



Illinois Heartland Library System



JUNE 2024

DIRECTOR & STAFF ACTIVITY REPORT



ADMINISTRATIVE REPORT & STAFF ACTIVITIES

Submitted by Leslie Bednar, Executive Director

Report Month:
June 2024

Board Support highlights submitted by Stacie Bushong, Executive Assistant

BOARD SUPPORT ACTIVITY & ACCOMPLISHMENT HIGHLIGHTS

Strat. Plan Goal	Op. Plan Goal	Activity	Purpose & Progress/Results
Stewardship	BPSP1	Organize document records room.	Along with accounting staff, organized and shelved permanent records in addition to records that will be eligible for destruction. Together staff went through hundreds of boxes of records from the four legacy systems. Only a handful of boxes remain to be sorted and shelved.

Record Retention

Records Room Organization

Arrange Permanent & Temporary Records



Before additional shelving was added.



Records were not organized.



Records organized by status of permanent or temporary and by year.
Annually the Records Retention Team will submit to the Illinois State Archives for permission to destroy records according to the schedule. Once approved, the records are shredded.



HUMAN RESOURCES STAFF ACTIVITIES

Submitted by Jill Trevino

Report Month:
 June 2024

Prepared by submitter.


Department Activity & Accomplishment Highlights

Strat. Plan Goal(s)	Op. Plan Goal(s)	Activity	Description of Purpose & Progress/Results
Stwd / Sustn	HR2	Legal Law updates communicated to member libraries on Paid Leave for All Workers Act and the new overtime exemption regulations for salary requirement increases for overtime exemption effective July 1, 2024. All exempt employees must make a salary of \$43,888 per year (\$844 per week) and \$58,656 per year (\$1,128 per week) on Jan. 1, 2025.	Communication at Members Matters Meeting about recent legal changes. Worked with Communications on updating our website to reflect new Paid Leave for All Workers Act revisions. Sent a flow chart to members via Director's Chat to help them determine if their employees meet the Fair Labor Standard Act for classifying employees as exempt from overtime with new salary requirements.
Lead / Innov	HR1	St. Louis Dispatch Top Workplace Winner for 2024. As announced in the St. Louis Dispatch on June 23, 2024, we are listed as #69 in the small employees section.	Celebration for staff to celebrate being a Top Workplace Winner for 2024. We have been privileged to have this designation for the last three years (2022-2024). This is all thanks to our fabulous team members.
Lead / Innov	HR1	Completed motor vehicle record checks through our third-party vendor and sent letters to employees if driving violations existed per the IHLS Safety Handbook.	IHLS is committed to making IHLS a safe workplace and ensures safety compliance.
Lead / Innov	HR1	Consulting services for member libraries for IHLS Human Resources to discuss important human resources matters.	IHLS Human Resources has seen an increase in human resources consultations for the last two months. Human Resources is excited to share knowledge and help navigate our members through these important matters.

OP PLAN GOALS KEY: **HR1:** 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; **HR2:** Explore opportunities to enhance human resources knowledge among member libraries.

IHLS Website Updates 2024

Consult and Expert & Paid Leave for All Workers Act Updates



Consult An IHLS Business-Area Expert

SELECT A SERVICE

Cataloging Consultation with a CMC Staff Member

Need help? Advice? Someone to bounce id... Read more

Free - 30 minutes

Accounting Consultation with an IHLS Staff Member

Need help? Advice? Someone to bounce id... Read more

Free - 30 minutes

Human Resources Consultation with an IHLS Staff Member

Need help? Advice? Someone to bounce id... Read more


Free - 30 minutes

Marketing/Communications Consultation with an IHLS Staff...

Need help? Advice? Someone to bounce id... Read more

30 minutes

Consult an IHLS Expert on IHLS Website



Search

About Us News Events Issues Services Membership Job Board

Home / Current Issues In Librarianship / Paid Leave For All Workers Expanded Information Page

Definition.

The PLAW Act is a "paid leave for all workers" law. With few exceptions, it requires that an employee who works in Illinois be eligible to earn up to 40 hours of paid leave in a rolling 12-month period. It stipulates that this leave may be taken for "any reason."

Quick Facts

Compliance at a Glance

- Provide 40 hours of paid leave to all workers.
 - Full-time and part-time staff both 40 hours.
 - The leave can be taken for any reason—you can't ask the reason, anyway.
- Post the policy and the law for all staff to see.
- Keep records for three years.

Exemptions at a Glance

The law applies to everyone with at least one employee in the state of Illinois, with a few exceptions:

- Organizations governed by municipalities or counties with a PTO policy.
- Anyone with a minimally compliant pre-existing policy for leave (including those with unionized workers).
- Employees who meet certain criteria.


ISSUES

- Censorship & Book Challenges
- Digital Equity
- Illinois Notary Laws
- PA 103-0100 on Banning Book Banning
- Paid Leave for All Workers Act (New!)
- Telling the Library Story
- Archived Guides

Paid Leave for All Works Act Updates on IHLS Website

Congratulations

Illinois Heartland Library System is a 2024 Top Workplaces winner!

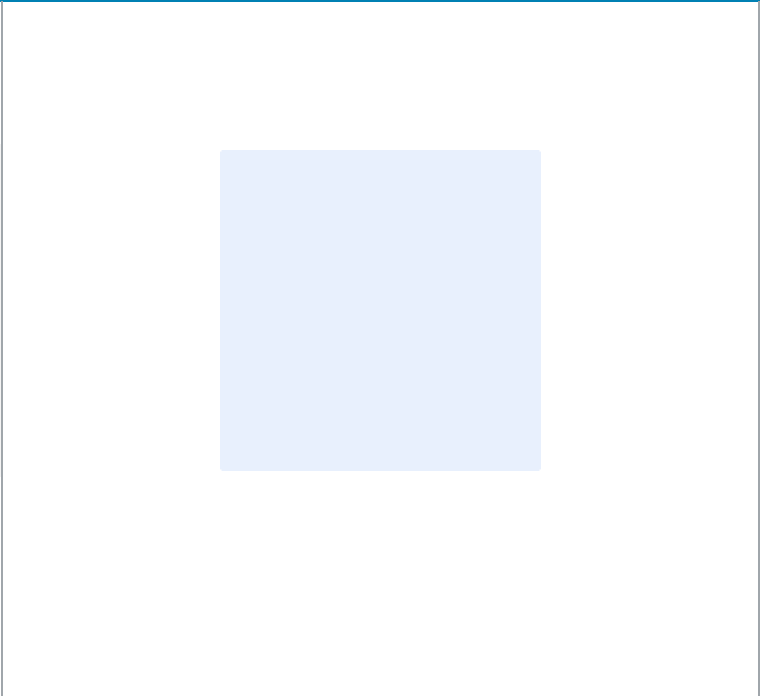


Regional Award

You've earned the coveted gold badge!

Based entirely on the employee feedback captured with the Workplace Survey, your Top Workplaces win is proof positive that Illinois Heartland Library System puts its people first.

IHLS wins Top Workplace for 2024





FINANCE STAFF ACTIVITIES

Submitted by Rhonda Johnisee

Report Month:

June 2024

Prepared by submitter.

Department Activity & Accomplishment Highlights

Strat. Plan Goal(s)	Op. Plan Goal(s)	Activity	Description of Purpose & Progress/Results
Stwd / Sustn	Acc1	Produced interim financial reports that compared actual versus budget revenue and expenditures, balance sheets, and cash flow.	The financial reports are provided for the IHLS Finance Committee and the Board for their approval each month.
Stwd / Sustn	Acc1	Created the monthly accounts receivable invoices and applied payments on these invoices.	Producing invoices and applying the payments promptly aids in providing the necessary incoming cash flow to help cover expenses.
Stwd / Sustn	Acc1	Processed bi-weekly payrolls and accounts payable invoices, which were paid by due dates.	We ensure that IHLS stays compliant by following payroll laws and issuing payroll on time. Finance staff avoid late fees and interest charges by closely monitoring and processing accounts payable invoices and credit card transactions.
Stwd / Sustn	Acc1	Ordered organizational supplies as needed.	Necessary supplies were purchased as needed and requested.
Stwd / Sustn	Acc2	Enhanced member libraries' financial management practices through consulting hours.	Consulting hours were available for member libraries. Although there were no sessions booked during the month, member library questions were answered through email.

OP PLAN GOALS KEY: **Acc1:** Equip IHLS Administration and Board of Directors with effective reporting of financial transactions to encourage good stewardship through decision-making; **Acc2:** Provide member libraries with tools to enhance their financial literacy to encourage good stewardship of public funds.

June Statistics for Accounting Transactions

Transaction Type	Items Count	Total Value
Accounts Receivable Cash Receipts	80	\$99,588.73
Accounts Receivable Invoices Generated	341	\$133,388.15
Accounts Payable Invoices Received	96	\$583,518.23
Accounts Payable Payments Disbursed	88	\$926,026.89



IT STAFF ACTIVITIES

Submitted by Troy Brown

Report Month:
June 2024

Prepared by submitter.

Department Activity & Accomplishment Highlights

Strat. Plan Goal(s)	Op. Plan Goal(s)	Activity	Description of Purpose & Progress/Results
Lead / Innov	IT	Statewide collaboration on broadband efforts	With the incredible grant offered by the ILSOS and Illinois State Library for many of our libraries, we needed to jump into action to make sure those libraries had the resources and consulting needed to apply for the grant and determine how they might use the funds.
Mem Engmt / Netwk	IT	Data analytics	A lot of data has been requested by operations for the continuation of the AMHS project. Luckily, we have this information available to us through SHARE and the database that those libraries use. It continues to show that having a single ILS provides benefits to us on many levels.
IHLS Upgrades	IT	Software development	Two projects are being developed in-house now. Updates and upgrades to the delivery iPad software and a replacement for a legacy database for cataloging statistics. These are both very large projects, and having two in-house developers working on them is great!



Illinois Heartland Library System
IMAGINING TOMORROW - DELIVERING POSSIBILITIES TODAY

SHARE BIBLIOGRAPHIC SERVICES ACTIVITIES

Submitted by Jennifer Baugh

Report Month:
June 2024

Prepared by submitter

Department Activity & Accomplishment Highlights

Strat. Plan Goal(s)	Op. Plan Goal(s)	Activity	Description of Purpose & Progress/Results
ResShare	CSSH	Provided high-quality cataloging services to SHARE member libraries through copy and original cataloging.	Cataloged 460 items and imported 311 \$3 Bibs for SHARE member libraries.
ResShare	CSSH	Increased the usability of the SHARE database to ultimately increase resource sharing.	Continued regular database cleanup by updating authority headings, and cleaning up item and bibliographic records.
Consult / CE	CTSH	Provided continuing education opportunities related to barcoding and cataloging for our member libraries.	SHARE Bibliographic Services staff provided one session of SHARE Your Cataloging Questions, which had 15 live attendees. The regularly scheduled Cataloger's Training Session was held asynchronously. 27 catalogers participated in the session on the SHARE Training site.
Consult / CE	CTSH	Provided one-on-one cataloging review and training to catalogers-in-training at 22 member libraries.	Reviewed and imported 27 files containing 96 bib records.

OP PLAN GOALS KEY: **CSSH:** Provide cataloging services for SHARE member libraries, including transitional libraries, and increase the usability of the SHARE database to ultimately increase resource sharing; **CTSH:** 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, OCLC, and Library of Congress.



CATALOGING MAINTENANCE CENTER STAFF ACTIVITIES

Submitted by Dr. Pamela Thomas

Report Month:
 June 2024

Prepared by submitter.

Department Activity & Accomplishment Highlights

Strat. Plan Goal(s)	Op. Plan Goal(s)	Activity	Description of Purpose & Progress/Results
ResShare	CMC1	<p>Cataloged 649 items (including 177 originally cataloged and 472 records enhanced) and created four authority records (one name, one series, and two titles).</p> <p>The PrairieCat database cleanup project continues, where 113 bibliographic records were created, enhanced, or merged.</p> <p>The Alma cleanup project for the Consortia of Academic and Research Libraries in Illinois (CARLI) continues, where 592 bibliographic records were 298 deduped (merged), 115 deleted, and 179 edited.</p> <p>The RSA Backlog cleanup project continues; 219 bibliographic records were enhanced or merged.</p> <p>The June world language bibliographic records were in Arabic, French, German, Hebrew, Japanese (70!), Korean, and Spanish.</p> <p>Eighty-eight records were merged in OCLC Connexion.</p>	Through cataloging new items and providing database cleanup, the CMC staff improves user access to bibliographic records.
Consult / CE	CMC3	Offered Subject Analysis in Moodle.	The course ended on June 30. Twenty students successfully completed the course.
Consult / CE	CMC2	Uploaded 53 simple and 77 compound objects to CONTENTdm, all as part of the Mobile Memory Lab site visit.	Continued progress on adding new documents and collections to the Illinois Digital Archives (IDA) website, making these collections globally available and searchable. Mobile Memory Lab site visits

OP PLAN GOALS KEY: **CMC1:** Provide cataloging and bibliographic services for libraries in the RAILS and IHLS service areas to increase access and encourage resource sharing of information resources found in Illinois libraries; **CMC2:** Support access to Illinois digital collections by providing information on the formation and content of metadata; **CMC3:** Instruct Illinois library staff in the use of resource description, including cataloging and metadata.

make family papers and realia available
worldwide.



DELIVERY & FACILITIES STAFF ACTIVITIES

Submitted by Colleen Dettenmeier

Report Month:
June 2024

Prepared by submitter.

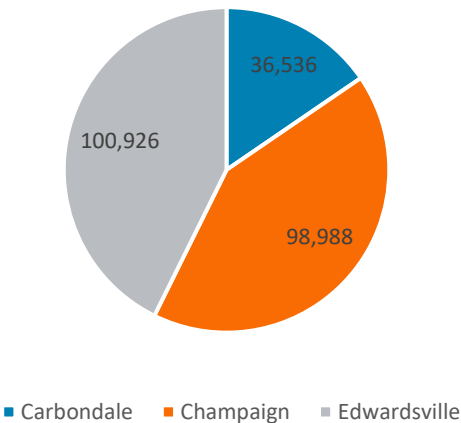
Department Activity & Accomplishment Highlights

Strat. Plan Goal(s)	Op. Plan Goal(s)	Activity	Description of Purpose & Progress/Results
Stwd / Sustn	Fac	Facilities Maintenance	<p>IHLS facilities were maintained to ensure safe environments for staff and visitors.</p> <p>IHLS staff managed the Edwardsville parking lot repair work.</p> <p>IHLS Delivery & Facilities Director met with an Ameren energy consultant to analyze energy usage at the Edwardsville hub.</p>
ResShare	DS1	Providing Delivery/Member Services	<p>IHLS staff provided contactless delivery of 236,450 items to all IHLS members. The same-day, same-route Delivery On the Go service (DOGs) was provided for over 3,784 items.</p> <p>IHLS operations staff met weekly to prepare for the Automated Materials Handling System (AMHS) project.</p> <p>IHLS Delivery & Facilities Director managed the competitive bid for the Barcode Duplicator kits purchase.</p>
Mem Engmt / Netwk	DS1	Quantify the Impact of Delivery Service	Staff analyzed the annual Delivery survey results to determine areas of improvement and areas of success.
Mem Engmt / Netwk	DS2	Networking Groups	IHLS Delivery & Facilities Director attended the IHLS Members Matter meeting.
Advocacy	DS2	Advocate Delivery Service	IHLS staff prepared member communications for the AMHS project.
Consult / CE	DS2	Risk Management & Safety	IHLS Delivery & Facilities Director worked with IHLS Continuing Education Coordinator to provide a Safety series for member libraries and IHLS staff.

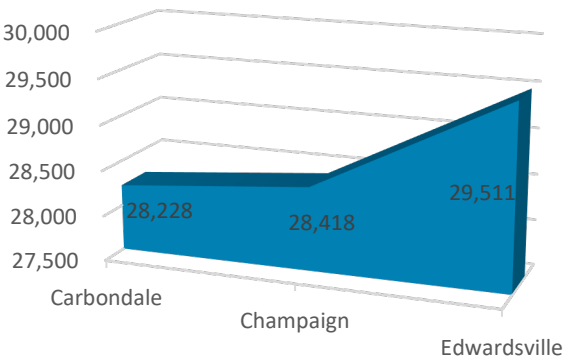
Delivery Statistics

June 2024

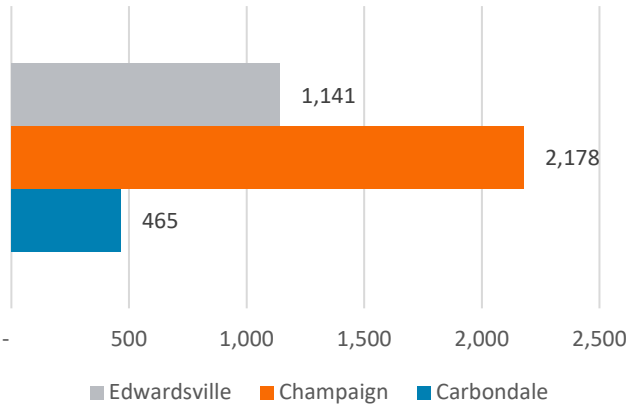
Total Items Delivered



Total Miles Driven



Total Delivery On the Go Service Items Delivered





SHARE STAFF ACTIVITIES

Submitted by Cassandra Thompson

Report Month:
June 2024

Prepared by Submitter

Department Activity & Accomplishment Highlights

Strat. Plan Goal(s)	Op. Plan Goal(s)	Activity	Description of Purpose & Progress/Results
ResShare	DevSH	Our first TryShare participant is now our newest transitional member!	The team is working to get them set up as our newest member.
ResShare	RsSH	We welcomed a new team member!	John Kirchner is our new SHARE Member Engagement Specialist. He will be working to make sure members and potential members have everything they need to utilize SHARE to the fullest potential.
ResShare	RsSH	Aspen has added ePay through NCR for our member libraries.	Libraries that participate have been set up in Aspen.
ResShare	RsSH	SHARE Executive Council met to discuss participation in FY2025.	The council also reviewed the AMHS project plan and minor revisions to the amendments policy.
ResShare	RsSH	SHARE Circulation & Resource Sharing Committee met to review two policies and procedures.	The committee also reviewed a concern brought by a member library about processing bills. No action was taken, but reminders will be sent in the next newsletter.
ResShare	RsSH	Communicated issues with text alerts through Verizon.	SHARE and IT are investigating alternative options for text services.
ResShare	RsSH	SHARE Circulation Specialist taught two training sessions.	There were three participants for a total of 8.5 continuing education hours.
ResShare	ERes	Circulated 26,998 owned items and 1,602 pay-per-use items.	The cloudLibrary collection now has 55,522 owned items and 135,342 pay-per-use items, for a total collection of 190,864 items.

OP PLAN GOALS KEY: **RsSH:** Provide an innovative resource discovery, sharing, and automation group; **DevSH:** Increase SHARE membership numbers; **ILL:** Increase familiarity and compliance with the ILLINET Interlibrary Loan Code (ILL Code); **Eres:** Increase e-resource use through increased vendor opportunities, comprehensive library staff training, and marketing support to members.



Illinois Heartland Library System
IMAGINING TOMORROW - DELIVERING POSSIBILITIES TODAY

MEMBER SERVICES & GRANTS ACTIVITIES

Submitted by Ellen Popit

June, 2024

Prepared by Submitter

Department Activity & Accomplishment Highlights

Strat. Plan Goal(s)	Op. Plan Goal(s)	Activity	Description of Purpose & Progress/Results
Consult / CE	MS2	System staff worked with the public libraries that were awarded the Technology Grant from the Illinois State Library to complete the application in a timely fashion. Staff from IHLS and RAILS worked cooperatively to offer an online Q & A to assist those libraries eligible for the grant.	More than 60 IHLS libraries successfully applied for grants of \$12,500 or \$27,000 that will improve technology available to their patrons.
Consult / CE	CE	The Third Thursday Continuing Education event was held at the Charleston Public Library and featured Kelly Jensen from Book Riot talking to participants about <u>book banning and how libraries can be prepared.</u>	In this political climate, it is our responsibility to discuss intellectual freedom issues and give library workers the tools needed to deal with any potential challenges.
Mem Engmt / Netwk	Net1	Networking opportunities presented themselves at the Members Matter event as well as the Perry/Randolph County Networking Group in June. In addition, a site visit was made to the Central Public Library District in Evansville, IL.	Meeting our members "where they are" always has positive results. Whether it's sharing a meal after a meeting or getting a tour of their library space, those are the occasions and conversations on which good working relationships are built.
Lead / Innov	MS2	There was an IHLS presence at the monthly partnership meeting in support of school libraries, at the AISLE (Association for School Library Educators) board meeting, and with the AISLE committee that is working on legislation that will require a certified school librarian in every school.	Support of our school libraries is vital and IHLS is committed to being at the table for all these important conversations.
Lead / Innov	MS2	The ILEAD Portal is up and running, with demonstrations continuing on demand throughout the state.	Trustees who are well informed and receive appropriate training have an immense impact on the Illinois library community as a whole.
Consult / CE	CE	Although the event itself isn't until February, Member Day planning is in full swing.	This annual offering for our members involves all departments. Because of the broad organizational impact, the earlier the work begins, the more time staff has to produce the best possible offerings.

OP PLAN GOALS KEY: **MS1:** Review membership of all system agencies on an annual basis; **MS2:** Support member libraries in their efforts to provide excellent library service to their stakeholders; **Net1:** Continue to develop relationships with and among members; **Net2:** Continue active partnerships in statewide and national initiatives that support enhanced library service; **Net3:** Work with library entities that improve member services; **CE:** Increase continuing education opportunities as allowed by Illinois State Library (ISL) directive; **GRT:** Consistent communication of available grants.