



IHLS Directors' Chat

August 6, 2014

Ellen Popit: Good afternoon, all! The purpose of these chats is to provide a forum for discussion of library related matters. This will not be a SHARE chat, but rather an opportunity for people to discuss "the rest of" the library world. System staff participating might not have all the answers, but we'll certainly get them for you if we don't! If there is follow-up after the meeting, we'll send that out via the messaging program in L2---that way we can try to ensure that everybody get the information.

Ellen Popit: We'll wait until 2:00 to get this conversation going in real time. Just wanted to give you all a heads up!

Kim: I noticed on the IPLAR , we need a certificate of liability insurance. Is this new? Is it for the treasurer only or for the entire library?

Ellen Popit: Kim, we've don't normally see the IPLARS, so perhaps someone else in the chat can answer that for you.

Barbara: I think that we only have to send in the library certification signature sheet and the audit of our library minutes.

Ryan -MTNp: Chris, ignor the email I just sent you please.

Chris Dawdy, SHARE Manager for Staff Services: Thanks, Ryan! I will!

Ryan -MTNp: Kim, we did not have to do that. We are a city library. We do not even have to do the Secretary's Audit, but we do it anyway.

Ellen Popit: If we don't get clarification through this chat, I can certainly find out for you. If the ISL staff wasn't all just regrouping after On The Frontlines, I could make that call now.

Ellen Popit: Has anyone had the change to look over the revisions of the Interlibrary Loan Code or the System Standards? Any observations or comments?

Kim: Ok.

Tracy Pierceall -- IEPA: I haven't had a chance to look over it yet, but I plan to before the Adobe Connect discussion.

Ellen Popit: Great! It will be most helpful to have as much input as possible. We'll be living with these documents for the foreseeable future!

Barbara: I would be interested in library statistics experienced by your libraries in FY 2013-14. What trends have you been noticing? More or less people in the door, lower or higher physical checkouts and in what areas...

Tracy Pierceall -- IEPA: Is there anything you think we need to pay particular attention to? Sometimes sitting and reading a document that long makes me end up skimming without meaning to.

Ryan -MTNp: At Mattoon we are busier than ever. We have had multiple 5 digit checkout months. Where we had unusual things was with the summer reading program. Not as many late season sign ups, and lots of kids who registered, logged, and earned prizes, but just did not pick them up, even with reminder calls.

Ryan -MTNp: I have a question for the masses. What do you do when you get bankruptcy notices?

Ellen Popit: The ILL code isn't that long and you'll want to read that over. Good breakdowns of responsibilities of request and supplying libraries and their responsibilities---as well as the system responsibilities.

Tracy Pierceall -- IEPA: Will do. Thanks for the reminder, Ellen.

Ellen Popit: For the revised standards, I'd look at Subpart B: Multitype Library system.

Ryan -MTNp: And if no one noticed, Lesley, placed the PerCapita grant ebook order sometime in the last hour or two.

Barbara: Wipe out the fines and note the library card not to charge any fines until further notice but leave all remaining check outs including overdues there. We have a right to ask for our items back.

Esther Curry: For bankruptcy--library fines are not dischargeable because, so you do not have to clear the fines. Libraries are governmental. My husband is a bankruptcy attorney and we've had this discussion several times

Kim: How do they plan to implement statewide borrowing if not everyone is a part of OCLC?

Ryan -MTNp: Barbara, do you put anywhere on their card (like in not patron visible notes) that fines were wiped due to bankruptcy filing. What will stop them from doing it again? I'm sure we are only getting notice because we use a collection agency.

Barbara: I am just as happy to waive the fines if the person is having that much trouble. Usually the items themselves block the use of the card anyway.

Ryan -MTNp: Esther you are awesome! Thank you. I got hit with new papers today.

Esther Curry: Ryan--you can't send them any more bills, but the charges stand. So if they are blocked--they will still be blocked.

Sandy West - Rend Lake College: Is developmental membership like our transitional members?

Ellen Popit: Kim, they do expect everyone to participate in reciprocal borrowing and there is strong encouragement for all libraries to have a collection that is discoverable either through an LLSAP or a service such as OCLC. Again, this is long range---not for implementation tomorrow.

Ryan -MTNp: Our collection agency probably gets the same note right? Of do I need to go into their account and change their collections setting?

Esther Curry: Sandy--Transitional is a SHARE term and they have to be full IHLS members.

Tracy Pierceall -- IEPA: Re: reciprocal borrowing: I'm curious what that will do to libraries that refuse free lending (i.e. University of Chicago). Interesting!!

Ellen Popit: No, Sandy. Transitional membership only applies to SHARE. Developmental members were those (in the past) who might have met the legal member requirements (in the Administrative Code and Rule), but did not meet existing system membership criteria. Now they are one and the same.

Esther Curry: Ryan--you should change the account yourself just to be safe.

Ellen Popit: University of Chicago came up yesterday during my session at On the Frontlines, but that was in terms of reciprocal access.

Anita@Sherman: Ellen, Could you please post the link for the ILL code changes document we are considering?

Ellen Popit: Sure: <http://illibrarysystemstandards.wordpress.com/>

Ellen Popit: The ILL code is contained within the standards revision.

Esther Curry: Ryan--you should also make a note in the patron record explaining that even though they filed bankruptcy their fines still remain and they need to clear them as usual.

Julia, Argenta-Oreana PLD: Chris, have we heard anything further from the IL State Treasurer about integrating e-pay with the OPAC?

Chris Dawdy, SHARE Manager for Staff Services: Yes, Julia! I just sent out a SHARE Newsletter to tell everyone that it is up and running and working as of today!

Jill: If you haven't started working on the Per Capita I noticed a big change to highlight. It used to be the pages where we would record what was spent in previous per capita allotments was with the main form. Not anymore. They are two separate pages you have to download and attach separate.

Julia, Argenta-Oreana PLD: Yay! I've been working circ all day and haven't had a chance to look.

Ryan -MTNp: Wsther - Good Idea. I will do that.

Andrea Witthoft: Hi Ellen: I am joining late, but have a comment on the "Comparison of Existing and Proposed Administrative Rules for Illinois Library Systems". Under Subpart B: Multiple Library Systems, proposed rule 3.30.200, I think the statement on Academic Libraries should be revised to say "Academic libraries must be recognized by the Illinois Board of Higher Education or the Illinois Community College Board".

Julia, Argenta-Oreana PLD: Yep, there it is Chris! Thank you so much for working on this!

Jill: Chris are you saying that an E-Pay payment starting now will automatically be removed from Polaris without intervention?

Ellen Popit: Thanks, Andrea! That's really helpful!

Esther Curry: Ryan--here's a link with some general info:
<http://ktjlaw.com/pdf/LibraryFinesunderBankruptcyCode.pdf>

Ellen Popit: Andrea, that would need to be edited in the definition section, as well.

Bernadette: I didn't see the separate pages for Per Capita allotment. Where did you find them?

Ryan -MTNP: I say the same as Bernadette: I did not notice a change to Per Capita either.

Chris Dawdy, SHARE Manager for Staff Services: That's what I'm saying, Jill!

Teresa (PARP): Go to the ISL grants page -- there are separate links for the application and the expenditures

Andrea Witthoft: I have not read through the entire document yet but will try to do so in the next couple of days.

Ellen Popit: Andrea, that's a great help!

Ryan -MTNP: Any idea why they changed the grant. And if we already started it, will we need to re-submit if we have the previous paperwork.

Jill: same link where you find the application under Application Forms and Instructions is another listing for Expenditure Report Forms. You have to do both FY13 and FY 14 so it is two forms. Not sure what the reasoning was for pulling them out.

Anita@Sherman: Has anyone attended an EDEG training session? What is involved?

Jill: Edge: made the account and printed out the workbook that is it.

Ryan -MTNP: maybe it was because how early checks came. Last FY we received 2 grant checks. We got one in August and then the latest in April.

Teresa (PARP): I did the online EDGE training - took about 30 minutes. Also printed the workbook -- there are so many items that our answers are no, some we've even tried and abandoned because they didn't work

Ellen Popit: And there are V-tell sessions in two weeks.

Ellen Popit: As far as the assessment goes, don't forget that all you have to do this year is set up an account, print the workbook, and attend a training.

Jill: I have to say I find some of the questions in the workbook not applicable. For example if you contract your IT out then do you need a 3-5 year plan for IT replacements? I would say my IT people cover us for that. Or all the questions on the network needs being monitored. Again I would say our data supplier is doing that and if they notice an issue they are on it. Some of the questions seemed more geared toward a larger library who may employ IT full-time staff

Jill: Ellen, you are supposed to discuss the workbook with your staff and have them review it. Decided I would do this as a small group and pick staff to represents everyone

Tracy Pierceall -- IEPA: Maybe a dumb question, but is EDGE a public library thing? None of this sounds familiar.

Anita@Sherman: I am registered for the V-Tell session at ISL on August 21 (I think) along with our Board President. Will the online training fullfill the Per Capita requirement? I surely would rather do online as V-Tell.

Ellen Popit: Thanks, Jill and yes Tracy---it's for publics, but it is an interesting tool!

Tracy Pierceall -- IEPA: k-thanks. :)

Lola Morris: I understood the EDGE had to be in person for the Librarian and a board trustee could do V-tell.

Anita@Sherman: Isn't V-Tell considered "in person?"

Jill: anita, is the v-tel the webinar you can watch. Not sure? Allyou have to do is do the webinar for that portion. Wouldn;t make sense for the v-tel to be the webinar as you can just click the link for the webinar

Ellen Popit: Let's see if cutting and pasting will work. This is directly from the Per Capita Grant instructions:

Lola Morris: Yes, Antia, your right I meant webinar.

Ellen Popit: education and trainingAt least one member of the library staff must attend one instructional course from one of the regional library systems or theIllinois State Library.Printed by authority of the State of Illinois. February 2014 – 1 – LD A 180.3Jesse White • secretary of state & state LibrarianIllinois State Library, Gwendolyn Brooks Building300 S. Second St., Springfield, IL 62701-1796page 1 of 2technology1. At least one member of the library staff and at least one board member must attend an informational webinar or inpersonsession about The Edge Initiative (<http://www.libraryedge.org>) Information is forthcoming about webinars, inpersonsessions and other tools.2. The library staff must claim the library's account at <http://www.libraryedge.org>3. The library staff must print and review The Edge Assessment Workbook from:http://www.libraryedge.org/sites/default/files/Edge_Assessment_Workbook.pdf4. Although not a FY2015 requirement, the library staff and board may complete The Edge Initiative assessmen

Jill: looks like either v-tel or the webinar but not both

Ellen Popit: If that looks too garbled, here's the URL:
http://www.cyberdriveillinois.com/publications/pdf_publications/lda180.pdf amd you're looking at the sections under Education and Technology.

Ryan -MTNp: the work book link did not work.

Amanda McKay--Effingham: remove the 4 from the end and it should work

Ellen Popit: Here you go:

http://www.libraryedge.org/sites/default/files/Edge_Assessment_Workbook.pdf

Jill: BTW, the Education and training requirement in the Per Cap has been expanded to cover any SHARE meetings or trainings you may attend. That explanation is from Mary DOWning at ISL

Amanda McKay--Effingham: What are you all doing to prepare for the almost-certain rise in the minimum wage? How are you preparing your budget to address this concern? Do you plan to increase everyone's pay a comiserate percent?

Ryan -MTNp: Amanda, we have been warning the staff for a while, that when this happens it will kill us. No nothing is written, our board did talk about compaction, and that we will not raise everyone else up. However we may cut a full timer or so to part-time.

Jill: being that my staff make a minimum of \$14.15/hour I will guess I am covered.

Ryan -MTNp: Before we have done across the board raise, but not by percent. when min got \$.25 so did everyone else.

Ellen Popit: Ryan, does compaction equate to downsizing staff?

Teresa (PARP): We cut back on staff in May so I hope that helps us.

Esther Curry: I know that the last time the Minimum wage went up, we applied the amount of the change (i.e. \$.50/hr) to all of our pay levels, so everyone who weren't affected by the change went up too. Otherwise we'd have staff who have worked here for years making almost the same as those who haven't been here as long.

Ryan -MTNp: no compaction is when the min wage are raised and everyone else stays the same. I will hate to do that, but we may not have a choice. either way, we will have to downsize staff again. I have done this twice since I have been here already. As it is this year, we are purchaing very few materials for our collection because benifits increased way more than expected.

Amanda McKay--Effingham: Well, we are set to expand into a new facility next year, so eleminating staff is not really an option. And, we have a number of staff that make at or just above minimum wage, so the number of people impacted would be great

Ryan -MTNp: What esther just described is compaction. By current board president also runs a local non-profit, and they suffer from it greatly.

Ellen Popit: Thanks, Ryan.

Jill: In my experience that is what compaction can do. Been thru it once it was horrible. Previous librayr had a staff perosn who I consistently gave low raise to due to poor performance. HR came thru with this compoaction thing and rose her up to everyone else so everyone was near each other. Wasn't happy

Ryan -MTNp: My staff deserve more then miminum wage, we just can not afford it. There are only 4 staff member who will not have to raised up out of 12. Two of our full time even work below this new \$10.

Teresa (PARP): I was late getting here. What are you doing about expired cards and 3M access? Can't say that I'm pleased with either choice. No online renewals or allowing expired patrons to continue to use 3M

Jill: DOes anyone have a fund balance policy for their budget? Particularly non-district libraries.

Kim: I am letting them get on line renewals. I figure if they get 3M books they will at least be sent back automatically when they are due.

Ryan -MTNp: Teresa, how I read it is that EXPIRED patrons will not have 3M or renewal access. But other partons would still have renewal access. Do you really want an expired patron to be able to renew items.

Teresa (PARP): Ryan, I hope your'e right -- I read it as no online renewals at all.

Jill: Lesley is on this chat can she clear this up?

Lesley Zavediuk: I can jump in and say that Ryan is correct. Online renewals are only blocked for the settings you choose. (ie expired patrons, block on account, etc.)

Ryan -MTNp: Hey Lesley: I was just going to copy over the newsletter. Thank you.

Teresa (PARP): Thanks for clearing that up

Julia, Argenta-Oreana PLD: In re: to minumum wage increase: my understanding is that there will be a non-binding advisory referendum on the November ballot. The soonest minumum wage would be increased is 2015

Lesley Zavediuk: You are welcome! :)

Julia, Argenta-Oreana PLD: and that's if the legislators can agree after the advisory referendum

Ryan -MTNp: Jill we do not. In house we try to keep \$1000 in all accounts, but our money market may dip low at the end of the fiscal year. Our Donor Fund depends on the year, but we are in the middle of changing things there.

Julia, Argenta-Oreana PLD: I mean 2016

Julia, Argenta-Oreana PLD: Sorry, I'm in the wrong year

Ryan -MTNp: Min Wage: plus the last few times they have had a stark increase in Min wage, they did it in stages. .25 or .5 cents a year until we reached the current level.

Amanda McKay--Effingham: I guess I'd just like to get ahead of the game as the jump, depending on if the federal goes up, too, could be as much as 20%. Even in stages, that's a lot to absorb, so I didn't know if others that have employees at the current min or potential new min were going to start stepping those increases for the next levy or wait until it became a reality.

Ellen Popit: While you're all together here, I can share the the early bird registration for the Illinois Library Association Conference will end on August 25th. It's in beautiful downtown Springfield this

year, so the drive wouldn't be too difficult for any of us. And there are exhibit passes available for only \$15.00!

Ryan -MTNp: Amanda, we do not have the funds to step up. I wish we did. My staff have not have a raise in two years, and the last one was just 1%. We already started the staff reduction talks before the \$10 because a big deal.

Barbara: Curious - are you in tax capped areas?

Ellen Popit: Looks like we have about 6 minutes to go. Any other questions or concerns for the good of the order?

Ellen Popit: And Barbara just shared a good one!

Ryan -MTNp: YES!!!! and we have been at cap for at least a decade, maybe two. We have tried for referenda, but Mattoon is known for not passing them. The school has been trying for years.

Amanda McKay--Effingham: Barbara--I am not and I'm not home rule, either

Esther Curry: We are tax capped in Jefferson county

Barbara: I would look at foregoing services and give the raises. Pass the hurt on to the one's capping you.

Barbara: But saying that I know you have already done that...

Ryan -MTNp: We have already been doing that. It made some major news when we dropped Overdrive, and that is just one thing we have dropped. Except standing orders, we have not purchased new books. We do have a robust standing order collection, but not near what we have been able to collect in the past. And to go with a question asked earlier, we have seen an increase in the ILL we borrow, and this is why.

Chris Dawdy, SHARE Manager for Staff Services: There are only a couple of minutes left in today's Directors' Chat, so I'd like to ask all of you if this is a good idea? Should we continue these forums for communication once a month?

Sally Newbury: yes.

Nancy Blockyou Riverton Village Library: Yes

Jill: yes, please

Daugherty: yes

Bernadette: Definately - got lots of good information

Lola Morris: Yes

Kathy Goleman Divernon Township Library: yes, very helpful!

Jacqueline Allen/Melvin Public Library: yes

Jenna Nurnberger - Smithton PLD: Yes, please - Lots of good information!

Susan Carr Edwardsville: yes

Marjorie Holtz Ashley Public Library: yea

Linda Richter: Yes

Amanda McKay--Effingham: yes!

Ellen Popit: Then I think our next date will be September 3rd---same time, same place!

Kathy Goleman Divernon Township Library: thanks

Chris Dawdy, SHARE Manager for Staff Services: And this transcript will be posted on the IHLS website, in the Most Requested box!

Susan Carr Edwardsville: thanks!

Jenna Nurnberger - Smithton PLD: Thank you for a great meeting and for arranging this--definitely time well spent! :)

Tracy Pierceall -- IEPA: Thanks -- bye all!