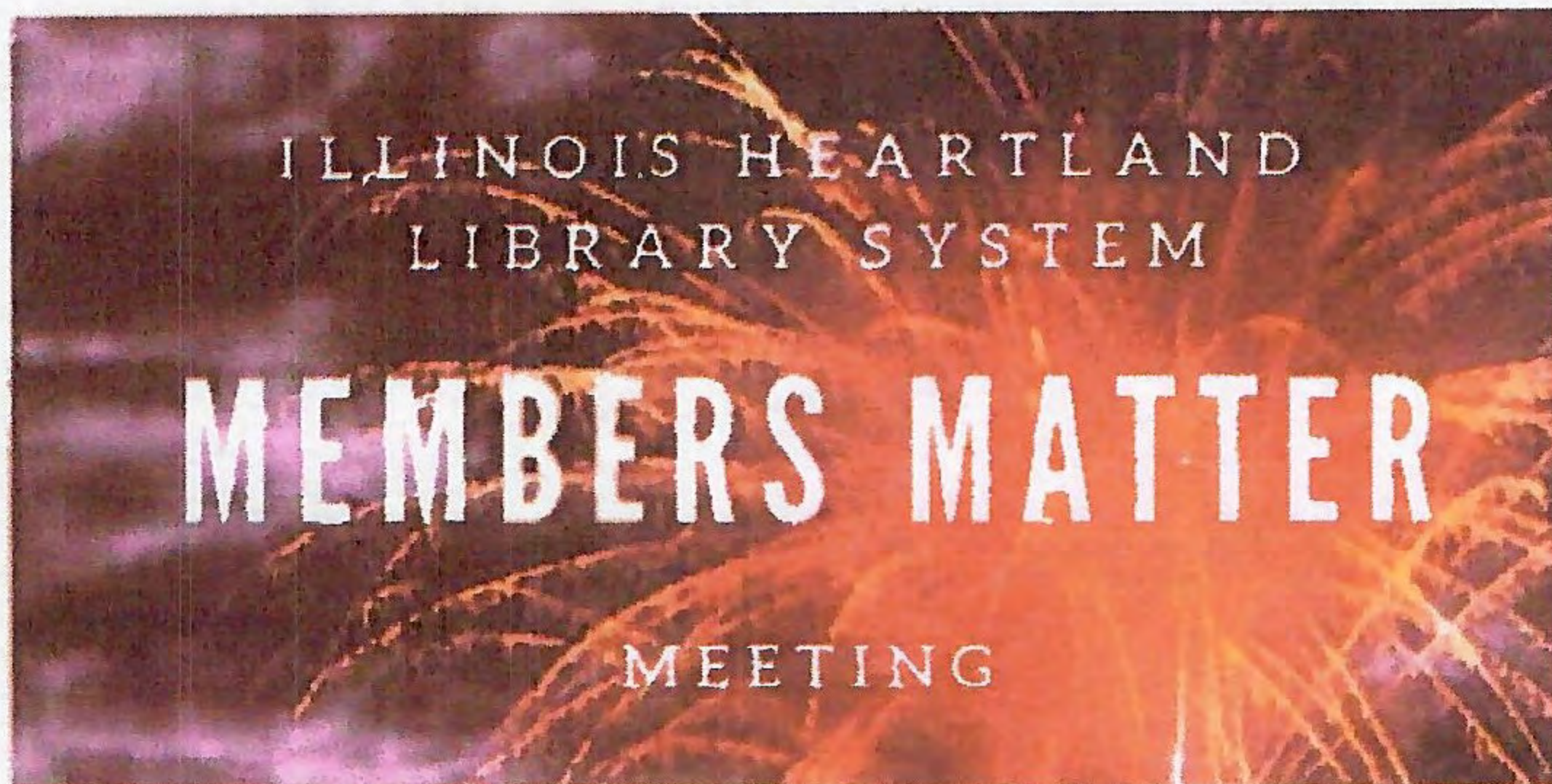
You Asked for It:

IHLS Restarts Continuing Education Programming

First up: Design Thinking for Libraries and Trustee Training.

Next up: you tell us!

Member libraries have been asking for the return of continuing education, and IHLS listened! The budget crisis of 2010 eliminated continuing education as a core service, and restoring the financial means to provide limited continuing education opportunities has been slow. It is our goal to place renewed emphasis on continuing education and we have begun taking steps to achieve this. We recently held 'Design Thinking for Libraries' and 'Forging Strong Relationships Between Library Trustees and Directors.' We also added continuing education to our FY2020 Operational Plan. [MORE](#)



Members Matter - July 2, 2019

Join us for the next Members Matter meeting on Tuesday, July 2, from 10:00 a.m. - 12:00 p.m., at the Morrison-Talbott Library in Waterloo. This month Sarah Keister Armstrong will join us to discuss strategic planning for small libraries.

If you can't be in person at the Morrison Talbott Library or at the Illinois State Library, you can attend from your own computer via Zoom. Please [register in L2](#).



Have you updated your trustees' email addresses?

[Training & Networking](#)

[Events](#)

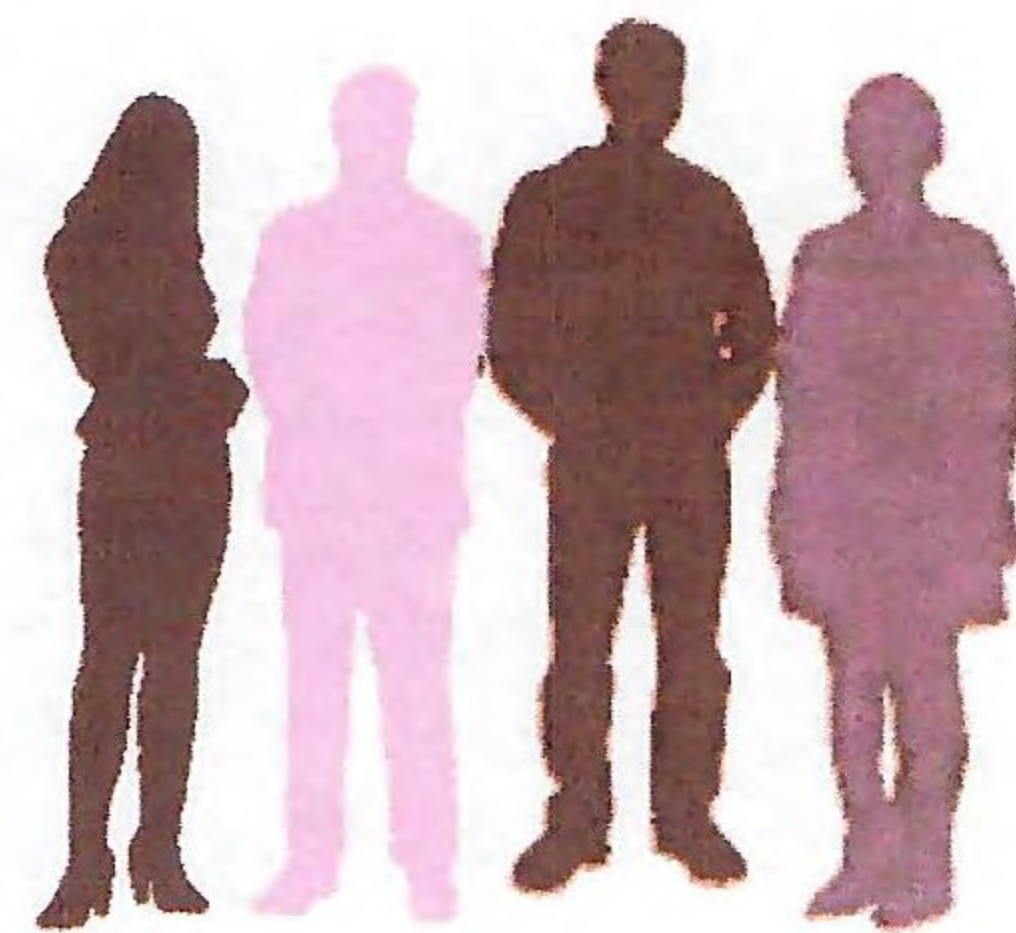
[Library Jobs](#)

[Listservs](#)

[Vendor Discounts](#)

[Libraries in the News](#)

[Resources for Libraries](#)



IHLS Directors' Chat

July 3, 2019

1:00 - 2:00 PM

[MORE](#)

Your trustees need to know about trends, current events affecting libraries, and major changes to library law. The only way we can inform them about these events is by having their correct email addresses. Please be sure to update your trustees' information in Library Learning (L2) before the end of July.

To update trustee names and email addresses in L2: [MORE](#)



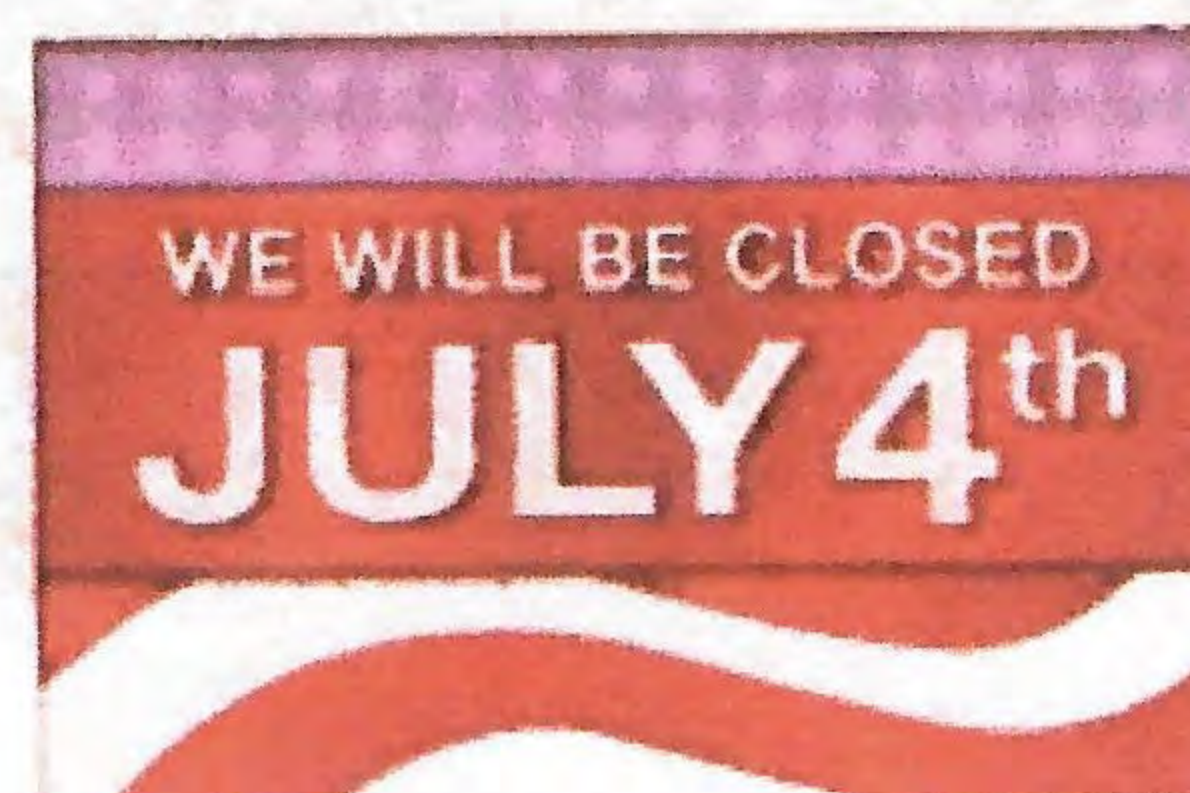
Do You Know Which Hub Your Delivery Comes From?

If you call our offices with a question, concern, or comment about your delivery, this is likely one of the first questions we will ask you. We know that typically a library's first point of contact in regard to delivery is the courier driver. We bet you recognize them whenever they come in with your day's delivery, and we bet you even know their names. But do you know which of the three IHLS service hubs they have come from and will return to at the end of their route? There are three possible answers to this question.

Our hubs are located in Carbondale, Champaign, and Edwardsville. If you're not sure which delivery area your library falls under, take a quick visit to the IHLS website and explore the "[Delivery](#)" tab at the top of the page. Check out maps, route lists, and contact information for all three locations.



New to grant writing? Need to learn how to get started? There are several online resources that can help you:



IHLS Offices Closed Thursday, July 4

All IHLS offices will be closed in observance of Independence Day on Thursday, July 4, 2019.

IHLS offices will also be closed on Monday, July 22, to allow staff to attend staff development training.

Delivery service will not be provided on either day. See our [Office Hours](#) page for a listing of IHLS Holidays. If you have an automation emergency while the IHLS offices are closed, please dial the SHARE Emergency Number at 618-534-4319.



Survey for:

Interlibrary Loan Staff Complete by July 12

RAILS [received a grant](#) to replace L2 ([librarylearning.info](#)), the statewide continuing education calendar and library directory. As part

- <http://arsl.info/grant-writing-tips-for-beginners/>
- <https://www.webjunction.org/explore-topics/budget-funding.html>
- <https://www.webjunction.org/events/webjunction/rural-resources-funding-RIC.html> Please note that this is a recorded webinar, so you will need to scroll down on the page to find the link to view the recording.

As always, find additional postings on the [IHLS grants page](#).



Help RFS Plan the Next Conference

Complete by July 24

[Reaching Forward South \(RFS\)](#) is an annual professional development conference for library support staff in central and southern Illinois. The committee is getting ready to plan next year's conference and would like to hear how they can best serve you.

Even if you have not attended a Reaching Forward Conference in the past, please take a couple of minutes to let them know how they can best meet your needs. Please [complete the survey](#) by July 24, 2019.

SURVEY



Online with the CMC 2019/20 Schedule

Join staff from the [Cataloging Maintenance Center \(CMC\)](#) for **Online with the CMC**. Each one-hour chat session will begin with a

of this process, they are looking at current L2 features and functions to see how they might be improved.

They are asking interlibrary loan staff to complete a brief survey on L2's Resource Sharing Policy Directory. Please take a minute to give them your feedback, and feel free to share the survey with other interlibrary loan staff at your library. Please [complete the survey](#) by Friday, July 12. Thanks in advance for your input!

SURVEY



Sesame Street eBooks Collection

Designed to give children exposure to an enhanced learning experience, the **Sesame Street eBookstore** is your one-stop destination that houses a library of Sesame Street eBooks.

A library subscription to the Sesame Street eBookstore allows you to offer your patrons **UNLIMITED** access to **MORE THAN 200** eBooks.

short presentation on a general cataloging topic. The session will then be opened for questions on the presentation as well as on any cataloging topic. Discussion after the presentation is encouraged! The next session is:

Cataloging Local Authors, History, and Genealogy

August 15, 2019 | 10:00-11:00 AM

The presentations will not focus on any integrated library system or on local practices of any library or consortium. [2019/20 Schedule](#)

Social Justice and Public Libraries

Equity Starts with Us



PUBLIC LIBRARY ASSOCIATION

PLA Offers Regional Symposia on Equity, Diversity, Inclusion, and Social Justice

October 28-29, 2019 | Chicago Public Library

The [Public Library Association \(PLA\)](#) symposium *Social Justice and Public Libraries: Equity Starts with Us* will be offered three times in 2019, and one of them is here in Illinois.

Libraries across the country are making stronger commitments

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

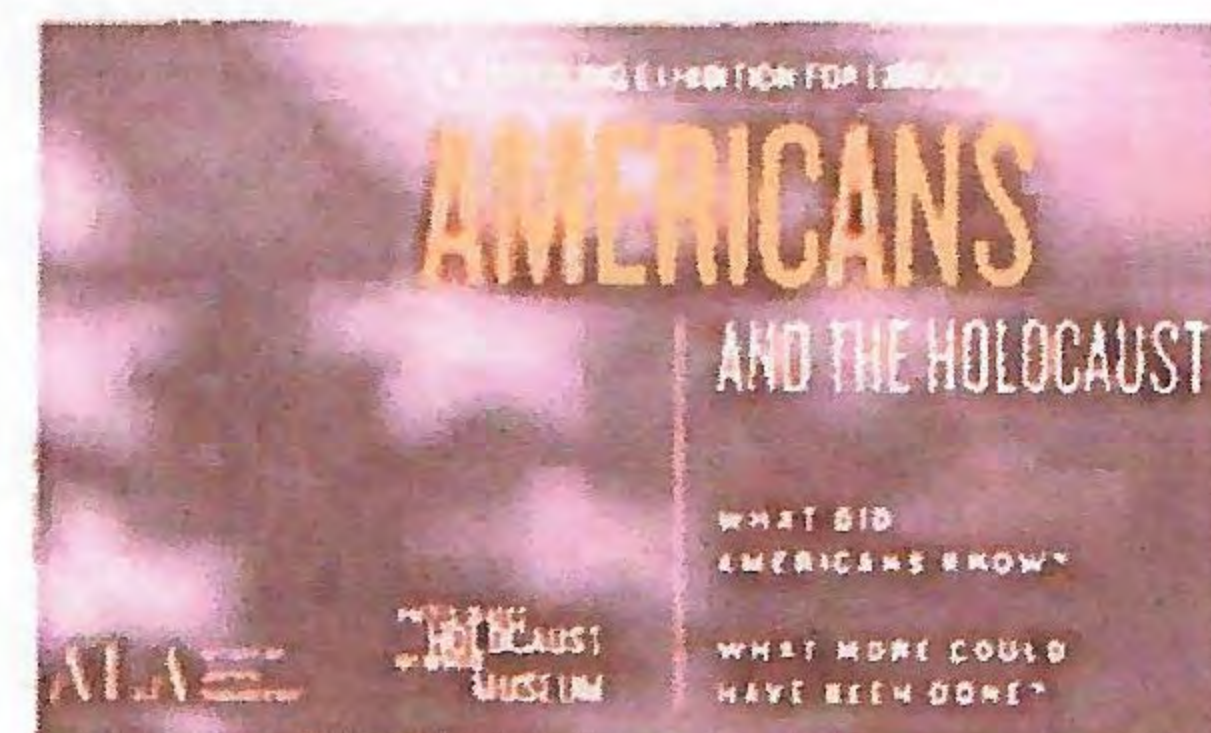


No-Cost Learning

[WebJunction](#), in collaboration with the Association for Rural and Small Libraries and Library Journal, is hosting a two-part webinar series exploring library policies and procedures related to intellectual freedom, privacy, and confidentiality.


July 11 | [Hooray for Freedom! Part One: Privacy, Confidentiality, and Intellectual Freedom in the Library](#)

August 8 | [Hooray for Freedom! Part Two: Developing Policies in Support of Ethical Practice](#)



to equitable library services for all. Librarians, library administrators, library staff, and other stakeholders are encouraged to join us to grow the collective capacity and connections we will need to do this work.

Registration is limited to 100 and participation both days is required. [MORE](#)



LIBRARIES'
GUIDE TO THE
2020 Census



Census Day is April 1, 2020. Is Your Library Ready?

Libraries will play an essential part in ensuring a complete count in the 2020 Census. The Illinois State Library (ISL) requests that libraries make public access computers available to all who wish to complete the census online in the library, regardless of residency or library card status.

**Americans and the
Holocaust**

Traveling Exhibition

The United States Holocaust Memorial Museum (USHMM) and the American Library Association (ALA) Public Programs Office invite public and academic libraries to apply to host [Americans and the Holocaust](#)

Apply now to bring the exhibition to your library:

ala.org/USHolocaustMuseum.

Read the [project guidelines](#) and [apply online](#) by August 9, 2019.

LMCC 

**Library Marketing and
Communications
Conference**

Registration Now Open

November 13-14, 2019
Hyatt Regency, St. Louis

[More information](#)

Resources

- [Illinois Library Association, 2020 Census Resources](#)
- [Illinois State Library Chief Deputy Director Joe Natale will present an informational session at the ILA Annual Conference, October 22-24.](#)
- [American Library Association, 2020 Census - Download the Libraries' Guide to the 2020 Census and subscribe to the ALA 2020 Census newsletter.](#)



[Design Thinking for Libraries](#) was held on June 12 and 13 at the IHLS office in Edwardsville. We had great attendance with over 60 registered on each date. We hope those that attended found new tools to help them understand the needs of their patrons and engage their communities like never before. [MORE](#)



BiblioBoard e-Resources

Through RAILS' partnership with BiblioLabs, any Illinois resident has access to thousands of e-resources free of charge and without needing a login or library card. Items on the [BiblioBoard](#) platform have no holds or waiting for titles and can be read by multiple users at the same time. A patron who creates an optional account while in Illinois will be able to access the collection outside the state by logging into their account.

[More Information](#)



Have you noticed a change in how you're getting IHLS e-news? You and your library's staff have the ability to sign up for or unsubscribe from any of several IHLS mailing lists. [MORE](#)

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 (618.656.3216 ext. 442).

Quick Links

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Our mailing address is:
Illinois Heartland Library System
6725 Goshen Rd
Edwardsville, IL 62025-7773

[Add us to your address book](#)

[unsubscribe from this list](#) [update subscription preferences](#) [subscribe](#)



From: Illinois Heartland Library System
Sent: Monday, July 22, 2019 7:48 AM
To: vshell62@gmail.com
Subject: IHLS Member Connection - July 22, 2019

IHLS e-newsletter.

[View this email in your browser](#)



July 22, 2019



All IHLS Offices will be closed:

July 22, 2019

[MORE](#)

State Concern Regarding Confidentiality of Library Materials



IHLS and SHARE have been notified that there has been a concern from state representatives regarding library confidentiality. The concern specifically has to do with hold shelves and items that are being made

available with personally identifiable information. Confidentiality of library materials is a "core value of librarianship" (American Library Association). It is also a state law: "Each library shall ensure the confidentiality of the patron" (Library Records Confidentiality Act [75 ILCS 70]). If you are a member of SHARE, data in Polaris is the property of the patron's home library and conforms to all applicable federal and state laws.

What does this mean for you?

If your hold shelf is not publicly accessible, this would not affect your library. However, IHLS recommends that you consider additional precautions now in case this changes in the future. If your hold shelf *is* publicly accessible, we recommend avoiding the use of personally identifiable information on materials. For SHARE members, SHARE can change your receipt settings to an alpha-numeric code for hold pickup. For example, Josh Brown has a library card ending in 7725. His hold receipt would then read BRO7725. To make this change, it will require some retraining of staff and patrons; however, it is much more secure and more in line with our professional values. If you are not a SHARE member, we recommend developing similar procedures.

If you have any questions or want to brainstorm additional solutions for your unique

library situation, please contact [Cassandra Thompson](#).

[ALA: Privacy and Confidentiality: Library Core Values](#)



Members Matter & Strategic Planning Follow-up & Recording

Erupting into applause, participants at the Members Matter meeting in Waterloo on July 2 expressed their appreciation for the presenter Sarah Keister Armstrong after discussing strategic planning for rural libraries. Sara shared resources with us, and the recording of the meeting is now available. [MORE](#)



Security for Rural Libraries: Staying Safe at Work When Help is Far

Join us for a 60-minute webinar, recorded in a special Library 2.0 series with Dr. Steve Albrecht, held live on Tuesday, August 13, 2019, at 3:00 p.m.

If you are interested in this webinar, there are two ways to watch: [MORE](#)



B&T Collection HQ/ESP Demo

[Training & Networking](#)

[Events](#)

[Library Jobs](#)

[Listservs & Newsletters](#)

[Vendor Discounts](#)

[Libraries in the News](#)

[Resources for Libraries](#)



Directors Update

Please join us in welcoming the following new library directors:

- Kathleen Bennett,
Catlin Public Library
- Amberlee Seitz,
Argenta-Oreana
Grade School

August 20, 2019 | 9:30 AM

We have an upcoming demo for a product available for all IHLS members!

collectionHQ is the world's leading collection performance improvement solution which is being used by Libraries across the globe.

ESP (Evidence-Based Selection Planning) is a predictive analytics solution that offers an insight into the likely performance of an item before a library actually purchases it.

For more information and to register, [go to L2](#).



Webinars on Free Community Engagement Calendars

August 13, 16, or 20, 2019

IHLS is excited to invite you to a webinar in August about a free service that your library can use to build community engagement. [Burbio.com](#) is a FREE website and app that puts school, library, and other local events all in one calendar. [MORE](#)



Freebies and Giveaways and OCLC oh my!

Freebies and Giveaways

Please use a handwritten [transit label](#) when you are sending free items to other libraries. When a sorter opens the tub and books are



No Cost Learning

When the weather gets hot, stay inside and take a cool webinar on Hotspot Lending!

July 29 | 1:00 PM - [Developing Financial Literacy in the Next Generation: Resources for Children and Teens](#)

July 30 | 1:00 PM - [DigitalLead: Hotspot Lending at Your Library](#)

If you don't want to be tied down to attending a live webinar, [WebJunction](#) has updated a course in their free Course Catalog: [Weeding the Library Collection](#).



Ingram Services LLC

[Ingram Library Services LLC](#) has renewed their discount. Get the library materials you need with added speed—because you have many more things to be doing.

taped together with a label that reads "Donations," that's not very helpful as to the destination. The books then sit at IHLS until someone answers the Exchange email that has to be sent out. Often, there is no response and these books never make it to the recipient. We don't want that to happen.

OCLC Returns

If you or your patron order through WorldShare and the request is filled from outside of Illinois, IHLS cannot return the item (unfortunately we can't drive that far). Please make sure if you have a book from out-of-state that you mail the item back and not place it in the delivery tub. If you order from outside of the IHLS service area in Illinois, please use the [ILDS label](#) and fill in the proper information.



CMC: The Company Orders Book

The Cataloging Maintenance Center (CMC) recently cataloged *The Company Orders*, a book which was given to the *Vespasian*

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



[Reaching Forward South](#) is getting ready to plan next year's conference and would like to hear how they can best serve you.

[Complete the survey](#) by July 24, 2019.



2019 ILA Conference Scholarship Opportunity

Are you a staff or board member at a

Warner Public Library District by a family member of Vespasian Warner, whom the library was named after. [MORE](#)



When considering writing grant proposals, don't forget the places where you do business!

There are several corporate grants listed on the [IHLS Grants page](#), such as Walmart, Big Lots, Lowes, ALDI, Dierbergs, Dollar General, Kohls, and Schnucks. You might also want to check with your local banks and businesses as potential sources of grant funding.



SHARE

SHARING HEARTLAND'S AVAILABLE
RESOURCES EQUALLY

New SHARE Logo

Big news! You voted and the new SHARE logo was selected!

[MORE](#)

small, rural public library? Do you need funds to attend the 2019 ILA Annual Conference? [Fast Forward Libraries](#) is offering two \$500 scholarships to IHLS small, rural public library members! The deadline to apply for a scholarship is 11:59 p.m. CT on Monday, August 12. [Click here for more information and to apply!](#)

Social Justice and Public Libraries

Equity Starts with Us



PUBLIC LIBRARY ASSOCIATION

Social Justice and Public Libraries

October 28-29, 2019 | Chicago PL

We know information equity is important to our members. Additionally, it's not every day that a national Public Library Association (PLA) event is held in Illinois.

PLA's symposium, **Social Justice and Public Libraries: Equity Starts with Us**, is being offered three times in 2019, and one of them is in Chicago. [MORE](#)



Intellectual Freedom Videos Available

ALA's Intellectual Freedom Round Table (IFRT) is pleased to announce the publication of four videos to engage non-librarians in the fight to protect intellectual freedom.

The brief explainer videos—created as part of the 2019 Emerging Leaders project—cover the basics of intellectual freedom, censorship, and privacy for a non-library audience with key definitions and everyday language.

[IFRT Intellectual Freedom Resources](#)

soon to be famous **Illinois Author Project**

Apply to be a Judge!

The **Soon to be Famous Illinois Author Project** is now accepting applications for judges. For more information, please visit the [Soon to](#)

[be Famous Illinois Author Project website.](#)

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 (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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From: IHLS Continuing Education
Sent: Friday, July 26, 2019 9:59 AM

To:

Subject: Discounted security training for rural librarians - register now!

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SECURITY FOR RURAL LIBRARIANS

Discounted Webinar • Free Viewing Party

Courtesy of Illinois Heartland Library System

Tuesday, August 13 • 3 PM CT

at your desk OR any IHLS location

Join library colleagues and IHLS staff on Tuesday, August 13, at 3 PM for a special Library 2.0 series 60-minute live webinar for rural librarians and their staff.

Sometimes unsafe patron-related situations can be handled by getting help from a co-worker, asking a supervisor to speak to the patrons, disengaging and doing your work at another part of the facility, or by going into a back room and calling the police from a safe place. However, if you work in a rural library location, these options aren't always available. Security expert Dr. Steve Albrecht will train you and your staff how to judge potentially unsafe patron-related situations, apply "high-risk customer service skills," apply them fairly and consistently, improve security, and more (details below).

If you are interested in this security training, there are two ways to watch:



Watch at Your Convenience

This webinar ordinarily costs \$98 per person. However, IHLS brokered a discount so that members like you can watch from any computer live OR at your convenience for only \$30 per person! With the registration fee, you receive access to the live webinar plus a recording of the session for later viewing.

Register in L2 by 4 PM Aug. 12 to get the IHLS Discount

Before the webinar, you will receive an email from Library 2.0 containing directions and a link for accessing the webinar.



Join Us for a Viewing Party

Each of the Carbondale, Champaign, and Edwardsville IHLS service centers will host a **FREE viewing party** to watch and discuss this live webinar. **Space is limited to 20 participants** at each location, so register in L2 before seats are gone!

[Register Now to Attend a FREE Viewing Party](#)

Library Security For Rural Librarians: Staying Safe at Work When Help is Far

OVERVIEW.

If you define yourself as a Rural Librarian, see if these scenarios sound familiar:

- A man comes in and asks you for the time. You tell him and he nods and goes to sit at a nearby table, where he just stares at you for the next two hours...
- A woman comes in and tells you she is living on the streets. She asks if she can use your restroom. She goes inside and locks the door. An hour later and she's still in there...

- A group of local teenagers come into your library and start messing with your displays, rolling the book carts around, and making noise. You ask them to leave and they refuse...
- A man who is angry at the county comes into your library to ask you for legal advice. When you tell him you cannot give him that type of help, he takes a gun out of his backpack and places it on the counter.

Safety and security options for rural libraries can be different than the options for more urban counterparts. This webinar is here to help.

AUDIENCE:

This webinar will benefit all library employees and will have a special emphasis on the needs of the staff and leadership of those who work in rural areas.

LEARNING OBJECTIVES:

- Knowing how and when to use "high-risk customer service skills" with difficult or challenging patrons.
- Being firm, fair, consistent, reasonable, and assertive in your application of your Code of Conduct.
- Trusting your intuition when working alone. Should you stay or go?
- Setting up help systems: phone trees, code words, exit and evacuation plans.
- Improving your physical security: panic alarms, OC pepper spray, better door hardware, remote locking devices, safe rooms.
- The value of Security Incident Reports.
- How to get better results from your law enforcement agencies.



DR. STEVE ALBRECHT, PRESENTER:

Dr. Steve Albrecht has trained library audiences for 19 years. In 2015, the ALA published his book, *Library Security*. He holds a doctoral degree in Business Administration, an MA in Security Management, a BS in Psychology, and a BA in English. Dr. Albrecht is board-certified in HR, security, coaching, and threat management. He worked for the San Diego Police Department for 15 years and has written 21 books on business, security, and criminal justice subjects.

Register by 4 PM August 12

to access the discounted webinar price for individual viewers or to watch the training for free at any IHLS location.

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SHARE Director Cassandra Thompson <share@illinoisheartland.org>

8/8/2019 9:22 AM

July SHARE Member Notes

To mllamping1958@comcast.net

[View this email in your browser](#)



SHARE

August 2019

Welcome to Our Newest Members!

Gillespie CUSD 7

Potomac Public Library District

Announcements

School Delivery

School delivery will start back August 19. If needed earlier please contact your hub:

Champaign - Linda Kates lkates@illinoisheartland.org

Edwardsville or Carbondale - Linda Petty lpetty@illinoisheartland.org

Library Confidentiality

IHLS and SHARE have been notified that there has been a concern from state representatives regarding library confidentiality. The concern specifically has to do with hold shelves and items that are being made available with personally identifiable information. Confidentiality of library materials is a "core value of librarianship" (American Library Association). It is also a state law: "Each library shall ensure the confidentiality of the patron" (Library Records Confidentiality Act [75 ILCS 70]). If you are a member of SHARE, data in Polaris is the property of the patron's home library and conforms to all applicable federal and state laws.

What does this mean for you?

If your hold shelf is not publicly accessible, this would not affect your library. However, IHLS recommends that you consider additional precautions now in case this changes in the future. If your hold shelf *is* publicly accessible, we recommend avoiding the use of personally identifiable information on materials. For SHARE members, SHARE can change your receipt settings to an alpha-numeric code for hold pickup. For example, Josh Brown has a library card ending in 7725. His hold receipt would then read BRO7725. To make this change, it will require some retraining of staff and patrons; however, it is much more secure and more in line with our professional values. If you are not a SHARE member, we recommend developing similar procedures.

If you have any questions or want to brainstorm additional solutions for your unique library situation, please contact [Cassandra Thompson](#).

ALA: Privacy and Confidentiality: Library Core Values

Policy Change

Formerly, the Bibliographic Standards Committee was the only committee that had the authority to make minor changes to policies or standards (changes to the language of policies insofar as they do not change the overall meaning of the policies). The SHARE Finance & Policy committee would like to receive [member comments](#) about extending this practice to other committees, by changing the existing process of establishing or changing SHARE policies. Please login with your SHARE username and password to leave a comment.

Featured Events

"SECURITY FOR RURAL LIBRARIANS: STAYING SAFE AT WORK WHEN HELP IS FAR."

Learn more with a 60-minute webinar, recorded in a special Library 2.0 series with Dr. Steve Albrecht, held live on Tuesday, August 13th, 2019, at 3:00 p.m.

If you are interested in this webinar, there are two ways to watch.

Ordinarily, this webinar costs \$98 per person, but with an IHLS discount, members only pay \$30 per person! With the \$30 registration fee, you receive access to the live webinar from the comfort of your office or home, plus a recording of the session for later viewing. [Register in L2](#) to get access to this member discount, and then watch at your convenience.

Additionally, we are hosting viewing parties at each of our three hubs so our members who are able to join us can watch for free. Join us at any of our IHLS locations on August 13 at 3:00 p.m. Space for the free event is limited to 20 participants at each location, so please [register in L2](#) soon!

Discounted registration:

<https://www.librarylearning.info/events/?eventID=29513>

Free viewing event:

<https://www.librarylearning.info/events/?eventID=29514>

Circulation

Auto-renewal

Are you interested in learning more about the auto-renewal feature?

What are auto-renewals? Polaris has an optional setting that will renew eligible items on the due date. Eligibility is key. The items must have additional renewals, no holds, and no blocks.

All due dates and renewal periods will follow lending library rules.

There are pros and cons to offering this service. Please join the SHARE

Circulation Committee TODAY at 11:00 a.m. at a virtual SHARE Town Hall to learn more. Please [register in L2](#). This event will be recorded and sent out for further member comment.

Thank you to all member libraries that had questions or comments this last month! Would you like to see a refresher on a specific topic? Send suggestions to [Cassandra Thompson](#).

eResources

Burbio Demo

There will be three demos in August (13th, 16th, and the 20th) for Burbio, a new service being offered to libraries and schools. Burbio.com is a free and fully automated community events platform that streams all of a town's activities - library, school, government, and non-profit events - in one place and allows residents to personalize event feeds, add to their digital calendar, and receive updates. Burbio pulls event information from existing calendars so there's no additional work involved! It is available on a free website, iOS and Android app, and mobile Web.

Burbio partners with the library who uses it as a tool for promoting events and building communities. The library's work is simple - introducing the service to patrons and inviting other non-profit/community organizations to use the service (Burbio handles all on-boarding). For more information check out this [short video](#). [Register here](#).

Baker & Taylor Collection HQ/ESP Demo

Join us on August 20th for a demo of collectionHQ and ESP by Baker & Taylor's Brendan Pearce. CollectionHQ is the world's leading collection performance improvement solution, which is being used by libraries across the globe. By extracting evidence from the ILS, cHQ helps a library to make more informed decisions around how they select items and manage/promote their existing collection.

ESP (Evidence Based Selection Planning) is a predictive analytics solution that offers an insight into the likely performance of an item before a library actually purchases it. This is achieved by combining the power of collectionHQ data

analytics with B&T's collection enhancement services (this is a number of data points). For more information and to register: [Register here.](#)

RBdigital Maintenance

The administrative and patron-facing sites for RBdigital will be down for maintenance on Monday, August 12, 2019. The process will begin at 10 p.m. ET and take 30 minutes or less.

We apologize for any inconvenience this may cause. If you have any questions, please email RBdigital at support@recordedbooks.com.

Macmillan's Frontlist Perpetual License

Does your library lend eBooks? New restrictions on eBook purchases for libraries have been announced by Macmillan that will affect your budget and your patrons starting on November 1, 2019:

*Under the Frontlist Perpetual License, a library can buy on a perpetual license ***only one*** copy of a frontlist release within the first eight weeks post publication date at \$30. Under the second option, the Frontlist Standard License, a library can buy frontlist titles on a two-year expiration model after eight weeks post publication at \$60 each. There is no cap on how many copies can be bought, and there are no per-system restrictions.*

The American Library Association has denounced Macmillan's new lending model and IHLS will also be crafting a response in the coming weeks. Recent news stories regarding this change:

- <https://www.libraryjournal.com/?detailStory=macmillan-announces-two-month-embargo-on-library-ebooks>
- <http://www.ala.org/news/press-releases/2019/07/ala-denounces-new-macmillan-library-lending-model-urges-library-customers>
- <https://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/80689-libraries-must-draw-the-line-on-e-books.html>

Opt-In Collection Development Funds for cloudLibrary