



# Illinois Heartland Library System



**APRIL 2023**

**DIRECTOR & STAFF ACTIVITY 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

- **Reaching Forward South:** Worked with staff to have exhibit booths for IHLS, SHARE, and CMC. We put together bags pre-stuffed with materials to hand out at the IHLS booth, and we heavily promoted iLEAD, the trustee learning portal expected to roll out this fall, at the IHLS booth. Additionally, our Marketing Administrator developed and gave a well-attended presentation at Reaching Forward South 2023 on creating effective surveys.
- **iLEAD:** Worked with the iLEAD (trustee learning) team to update the learning portal template with brand colors and elements. We also designed a “coming soon” flyer and discussed the program with library staff at Reaching Forward South.
- **Measures to enhance/streamline productivity:** Online prioritization matrix to align departmental priorities and communicate progress in real time; publishing progress tracker updates; established priorities for website enhancements
- **Advocacy:** Began discussing how we could expand library advocacy in FY2024. Our Communications Administrator began working with the American Library Association Deputy Director of PLA and Advocacy to investigate the data types available, particularly around broadband and technology in Illinois and nationwide.

### Promotional Member Communications:

- *Services:*
  - **IHLS:** IHLS Library Resources database, Illinois Libraries Present (partner), My Library Is... (partner)
  - **SHARE:** SHARE cloudLibrary, Kit & Kaboodle, SHARE membership
  - **iLEAD:** Informational flier, introductory article revisions
- *Advocacy/public relations:*
  - **IHLS & Member Libraries:** created “Why Illinois Should Band with Libraries for Digital Equity” infographic (to be shared later), Illinois Broadband Program

Listening Sessions, interview with ALA reporter regarding HB 2789, IHLS staff and member on PBS WSIU's *In Focus*

- CMC: Articles: “The CMC Catalogs: Forget Me Not Collection”
- SHARE: CloudLibrary collection featured shelf
- *Continuing education & networking events/opportunities:*
  - IHLS: Third Thursdays CE, weekly Directors’ Chats, several upcoming library HR webinars, IHLS at Reaching Forward South plus a pre-conference “Circulating at Dewey’s” party, Data Networking in School Libraries, ILA Session Submissions & Award nominations, various third-party webinars and virtual events
  - CMC: Online with the CMC webinars, asynchronous cataloging courses
  - SHARE: Polaris and Leap circulation training, Cataloging Training Sessions
- *Discounts, demos, and resources:*
  - IHLS: Gilda’s Club resource

### General Communications:

- IHLS: Provisional Budget & Operational Plan posted for feedback, two newsletters, a multitude of grants, Staff Day video and building closing, library news (including recognizing staff & member achievements), National Library Week, IHLS Delivery & Facilities Director position, Board Elections, IHLS can now offer professional development hours to school library staff
- SHARE: Circulation renewal policy change, top requested titles, collection stats, end-of-school-year notes, committee meetings

### Formal Research:

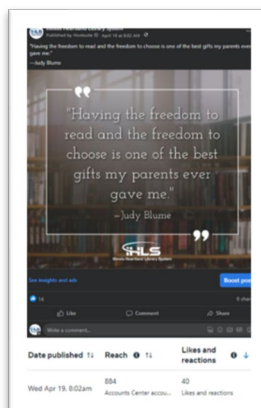
- Delivery Survey Analysis (in progress)

### Trainings Attended by Department Staff:

- Reaching Forward South 2023
- Midwest Digital Marketing Conference 2023
- Introduction to Pillar-Based Marketing
- LinkedIn lessons on micro-presentations
- Safety Training

### Social media insights:

*Starting with FY2023 Q2, social media insights will be provided quarterly instead of monthly. However, monthly reports usually include screenshots of the top-performing posts on each platform.*





# 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, and member newsletters. April job openings included Continuing Education Coordinator in Membership, and we are actively recruiting for a Delivery and Facilities Director.
- A new hire orientation was conducted for a sorter this month in Champaign.
- 32 online training sessions were attended by 1-45 staff members. Formats: IHLS Intranet, LinkedIn, Ford Harrison, Uprise, ILA, SHRM, HR Source, and Pluralsight

Live workshop or online training	Format	# of staff
IHLS Annual Safety Training	Intranet	45
Awareness to Action: Level Up as a Change Agent in Your Organization	LinkedIn	1
Coaching and Developing Employees	LinkedIn	4
Embracing Unexpected Change (with Audio Descriptions)	LinkedIn	1
Get Ready for Generative AI	LinkedIn	1
High-Performance Habits (Blinkist Summary)	LinkedIn	1
How to Be Both Assertive and Likable	LinkedIn	2
How to Have a Happier Workweek	LinkedIn	1
Learn to Control Your Attention	LinkedIn	1
The Future of Work: The Necessary Skills of Your Future Workforce	LinkedIn	1
NLRB's Recent Attack on Separation Agreements – What Are Employers to Do?	Ford Harrison	1
Teaching Children to Appreciate Diversity	Uprise	4
Reaching Forward South	ILA	29
Stop Collaborate and Listen	SHRM	1
SECURE 2.0 and Hot Topics in Employee Benefits	Ford Harrison	1
Recruiting and Retention	HR Source	4



<b>Live workshop or online training Information Technology Department</b>	<b>Format</b>	<b># of staff</b>
Building iOS User Interfaces with SwiftUI	Pluralsight	1
Building Go Web Services and Applications	Pluralsight	1
Configuring and Compiling TypeScript 5 Projects	Pluralsight	1
Getting Started with OpenShift 4	Pluralsight	1
Using GitOps to Automate Kubernetes Deployments with Flux 2	Pluralsight	1
Algorithms and Data Structures – Part 1	Pluralsight	1
Go 1 Fundamentals	Pluralsight	1
AZ-900 Microsoft Azure Fundamentals	Pluralsight	1
Vue 3 Router	Pluralsight	1
Deploying and Managing Azure Kubernetes Service (AKS) Clusters	Pluralsight	1
Go Fundamentals	Pluralsight	1
Accessing Non-relational Databases in Go	Pluralsight	1
Getting Started with Google Kubernetes Engine	Pluralsight	1
Object-oriented Programming in Rust 2021	Pluralsight	1
Managing iOS and Android Mobile Devices with Microsoft Intune	Pluralsight	2
Rust Fundamentals	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**

- On April 12, we welcomed new employees.

### **Teamflect Performance Appraisal System Training**

- Quarter 3 performance appraisals sent out reminders that self-evaluations are due.
- Reminded supervisors to schedule one-on-one meetings with team members to ensure they make time for employee reviews.
- Encouraged supervisors to set Quarter 4 performance goals with their teams.

### Staff Day Planning

- Conducted meetings with the Staff Day planning committee to complete the details and tasks needed for a successful Staff Day to be held on May 4th.
- Communication went out to members to ask for videos of appreciation for IHLS employees.



### Explore Opportunities to enhance human resources knowledge across member libraries.

#### Sexual Harassment Prevention Training

- We impacted 58 libraries and enrolled 212 members in our Sexual Harassment Prevention training at no cost to the member libraries.

#### HR Source Human Resources Training

Recruiting and Retention — A Library HR Webinar by HR Source

**Date: April 17, 2023**

**Time: 10–11:30 a.m.**

**Attendees: 10 Views after the live session: 3**

#### Summary of Session

Employers are experiencing a different labor market than ever before. American workers are looking for new jobs, expecting their employer to “counter-offer,” and are expecting to find a job that meets their needs and wants. Employers are no longer in the “driver’s seat” when it comes to recruiting and hiring. Back in the day, candidates were looking for the ideal job from which they could retire. The attitude shifted to “If I can stay for five to ten years, I’ll show stability and be able to gain some good experience.” With tech workers and millennials, it morphed to “If you don’t move up or out in three years, you’re stale.” According to one study, on average, Gen Z is staying at one job for just over two years. That’s an average! In this session, we’ll discuss what employers can do to improve their culture so that employees want to stay, and what we can do at the recruiting stage to hire employees who are more likely to stick around for a bit!

#### Speaker:

Candace Fisher, SPHR, SHRM-SCP, Certified Coach

Director of Organizational Development Candace Fisher is the Director of Organizational Development for HR Source. In this role, her responsibilities include assisting members with the design and implementation of talent development initiatives as well as training and development programs for their Human Resource staff, leadership, management, and non-supervisory employees. She also advises members and assists with organizational issues such as management coaching and performance management. Candace obtained a Bachelor of Science in Business Administration and a Bachelor of Arts in Spanish from the University of Illinois, Urbana, as well as a Master of Business Administration from

the University of Illinois, Chicago. She is a Senior Professional in Human Resources (SPHR), a Senior Certified Professional through the Society for Human Resource Management (SHRM-SCP), and a Certified Coach.

Your Employee Handbook...Are You Up To Date? — A Library HR Webinar by HR Source

Date: May 17, 2023

Time: 10–11:30 a.m.

**Summary:**

Your Employee Handbook: Are You Up to Date? Illinois law has changed significantly over the past

few years making it absolutely necessary that you review and update your employee handbook. This briefing will review the most recent changes allowing you to make sure that your policies and procedures are up to speed. This session will include:

- A checklist of topics to include in your handbook
- Sample policies, including new “cutting edge” policies as well as “standard” policies for inclusion in your handbook
- What you should not include in your handbook
- An opportunity for questions and answers

**Speaker:**

Sonal Shah, JD

Sonal Shah, JD, is Assistant Director, Employment Law Services for HR Source, a professional organization providing human resource solutions for member organizations for over 100 years. As part of her practice, Sonal has represented employers against wrongful discharge and discrimination claims in front of the Equal Employment Opportunity Commission, the Illinois Department of Human Rights, and the Illinois Human Rights Commission. Sonal also has significant experience counseling employers on properly complying with the law and managing their workforce; preparing employment and severance agreements; drafting/revising disciplinary and termination notices; and crafting employment policies and handbooks. In addition, she provides employment law compliance training for managers, supervisors, and HR professionals. Sonal also contributes to the Association’s monthly newsletter and website. Sonal came to HR Source from a large Chicago law firm where she represented public and private employers, from the smallest private companies to corporations exceeding 10,000 employees, on a broad range of labor and employment law matters arising under federal and state law. Sonal has a BS in Business Administration from The Ohio State University and a JD from Washington University in St. Louis.

New Hire Onboarding — A Library Human Resources Webinar by HR Source

Date: June 29, 2023

Time: 10–11:30 a.m.

**Summary:**

Employees decide in the first 30 to 90 days if they’re planning to stay with their new employer for the



longer term. Salary, benefits, and an organization's reputation may entice a candidate to come to work for your organization, but what are you doing during their first few months to assure them that they've made the right choice? Join us for this discussion of how to best introduce employees to your organization and how to effectively onboard them so that they'll be looking forward to an ongoing employment relationship.

**Speaker:**

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**EAP Webinars:** *Webinars offered to IHLS Staff and Member Libraries. The link will be sent to registered participants before the session. A recording will be available one week after the live session if unable to attend in person.*

Teaching Children to Appreciate Diversity — A Library HR Webinar by Uprise Health

**Date:** April 10, 2023

Time: 10–11 a.m.

Attendees: 12 Views after the live session: 0

**Session Description:** It has often been said that children learn by doing. With this in mind, we will explore diversity and share practical ways that you can teach your children how to appreciate diversity. America is a place filled with different races, cultures, lifestyles, and more. Teaching our children how to respect and honor the differences that they see in others will ensure that they grow up to become well-rounded adults who respect and appreciate those differences.

The Struggle Is Real: Strategies for Time Management — A Library HR Webinar by Uprise Health

**Date:** May 8, 2023

Time: 10–11 a.m.

**Session Description:** Meet your deadlines, be on time for meetings, and stop procrastinating! Most of us can become overwhelmed when we have a lot to do—responsibilities at work, planning our kid's birthday party, and remembering all the details of daily life. This seminar will discuss realistic strategies for more effective time management. Some of the things we'll review are managing email clutter, the roots of procrastination, and keeping yourself motivated.



Mastering the Business of Work Etiquette — A Library HR Webinar by Uprise Health

**Date: June 12, 2023**

Time: 10–11 a.m.

**Session Description:** From basic manners to cultural differences and more, it's very difficult to succeed without a certain awareness of etiquette in the workplace, and what we don't know can hurt us. During this lively session, we will identify common pitfalls and show you how to avoid them. We will also review strategies to help you shine and leave a lasting impression.



Fostering an LGBTQIA-Inclusive Workplace — A Library HR Webinar by Uprise Health

**Date: July 10, 2023**

Time: 10–11 a.m.

**Session Description:** Even with recent successes in social justice and popular culture, some gay, lesbian, bisexual, transgender, and gender non-conforming employees still face bias, homophobia, and discrimination in the workplace. The resulting fear and stress affect not only work performance but overall morale in environments that are not accepting or inclusive to varying degrees. In this workshop, we will clarify sexual orientation and gender identity to better prepare all participants to collectively foster an inclusive working environment for all LGBT and gender non-conforming employees.

It's Not Selfish; It's Self-Care — A Library HR Webinar by Uprise Health

**Date: Aug. 14, 2023**

Time: 10–11 a.m.

**Session Description:** Self-care often gets pushed to the back burner. It might be that we feel selfish taking time for ourselves when we could be doing things for others. Or, we might struggle to find the time to make self-care a priority. But particularly in today's wireless world, where we are constantly responding to others, making time for self-care is a key component to managing stress and remaining resilient. During this interactive session, you'll learn strategies for building up your self-care reserve as well as how to say "no"—without any guilt.





# Accounting Report

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## ACCOUNTING REPORT & STAFF ACTIVITIES

*Submitted by Rhonda Johnisee, Finance Director*

The FY2024 draft budgets and narrative were developed and presented at the April committee meetings and board meeting. After the board meeting, IHLS posted the budgets along with the Operational Plan online for member comment.

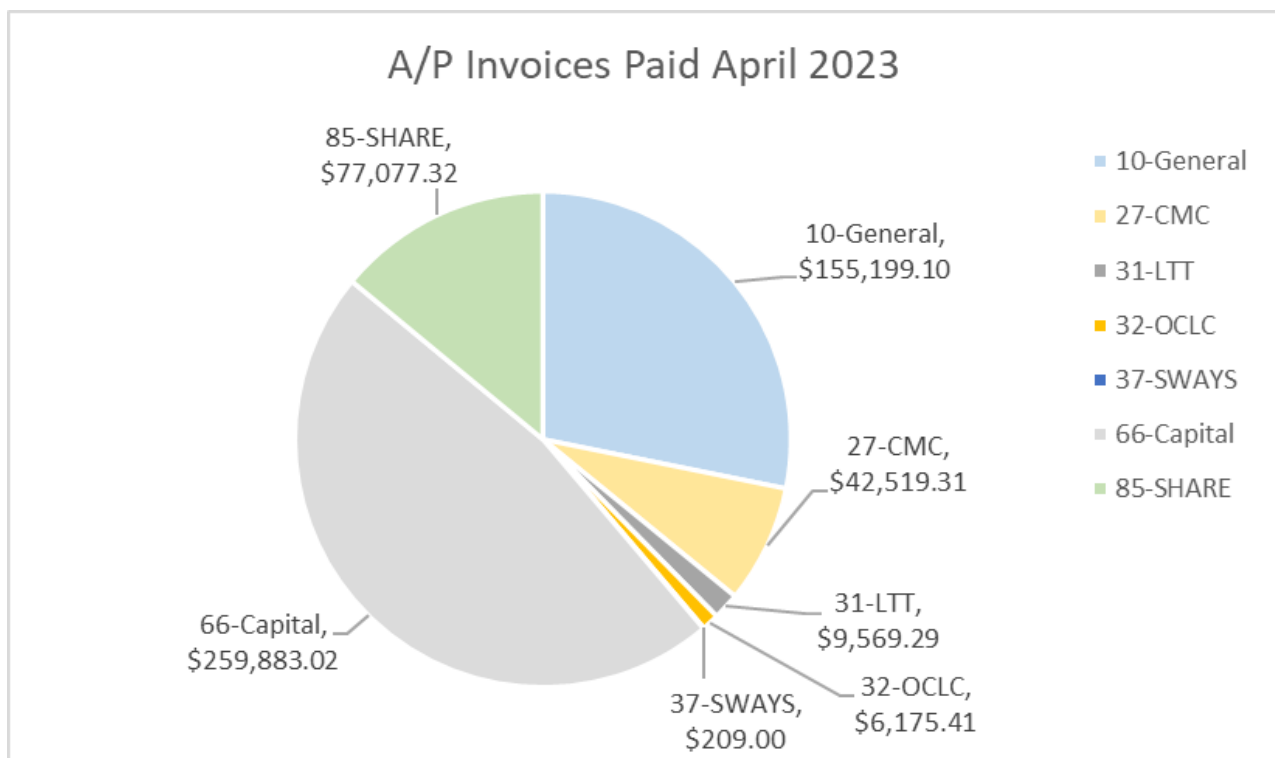
The board approved the opening of a \$238,000 Certificate of Deposit (CD) at the special board meeting in April. The CD was opened on April 18, 2023, at GCS credit union, 4.5% for 13 months.

### 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 an HR Source webinar.
- Attended a SHARE fee review meeting.
- Attended a Staff Engagement meeting.
- Attended an Operational Plan review meeting.
- Attended Marketing Advisory Committee meeting.
- Attended a meeting with representatives from Paylocity.
- Attended a meeting to discuss utilizing OpenGov for the Staff Activities report.
- Attended a Risk Assessment meeting with representatives from Arthur Gallagher.
- Attended a preconstruction meeting with a representative from CCR Roofing Services.
- Attended the Reaching Forward South conference and the member networking meetup.
- Attended High Five and staff meetings.
- Attended weekly Finance Department meetings.
- Attended Supervisor and Leadership Team meetings.
- Attended a SHARE Executive Council meeting to review the FY2024 SHARE budget.
- Attended IHLS Finance Committee and IHLS Board of Directors meetings.
- Participated in Bring Your Child to Work Day.
- Participated in the Edwardsville Spring Cleanup Day.
- Prepared FY2024 draft budgets and narrative.
- Prepared and submitted quarterly grant reports.
- Prepared and conducted quarterly performance reviews.
- Prepared and filed federal and state quarterly 941 payroll tax reports.
- Prepared and processed two payrolls in April.

- Prepared March 2023 Bill Payments, Credit Card Transactions, Statements of Revenues and Expenditures, Balance Sheet, and Statement of Cash Flow reports for the IHLS Finance Committee and Board of Directors.
- Generated and mailed 277 accounts receivable invoices (OCLC: 8 quarterly member fees, 6 monthly member fees, and 117 transactional fees; SHARE: 31 quarterly member fees, 3 monthly member fees, 2 transitional member fees, 99 quarterly barcoding and cataloging services, and 10 cloudLibrary eBook purchases; General: 1 ILDS).
- Received and posted 146 accounts receivable cash receipts checks totaling \$133,104.03 (OCLC: 56, SHARE: 87, and General: 3).
- Received and entered 86 accounts payable invoices.
- Disbursed 83 accounts payable checks totaling \$550,632.45.





# Information Technology Report

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## **INFORMATION TECHNOLOGY REPORT & STAFF ACTIVITIES**

*Submitted by Troy Brown, IT Director*

The IT department is finalizing purchases for FY2023. The new backup server for the Carbondale IHLS office was ordered and delivered. The existing server and hard drive enclosure were well beyond their life expectancy. The old server was purchased in 2012. While we continue to explore and expand our use of cloud technology, we still heavily rely on onsite servers and systems to support our staff and the SHARE online system. The Carbondale office is well suited as a potential disaster recovery site for the colocation facility in Champaign in the unlikely case of a disaster.

Brant has turned his focus to the operation department's iPad delivery application. The current application was written for iOS8, and the code, while still compatible, is not optimized for newer devices. Also, we have collected a wish list of new features from the drivers and operations managers. Brant is working directly with the staff to get feedback on the current platform and what potential new features could be added to the latest version. This is an incredible software application, and it has gathered years of data for us.

Leslie and Troy attended two listening groups hosted by the Department of Commerce and Economic Opportunity (DCEO) and the University of Illinois Extension office in Springfield. The two sessions included representation from local government agencies around the Springfield area and nonprofits. It is exciting to see what's coming for all citizens of Illinois, and we are making sure the voice of the library community is heard at the state level. We hope to share even more in the coming months. This is a multi-year project, and the DCEO is working hard to get the word out regarding available grant funding and opportunities.

### **IT GOALS:**

Provide the IT support necessary for IHLS and SHARE to function efficiently.

- Planning new hardware for upgrades to the colocation facility for FY24.



# Bibliographic Access

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## **BIBLIOGRAPHIC REPORT & STAFF ACTIVITIES**

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

During April, 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.

The CMC staffed a booth and presented at the Reaching Forward South Conference, Realia: The Stranger Things, with 19 attendees.

SHARE staff also helped staff the SHARE booth at the Reaching Forward South Conference and co-presented a session entitled Making SHARE Work for You.

### **CATALOGING SERVICE FOR SHARE GOAL:**

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

- Cataloged 601 items for SHARE member libraries.
- Imported 282 \$3 bibs for SHARE member libraries.
- Merged 29 bibliographic records, cleaned/corrected 293 bibliographic records, and cleaned/corrected 32 item records.
- Went on one site visit at Freeburg Community High School.

### **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 167 emails and contacts.
- Reviewed and imported 13 files containing 52 bib records for catalogers-in-training at seven libraries.
- Presented the Cataloger's Training Session in March with 44 live attendees.
- Hosted SHARE Your Cataloging Questions with nine live attendees.
- Barcoding Refresher Training is still ongoing. As of April 30, 2023, 165 barcoders have completed the training.
- Provided one-on-one training to Atwood Hammond Public Library via Zoom.



## 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 137 items (including 102 originally cataloged and 35 records enhanced) and created 12 name authority, two title, and four series records.
- The PrairieCat database cleanup project continues, where 358 bibliographic records were created, enhanced, or merged.
- The Alma cleanup project for the Consortia of Academic and Research Libraries in Illinois (CARLI) continues, with a total of 394 dedupes (merges), 23 deletes, and 255 edits.
- Handled 30 contacts.
- Reviewed one name authority record.
- 90 bibliographic records were merged (five books for PrairieCat cleanup, 34 books, and 51 e-books for the OCLC Member Merge project).
- World language bibliographic records for April were in Arabic, Chinese, French, German, Haitian French, Italian, Latin, Mon-Khmer, Portuguese, Quechua, Spanish, and Ukrainian.
- Presented the April Online with the CMC: A Stitch in Time: Basic (or Budget) Book Repair with 82 live attendees. Our guest speaker was Linda Johnson, one of the SHARE Catalogers.
- Uploaded three photos for the Digital Archives Project (Marshall PL), transcribed four documents (Chatham Public Library), received 16 items, cataloged and uploaded three simple objects, one compound object to CONTENTdm (Chicago Psychoanalytic Institute), and researched 299 names in Ancestry.com (New Lenox Public Library).

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



Amanda's Dream (Arabic & English)  
special collection  
Danville PL



Azul  
special collection  
Mississippi Valley Library District



Days Gone By  
local history  
Galesburg PL



# Delivery Report

## DELIVERY REPORT & STAFF ACTIVITIES

*Submitted by Linda Kates, Lia McInerney, and Casey Parr, Hub Managers*

During the month of April, the operations department has been busy with the delivery and sorting of items, and it has been kept consistent at all hubs. The department prepared for the start of the roof construction at the Edwardsville hub, which will not disrupt delivery at all. CCR Roofing will complete the roofing project.

Lia McInerney, located at the Edwardsville hub, attended the Reaching Forward South Conference on April 14, 2023, at The Regency in O'Fallon, Ill.

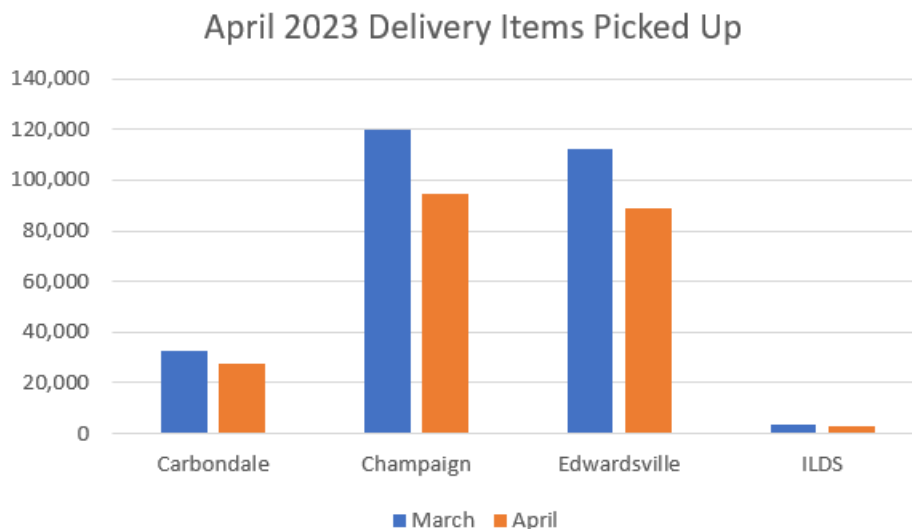
John Becker, former Delivery and Facilities Director, had his last day on April 28, 2023. Many thanks to him during his time here.

In the previous month, new vans were ordered, and currently, the operations department is in the process of removing van wraps. Operations will also work with the finance department to get the surplus auction set up for member libraries to be held in the future.

### DELIVERY GOALS:

Provide efficient provision of 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.

- Continue to support Delivery On the Go service. Delivery On the Go service numbers have remained consistent since our campaign in March 2022.
- Continue to provide accurate delivery to member libraries.



## SHARE REPORT & STAFF ACTIVITIES

*Submitted by Cassandra Thompson, SHARE Director*

April was a great month for networking and continuing education. SHARE staff participated in several events, including Circulating at Dewey's member engagement event, Reaching Forward South conference, and the annual International Coalition of Library Consortia conference in St. Louis. We also got to enjoy meeting some of our littlest co-workers on Take Your Child to Work Day!



(Artwork credit Colleen Dettenmeier)



ICOLC: Jace Cook, Jennifer Baugh, Leslie Bednar, Cassandra Thompson, Dena Porter



Cassandra Thompson with Phillip Burg (Main Library Alliance, NJ) and Christa Foley (Ontario Council of University Libraries)



Reaching Forward South: Dena Porter

**SHARE GOAL:**

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

- Attended weekly leadership team meetings to discuss future initiatives and current challenges affecting the organization.
- Participated in the International Coalition of Library Consortia (ICOLC) Conference Committee, which was held in St. Louis in April, which was a great opportunity to network with peers and get new ideas.
- Attended an implementation planning meeting with ByWater Solutions for the upcoming Aspen project.
- The SHARE Circulation & Resource Sharing Committee met to add a new committee member and discuss a request about 4K Blu-ray movies. These will be added as a collection code.
- Met with the SHARE Finance & Policy Committee and SHARE Executive Council to review the FY2024 budget to ensure that plans for the upcoming year are properly funded and any questions are addressed before it is sent to IHLS Board of Trustees and members for review.
- The SHARE Bibliographic & Cataloging Standards Committee met to add a new committee member. The group also discussed 4K Blu-ray discs, Playaway subject headings, realtor terms, on order records, and new thesauri.
- The SHARE Director gave three presentations at the ICOLC conference, on topics on consortial business models and leadership challenges.
- The SHARE Administrative Services Manager and Catalogers “Making SHARE Work for You” at Reaching Forward South.
- The CMC Bibliographic Grants Manager and CMC Cataloger also presented “Realia: The Stranger Things” at Reaching Forward South.

**SHARE DEVELOPMENT GOAL:**

Increase members participating in SHARE.

- Annual Agreements for FY2024 were sent to members.
- Provided a SHARE update at the Third Thursday networking event to keep members informed about upcoming projects.
- Sent membership information to two potential members.
- Met with two school librarians to discuss membership pathways.
- The SHARE Administrative Assistant prepared new email announcements about upcoming committee meetings.
- The SHARE Administrative Services Manager coordinated end-of-semester planning with our school libraries.
- Sent a newsletter to members providing updates about upcoming events and current issues affecting SHARE, including patron names, reports, Aspen, and the SHARE Mobile Library App.



- The SHARE Circulation Specialist taught five circulation trainings to seven participants for a total of 14 continuing education hours.
- Provided members with readers' advisory support, promoting the top requested SHARE titles from the previous month.



### E-RESOURCES GOAL:

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

- The SHARE E-Resources Specialist completed a cloudLibrary holds analysis for fee review planning.
- cloudLibrary users checked out 28,649 owned titles and 1,745 audiobook pay-per-use titles in April. We now have 54,168 owned items in our shared collection, plus 112,008 pay-per-use audiobook titles, for a total of 166,176 items patrons can access.
- Provided patron-based marketing support/readers' advisory to member libraries, promoting cloudLibrary and our digital collection.







# Membership & Grants Report

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## MEMBERSHIP REPORT & STAFF ACTIVITIES

*Submitted by Ellen Popit, Associate Director*

All the dates included in this report indicate that spring is indeed here and people are on the move--that's a very good thing!

The membership staff continues to grow, and one of the most important items to include in this report is the hiring of a continuing education coordinator to join the group and offer a more consistent and focused set of continuing education offerings to our members. We're all thrilled with the addition!

### 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.

- Site visits were made to the following libraries:

April 18	Leah Gregory visited Charleston High School
	Leah Gregory visited Mattoon Middle School
April 23	Leah Gregory visited Wayne City High School
April 24	Leah Gregory visited Edwards County Schools
April 25	Leah Gregory visited Hamilton County High School
April 27	Anna Yackle attended the Crab Orchard Public Library District Open House

### 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.

- Staff participated in the following networking events:

April 4	Leah Gregory and Ellen Popit participated in the AISLE Partnership Meeting
April 6	Directors Chat
April 11 -13	Ellen Popit participated in Director's University 2.0 in Springfield
April 13	Directors Chat
April 14	The entire membership team attended Reaching Forward South and Anna Yackle served on a panel discussing grant resources
April 17	Leah Gregory attended an Illinois Library Association Rapid Response Team Meeting
April 19	Leah Gregory attended the Southern Illinois Librarians Together (SILT) Workforce Readiness Roundtable at Belleville West Ellen Popit attended the Small Public Libraries meeting in Tolono



# Membership Report

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April 19	Anna Yackle attended the Cooperative Collection Management meeting at the Steeleville Area Public Library District
April 22	Leah Gregory participated in an Intellectual Freedom panel discussion at Southern Illinois University/Edwardsville
April 27	Directors Chat
April 29	Ellen Popit attended a Rebecca Caudill Young Readers Book Award Board Meeting in Bloomington

## **CONTINUING EDUCATION GOAL:**

Increased continuing education opportunities as allowed by an Illinois State Library (ISL) directive.

April 10	Teaching Children to Appreciate Diversity HR Webinar offered through Uprise Health
April 19	Recruiting and Retention, an HR Webinar offered through HR Source
April 20	Members Matter---Serving Students through Partnerships and Intergovernmental Agreements

Throughout the month of April work continued on iLEAD, the trustee training portal being developed by Anna Yackle and Leanne Furby through a grant from the Illinois State Library.