



Illinois Heartland Library System



JANUARY 2023

DIRECTOR & STAFF ACTIVITY REPORT



Administrative Report

ADMINISTRATIVE REPORT & STAFF ACTIVITIES

Submitted by Leslie Bednar, Executive Director

COMMUNICATIONS GOALS:

*Submitted by Dr. Carol Hogan-Downey, Communications Administrator,
and Shandi Greve Penrod, Marketing Administrator*

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

Highlights

- **AMH Page:** Collaborated with staff to create an informational page on the Automatic Material Handler consideration process. The page includes an introduction explaining what an AMH is and why we're considering one, a video showing an example at St. Louis County Library, and an extensive FAQ list. The page went live in February.
- **Delivery Survey:** Worked on updating and revising the annual Delivery Survey according to present needs and best practices. This ongoing process requires reviewing, editing, reformulating, and consolidating questions and reconfiguring the survey logic. Due to the pandemic, this survey has not occurred in its full-length form since 2019. We are pleased to resume an annual schedule for this critical feedback source.
- **School Library Advocacy PR:** Followed up on a segment pitch we had sent WILL NPR for their show *The 21st*. The pitch was about the disappearance of school librarians and library programs in Illinois amid the first year of the new media literacy requirement. The producer responded favorably to the pitch and asked to touch base in late January. Following up, we learned that she had been working on the segment through January, shifting the focus squarely to the media literacy bill and why media literacy is essential. However, they did include a school librarian in the segment, which is still a win for Illinois school librarians. We collaborated with Schools Liaison Leah Gregory to locate a member high school librarian to appear on the episode. However, we couldn't find a member who felt comfortable participating in the segment in time.
- **Expanded Consulting:** Launched [The Expert Is In](#), our expanded consulting service that gives members easier access to our business-area experts, starting with the Marketing and Communications staff as a pilot. This required designing a logo, creating and troubleshooting a Bookings page (the appointment software that integrates with our Outlook calendars), and promoting the service.
- **Grammarly for Nonprofits:** Applied for and received a free Grammarly for Nonprofits subscription with thirteen seats; this is premium grammar-, style-, and spelling-checking software that would otherwise cost between \$2,262 and \$3,900 annually. Our subscription also lets us input our style guide, helping employees adhere to our house style in documents. Twelve seats went to the Proofing Team for more accurate feedback when proofreading, and one seat went to the Human Resources Director, whose job

requires such a high volume of writing that she can't possibly submit all external communications for proofing. According to Grammarly's analytics, our team has used the software to improve 48.5% of all their writing sessions online, in email, and in Microsoft Word.

- **Website:** Continued updating and streamlining the new IHLS website with IT staff.
- **Staff Consultations:** Provided consulting services to staff members, including our newest director and our Schools Liaison (the latter to polish her slides and infographic for a meeting with the Secretary of State's library group).
- **IHLS Board Nominations:** Collaborated with the Nominations Committee to update the Board Nominations webpage and to update, publish, and promote the Board nominations form and nominations period.
- **SHARE-Member Communications:** Collaborated with SHARE staff to begin this year's (new) annual review and update of the SHARE email templates, brand board, et cetera.

Promotional Communications:

- *Services:*
 - *IHLS:* The Expert is In expanded consulting program
 - *SHARE:* SHARE cloudLibrary, Aspen discovery layer
- *Advocacy:*
 - *IHLS & Member Libraries:* WSIU PBS school libraries sponsorship spot
 - *CMC:* Article: *The CMC Catalogs: Constructing Our Past*
 - *SHARE:* CloudLibrary collection featured shelf
- *CE & networking events/opportunities:*
 - *IHLS:* Various third-party webinars and virtual events, Third Thursdays CE, weekly Directors' Chats, Member Day 2022 session recordings now available
 - *CMC:* Online with the CMC webinars, new CMC Cataloging Basics multiweek courses, other multiweek courses
 - *SHARE:* Cataloging Training Sessions
- *Discounts and demos:*
 - *IHLS:* ILLINET Member Discount for Computers in Libraries 2023

General Communications:

- *IHLS:* Various memos, two newsletters, a multitude of grants, expanded consulting program (IHLS Marketing & Communications experts), Annual Certification and ILLINET Traffic Survey, new Job Board submissions process
- *SHARE:* SHARE Members Group Meeting, meetings of various committees, updates to SHARE definitions, SHARE and Polaris tips, circulation stats, etc.

Formal Research:

- Delivery Survey (in collaboration with the Executive Director and the Delivery and Facilities Director; *see Highlights*)
- IHLS Member Day 2022 attendee, speaker, exhibitor, and staff survey analyses and report

- Trustee learning portal survey (in collaboration with the Membership Coordinator – Public Library Liaison / Project Lead and the Project Coordinator)
- Email A/B testing

Training Events Attended by Department Staff:

- Moving Towards Intersectionality with Communications and Visual Imagery webinar (Nonprofit Marketers Network)
- IHLS Leadership Training
- Color Management and Print Production (LinkedIn Learning)

FACILITIES GOALS:

Submitted by John Becker, Delivery and Facilities Director

Provide a safe working environment.

- Waiting for the contractor to schedule a date for the roof replacement in Edwardsville.
- Working with Color Art to develop a construction plan for the second-floor upstairs remodel in Edwardsville.
- The CARLI construction project in Champaign is completed and CARLI staff are moving into the building.



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.

- Human Resources continues to recruit highly qualified candidates by posting job listings on our company website, Facebook, Indeed, LinkedIn, ILA Jobline, Handshake, AMIGOS, RAILS Jobline, CARLI Jobline, Black Women Chamber of Commerce, and member newsletters.
- Opened positions for January included full-time drivers in both Edwardsville and Carbondale hub locations, a full-time sorter in Edwardsville, and a web & IT administrator for the Edwardsville hub.

New hire orientations were conducted via Teams for the following positions: metadata cataloger in Champaign and a full-time sorter in Edwardsville.

Live workshop or online training	Format	# of staff
HRCInsights: Staying Compliant with 2023 Employment Law Changes	HRCI.org	1
FH Webinar – New Year, New Resolutions: Is your Workplace Prepared for 2023 and Beyond?	FordHarrison	1
HRCInsights: Level up your hiring in 2023; the top 5 ways to hire hourly workers	HRCI.org	1
Succeeding as an LGBT Professional	LinkedIn Learning	1
Establishing Evening Routines to Optimize the Day Ahead	LinkedIn Learning	2
What to Do When There's Too Much to Do (getAbstract Summary)	LinkedIn Learning	1
How to Learn Faster	LinkedIn Learning	1
Four Simple Strategies to Boost Creativity and Productivity	LinkedIn Learning	1
Be an Intrapreneur to Take Your Career to the Next Level	LinkedIn Learning	1
One-Minute Habits for Success	LinkedIn Learning	1

How to Set Goals When Everything Feels Like a Priority	LinkedIn Learning	1
Administrative Professional Tips	LinkedIn Learning	1
Confidence: How to Overcome Self-Doubt, Insecurity, and Fears	LinkedIn Learning	1
Mel Robbins on Confidence	LinkedIn Learning	1



Live workshop or online training Information Technology Department		
Introduction to the Certified Kubernetes Security Specialist (CKS) Exam	Pluralsight	1
Deploying Applications in Azure Kubernetes Service (AKS)	Pluralsight	1
Kubernetes Security: Cluster Setup	Pluralsight	1
Introduction to the CompTIA A+ (220-1101 and 220-1102) Certification	Pluralsight	1
Git Workflow Patterns	Pluralsight	1
IT Professional Fundamentals: Hardware	Pluralsight	1
Linux Administration with Ansible: Getting Started with Ansible Automation	Pluralsight	1
Ethical Hacking: Understanding Ethical Hacking	Pluralsight	1
Getting Started with Rancher	Pluralsight	1
Deploying and Managing Azure Kubernetes Service (AKS) Clusters	Pluralsight	1
Kubernetes Installation and Configuration Fundamentals	Pluralsight	1
Building a REST API in JavaScript with Express	Pluralsight	1
Ubuntu Linux Administration: Operation of Running Systems	Pluralsight	1
Packaging Applications with Helm for Kubernetes	Pluralsight	1
Configuring and Managing Kubernetes Security	Pluralsight	1
Microsoft Azure Developer: Introduction to the AZ-204 Exam	Pluralsight	1
Vue 3 Authentication and Authorization	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 also ensures appropriate documentation is obtained from employees when leave is needed for COVID-19 reasons.

Increasing Staff Communication Through the Use of the IHLS Intranet

- Jan. 18, post notifying employees that they can access the New York Times for free while at work.
- Jan. 23, welcomed new employees and said farewell to those leaving IHLS.
- Jan. 25, we informed employees of the new handbook changes approved by the board at the January meeting.

Teamflect Performance Appraisal System Training

- We have been working with Teamflect on training, using the Microsoft Teams application efficiently, and reminding folks of the Quarter 2 employee review deadlines.
- HR created a video to walk all managers through their process in the new appraisal system.
- We met with supervisors and Leadership to adjust the Teamflect review and analyze what's working and what needs to be tweaked for Quarter 3.

Staff Day Planning

- We formed a staff day committee.
- We secured a speaker for staff day training.
- We have the location and the date of May 4th for our Staff Day Training.



Driver Safety Training for all Employees

- All employees completed mandatory Driver Safety training using our Gallagher Step training module as part of our risk assessment program.

Benefits for Calendar Year 2023

- Set up SpringHealth mental wellness benefits for all employees and qualified dependents.

Employee Handbook Updates for January 2023

- The board approved employee handbook updates at the January board meeting.
- Handbook changes were sent to the Illinois State Library for final approval before the official rollout to staff.

**Explore Opportunities to Enhance Human Resources Knowledge Across Member Libraries**

- We impacted 47 Libraries and enrolled 174 members in our Sexual Harassment Prevention training at no cost to the member libraries.



Accounting Report

ACCOUNTING REPORT & STAFF ACTIVITIES

Submitted by Rhonda Johnisee, Finance Director

The Finance staff prepared and submitted the annual and quarterly tax filings. We also completed quarterly grant reports to submit to the Illinois State Library.

We began a review of the FY2023 revenue and expenditures with a focus on the end-of-year forecasting and the preparation of the FY2024 budget season.

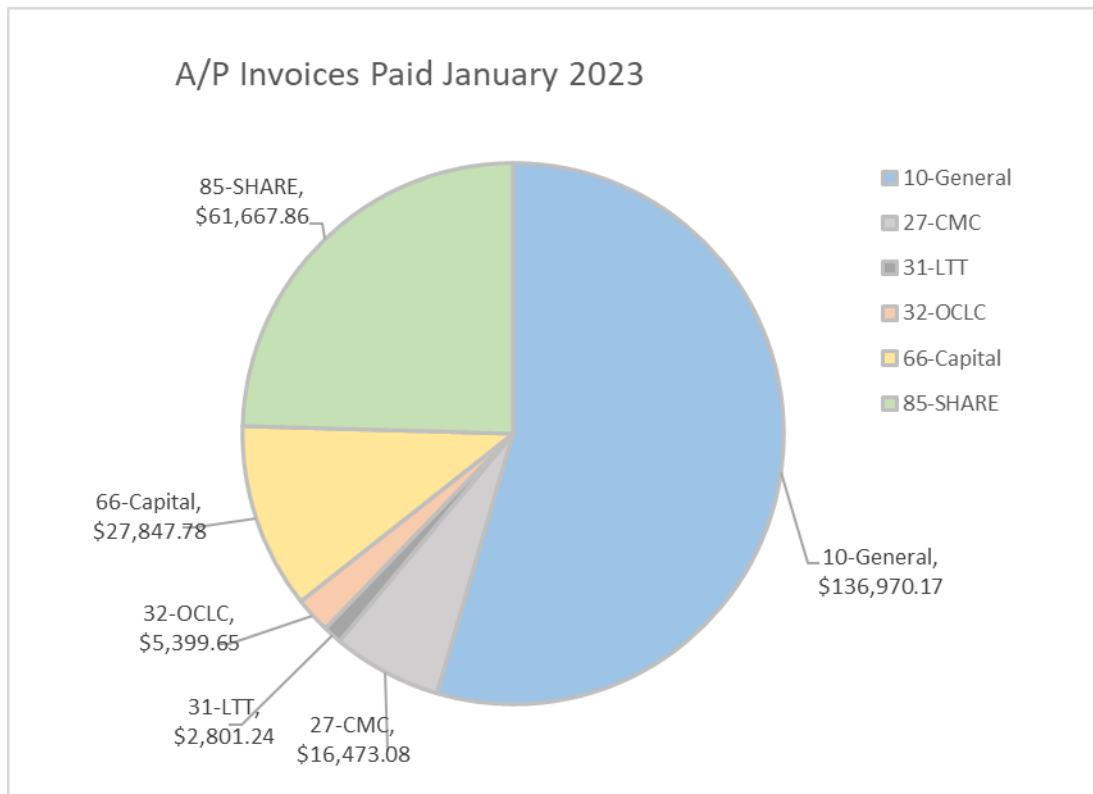
ACCOUNTING GOALS:

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 two webinars.
- Attended leadership training.
- Attended annual SHARE meeting.
- Attended the safety driving training.
- Attended a Member Day wrap-up meeting.
- Attended a meeting with Sharon Swanson, RAILS Finance Manager.
- Attended an Automatic Material Handling (AMH) Working Group meeting.
- Attended High Five and staff meetings.
- Attended a Building & Grounds Committee meeting.
- Attended Marketing Advisory Committee meeting.
- Attended Supervisor and Leadership Team meetings.
- Attended weekly Finance Department meetings.
- Attended IHLS and SHARE Finance Committee and IHLS Board of Directors meetings.
- Conducted an FY2024 budget kick-off meeting.
- Prepared and submitted the W-2, W-3, 1094-C, 1095-C, 1096, and 1099 annual tax forms.
- Filed federal and state quarterly 941 payroll tax reports.
- Prepared and submitted quarterly grant reports to the Illinois State Library.
- Prepared and processed two payrolls in January.
- Prepared December 2022 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 270 accounts receivable invoices (OCLC: 6 monthly member fees, 8 quarterly member fees, and 105 transactional fees; SHARE: 3 monthly member fees, 31 quarterly member fees, 2 transitional member fees, 94 quarterly cataloging and

barcoding services, and 8 cloudLibrary eBook purchases; General: 1 ILDS and 12 DreamHost).

- Received and posted 162 accounts receivable cash receipts checks totaling \$230,233.77 (OCLC: 69, SHARE: 82, and General: 11).
- Received and entered 68 accounts payable invoices.
- Disbursed 59 accounts payable checks totaling \$251,159.78.





Information Technology Report

INFORMATION TECHNOLOGY REPORT & STAFF ACTIVITIES

Submitted by Troy Brown, IT Director

IT is in the midst of planning for the future. While attempting to forecast the expenses for all our grants and funds at IHLS, we are looking deeply into how we want to organize our IT inventory. This includes moving some services to the cloud, and some services will remain onsite using traditional servers. We already use various technologies that enable us to run multiple servers on one physical server, however utilizing the cloud for hosting has been done sparingly. As costs come down and the need for websites to be available 24x7, we need to make sure our decisions are appropriate for our member libraries' needs and our financial situation.

Additionally, we're aware of a statewide funding opportunity through the DCEO (IL Department of Commerce and Economic Opportunity) that will direct federal money throughout Illinois for the sole purpose of bridging the gap in broadband access. This is a great opportunity for our rural libraries to level the playing field. It is still very early in the process, and I will be watching it very closely and participating as much as possible.





Bibliographic Access

BIBLIOGRAPHIC REPORT & STAFF ACTIVITIES

Submitted by Jennifer Baugh, SHARE Bibliographic Services Manager & Pam Thomas, Bibliographic Grant Manager

During January, Cataloging Maintenance Center (CMC) and SHARE staff continued providing high-quality cataloging services to libraries throughout Illinois. Staff provided numerous training opportunities for catalogers throughout the state, and we have started planning cataloging courses and webinars for the next few months and the upcoming fiscal year. Exciting continuing education opportunities are in the works, including more in-person courses, so keep an eye out for updates and announcements in the coming months.

In January, the CMC welcomed Kat Anderberg as the new Metadata Cataloger. We are excited to have Kat and know she will make a wonderful addition to the team.

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 653 items for SHARE member libraries.
- Imported 448 \$3 bibs for SHARE member libraries.
- Merged 59 bibliographic records, cleaned/corrected 145 bibliographic records, and cleaned/corrected 21 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.

- Handled over 163 emails and contacts.
- Reviewed and imported 16 files containing 71 bib records for catalogers-in-training at 7 libraries.
- Presented the Cataloger's Training Session in January with 50 live attendees.
- Hosted SHARE Your Cataloging Questions with 23 live attendees.

CATALOGING MAINTENANCE CENTER (CMC) GOALS:

Provide cataloging and bibliographic services for libraries in the Reaching Across Illinois Library System (RAILS) and IHLS service areas 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.

- Cataloged 58 items (including 47 originally cataloged and 11 records enhanced) and created 12 name authority, seven titles, and enhanced one record.
- The PrairieCat database cleanup project continues, where 640 bibliographic records were

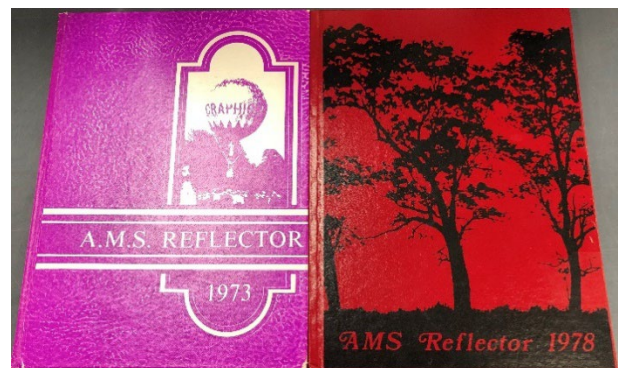
enhanced or merged.

- The Alma cleanup project for the Consortia of Academic and Research Libraries in Illinois (CARLI) continues, with a total of 291 dedupes (merges), eight deletes, and 283 edits.
- Handled 27 contacts.
- 95 bibliographic records were merged (one for PrairieCat cleanup and 46 books and 48 e-books for the OCLC Member Merge project).
- World language bibliographic records for January were in German, Hebrew, Italian, Ladino, Russian, Spanish, and Yiddish.
- Presented the January Online with the CMC: Looking to the Future: How to Learn About Linked Data and BIBFRAME with 62 live attendees.
- RDA Book Training, a Moodle course, started on Jan. 16 with 26 students.

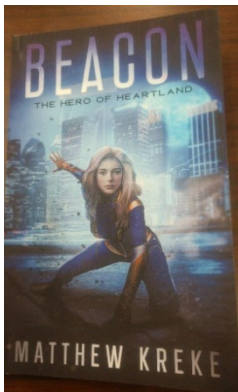
Some of the items cataloged in January by the CMC staff:



1, 2, 3, Kit, special collection



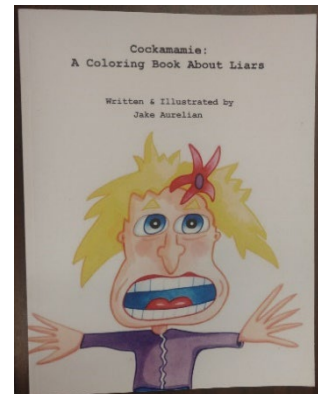
Arthur Mennonite School Yearbooks,
local history



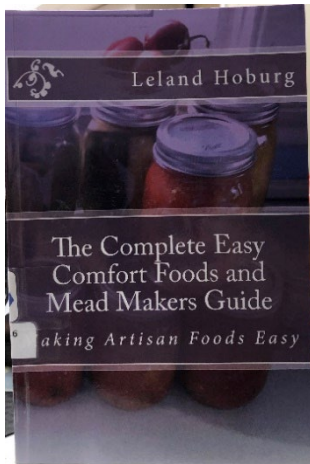
Beacon, local author



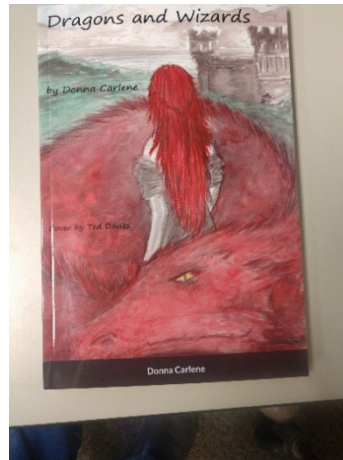
Blood Pressure Cuff, special collection



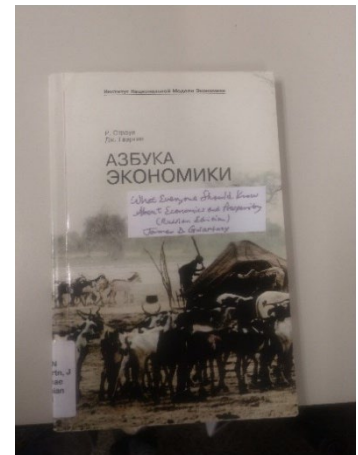
Cockamamie, local
author



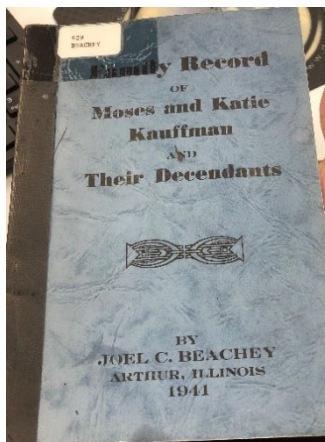
Complete Easy Comfort Foods and Mead Makers Guide, local author



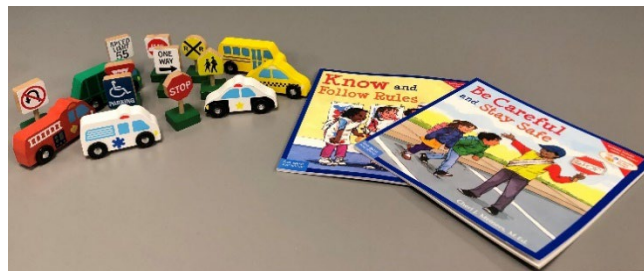
Dragons and Wizards, local author



What Everyone Should Know About Economics and Prosperity (Russian), special collection



Family Record of Moses and Katie Kauffman and Their Descendants, local genealogy



Safety Kit, special collection



Spy Science Kit, special collection



Delivery Report

DELIVERY REPORT & STAFF ACTIVITIES

Submitted by Jonathan Becker, Facilities & Delivery Director

FACILITIES: Provide a Safe Working Environment:

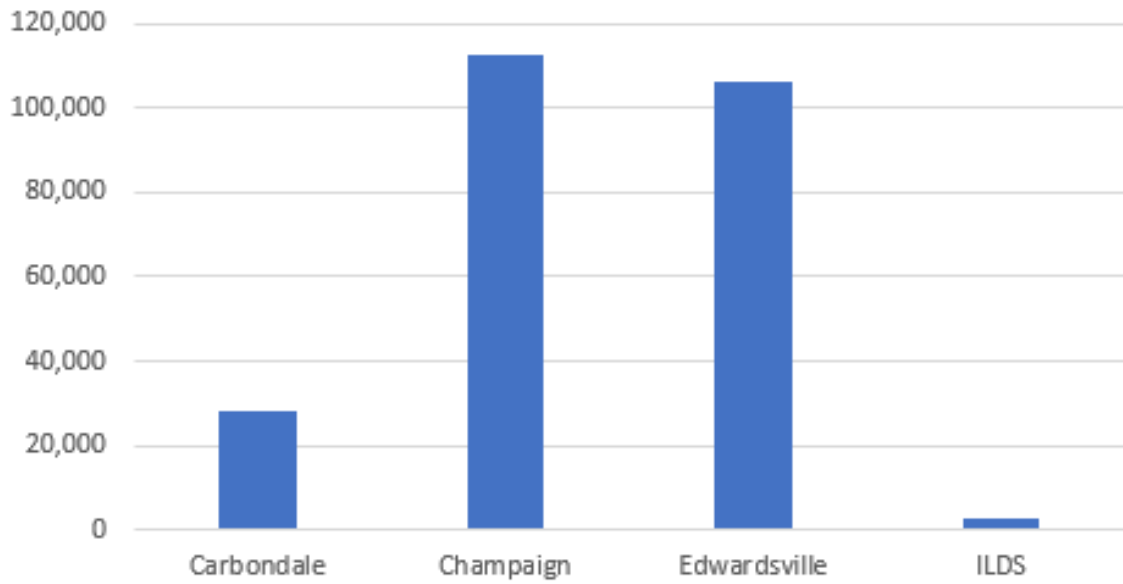
- Continue to maintain the infrastructure of facilities: The CARLI Project in Champaign has been completed, and the office space is now ready for CARLI staff. Linda Kates, Operations Manager in Champaign, is to be commended for coordinating the project. The contractor for the Edwardsville roof replacement is looking at possibly scheduling work, depending on the weather, in late February or early March. In addition, team members are reviewing the tuckpointing bid, which will have to be rebid using a specific scope of work to obtain equitable bids.

DELIVERY GOALS:

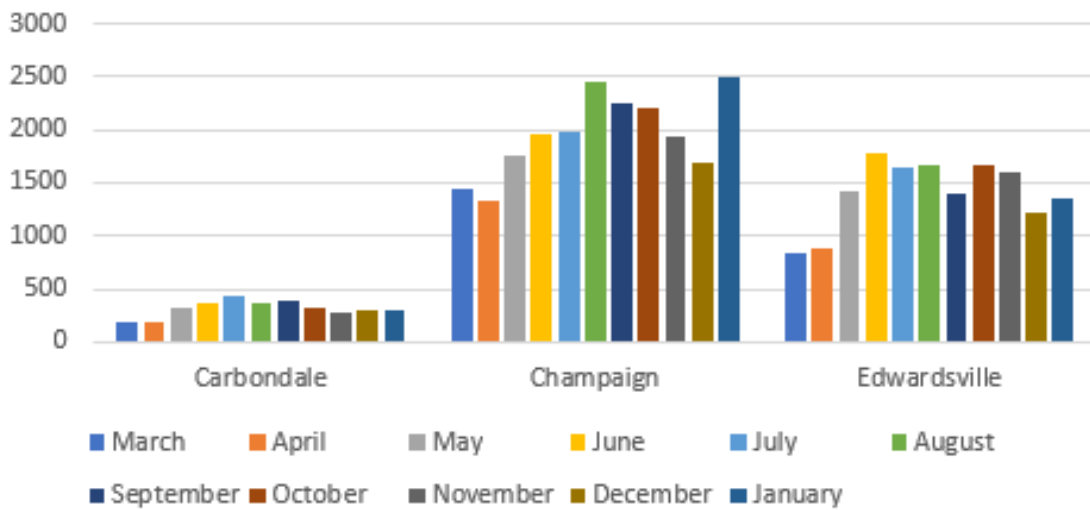
Provide efficient delivery services designed to support resource sharing among IHLS members. Provide accurate information and educational tools to support delivery. Provide accurate member library delivery data in L2.

- Vehicle Fleet Updates: We have been doing a fleet analysis on current and upcoming vans that will be considered surplus and will be scheduled for replacement in FY2024 and FY2025, as well as developing a vehicle request for proposal (RFP). We budgeted roughly \$37,000 per transit van based on past CMS contract pricing, and a review of the market indicates Ford Transit vans are selling in the \$50,000 to \$55,000 range.
- Staff Training: We have started the incorporation of the Champaign sorting process at the Edwardsville Hub to support increased efficiency.
- Delivery Outcomes: January was consistent in delivery outcomes; we had a short delivery day on January 25 and January 30 due to extreme cold, wind, and snow. We are streamlining all sorting processes at every hub in January with the Champaign sorting process. Integrating the Champaign sorting process at all hubs will improve efficiency and consistency in our delivery and sorting operations.

Total Items Picked Up January 2023



Delivery On the Go Service March 2022 - January 2023





SHARE Report

SHARE REPORT & STAFF ACTIVITIES

Submitted by Cassandra Thompson, SHARE Director

In January, we started the year off with a lot of excitement. SHARE prepared for our Annual Members' Group Meeting, which included proposed changes to governance, barcoding certification, and the launch of Aspen Discovery! This included communications regarding the proposed changes, providing a recap and video of the meeting, encouraging members to vote, and opening Aspen up for reservations. Members have had excellent questions and are very interested in adding this technology.

We have also had a lot of questions about how many members are using the SHARE Mobile Library App.



494,883

the number of times SHARE Mobile Library has been launched

131,714

the number of holds placed via SHARE Mobile Library

30

the number of SHARE member library custom templates

Usage over time	Devices	Launches	New Devices
Jul-21	9	34	9
Aug-21	84	366	80
Sep-21	158	759	110
Oct-21	1571	6078	1465
Nov-21	2466	13756	1479
Dec-21	2713	16230	1116
Jan-22	3520	21475	1367
Feb-22	3508	21751	904
Mar-22	4061	25999	1113
Apr-22	3969	25125	803
May-22	4163	27486	1052
Jun-22	4596	33918	1199
Jul-22	5119	38159	1215
Aug-22	6181	42348	1688
Sep-22	6205	43627	1074
Oct-22	5983	42555	833
Nov-22	6106	41642	832
Dec-22	5973	39373	714
Jan-23	7285	54202	1437
Total	18517*	494883	18490

As you can see in the chart above, usage is trending up each month.

SHARE GOAL:

Provide an innovative resource discovery, sharing, and automation group.

- Participated in leadership training at the monthly supervisors meeting.
- SHARE staff attended training on the new helpdesk system, thanks to the IT Department.
- Attended weekly leadership team meetings to discuss future initiatives and current challenges affecting the organization.
- Attended the FY2024 budget and operational plan kick-off meeting.
- Multiple SHARE staff worked on updating definitions for the SHARE website.
<https://share.illinoisheartland.org/policies-and-procedures/governance/10>
- Dena Porter, SHARE Administrative Services Manager, and Troy Brown, IT Director, met with a member library and a Patron Point representative to discuss email notifications via the Patron Point system.
- Participated in the International Coalition of Library Consortia (ICOLC) Conference Committee, which will be held in St. Louis in April.
- Dena Porter, Don Pippin, and Cassandra Thompson met with the Automatic Material Handling (AMH) Working Group, as the group reviewed their charter and began discussing the project. Also participated in an internal staff AMH group, answering questions about Polaris.
- SHARE Finance & Policy Committee met to review the status of Aspen, propose a Polaris login policy, and discuss SHARE fees.
- SHARE Bibliographic & Cataloging Standards Committee met to discuss additional thesauri and the large print policy. Josh Zink, Cataloger 3, also updated the committee on a recent database cleanup project.
- Made changes to the database to limit staff login permissions for school staff to their school/district only.

SHARE DEVELOPMENT GOAL:

Increase members participating in SHARE.

- Solicited and sent out three grand prizes for the Annual Members' Group Meeting, with much thanks to Bayscan Technology!
- Provided SHARE updates at the Metro East Public Library networking event and Medium Pubs networking event to keep members informed about upcoming projects.
- Participated in the Illinois Library Association (ILA) Intellectual Freedom Committee.
- Attended the Illinois State Library (ISL) Advisory Council meeting to learn more about the state library budget process, proposed changes to the ILL Traffic Survey, and the new Secretary of State transition.
- Worked with MarCom Department to prepare a passive display for IDEAcon, the conference for Illinois Digital Educators Alliance.

- Sent a newsletter to members providing updates about upcoming events and current issues affecting SHARE, including circulation tips, annual voting, database cleanup, and reports.
- Attended a training to learn more about L2 event integration into the IHLS website.
- Zach Henderson, SHARE Circulation Specialist, taught seven circulation trainings to seven participants.
- Provided members with readers advisory support, promoting the top requested SHARE titles from last year.



ILLINET INTERLIBRARY LOAN GOAL:

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

- Reviewed SHARE governance documents to ensure consortial compliance with the code.

E-RESOURCES GOAL:

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

- Danielle Beasley, SHARE Resource Sharing Specialist, and Cassandra Thompson met with our Bibliotheca representative Chris Herpers to review our cloudLibrary data from the previous year data and learn more about new developments.
- Reviewed the cloudLibrary fee scale and pay-per-use spending.

- Danielle Beasley encouraged members to consider adding additional funds to support e-resources development.
- cloudLibrary users checked out 30,189 owned titles and 1,750 audiobook pay-per-use titles in January. We now have 53,939 owned items in our shared collection and 159,159 additional audiobook titles available for pay-per-use.
- Provided patron-based marketing support/readers' advisory to member libraries, promoting cloudLibrary and our digital collection.



Membership & Grants Report

MEMBERSHIP REPORT & STAFF ACTIVITIES

Submitted by Ellen Popit, Associate Director

January always represents the start of significant activity for the Membership Team as the season for certification begins. While inclement weather might get in the way of site visits, there is plenty of contact with all our members as we work with them to complete this annual task. Through this three-month process in which all members complete the ILLINET Interlibrary Loan Traffic Survey and certify that their library agencies comply with the membership criteria outlined in the Administrative Code, we are presented with a unique opportunity to connect with all our members.

MEMBERSHIP SERVICES 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.

- By the end of the month, 183 libraries had completed the certification process.

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.

- Leah Gregory visited the following school libraries:
 - Unity Point Elementary School (Jan. 17)
 - Marion High School (Jan. 17)
 - Carrier Mills-Stonefort School District (Jan. 18)
 - Pope County Elementary School (Jan. 18)
 - Massac County High School (Jan. 18)
 - Roxana High School (Jan. 31)
 - Bernard Long Elementary School (Jan. 31)
- Leah Gregory also attended the Association of Illinois School Library Educators (AISLE) partnership meeting on Jan. 10; Metro-East Public Library Management (MEPL) on Jan. 19; and the Illinois State Library Advisory Council (ISLAC) meeting on Jan. 26.
- Anna Yackle hosted Directors' Chats on Jan. 5, Jan. 12, Jan. 19, and Jan. 26.

GRANTS GOALS:

Anna Yackle and Leanne Furby have made great strides in developing the Trustee Training grant.

- Both committees created for the grant met in January, and they worked cooperatively to create a survey which will be sent to library trustees statewide. Three basic logo concepts were developed that will be shared with the committee for comment.
- A template and color scheme were chosen for the learning modules. A format for material presentation and content to include on the opening page and in the training modules was developed.
- The incorporation of Artificial Intelligence (AI) has been explored.
- Appropriate staff have been training in Canvas.

Lesley Zavediuk has submitted Letters of Intent to the Illinois Humanities Council and the Haas Foundation in anticipation of full grant applications.