

DIRECTOR & STAFF ACTIVITIES REPORT

OCTOBER 2021



Illinois Heartland Library System

IMAGINING TOMORROW - DELIVERING POSSIBILITIES TODAY



Administrative Report

ADMINISTRATIVE REPORT & STAFF ACTIVITIES

Submitted by Leslie Bednar, Executive Director

COMMUNICATIONS GOALS:

Submitted by Danielle Beasley, Communications Coordinator, and Shandi Greve Penrod, Marketing Coordinator

Communicate effectively and efficiently with IHLS stakeholders. Advocate for the organization and our members.

Highlights

- Continued working with Ameex on the redesign and functionality of Illinois Heartland Library System's new website.
- Continued working on elements for Illinois Heartland Library System's 2021 Member Day:
 - Finished developing the [IHLS Member Day 2021 website](#).
 - Worked with the Member Day Sponsorship and Programming Teams on sponsor and speaker communications, respectively.
 - Worked with Finance staff and the Big Frog company to set up an [IHLS Member Day 2021 apparel store](#). Branded apparel sales support and promote the event while building anticipation for the event and encouraging a sense of community during Member Day.
 - Promoted the early bird registration deadline for Member Day.
- Constructed and submitted the FY2021 Annual Report to the Illinois State Library
- Collaborated with HR staff on employee COVID communications.
- Set up a new vendor discount through JanWay for member libraries. JanWay is a family-owned and operated business that provides promotional products to libraries nationwide.
- Worked on website content for both the existing and in-development websites.
- Entered into discussions with WSIU about a sponsorship promoting Illinois libraries.
- Entered into discussions with Library Crawl organizers about providing sponsorship through the creation of a resources webpage and Facebook promotion.
- Arranged sponsorship and exhibit space at the 2021 ILA virtual conference and AISLE in-person conference
- Collaborated with SHARE staff to develop library-facing promotional materials for the SHARE Mobile Library app.

Promotion:

- *Advocacy:*
 - *IHLS:*
 - IHLS Staff Spotlight Fridays
 - *CMC:*
 - CMC Catalogs: Local Author and Local History Books 'Penny the Unbearable Pup' and 'Locking-Up the Hennepin Canal'
 - CMC Starts Internship Program Welcomes 3 Students
- *CE & Networking events/opportunities:*
 - *IHLS:* Weekly IHLS Library Directors' Chats (multiple), IHLS Members Matter (Sep. 16), Library Links Roundup (Sep. 3)
 - Online with the CMC
 - SHARE catalogers training
- *Grants:*
 - Libraries Transforming Communities: Focus on Small and Rural Libraries grant, FY2022 School District Library grant, Live and Learn Construction grant

General Communications:

- *IHLS:* IHLS Member Connection newsletter (Sep. 8 and 22), IHLS Surplus Vehicle Auction, IHLS Member Day registration now open, Feedback on Personal Social Media and Online Communication policy, Two ways libraries can help keep IHLS drivers and neighbor's library materials safe, Delivery for 2021-2022 school year, 3rd annual library crawl event, How to Keep Access to Polaris after Oct. 5, System E-Content and E-Resources for Illinois Educators session featuring IHLS staff, Updates to the Illinois State Library Public Library Non-Resident Service Administrative Rules Webpage
- *SHARE:* SHARE Catalogers Training Session (Sep. 10), SHARE newsletter (Sep. 14)

Formal research:

- A/B email testing (continuous)

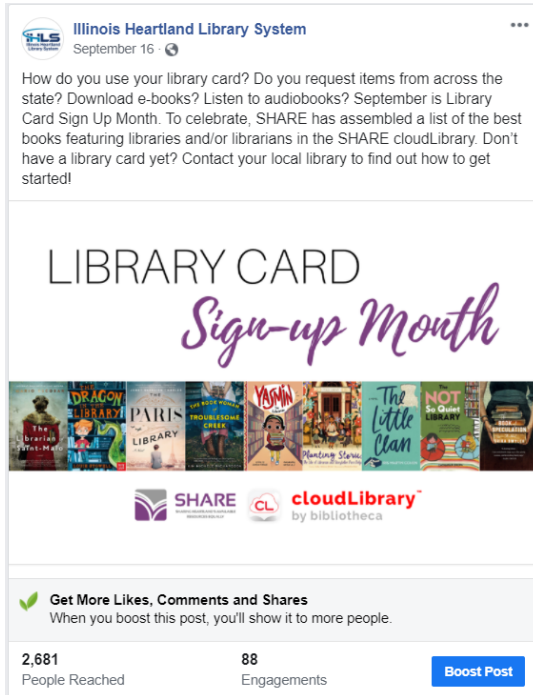
Networking/continuing education events attended by department staff:

- IHLS Directors' Chats
- IHLS Members Matter
- Association of Illinois Library School Educators partnership
- Illinois Library Association Marketing Forum Roundtable
- My Library Is... Advisory Committee

Social media insights:

- Facebook: 15 posts in September
 - *Awareness:* 5,845 total post reach, 390 avg. post reach, 6,320 total post impressions
 - *Engagement:* 200 post engagements, 13 avg. post engagements
 - *Change:* no change

- Twitter: 9 tweets in August
 - *Awareness:* 1,158 tweet impressions or 39 impressions per day
 - *Change:* +1 follower
- Most successful social media content:



BOARD SUPPORT GOALS:

Submitted by Stacie Bushong, Executive Assistant

Provide support for IHLS board members. Retain and purge materials on an approved schedule.

- Met with IT to begin planning the storage process of electronic documents for record retention.

FACILITIES GOALS:

Submitted by Heidi Margold and Sarah Taylor, Safety Committee Co-chairs

Provide a safe working environment

- The Safety Committee marked National Preparedness month with information posted on the Staff Intranet Page
 - Link to the United States Government Preparedness website
<https://www.ready.gov/September>
 - Link to the National Weather Service <https://www.weather.gov/wrn/fall-presentations>



Human Resources Report

HUMAN RESOURCES REPORT & STAFF ACTIVITIES

Submitted by Jill Trevino, Human Resources Director

HUMAN RESOURCES GOALS: Retain and attract highly qualified IHLS Staff whose focus will be to accomplish IHLS goals and objectives, seek continuous professional growth, and maintain a positive team dynamic. Explore opportunities to enhance human resources knowledge across member libraries.

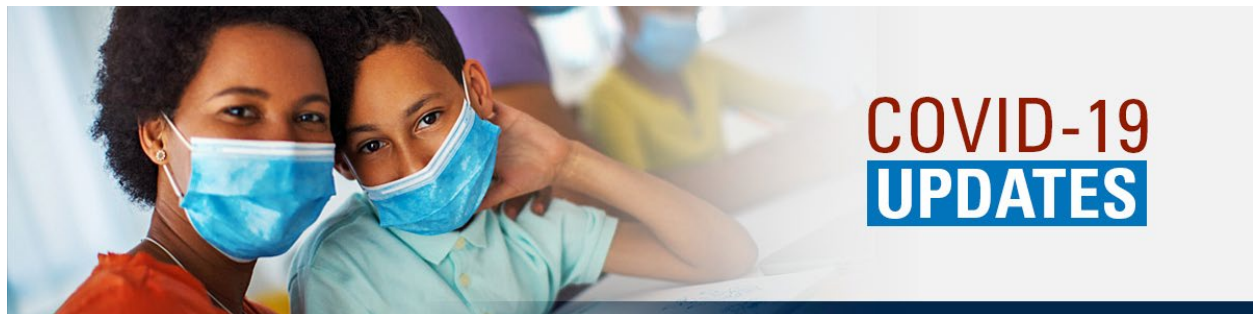
Ensure that IHLS is sufficiently staffed to accomplish statutory priorities established by the Illinois State Library. Retain and attract highly qualified IHLS Staff whose focus will be to accomplish IHLS goals and objectives.

- Human Resources continues to recruit highly qualified candidates by posting job listings on our company website, Facebook, Indeed, ILA Jobline, Handshake, and member newsletters. September job openings included: Membership Coordinator, 3 Sorters, and Courier.

New hire orientations were conducted for the Human Resources Assistant and Courier in Edwardsville, and three CARLI Temporary Catalogers in Champaign via Zoom this month.

Live workshop or online training	Format	# of staff
Society for Human Resources Management Annual Conference EXPO 2021 – 4 day conference	Virtual	1
Navigating Change in the Workplace	Calm.com	1
Vaccine Verification Guidance	Gallagher Webinar	1
Preventing Back Injuries	GallagherCore360	4
Sexual Harassment and Discrimination - Employees	GallagherCore360	4
Basics of Defensive Driving (GB)	GallagherCore360	4
Defensive Driving-Accident Scene Management (GB)	GallagherCore360	4
Defensive Driving-Backing Safely-R is for Reverse (GB)	GallagherCore360	4
Defensive Driving-Reducing Winter Weather Accidents (GB)	GallagherCore360	4
Kubernetes for Developers: Moving to the Cloud	PluralSight	1
Building iOS User Interfaces with SwiftUI	PluralSight	1
Monitoring Windows Server 2016 with System Center 2016 – Operations Manager (SCOM)	PluralSight	1
Configuring and Managing OneDrive for Business	PluralSight	1

Live workshop or online training	Format	# of staff
Kubernetes for Developers: Integrating Volumes and Using Multi-container Pods	PluralSight	1
Working with Git Branches	PluralSight	1
Configuring Windows 10 Connectivity and Storage	PluralSight	1
Managing the Kubernetes API Server and Pods	PluralSight	1
Supporting SQL Server High Availability with Kubernetes	PluralSight	1
Kubernetes for Developers: Deploying Your Code	PluralSight	1
Kubernetes Security: System Hardening	PluralSight	1



COVID-19 Compliance, Policy and Administration

- Human Resources continues to be the lead contact in addressing all COVID-19 exposure questions and concerns by following the protocol set forth by our Leadership Team. Human Resources is also making sure appropriate forms and approvals are obtained from employees when leave is needed for COVID-19 reasons.
- On September 10th Human Resources rolled out our new COVID-19 Testing/Vaccination Procedures for IHLS Staff.
- Covid Leave procedure was developed and communicated to employees as the voluntary FFCRA Leave Policy expired on September 30, 2021.

Safe Return to Work in Person Plan for all Employees

- September marked our last phase in our return to work plan. All employees are expected to resume their pre-COVID schedules unless they have made changes to their work schedules with the approval of their manager.

Employee Handbook Updates

- Human Resources is working with Leadership to roll out new policies and making recommendations to revise our existing policies to remain in compliance with applicable state and federal guidelines. This month, federal and state law legal updates were created and will be presented in October to the Personnel Committee for comment and revisions.

These updates will be revised and placed in the new Employee Handbook in 2022 for a final review by the board once the entire manual is completed.

Increasing Staff Communication Through the Use of the IHLS Intranet

- Employee Handbook/Policies & Procedures feedback posted on the Intranet on September 20th, so that employees can comment, make suggestions and ask questions on the policies before they are presented to the Board of Directors.
- On September 23, we announced the new member of the HR Team, Heather Knowlton, and outlined to all employees a list of her job functions so that they can begin contacting her for assistance in those areas.
- On September 30, new communications went out to all employees via email and Human Resources Intranet regarding our new COVID-19 Leave Policy.



Bids for Our 2022 Benefits Plan

- Working in partnership with Finance to receive bids on our new 2022 Benefits Package.
- Currently we are awaiting results on bids from three Insurance Brokers so we can ensure that we are offering the best package possible to recruit and retain employees.



Record Keeping Compliance

- All employees are required to sign the newly updated job descriptions for placement in the employee files. By October 15, we expect to have all job descriptions signed and placed in the employees files.
- Telecommuting Agreements are being reviewed and signed and reviewed by each employee that is allowed this benefit. Signed new agreements are being placed in the employee files.



Accounting Report

ACCOUNTING REPORT & STAFF ACTIVITIES

Submitted by Rhonda Johnisee, Finance Director

The IHLS annual audit report and the OCLC agreed-upon procedures audit was completed in September. Josh Andres and Jay Gensert from Scheffel Boyle gave an overview to the Finance Committee and to the Board at the September meetings. The Auditor's report reflected an unmodified/clean opinion, which is the best type of opinion that can be given. An unmodified opinion means that the financial statements are presented fairly in all material respects. The audit report was included in the submission of the FY2021 IHLS Annual Report.

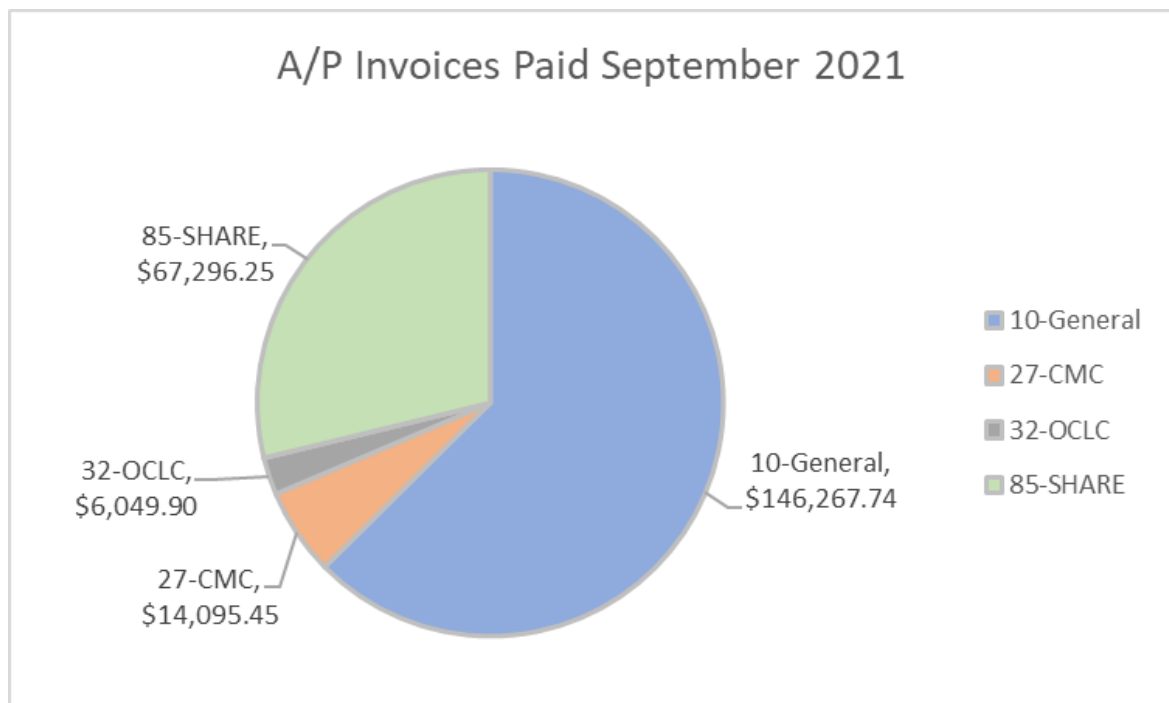
The Finance department has begun assisting the Human Resources Director in getting quotes for the upcoming renewal of health, dental, vision, and life insurance. We have helped to provide the requested data and are looking ahead to the approaching open enrollment period.

ACCOUNTING GOALS:

Equip IHLS Administration and Board of Directors with effective reporting of financial transactions to encourage good stewardship through decision-making. Provide member libraries with tools to enhance their financial literacy to encourage good stewardship of public funds.

- Attended Fred Pryor seminar.
- Attended a meeting with a representative from Enterprise Fleet Management.
- Attended a meeting with representative from OneDigital regarding health insurance benefits and administration options.
- Attended a meeting with representatives from Arthur Gallagher Insurance company to resolve billing discrepancies.
- Attended a meeting with Greg McCormick from the Illinois State Library.
- Attended an Abila software "Debunking Cloud Myths" webinar.
- Attended IHLS Member Day planning meetings.
- Attended staff High Five meetings.
- Attended Leadership and Supervisors Team meetings.
- Attended IHLS & SHARE Finance Committees and IHLS Board of Directors meetings.
- Provided data to health insurance providers to obtain benefit quotes.
- Prepared documents for the IHLS Annual Report.
- Prepared and provided Management's Discussion and Analysis (MD&A) for the annual audit.
- Prepared and processed three payrolls in September.
- Prepared August 2021 Bill Payments, Credit Card Transactions, Statement of Revenues and Expenditures, and Balance Sheets reports for IHLS Finance Committee and Board of Directors.

- Generated and mailed 130 accounts receivable invoices (OCLC: 13 monthly and 106 transactional; SHARE: 2 monthly, 2 transitional, 1 Annual, 4 Cloud eBooks purchases, and 1 Bibliographic Services; General: 1 ILDS project).
- Received and posted 199 accounts receivable cash receipts checks totaling \$970,113.72 (OCLC: 140, SHARE: 54, and General: 5).
- Received and entered 73 accounts payable invoices.
- Disbursed 75 accounts payable checks totaling \$233,709.34.





Information Technology Report

INFORMATION TECHNOLOGY REPORT & STAFF ACTIVITIES

Submitted by Troy Brown, IT Director

Preparations for IHLS Member Day are underway and the IT department is making sure the integrations between our Zoom accounts and our online software for the conference, PheedLoop, are communicating and the integration is smooth for the members attending. Great progress is being made, and we anticipate a very successful Member Day event.

A huge milestone was also accomplished with synchronizing data between L2 and our internal Customer Relation Manager (CRM) program. This was a critical step in order to keep the data up-to-date. Organizational level changes made in L2 now filter down to the CRM to keep our data fresh.

The website project hit a speedbump but is still progressing. We are exploring options for the last 3 areas to be developed. These are for delivery routes, library policy database, and continuing education. We are exploring what can be accomplished within the scope of the current project and what work, if any, might fall outside the scope of this project and can be addressed later. Obviously, we want to get as much done as possible in this initial phase.

The Illinois Library Association's Public Policy Committee (PPC) has voted to take on a legislative advocacy drive based on an idea submitted by IT Director, Troy Brown. The project is aimed at providing high-speed internet access at little to no cost, to any public library or library system in Illinois. This is an exciting project that is just getting started.

IT Goals:

Provide the IT support necessary for IHLS and SHARE to function efficiently. Implement new design to the IHLS website.

- We are exploring options for the last 3 areas to be developed. These are for delivery routes, library policy database, and continuing education.



Bibliographic Access

BIBLIOGRAPHIC REPORT & STAFF ACTIVITIES

Submitted by Shelley Stone, SHARE Manager for Bibliographic Services

September has been a busy time spent preparing for upcoming Illinois Library Association conference presentations and new projects. In October, SHARE will present a session on cataloging DVDs and Blu-rays and the Cataloging Maintenance Center will take part in a presentation with Marshall Public Library staff about transcribing and digitizing an oral history project. The Cataloging Maintenance Center has also been preparing for a new project with the Consortium of Academic and Research Libraries in Illinois (CARLI) to assist in deduplicating their database. Training sessions and planning meetings have been prevalent.

Three staff members took part in Authority Cooperative Program (NACO) training to enable them to contribute and edit name authority records in the Library of Congress/NACO Name Authority File. This training is necessary because of the upcoming retirement of a few bibliographic services staff members.

CATALOGING SERVICE FOR SHARE GOAL:

Provide cataloging services for SHARE member libraries, including transitional libraries, and increase usability of the SHARE database to ultimately increase resource sharing.

- Cataloged 596 items for SHARE member libraries.
- Imported 373 \$3 bibs for SHARE member libraries.
- Created 32 on order bib records for SHARE member libraries.
- Cataloged 9 items for new member libraries joining SHARE.
- Merged 153 bibliographic records, cleaned/corrected 3,465 bibliographic records, and cleaned/corrected 631 item records.

CATALOG TRAINING FOR SHARE MEMBERS GOALS:

Maintain rigorous cataloging standards that include continuing education in bibliographic services and cataloging for member libraries. Support member skills necessary for fluency in national, state, and local policies such as RDA (Resource Description and Access), OCLC, and Library of Congress.

- Conducted one online *Barcoding I* class with 4 participants.
- Taught the monthly Catalogers Training Session with 59 participants.
- Handled over 149 emails and contacts.
- Continued to promote the online barcoding and cataloging classes which can be found in the training portal.
- Reviewed and imported 13 files with a total of 79 bib records for beginning catalogers.

CATALOGING MAINTENANCE CENTER (CMC) GOALS:

Provide cataloging and bibliographic services for libraries in Reaching Across Illinois Library System (RAILS) and IMLS to increase access and encourage resource sharing of information resources found in Illinois libraries. Support access to Illinois digital collections by providing information on the formation and content of metadata. Instruct Illinois library staff in the use of resource description, including cataloging and metadata.

- Created 11 NACO name authority records for improved user access.
- Cataloged 152 items for libraries in Illinois.
- Continued working on the cleanup project for the PrairieCat group of automated libraries in northcentral Illinois.
- Presented a program called *The CMC: What We Can Do for You* at the PUG Day Virtual Conference.
- Began a new project to deduplicate records in the CARLI database. Three new catalogers were hired to work on this special project.
- Presented an Online with the CMC session entitled *When Speech Bubbles and Pictures Collide: Cataloging Graphic Novels* with 56 attendees.
- Taught the first part of an RDA book cataloging class with 30 students.

CATALOGING MAINTENANCE CENTER

DO YOU HAVE ITEMS LIKE THESE?

WE'VE CATALOGED THOUSANDS OF **RARE, UNIQUE, AND DIFFICULT TO CATALOG** ITEMS FOR LIBRARIES **FOR FREE***

*Items must qualify for free services

LOCAL HISTORIES

Pictured: *The History of Williamson County, Illinois*, a Forgotten Books reprint documenting with murders, crimes, vendettas. Cataloged for PrairieCat consortium



SERIALS

Pictured: Microfilm of the Dixon newspaper, which changed names or frequency 9 times, and for which boxes were not properly identified. Cataloged for Dixon Public Library



DVDS & CD-ROMS

Pictured: *Dixon Riverfront: At the Crossroads* DVD, an 8-minute video presentation chronicling the Dixon, Ill., riverfront and revitalization project. Cataloged for Dixon Public Library



ARCHIVAL ITEMS

Pictured: The papers of Frank E. Stevens, Illinois lawyer, banker, writer, and newspaper editor, years 1832-1938. Cataloged for Dixon Public Library



BRAILLE & FOREIGN LANGUAGE MATERIALS

Pictured: *Color Atlas of Commonly Used Chinese Herbs (Chinese)* and *The Declaration of Independence (Braille)*. Cataloged for Lenhardt Library of the Chicago Botanic Garden and Mattoon Public Library



OTHER RARE & UNIQUE ITEMS

Contact us to see if the Cataloging Maintenance Center can create or enhance your most difficult and time-consuming cataloging projects

WWW.ILLINOISHEARTLAND.ORG/CMC

618.656.3216 x503

The Cataloging Maintenance Center (CMC) is funded in part by a grant from the Illinois State Library, a Department of the Office of Secretary of State, using funds provided by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act. The CMC is operated and supported by Illinois Heartland Library System.



Delivery Report

DELIVERY REPORT & STAFF ACTIVITIES

Submitted by Susan Palmer, Operations Director

In Delivery, we have been busy looking at our operations and how we can enhance our team. We decided to send a survey out to our staff members to gauge our strengths and weaknesses as a department. Why do they want to work for IHLS? What motivates them? How do we keep the momentum going from the all-delivery team meetings that we have. We do not want to lose the cohesiveness of being part of a bigger picture.

We have gotten the survey results back and our next step is to craft a department statement that becomes our “motto” of sorts. We plan on getting input on potential statements from our group at our next all-delivery meeting. This “motto”, our why, will be printed and posted on the doors they use as they load their vans or bring in the tubs to sort. Just a reminder of, “why we do what we do.” We anticipate that it will be more than fishing money! We will share next month what is decided upon.

DELIVERY GOALS:

Comply with recommendations of the Statewide Delivery Committee (2014).

“Each library will designate a secure delivery drop point within its facility that is easily accessible and or will provide outside the facility a secure and conveniently located drop box (either solution must serve to expedite delivery efficiency. Use of drop boxes will be done in consultation and negotiation with the library system or CARLI/ILDS.”

The pandemic highlighted how important this recommendation was from the committee. IHLS and libraries worked together to determine the best contactless exchange spot for each library. These exchange spots have continued to allow both IHLS staff and member library staff the ability to be as efficient as possible with an eye to limited contact.

Provide efficient provision of delivery services designed to support resource sharing among IHLS members.

IHLS Delivery is evaluating how to highlight our Delivery On the Go (DOG) service. This will enhance the service that libraries already receive from IHLS by adding an additional way to lend. Same route, same day service if the receiving library borrows from a library ahead of them on the route. January is our target date to advertise this service.

Continue to enhance functional five-day-a-week delivery.

Provide enhanced five-day-a-week delivery service that includes a 24-hour turnaround for member libraries. Met with Brant Wingerter, Web Developer at IHLS, to discuss adding options to iPad software to enhance delivery.

Provide accurate information and educational tools to support delivery.

Conducted an inner-department survey to see how IHLS Delivery is doing from the perspective of the drivers and sorters.

Revise the delivery section of the IHLS website.

Working with Communications, Marketing, and IT departments to develop the delivery section of the website further.

IHLS Building updates

Dishwasher in Edwardsville was repaired.

Trainings and webinars:

- Retention through: Recognition, Feedback, Growth and the Rise of Self given by 15Five

September Meetings:

- 8 Operations Meetings – every Monday and Wednesday at 9 a.m.
- 3 Member Day Planning meetings
- 2 Leadership Meetings
- Supervisors Meeting
- Meeting to Discuss Director's University (DU) Presentation
- Board Meeting
- IHLS Special Board Meeting
- 3 High Five meetings – every Monday at 11 a.m.
- Reaching Forward South (RFS) Committee Meeting
- All Staff Meeting
- Third Thursday Members Matter
- Met with American Library Association (ALA) Physical Delivery as one of the founding members, in order to create our new group under Reference and User Services Association (RUSA) as a stand alone interest group

Item Counts for September 2021



SHARE Report

SHARE REPORT & STAFF ACTIVITIES

Submitted by Cassandra Thompson, SHARE Director

Gillespie Jr-Sr High School is now live on Polaris!

SHARE staff met virtually for the annual SHARE staff meeting! Topics included the status of current projects and a review of potential new projects. It was a great opportunity for everyone to “meet” our new staff and learn a little bit about each other.

SHARE GOAL:

Provide an innovative resource discovery, sharing, and delivery system.

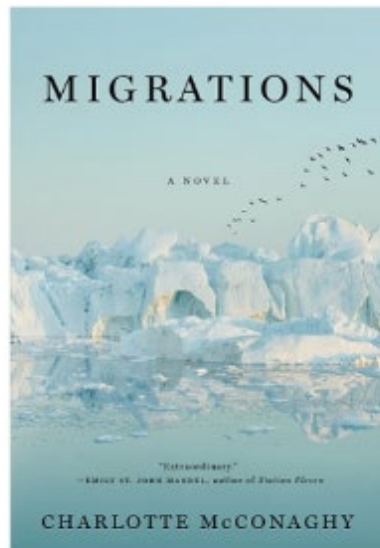
- Met with members of the leadership team to discuss a RAILS LLSAP study, and in comparison discussed the partnership between IHLS and SHARE. The group reviewed financial data, membership data, staffing, in-kind contributions, financial support, and the synergy between SHARE and Delivery.
- Held a SHARE All Committee meeting to review the SHARE Mobile Library App and to implement recommended changes before the official launch.
- Met with the St. Louis Public Library to discuss our experiences with Polaris as they explore options for a new integrated library system.
- SHARE Finance & Policy Committee met to review a proposed policy for SHARE data privacy and protection. The group also reviewed CollectionHQ’s new Diversity, Equity, and Inclusion (DEI) Analysis Tool. SHARE Finance & Policy Committee also welcomed a new member, Betsy Mahoney, from the Six Mile Public Library District.
- SHARE E-Resources Committee met to discuss changes to the SHARE Mobile Library, potential new platforms, and developments with the new Student Online Personal Protection Act (SOPPA).
- Began conference planning for Reaching Forward South.
- Met with RAILS LLSAP Sustainability Working Group to discuss the partnership between IHLS & SHARE, highlighting our economies of scale.

SHARE DEVELOPMENT GOAL:

Increase members participating in SHARE.

- SHARE staff taught 15 circulation trainings to 41 participants in September, including a Leap training with 23 attendees and a demo of the new SHARE Mobile Library App. The demo video has been viewed 75 times.
- SHARE staff provided an update at the IHLS Member’s Matter event.
- SHARE staff presented *System E-Content and E-Resources for Illinois Educators* as a joint program with Association of Illinois School Library Educators (AISLE) and Reaching Across Illinois Library System (RAILS) to inform our school library member staff of the resources that are available for system members.

- Talked about SHARE to the new directors at Directors U.
- Attended the Southern Illinois Librarians Together (SILT) Chapter of AISLE networking group to share IHLS and SHARE updates.
- Sent packet of information about SHARE to a potential new school library member.
- Started promoting member library staff book recommendations, which is a fun way to increase SHARE participation.
- Provided members with readers' advisory support, promoting the top requested SHARE titles in September and promoted Library Card Sign Up Month in September.



SHARE Member Library Staff *Recommends*



SHARE
SOUTHERN ILLINOIS READERS' ADVISORY
HIGHLIGHTS EXCHANGE



cloudLibrary™
by bibliotheca

LIBRARY CARD *Sign-up Month*



SHARE
SOUTHERN ILLINOIS READERS' ADVISORY
HIGHLIGHTS EXCHANGE



cloudLibrary™
by bibliotheca



ILLINET INTERLIBRARY LOAN GOAL:

Increase familiarity and compliance with the ILLINET Interlibrary Loan Code (ILL Code).

- In the SHARE newsletter, featured information about the difference between interlibrary loan and reciprocal borrowing.
- Updated members about a change to the SHARE lost item payment procedure, which increases familiarity with the rules regarding interlibrary loan lending.

E-RESOURCES GOAL:

Increase e-resource use through increased vendor opportunities, comprehensive library staff training, and marketing support to members.

- cloudLibrary users checked out 31,245 owned titles and 1,478 e-audio pay-per-use titles in September. We now have 54,160 owned items in our shared collection, and 23,335 additional e-audio items available for pay-per-use.
- Provided patron-based marketing support/readers' advisory to member libraries, promoting cloudLibrary and our collection.

SHARE also wishes Shelley Stone, SHARE Bibliographic Services Manager, best wishes on her retirement after 39 years of working for Illinois library systems. We will miss her.

Date: 10/28/2021

Time: 3-5 PM

Retirement Open House

for Shelley Stone

Please join Illinois Heartland Library System and SHARE to congratulate Shelley Stone on her upcoming retirement!

Enjoy a dessert reception with colleagues and friends.

Please note, masks will be required unless eating or drinking. Social distancing is recommended.

**ILLINOIS HEARTLAND LIBRARY
SYSTEM @ SIU CARBONDALE**

1740 Innovation Dr
Main Atrium & Conference Room
Carbondale, IL 62903

Phone: 618-985-3711

Please RSVP to Cassandra Thompson
217-381-5350
cthompson@illinoisheartland.org



Membership Report

MEMBERSHIP REPORT & STAFF ACTIVITIES

Submitted by Ellen Popit, Associate Director

As September involves schools getting into full swing, it is appropriate this month to mention the Association of Illinois School Library Educators (AISLE) working group in which IHLS participates. This group began meeting in the fall of 2020 and continues to meet on a monthly basis to discuss issues that impact school library programs and workers on a statewide basis. There is participation from the Illinois Library Association (ILA), Reaching Across Illinois Library System (RAILS), the Illinois State Library, IHLS, and AISLE. Meeting regularly to share information and discuss challenges has proven to be most valuable. A current focus is the collection of accurate data on how Illinois school libraries are staffed. This collaboration also produced a continuing education opportunity with RAILS to offer a program on September 23rd for AISLE on System E-Content.

MEMBERSHIP GOALS:

Review membership of all system agencies on an annual basis. Support member libraries in their efforts to provide excellent library service to their stakeholders.

Much attention in September was given to thinking about data regarding Illinois libraries in general. It is apparent that good data will help tell the story of the Illinois library community and help move libraries forward. Following up work is being done by system staff on the information shared by Dr. Christopher Merrett from the Illinois Institute of Rural Affairs and the presentation by Matt Schmit, Director of the Illinois Department of Commerce and Economic Opportunity's (DCEO) Office of Broadband.

Anna Yackle participated in a webinar offered by the Carbondale Public Library on business resources in southern Illinois and a second event sponsored by DCEO on grant offerings through their office.

NETWORKING GOALS:

Continue to develop relationships with and among the membership. Continue active partnerships in statewide and national initiatives that support enhanced library service. Work with library entities that improve member services.

- During the month of September, four Directors' Chats were held.

September 2 nd	33 attendees
September 9 th	40 attendees
September 23 rd	43 attendees
September 30 th	40 attendees

CONTINUING EDUCATION GOAL:

Increased continuing education opportunities as allowed by ISL directive.

- The Members Matter session that is part of our “Third Thursday” program was held on September 16th. The focus was “Broadband and Illinois Libraries” and there were 33 attendees.
- Work on Member Day is ongoing with the Membership Team focusing on programming and speaker contacts.
- Work with Directors University began to wrap up for the the current year.



**Celebrating Libraries,
Building Partnerships**

#IHLS Member Day 2021

November 18, 2021

8 A.M. - 4 P.M.

Presented by Illinois Heartland Library System

