



IHLS Directors' Chat

June 4, 2015

Chris Dawdy, SHARE Director: Good afternoon! What's everyone thinking about today?

Gary Naglich Worden PLD: I would like to know how many libraries use filters on their public computers?

sharon heavilin: We don't, but are investigating in getting some

Jan - Breese: We do not have any filters on our computers at Breese.

Susan Edwardsville: We do not aty Edwardsville

Brenda Gilpatrick: We do because we get erate money.

sharon heavilin: Brenda-who do you get them from?

janeth: Carlinville does not use filters

Kathy Goleman Divernon Township Library: We don't us filters either

Esther Curry--C.E. Brehm Memorial PLD: We are going to be adding them because we are doing Cat 2 funding for eRate. We are using software that Lazerware (our IT people) recommend.

Susan Edwardsville: We do not aty Edwardsville\There has been a lot of talk about FOIA and who is the officer at you library and if they have to renew their certification each year. We were told that because we are a city library, the city lawyer is our FOIA officer and we do not need to have one from the library.

Brenda Gilpatrick: Lazerware. They do all our computer stuff!

Esther Curry--C.E. Brehm Memorial PLD: I think that it does depend on the type of Library you are.

sharon heavilin: Thanks Brenda

Gary Naglich Worden PLD: Thanks for the responses.

Ellen Popit: This is what it says at the beginning of the online FOIA training: The Freedom of Information Act (FOIA) requires every public body to designate one or more officials or employees to act as its Freedom of Information Officer(s). FOIA requires every person who is designated as a FOIA Officer to successfully complete this electronic training curriculum within 30 days after assuming the position, and again each year that he or she continues to serve.

sharon heavilin: changing the subject--does anyone know how to change the settings on the Epson receipt printer so it does not print renewal receipts?

Ellen Popit: On the FOIA section of the State Library's website, it says that Lawren Tucker is the go-to-guy for FOIA questions, I'd be happy to check with him!

Brenda Gilpatrick: It's under tools, then options.

Chris Dawdy, SHARE Director: Sharon--there's a One Minute lesson on this subject, on the SHARE website -- http://share.illinoisheartland.org/sites/default/files/training_materials/leap/Leap-OML-Setting-up-printing.pdf

Esther Curry--C.E. Brehm Memorial PLD: I don't see an option for renewal--but if you just close the window, a receipt won't print on any check out transaction.

Chris Dawdy, SHARE Director: Oh, you're right Esther! I wasn't thinking specifically about renewals--even though that was the question asked--but about indicating what you want to print.

Brenda Gilpatrick: Now that you say that Sharon, my new receipt printer is printing renewal receipts and the old one didn't. I hadn't thought much about it because I actually like that it is printing them!

Susan Edwardsville: Ellen, that would be great if you verified it. Should I email you later about it?

sharon heavilin: yea-it is a waste of receipt paper, when it prints

Ellen Popit: Susan, reminders are always appreciated!!!!

Jan - Breese: I would be interested in what Lawren Tucker has to say also. Thanks!

Brenda Gilpatrick: Sharon, the patrons like them when they are standing in front of me, but if you are renewing by phone it's pointless!

sharon heavilin: most of ours have been phone renewals

Karen, Brighton: There was a question on the listserv earlier today about publics still receiving requests for materials from schools ... we had one last week as well. Is it up to each school to deactivate their holds for the summer?

Esther Curry--C.E. Brehm Memorial PLD: I think that they were supposed to work with Michelle Raulston to get holds turned off. I know we still have some schools in our area that aren't out yet, but wouldn't think they need materials now.

sharon heavilin: I also need to know where to buy a TTY for the deaf

Brenda Gilpatrick: karen, I have several books I ordered for book clubs and when they weren't coming I discovered they were owned by high schools who aren't loaning. I don't know if I need to go in and cancel them, but it's hanging up the process.

Chris Dawdy, SHARE Director: Yes, the holds should have been turned off for schools earlier in May, and yes, Michelle Ralston works with the schools to get that job done. My best suggestion would be--at least for now--is to ignore those holds until we can figure out which schools forgot to turn them off!

And, yes, Brenda, it might be easiest to cancel those holds, and replace them if you still need the books.

Brenda Gilpatrick: I'll cancel them, but it's too late to order again.

Chris Dawdy, SHARE Director: Michelle says those are old holds that made their way through before the holds were turned off. Please ignore any requests you receive from schools for the next couple of weeks, and then resume filling holds for schools--there are some in session for the summer.

Ellen Popit: Are people having fun with summer reading?

Gary Naglich Worden PLD: I will start Staunton's summer program on Friday. Worden's starts in July.

Esther Curry--C.E. Brehm Memorial PLD: We just started sign up this week--lots signing up.

linda richter: Trenton Public had its first one this past monday and was successful. 45 of our 50 kids registered attended..

Ruth Miller: Teen and adults start Friday at Harrisburg. Birth to middle school starts next week. Jose Lucio "Heave Ho" will be here on the 10th.

Julie Jarman: We had one group for Zion Daycare come Monday- it was so much fun! kids with smiling faces in the library!

Ruth Miller: Sharon Heavilin, we have a TTY that was never used and the desk occupant moved it to the work room.

Ellen Popit: "Heave Ho" is a new one for me!

Ruth Miller: <http://www.joselucio.com/> It is about a worm who gets grabbed by a bird and the end result of teamworkF

Ruth Miller: Jose is engaged to a local girl. ;-)

Ellen Popit: Got it! Where's he from?

Susan Bunker Hill PLD: Do any of you have time clocks?

sharon heavilin: Ruth-we had one, but it didn't work with our cordless phones. It never was used either-but doesn't the EDGE assessment want us to get one?

Ruth Miller: Ellen, he lives in Savannah.

Esther Curry--C.E. Brehm Memorial PLD: No time clock

Ellen Popit: Thanks, Ruth.

Julie Jarman: No time clock in Staunton either

Gary Naglich Worden PLD: No time clock.

Ruth Miller: Sharon, we ARE supposed to have one. Note the operative word. No problem, Ellen. I'll let you know more after I met him. the book is very cute.

Ruth Miller: Harrisburg has no time clock either.

Brenda Gilpatrick: No time clock at Red Bud but we are pretty small.

sharon heavilin: No time clock at Moyer District Library

linda richter: None for Trenton

Ellen Popit: What would you think of us tackling assistive technology in some way on Member Day (October 9th!)?

Julie Jarman: since I am not sure what that means Ellen it may be a good time to introduce it at Member Day

Ruth Miller: Julie, you sound like me...if I can't understand the ad, don't respond. lol

Julie Jarman: Susan - are you thinking about time clocks for your library?

Ellen Popit: Julie, I mean technology and tools that would help physically challenged patrons use the library effectively.

Ruth Miller: Speaking of ads, I am getting ready to place one for a Children's Librarian/Cataloger. Kae McCue is retiring the end of August.

Julie Jarman: That does sound interesting, Thanks for teaching me something new.

Ellen Popit: Going into the my "Way-Back" machine, I remember a time when the State Library used to sponsor that kind of showcase and there was even some grant money for libraries to acquire some of that equipment.

Ruth Miller: That's how we bought our TTY. Yep, back in the day.

Michael King O'Fallon PL: We do use time clock software --- and scheduling software. But we are a larger employee with 25 employees

Esther Curry--C.E. Brehm Memorial PLD: Michael--what scheduling software do you use? I have looked at several, but they don't work with multiple staff and multiple desks.

Julie Jarman: Staunton only has six employees plus a cleaning person. I have not had to consider punching a time clock yet.

Ruth Miller: My staff has set shifts, so I do an Excel spreadsheet. The FTR

Julie Jarman: Oct 9 is member day-- are there any plans set yet-- I know,, it is very early still

Ruth Miller: oops, The FTE people are assigned certain "lines" in that block. We do use substitutes and I put the appropriate name on that line in bold caps.

Esther Curry--C.E. Brehm Memorial PLD: My staff (theoretically) have set schedules, but we have 4 desks and people are always signing off.

Chris Dawdy, SHARE Director: Julie, we know where it is going to be!! At St. Anthony's Grade School in Effingham. Does anyone have any suggestions as to what kind of topics we should cover?

Karen, Brighton: Will the responses from the members survey that was conducted by the consulting firm out of Colorado be shared with everyone?

Julie Jarman: I am already writing the date on my calendar- hope to attend this year.

Ellen: Great!

Chris Dawdy, SHARE Director: Karen, I believe they will be shared with the IHLS board first, and then the information will be disseminated, I'm sure.

Elain: What are our options for holds that stuck on schools' records?

Chris Dawdy, SHARE Director: Elain, our three circulation specialists are upstairs here in Edwardsville at a meeting, so when we close this session, I'll go ask one of them to send out a mass email telling you what to do with those stuck holds.

Chris Dawdy, SHARE Director: And with that, have a wonderful rest of your day!

Julie Jarman: Yes, Thanks everyone!

sharon heavilin: Thanks everybody