



# Illinois Heartland Library System



**JUNE 2025**

**DIRECTOR & STAFF ACTIVITY REPORT**



# Illinois Heartland Library System

IMAGINING TOMORROW - DELIVERING POSSIBILITIES TODAY

## Communications Department

Submitted by Leslie Bednar, Executive Director

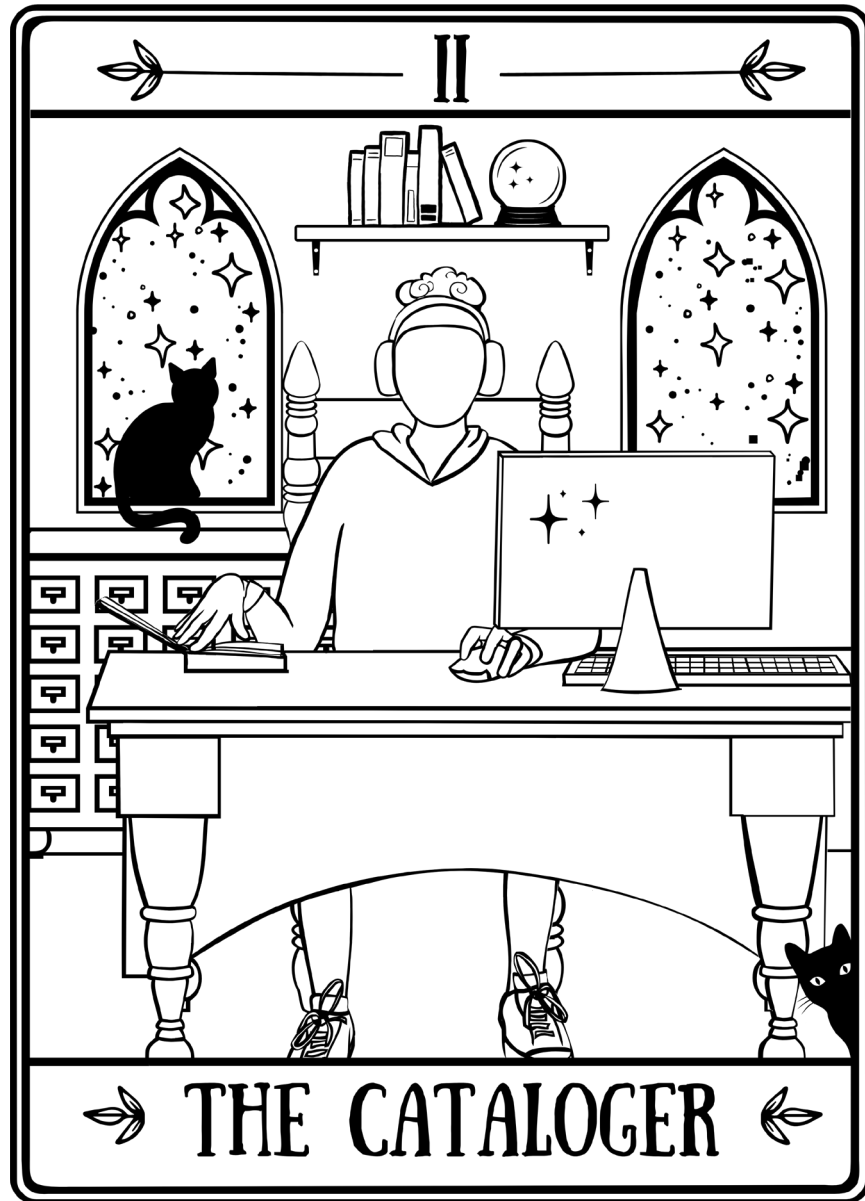
*Report Month:*  
March - June 2025

Prepared by Dr. Carol Hogan-Downey, Communications & Advocacy Administrator

## Department Activity & Accomplishment Highlights

Op. Plan Objvs(s)	Activity	Description of Purpose & Progress/Results
1.A1, 2.A6, 2.M2, 3.D3, 4.M4, 5.A13	<b>RFS Booth &amp; Presentations:</b> Collaborated with colleagues to prepare informational and branded items for the booths; created and gave two presentations (on Canva and slide design).	Many members visited our booths, picking up copies of our IMLS infographic flyers, custom stickers, member information packets, and more. We were also pleased to promote the member-led annual Library Crawl at our booth with flyers provided by the organizing libraries.
1.A1, 2.A5, 3.RS3, 4.M4, 5.A13	<b>Ongoing IMLS Advocacy:</b> Created an IMLS advocacy issue guide on the IHLS website, which provides various resources broken down by audience and several infographic flyers created by IHLS and RAILS; built a shareable IMLS advocacy social media video, which is on the issue guide; helped plan & participated in an IMLS advocacy webinar for members.	The guide helps members locate the necessary tools to advocate for IMLS funding in both their professional & personal lives. We provide one-page flyers tailored to three distinct audiences: statewide residents, residents of central and southern Illinois, and legislators from central and southern Illinois. The latter two focus on the benefits explicitly to these regions, which will be more persuasive to locals who believe that only the Chicagoland receives aid. The video also focuses on central & southern Illinois.
1.A1, 1.A3, 2.A5, 3.A8, 3.A9, 4.M4, 6.A14	<b>HR Resources Webpage:</b> Built & formatted an HR Resources webpage that gathers HR-related news, CE, policies, resources, and events from across the IHLS website, bringing them all to one place for members to access quickly and easily.	This webpage is a convenient "one-stop shop" for our busy library directors and leaders. By bringing all these pre-existing resources together, we ensure that members seeking HR tools or advice can find what they need quickly.
1.A4, 1.D1, 4.M4, 5.A13, 6.A14	<b>New IHLS Store Design:</b> Created a new design, the Cataloger, as part of our "Library Tarot" series on the IHLS store. Rendered this design as both line art and in negative space to allow shoppers more options for their purchases.	The IHLS Store is an ongoing passive fundraiser that funds the IHLS Marketing Microgrant. We try to continually update the selection in the store to help increase traffic and drive sales. People are drawn to novelty. The new design capitalizes on the current popularity of tarot, while appealing specifically to the cataloger audience, helping to increase sales even further. Since announcing the new design in the July 2 newsletter, we've sold 13 items, <b>bringing in \$63.85!</b>
1.A4, 1.D1, 2.BA2, 2.M2, 3.A9, 3.BA3, 3.M3, 4.M4, 5.A13, 5.M5, 6.A14	<b>Member Day Graphic Creation:</b> Created and refined the Member Day 2025 graphic & components with input from the Membership Department.	By designing the Member Day graphic ourselves, we are saving money at a time when funding is particularly tight. The design itself will appear in the IHLS Store, helping us raise more funds for member benefits.

## The Cataloger (Line Art) New IHLS Store Design



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IMAGINING TOMORROW - DELIVERING POSSIBILITIES TODAY

## Finance Department

Submitted by Rhonda Johnisee

*Report Month*  
April – June 2025

Prepared by submitter

## Department Activity & Accomplishment Highlights

Op. Plan Objvs(s)	Activity	Description of Purpose & Progress/Results
6.A14/ 6.RS6	Developed the FY2026 budgets for General, CMC, iLEAD LTT, OCLC, Capital Projects, and SHARE funds.	Presented the proposed budgets to the IHLS Finance and Executive Committees, the IHLS Board of Directors, and the SHARE Finance and Policy Committee for review, resulting in final approval by the IHLS Board of Directors.
6.A14	Completed the FY2026 special revenue grants and system area & per capita grant applications.	Finalized the CMC, iLEAD LTT, and OCLC grant applications with all departmental SAPG required components completed.
6.A14	Completed FY2025 third-quarter grant reports.	The finance team completed the third-quarter OCLC grant report and finalized the financial sections of the CMC and iLEAD Library Trustee Training grant reports, successfully meeting the requirements for these grants with the Illinois State Library.
6.A14/ 6.RS6	Renewed the FY2026 liability type insurance policies.	Renewed FY2026 liability insurance policies in coordination with the insurance broker to secure competitive rates. Presented workers' compensation and vehicle insurance proposals to the IHLS Board of Directors for approval.
4.A12	Increased pay grades.	Increased pay grades by the recommended 2% per HR Source to maintain market alignment and support recruitment with current wage levels.
6.A14/ 6.RS6	Accurately recorded accounting transactions and provided reports to the IHLS board and SHARE committee members.	The finance team ensured the accurate recording of financial transactions, enabling the preparation of monthly financial reports for the IHLS board, SHARE committees, and the Illinois State Library. These reports promote transparency and support informed decision-making.

4<sup>th</sup> Quarter Statistics for Accounting Transactions

Transaction Type	Items Count	Total Value
Accounts Receivable Cash Receipts	544	\$639,892.06
Accounts Receivable Invoices Generated	804	\$545,203.44
Accounts Payable Invoices Received	294	\$1,035,815.77
Accounts Payable Payments Disbursed	247	\$2,063,614.94



## Human Resources

Submitted by Jill Trevino

*Report Month:*  
April – June 2025

Prepared by submitter

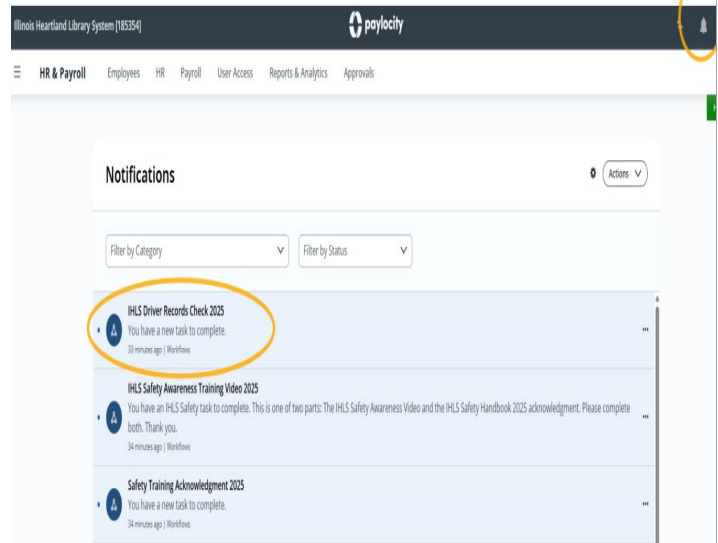
## Department Activity & Accomplishment Highlights

Op. Plan Objvs(s)	Activity	Description of Purpose & Progress/Results
1.A3	Attended ILA Reaching Forward South in Effingham to meet members where they are and create relationships to assist them in their HR needs.	Our approach prioritizes meeting clients at their current organizational stage, fostering robust relationships to strategically address and fulfill their evolving HR requirements.
1.A3	HR Consulting for Member Libraries.	Provided frequent consultation to several libraries within the quarter. This included addressing immediate needs through email and phone calls. These efforts assist our members in navigating HR matters effectively and enhancing staff support.
2.A7	Streamline HR processes within Paylocity for a time and cost savings measure.	For the next fiscal year, we evaluated and negotiated pricing and process efficiency by integrating our Performance Appraisal system within Paylocity, saving processing time and money.
4.A12	Critical training initiatives, such as the annual Safety Team Training and Reasonable Suspicion Training, were deployed to enhance employee capabilities and workplace safety.	The safety training program was launched to equip employees with the knowledge and skills necessary to maintain a safe work environment, encompassing the identification of employees potentially under the influence and the established protocols for intervention.
2.A7	Planned and coordinated Staff Day 2025 with the Staff Day Committee planning team.	This dedicated day serves as an invaluable opportunity for our staff to engage in targeted professional development, foster collaborative relationships, and collectively celebrate their integral role as IHLS employees.

# IHLS Staff Day, MVR annual Driver Records checks, Reasonable Suspicion Training



“Staff Day 2025”



IHLS Annual Driver Check Workflows



## Reasonable Suspicion & A Safe Workplace

Maintaining a safe and productive workplace is everyone's responsibility....

Pamela Perkins-Grimes June 3

Reasonable Suspicion Training 2025



# Illinois Heartland Library System

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## Information Technology

Submitted by Troy Brown

*Report Month*  
March-June 2025

Prepared by submitter

## Department Activity & Accomplishment Highlights

Op. Plan Objvs(s)	Activity	Description of Purpose & Progress/Results
5.RS5	Delivery iPad application and web administration	The very successful Delivery iPad application has been collecting data since 2018 and desperately needed a major rebuild of the software that runs the backend of the software. This work is nearly complete and will be rolled out in the first quarter FY26.
5.RS5	Cataloging Stats software developed for inhouse use	The development team at IHLS has created a new web-based program to help our catalogers keep track of their statistics. These statistics are used for various purposes, including billing libraries that utilize the express cataloging option. This programing is nearing completion after user testing and will be live in the first quarter of FY26
2.RS2	Members Matter meetings	IT staff continue to help with our monthly Member's Matter events.
1.A1	Inform and actively promote statewide broadband opportunities and grants to libraries.	As grant opportunities come up the IT staff at IHLS readily consult with our members on technology that will fit their needs.



## CATALOGING MAINTENANCE CENTER

Submitted by Dr. Pamela Thomas

*Report Month:*  
April – June 2025

Prepared by submitter

## Department Activity & Accomplishment Highlights

Op. Plan Objvs(s)	Activity	Description of Purpose & Progress/Results
	<p>Cataloged 1,601 items (including 905 originally cataloged and 696 records enhanced), and created 28 authority records (20 names, 3 series, 3 titles, and 2 subjects).</p> <p>The PrairieCat database cleanup project continues, where 233 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 2,379 bibliographic records were deduped/merged (1,950), deleted (34), or edited (395).</p> <p>The RSA Backlog cleanup project concluded: 149 bibliographic records were enhanced, merged, or originally cataloged.</p> <p>The Indian Prairie Community Unit School #204 cleanup project began in May, where 206 brief records were enhanced in Destiny.</p> <p>Bibliographic records in world languages were in Arabic, Chinese, French, German, Italian, Japanese, Korean, Latin, Polish, Russian, Spanish, Swedish, Turkish, and Ukrainian.</p> <p>295 records were merged in OCLC Connexion.</p> <p>52 authority records were reviewed (35 names and 17 titles).</p>	<p>Through cataloging new items and providing database cleanup, CMC staff improve user access to bibliographic records.</p>
3.BA3	<p>The April Online with the CMC: <b>Archiving Government Studies: Cataloging Government Documents</b> had 27 attendees (10 IHLS, 6 SHARE, 9 RAILS, 1 ISL, 1 CPL).</p> <p>The May Online with the CMC: <b>The Power of a Name: Examining the Importance of Authority Records</b> had 42 attendees (18 IHLS, 11 SHARE, 13 RAILS).</p>	<p>Online with the CMC webinars focus on a cataloging-related topic and educating attendees. The cataloging training courses provide library staff with the opportunity to acquire new skills or enhance existing skills and knowledge. Conference presentations allow us to train people in person or virtually on specific topics.</p>

**Note:** Strategic plan goals have been abbreviated in places.

Type your department or area name here in all caps. **REPORT & STAFF ACTIVITIES**

	<p>Offered Focus on Cataloging CDs with 7 completers and Cataloging 3D Objects, Kits, and Realia as an independent study for 1 student. Presented in-person at the Reaching Forward South Conference, Meet the Mobile Memory Lab, with 24 attendees.</p> <p>Presented in-person at RSA Day, Cataloging Best Practices, with 16 attendees.</p> <p>Presented virtually to CARLI members, What Can the CMC Do For You?, with 28 attendees.</p>	
4.BA4	<p>Uploaded 81 simple and 90 compound objects to CONTENTdm, transcribed 28 documents, two manuscripts, and two oral histories, and edited 78 photographs and 193 files. Assigned Library of Congress Subject Headings (LCSH) to 251 files for the Abraham Lincoln Presidential Library and Museum. Held Digitization Day at New Lenox Public Library on May 3: 2 donors, 22 items, 81 files.</p>	<p>Continued progress on adding new documents and collections to the Illinois Digital Archives (IDA) website, making these collections globally available and searchable. A Mobile Memory Lab site visit was held at New Lenox Public Library, digitally preserving personal documents, photographs, and objects.</p>



## DELIVERY & FACILITIES STAFF ACTIVITIES

Submitted by Colleen Dettenmeier

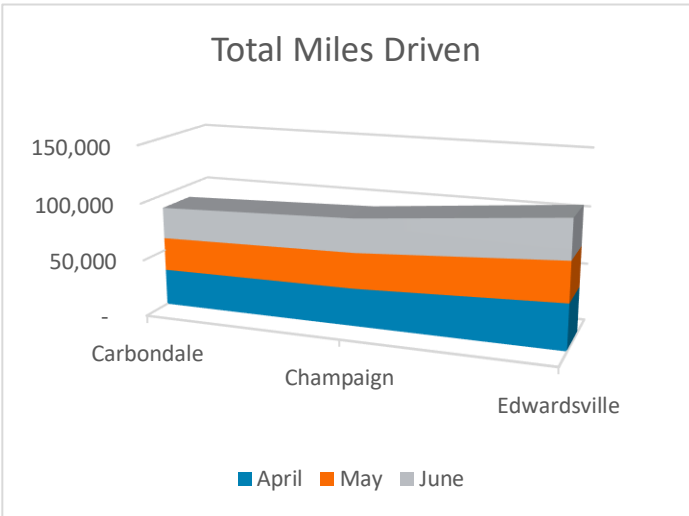
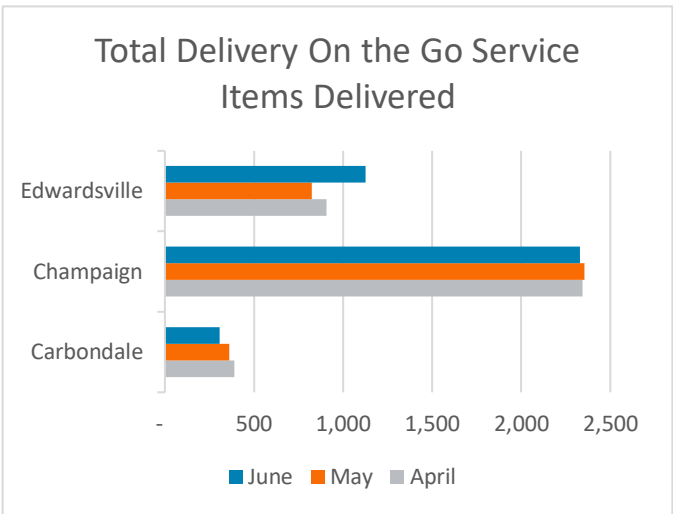
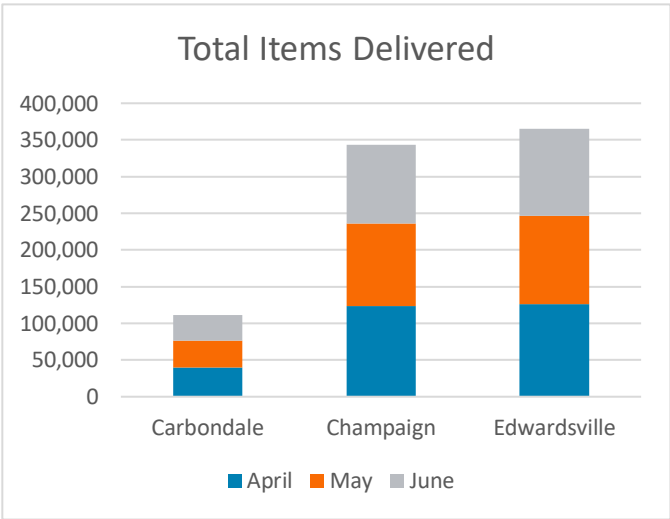
*Report Month:*  
April – June 2025

Prepared by submitter.

### Department Activity & Accomplishment Highlights

Op. Plan Objvs(s)	Activity	Description of Purpose & Progress/Results
1.D1	Continue to provide access to 5-day-a-week delivery	IHLS staff provided contactless delivery of 819,251 items to all IHLS members. The same-day, same-route Delivery On the Go service (DOGs) was provided for 10,948 items.
1.D1	Continue to review, revise, and update standard operating procedures for Operations	IHLS staff developed and updated several standard operating procedures.
2.D2	Review/revise delivery pages on the IHLS website	IHLS staff submitted details for the Delivery webpages and Automated Materials Handling System (AMHS) updates.
1.D1	Continue the IHLS annual delivery stakeholder survey and evaluate the results	IHLS staff analyzed the annual Delivery survey results, created action plans, and presented results to the Delivery & Facilities committee and a presentation to the IHLS board.
3.D1	Continue to provide delivery staff with training on risk management and safety	IHLS staff completed the annual Safety handbook updates and developed the staff training. Once the annual training was completed, staff MVR records were run, and staff were assigned the point values for any staff with letters.
4.D4	Evaluate and implement recommendations for an Automatic Material Handling System (AMHS)	<p>IHLS staff continued their work on barcode duplication initiatives, including in-house training on barcode duplication processes and facilitating the loan of barcode duplication equipment.</p> <p>IHLS staff continued collaboration with Lyngsoe staff for the Edwardsville installation of equipment and preparations for the Champaign installation in July. The Carbondale installation will occur in August.</p>
5.D5	Continue to optimize driver resources	IHLS staff continued development on the detailed driver's manual.

# Delivery Statistics April – June 2025





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## SHARE

Submitted by Cassandra Thompson

*Report Month:*  
April - June 2025

Prepared by Submitter

## Department Activity & Accomplishment Highlights

Op. Plan Objvs(s)	Activity	Description of Purpose & Progress/Results
6.RS6	SHARE Circulation & Resource Sharing Committee has been reviewing circulation policies and procedures.	The patron registration policy, once approved by members, will include guidance for intergovernmental agreements. The damaged item procedure will be updated as part of the new AMHS workflows.
2.RS2	Team members were highly visible at Reaching Forward South and networking events.	There was a special emphasis promoting Kit & Kaboodle, McNaughton Book Leasing for SHARE group purchase, and other SHARE updates.
6.RS6	SHARE Finance & Policy Committee met to review policies and procedures.	Included were a new delinquent account procedure and a change to the membership termination policy.
3.RS3	SHARE team members presented at ICOLC and Reaching Forward South.	It was a great way to promote the expertise of SHARE team members.
3.RS3	The SHARE Circulation Specialist taught seven training sessions.	There was a total of 19 participants, for a total of 41 continuing education hours to support our member libraries.
1.RS1	This quarter, patrons borrowed 80,118 owned items and 5,869 pay-per-use items from CloudLibrary.	The CloudLibrary collection now has 57,078 owned items and 201,016 pay-per-use items, for a total collection of 258,094 items available for patron use.

## Reaching Forward South



John Kirchner presents about PDF and Accessibility at Reaching Forward South



Linda Johnson presents a Book Repair workshop at Reaching Forward South



Members visiting the SHARE booth at Reaching Forward South



**DEPARTMENT NAME HERE.**

Submitted by Jennifer Baugh

*Report Month:*  
April - June 2025

Prepared by submitter

**Department Activity & Accomplishment Highlights**

Op. Plan Objvs(s)	Activity	Description of Purpose & Progress/Results
1.BA1	Provided high-quality cataloging services to SHARE member libraries through copy and original cataloging.	Cataloged 1,122 items and imported 1,438 bibliographic records through the Express Cataloging for SHARE member libraries.
1.BA1	Increased the usability of the SHARE database to ultimately increase resource sharing.	Continued regular database cleanup by updating authority headings, cleaning up item and bibliographic records, and merging duplicate records.
2.BA2	Provided continuing education opportunities related to barcoding and cataloging for our member libraries.	SHARE Bibliographic Services staff provided three sessions of SHARE Your Cataloging Questions, which had 47 live attendees. Three Cataloger's Training Sessions were held with 129 participants.
2.BA2	Provided continuing education opportunities related to barcoding and cataloging for our member libraries.	SHARE NACO Funnel participants contributed 39 headings to the LC Authority File after review by the in-house NACO Funnel Coordinators.
3.BA3	Provided continuing education opportunities related to barcoding and cataloging for our member libraries.	Barcoding Refresher Training has entered its second year. Thus far this fiscal year, 242 individuals have completed the training. Certification reminder emails are sent monthly as barcoders enter their certification window.
2.BA2	Provided one-on-one cataloging review and training to catalogers-in-training at SHARE member libraries.	Reviewed 589 records for catalogers-in-training at 15 member libraries. 295 of these bibliographic records were imported into the SHARE catalog.

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# Illinois Heartland Library System

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## MEMBERSHIP

Submitted by Ellen Popit

*Report Month:*  
March-June 2025

Prepared by Submitter

## Department Activity & Accomplishment Highlights

Op. Plan Objvs(s)	Activity	Description of Purpose & Progress/Results
1.M1	Additional episodes of the Can't Shelve This podcast were produced through the cooperative work of RAILS and IHLS.	This statewide outreach to the school library community is consistently gaining followers.
2.M2	Membership Staff participated in the following networking groups: April 9: Small Pubs/Hope Welty Library (Cerro Gordo) April 11: Micro Libraries/Windsor Storm Library April 16: Northern Libraries/Hoopeston Library April 29: Medium Pubs/Vespasian Warner Public Library (Clinton) April 29: South Central Libraries/Centralia Regional Public Library June 9: Perry Randolph County Libraries/Coulterville	Networking meetings allow system staff to reach out to specific groups of libraries or geographic sections of the system. They also allow system staff to share information, hear the concerns of our members, and field questions.
2.M2	10 Online Directors Chats were held during this timeframe.	The weekly opportunity for public library directors to chat online consistently reaches a healthy group of participants who either engage in the chat or watch as the chat happens. It is a consistent time slot that can inform people or remind them of upcoming events.
2.M2	System Staff attended the ribbon-cutting ceremony of the Jerseyville Public Library on April 25.	System presence at events such as these is a mark of respect for the boards and library workers that have made these huge projects a reality.
3.M3	Members Matter/Third Thursday events were held in April and May The April event was held at the Metropolis Public Library on the topic of "Doing Less with Less." The May event was held at the Sallie Logan Public Library on the topic of Library Signage.	Bringing networking events into the field is always beneficial to system staff and gives us a real feel for the geographic scope of the system.
3.M3	In this quarter, the iLEAD portal reached 400 users, over 14,000 views of the portal, and 14 demos and workshops.	The growth of this portal, and the increased consistency with which we refer to it as a solid source of information, is most encouraging.
4.M4	More than 18 site visits were done during this quarter, including three special libraries and introductory visits to several new library directors.	Nothing matches the impact of a one-on-one site visit with a library director. This is the "truest" picture we are able to get of the experience of library workers.
4.M4	Membership Staff fully participated in the Reaching Forward South Conference, held in Effingham on April 7.	Because this conference is usually held within the boundaries of IHLS, it is an unmatched networking opportunity for the entire IHLS community.

Type your department or area name here in all caps. **REPORT & STAFF ACTIVITIES**

5.M5	<p>The membership staff worked collegially with diverse stakeholders in support of libraries and library workers. These activities included:</p> <ul style="list-style-type: none"><li>• The ILA Reporter</li><li>• Directors University</li><li>• The 3<sup>rd</sup> Annual School Library Symposium</li><li>• The Intellectual Freedom Committee</li><li>• The AISLE (Association of Illinois School Library Educators) Board of Directors</li><li>• The COSLA (Consortium of State Library Agencies) Continuing Education Committee</li></ul>	<p>All of these activities ensure that IHLS has a seat at the table and allow us to promote opportunities to our members.</p>
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