

# DIRECTOR & STAFF ACTIVITIES REPORT

JUNE 2022



**Illinois Heartland Library System**

IMAGINING TOMORROW - DELIVERING POSSIBILITIES TODAY



# Administrative Report

## ADMINISTRATIVE REPORT & STAFF ACTIVITIES

*Submitted by Leslie Bednar, Executive Director*

### COMMUNICATION GOALS:

*Submitted by Danielle Beasley, Communications Coordinator*

*Carol Hogan-Downey, Communications Coordinator*

*Shandi Greve Penrod, Marketing Coordinator*

**Communicate effectively and efficiently with IHLS stakeholders.**

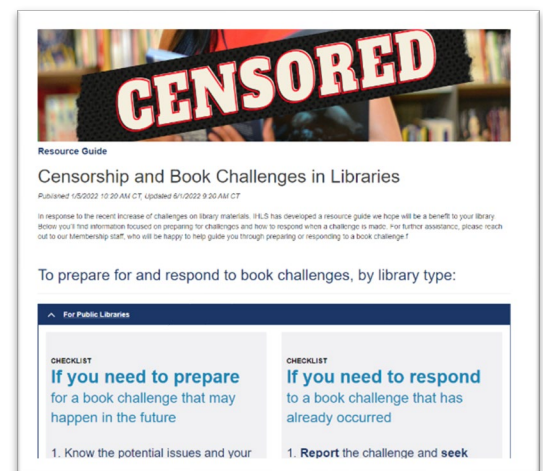
**Advocate for the organization and our members.**

### Highlights

- Worked with our membership staff, particularly our school liaison, to revise the Library Censorship and Book Challenges resource page. The content is now separated by library type and formatted so it's easier for libraries to find exactly what they need at a given moment in time (see image).
- Collaborated with the Administration and Finance departments to develop clear explanatory responses to member questions on the FY2023 Budget and Operational Plan.
- Began working with IHLS's in-house developer to make changes to the new website, recently turned over from Ameex.
- Reviewed and revised content for the IHLS website, IHLS print brochure, and an educational piece for SHARE.

### Communication and Promotion:

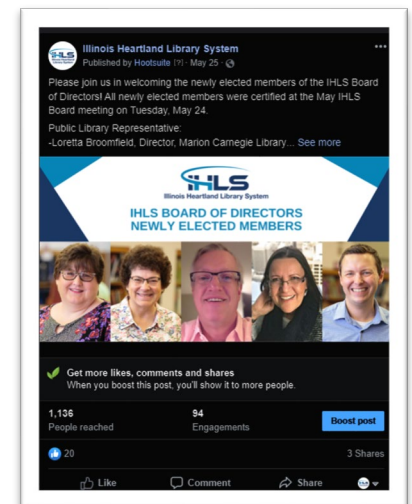
- *State and system news:*
  - IHLS: IHLS FY2023 Board election results, Non-Resident Card Program and Fee Status reporting for FY2023, changes to how we send IHLS and SHARE invoices, Delivery On the Go service FAQs, Illinois Libraries Present membership period now open, Eastern Illinois University (EIU) Booth Library news share, Explore More Illinois attractions contest, My Library Is blog articles, other webinars and events
  - SHARE: Adding e-resources to your SHARE membership, McNaughton Book Leasing, catalogers training sessions, end of school year need-to-knows for school libraries, SWANK movie licensing, miscellaneous tips and how-tos



## Most Successful Social Media Content

### Facebook

- CMC: Online with the CMC webinars, cataloging training asynchronous courses
- **Advocacy:**
  - WSIU Kids 24/7 channel sponsorship message about public libraries, revision and republishing of the Library Censorship and Book Challenges resource page, CMC articles (CMC summer intern, CMC on the Road)
- **Continuing education and networking:**
  - Weekly IHLS Library Directors' Chats (multiple), IHLS Third Thursdays CE, Library Human Resources Webinar Series (May and June webinars), Library Censorship and Book Challenges resource page, various third-party webinars and conferences, SHARE Catalogers Training Session
- **Grants:**
  - None



### Twitter

#### Continuing education events attended by department staff:

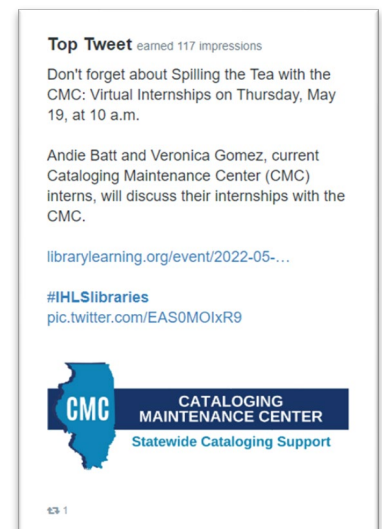
- Nonprofit Marketers Network webinar

#### Membership and partnership events attended by department staff:

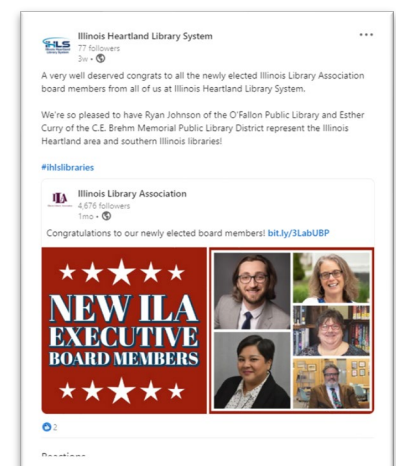
- Illinois Libraries Present Marketing Committee
- Association of Illinois Library School Educators Partnership
- IHLS–RAILS statewide services meeting

#### Social media insights:

- Facebook: 14 posts in May 2022
  - **Awareness:**
    - Post reach: 4,732 total, 338 avg.
    - Impressions: 5,068 total
  - **Engagement:** 221
  - **Likes:** 1,260 (+12 since 5/31/2022)
- Twitter: 9 tweets
  - **Awareness:** 1,011 total tweet impressions, 569 profile visits
- LinkedIn: 6 posts
  - **Awareness:** 190 impressions, 75 unique impressions
  - **Engagement:** 9 engagements
  - **Change:** +8 followers



### LinkedIn



**BOARD SUPPORT GOALS:**

*Submitted by Stacie Bushong, Executive Assistant*

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

- Begin onboarding process for new board members
  - Assembled and sent new board member binders and welcome gifts
  - Alerted appropriate staff to add new members to the website
- Finalize and submitted System Area & Per Capita Grant application that was accepted by the Illinois State Library
- Begin preparing documents for the FY2022 Annual Report

**FACILITIES GOALS:**

*Submitted by the IHLS Safety Committee*

Provide a safe working environment

- Safety information was shared with staff
  - [National Wildfires Awareness Month](#)
  - [National Building Safety Month](#)
  - [National Hurricane Preparedness Month](#)
  - [Don't Fry Day](#)





# Human Resources Report

## HUMAN RESOURCES REPORT & STAFF ACTIVITIES

*Submitted by Jill Trevino, Human Resources Director*

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

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

- Human Resources continues to recruit highly qualified candidates by posting job listings on our company website, Facebook, Indeed, ILA Jobline, Handshake, AMIGOS, RAILS Jobline, CARLI Jobline, and member newsletters. May job openings included: 1 Sorter, 1 Courier Driver, and Communications Coordinator.

New hire orientations were conducted for the Courier Driver position in Edwardsville, Sorter in Champaign, ILDS Coordinator in Champaign, Cataloger 3, and Cataloger 1 in Edwardsville, via Teams for Champaign and in person for the Edwardsville staff this month.

Live workshop or online training	Format	# of staff
Grant Writing USA Live CT/ET Zoom Class	Zoom	1
The Vital Role HR Plays to Improve Mental Health and Well-being	SHRM	1
Building Back Optimism In The Workforce	HRMorning	1
Helping your Employees Have Gratitude Top of Mind	HRCI	1
Conflict Management in the Workplace (Employees)	Gallagher	30
Conflict Management in the Workplace (Managers/Supervisors)	Gallagher	7
Diversity (Managers/Supervisors)	Gallagher	7
Ethics in Action: Employees	Gallagher	5
General Auto Risk Program for Drivers (GB)	Gallagher	5
Preventing Back Injuries (GB)	Gallagher	5
Sensitivity Basics: Creating Positive Working Relationships	Gallagher	6
Sexual Harassment and Discrimination - Employees (Illinois)	Gallagher	5
Effective Delegation	HR Source	10

Live workshop or online training <b>Information Technology Department</b>	Format	# of staff
Introduction to the Certified Kubernetes Security Specialist (CKS) Exam	Pluralsight	1
GitHub Fundamentals	Pluralsight	1
Continuous Monitoring: The Big Picture	Pluralsight	1
Packaging Applications with Helm for Kubernetes	Pluralsight	1
Introduction to the AZ-400: Designing and Implementing Microsoft DevOps Solutions Exam	Pluralsight	1

### **COVID-19 Compliance, Policy, and Administration**

- Human Resources continues to be the lead contact in addressing all COVID-19 exposure questions and concerns by following the protocol set forth by our Leadership Team. Human Resources is also making sure appropriate forms and approvals are obtained from employees when leave is needed for COVID-19 reasons.



### **Increasing Staff Communication Through the Use of the IHLS Intranet**

- May 17, we welcomed new Team Members via the Human Resources Intranet post so new employees can feel welcomed, and we notify staff about colleagues that are no longer a part of the IHLS Team.
- May 24, we sent out an update on our COVID-19 resources. These updates included a link to the CDC quarantine calculator so employees can see how long they must quarantine when they test positive or have an exposure to someone who tested positive for COVID-19. Additionally, we included the link to notify our employees that every home in the U.S. is eligible to order a third round of free at-home COVID-19 tests. This round would mail eight free COVID-19 tests directly to the employee's home.
- May 24, we announced the changeover of our Employee Assistance Program (EAP) from H&H Health Associates to Uprise Health. This is a confidential service available to

employees and family members. Services include, but are not limited to, counseling, financial, legal, and mental health resources.

### Enhancing our Internal Forms to Ensure Policies and Procedures are Documented

- Updated our new hire forms for Emergency Contacts and Direct Deposit to be more user-friendly allowing employees to type in the requested data in the text boxes.



### Developing a Performance Appraisal System for FY2023

- A performance appraisal committee was formed to begin development of a new performance management system that will focus on our IHLS mission, operational goals, department goals, and employee personal development.

### HR Source - Human Resources Training for Member Libraries

- Human Resources worked in partnership with the Membership Department to schedule our annual Human Resources training classes for member libraries. Webinars will be \$10 for each participant or \$25 to attend all three webinars. IHLS supervisors will also be in attendance. Registration is completed through L2. In addition, a recording of each session will be hosted via HR Source's cloud sharing service for one week following the date of facilitation for members who could not attend in person or who would like to revisit the online seminar.

#### 1. **Crisp, Clear and Concise: A Formula for Effective Communication – April 13, 2022, 11 a.m.-12:30 p.m. (29 attendees)**

- Assessing your communication skills and applying a basic communication model to improve everyday communication.
- Addressing the importance of adopting an assertive communication style rather than our often "go-to" styles of passive, aggressive, or passive-aggressive.

- Cultivating listening competencies to enhance the communication process.
- Reviewing business communication etiquette.
- The importance of body language and tone in conveying a consistent, respectful message.

**2. Effective Delegation – May 11, 2022, 10 a.m. - 11:30 a.m. (23 attendees) (16 views after live session)**

- How to review tasks and decide which ones can be delegated.
- Recognizing skills and talents of the individuals supervised.
- Selecting the right people for assignments.
- Understanding the steps of delegating a task to get full cooperation and buy-in from employees.



**3. Legal Issues for Supervisors – June 22, 2022, 10:00 a.m. - 11:30 a.m.**

- The concept of at-will employment and what the term really means.
- Americans with Disabilities Act (ADA).
- Family and Medical Leave Act (FMLA).
- Harassment and discrimination.
- The importance of documenting employees' actions and documentation.





# Accounting Report

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## **ACCOUNTING REPORT & STAFF ACTIVITIES**

*Submitted by Rhonda Johnisee, Finance Director*

We wrapped up this year's budget season after making final adjustments to the FY2023 draft budgets and presenting them to the IHLS Board of Directors. We also completed components to the FY2023 System Area and Per Capita Grant for submission to the Illinois State Library. We are looking forward to tackling next year's planned activities that are listed in the Operational Plan.

Finance staff assisted the Operations department with the implementation of a new Global Positioning System (GPS) tracking provider. This resulted in a \$1,253 savings per year.

### **ACCOUNTING GOALS:**

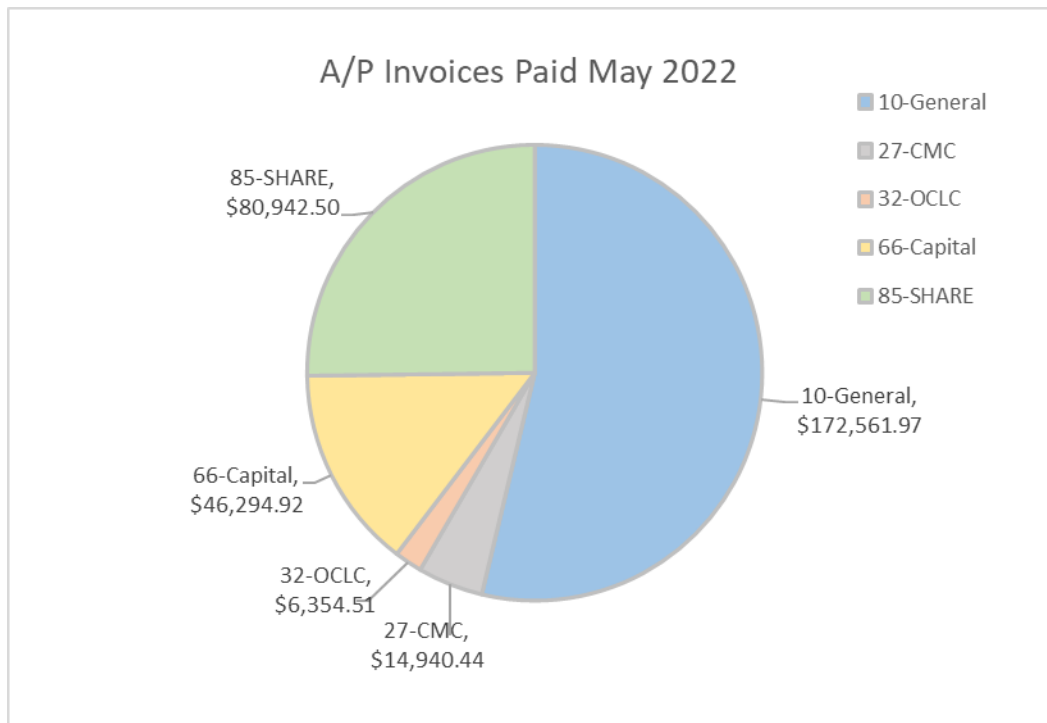
Equip IHLS Administration and Board of Directors with effective reporting of financial transactions to encourage good stewardship through decision-making. Provide member libraries with tools to enhance their financial literacy to encourage good stewardship of public funds.

- Attended an OpenGov webinar.
- Attended a RAILS LLSAP meeting.
- Attended a Staff Engagement Team meeting.
- Attended the LIMRICC Spring Member meeting.
- Attended a Performance Appraisal Team meeting.
- Attended Marketing Advisory Committee meeting.
- Attended a meeting with a representative from Color Art.
- Attended Illinois Municipal Retirement Fund (IMRF) rate meeting.
- Attended an MIP financial software user group budget webinar.
- Attended an MIP financial software user group accounts payable webinar.
- Attended a meeting with representatives from Consortium of Academic and Research Libraries (CARLI) regarding the Champaign office lease.
- Attended a meeting with a representative from Verizon regarding their GPS tracking services.
- Attended meetings with Greg Pronevitz regarding the Request for Information for an AMHS.
- Attended High Five and staff meetings.
- Attended weekly Finance Department meetings.
- Attended Leadership and Supervisors Team meetings.
- Attended IHLS & SHARE Finance Committees and IHLS Board of Directors meetings.
- Completed FY2023 liability insurance applications.
- Prepared FY2022 end of year estimates.



# Accounting Report

- Prepared the final version of the FY2023 draft budgets and narrative.
- Prepared responses to the FY2023 Budget and Operational Plan public comments on OpenGov Townhall site.
- Prepared and processed two payrolls in May.
- Prepared April 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 132 accounts receivable invoices (OCLC: 12 monthly and 101 transactional; SHARE: 2 monthly, 2 transitional, 9 cloudLibrary e-book purchases, 2 Cloud subscription, and 2 modules; General: 2 ILDS project).
- Received and posted 133 accounts receivable cash receipts checks totaling \$981,080.18 (OCLC: 79, SHARE: 47, and General: 7).
- Received and entered 99 accounts payable invoices.
- Disbursed 85 accounts payable checks totaling \$321,094.34.





# Information Technology Report

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## INFORMATION TECHNOLOGY REPORT & STAFF ACTIVITIES

*Submitted by Troy Brown, IT Director*

We've been warned for several years now that Microsoft is going to stop supporting Internet Explorer (IE). The time has come for Microsoft to completely remove IE from computers. We've warned libraries for the last year that this day will come. Many of the libraries have followed our instructions and moved to the new way of connecting to Polaris. However, there are still libraries that have put off the change because the old way continued to work. There's absolutely nothing wrong with connecting the old way (using IE), but as soon as they update with Windows machines after June 15, 2022, there is a good chance Internet Explorer will be removed and they'll be forced to change when they aren't prepared. IT staff are trying to track down and notify as many libraries as possible, not only to help them transition over but also to not overload our own IT and SHARE staff the day these changes occur. Internet Explorer worked well for launching Polaris for many years, but the day has come for that to go away. One upside is that the new way, while more time-consuming to set up initially, shortens the time to connect every day. We look forward to the change. Eventually, libraries will not connect to Polaris using the classic staff client and will do all their work through LEAP, the web application for Polaris. LEAP greatly simplifies connecting to Polaris, and with the latest releases, really bridges the gap with all its new features.

Big shoutout to everyone on the IT Team to make this method of connecting a possibility, but John Knirr is taking the majority of the calls from libraries and spending the time on the phone walking them through the settings!

We are in the process of eliminating all our traditional phone lines that are left. Although we switched to Voice over IP (VoIP) many years ago, we still had a couple of lines through AT&T for fax and the emergency phone line for the elevator in Edwardsville. The cost of these lines has continued to go up over the years. There is now technology available to support fax lines and emergency lines through cellular. This will reduce our total monthly cost by about \$80/mo (at least). The cellular service is battery backed up so, in case of an emergency, the elevator line will still work.

### **IT GOALS:**

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

- Brant and Shandi are working hard to get everything finalized on the website.



# Bibliographic Access

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## **BIBLIOGRAPHIC REPORT & STAFF ACTIVITIES**

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

May was a bittersweet month for Bibliographic Services staff. SHARE Cataloging welcomed two new catalogers, Josh Zink, our Cataloger 3, and Anna Wiegand, our newest Cataloger 1. Both Josh and Anna have made wonderful additions to our team, and we are thrilled to have them with us.

Bibliographic Services also had to say goodbye to two long-term, much loved and respected members of our team, Steve Johnson and Edie Elliott. Steve retired mid-month, while Edie's last day in office was at the end of May. We thank them for their years of unwavering service and wish them all the best in this new chapter of their lives!

CMC staff presented another great session of Online with the CMC. This month's presentation was given by the CMC spring interns, Andie Batt and Veronica Gomez. Their presentation was entitled "Spilling the Tea with the CMC: Virtual Internships." SHARE staff presented their monthly Cataloger's Training session, which focused on contents notes in the 505 field. In addition to presentations, both SHARE and CMC staff have been busy with our normal cataloging duties and ensuring that we continue to be a resource to libraries throughout the state of Illinois.

### **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 822 items for SHARE member libraries.
- Imported 350 \$3 bibs for SHARE member libraries.
- Cataloged 68 items for new member libraries joining SHARE.
- Merged 50 bibliographic records, cleaned/corrected 3151 bibliographic records, and cleaned/corrected 149 item records.
- Provided in-person cataloging training to Morrison-Talbot Library.
- Provided on-site barcoding training to Venice Public Library.

### **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.

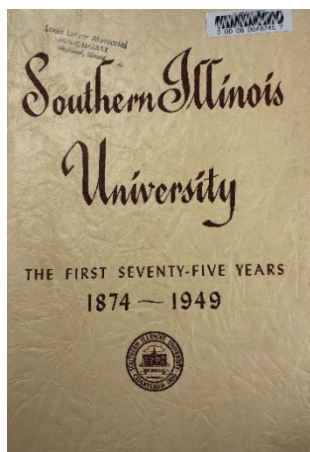
- Handled over 267 emails and contacts.
- Conducted monthly Cataloger's Training Session on the topic of the 505 Field – Contents Note.
- Reviewed 34 files containing 113 bib records and imported 25 files with a total of 76 bib records for beginning catalogers at 10 libraries.
- Facilitated the SHARE Bibliographic and Cataloging Standards Committee Meeting.

## CATALOGING MAINTENANCE CENTER (CMC) GOALS:

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

- Reviewed 17 books, four serials, and two visual materials bibliographic records for a total of 23 records.
- Cataloged 56 items (including 44 originally cataloged and 12 records enhanced) and created eight name authority records.
- The PrairieCat database cleanup project continues, where 567 bibliographic records were enhanced or merged.
- The Alma cleanup project for CARLI continues, with a total of 312 dedupes (merges), 173 deletes, and 200 edits.
- 32 records were merged in OCLC (27 books, five ebooks)
- Presented May's Online with the CMC, Spilling the Tea with the CMC: Virtual Internships with 27 attendees, which was presented by the CMC's University of North Carolina interns, Andie Batt and Veronica Gomez.

Items cataloged by the CMC in May:



Local history, Southern Illinois University, the first seventy-five years, 1874-1949, cataloged for Louis Latzer Memorial Public Library



Local history, Love in Action: Illinois Mennonite Relief Sale, cataloged for Morton Public Library District



Local author, Just Like You, cataloged for Peoria Heights Public Library





# SHARE Report

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## SHARE REPORT & STAFF ACTIVITIES

*Submitted by Cassandra Thompson, SHARE Director*

“All things seem possible in May,” (Edwin Way Teale). May brought us some new SHARE team members, including catalogers Josh Zink and Anna Wiegand, and resource sharing specialist Danielle Beasley. We are thrilled to welcome this new group to our team and are excited about all the possibilities as we approach our new goals for the next fiscal year.

### SHARE GOAL:

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

- Participated in the monthly Supervisors’ meeting to share between departments and learn about changes that affect our team. This was an in-person event, which is always a great way to build teamwork and have more time and space to discuss pressing issues.
- Attended weekly Leadership meetings to discuss future initiatives and current challenges affecting the organization.
- Participated in the virtual meeting with automatic material handler vendors.
- Coordinated a special team meeting to discuss the status of ongoing department projects.
- SHARE Finance & Policy Committee met to discuss an expansion of our affiliate program.
- Reviewed the department’s budget and end of year projections with IHLS Finance Department.
- Met with vendor Twilio SMS, in order to learn about potential text messaging solutions for Polaris.

### SHARE DEVELOPMENT GOAL:

Increase members participating in SHARE.

- Attended the weekly Directors’ Chat, in order to be available for SHARE questions or concerns.
- Provided a SHARE update at the Third Thursday networking event to keep members informed about upcoming projects.
- Sent a newsletter to members to provide updates about current issues affecting SHARE, as well as upcoming opportunities like a Leap training, Illinois Libraries Present, and new Kit & Kaboodle kits.
- Attended a Southern Illinois Library Teachers (SILT) networking meeting, in order to update existing members and provide information about SHARE to current standalone schools.
- Met with a new director in May, to help provide SHARE resources and emphasize our commitment to supporting our members.
- Participated in a follow-up meeting for the Reaching Forward South (RFS) Committee.
- Gave a SHARE update at the Metro East Public Librarians (MEPL) meeting.

- Met with Consortium of Academic and Research Libraries in Illinois (CARLI) staff to discuss the transition of the Alma cleanup project funding.
- Met with a potential member to discuss the benefits of SHARE; sent a packet of information and quote to another potential member.
- Taught five circulation trainings to six participants in May, including two training sessions in advance of Northwestern Elementary School going live.
- Provided members with readers advisory support, promoting the top requested SHARE titles in May.

### E-RESOURCES GOAL:

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

- Shared information regarding the cloudLibrary pay-per-use program via the SHARE newsletter to help libraries understand how the program works and how their fees are being used. Starting in July, we will allocate a slightly larger percentage to pay-per-use, due to the success of that program.
- cloudLibrary users checked out 30,555 owned titles and 1,572 audiobook pay-per-use titles in May. We now have 54,338 owned items in our shared collection, and 21,281 additional audiobook items available for pay-per-use.
- Provided patron-based marketing support/readers' advisory to member libraries, promoting cloudLibrary and our digital collection.



# Featured Collection



**SHARE**  
SHARING HEARTLAND'S AVAILABLE  
RESOURCES EQUALLY



**cloudLibrary™**  
by bibliotheca

## DELIVERY REPORT & STAFF ACTIVITIES

*Submitted by Susan Palmer, Operations Director*



As May moves into history, many things need to be highlighted as being accomplished by delivery. The early part of May was busy with making sure that we answered questions from vendors that were responding to the Request for Information (RFI) for an Automatic Material Handler (AMH). The RFI process has been a great learning opportunity as well as a test to validate that our processes work, which is rewarding. At the close of business on May 23, we received four vendor responses. We have agreed to take a pause to evaluate the responses until July. Like Leslie Bednar always says, “sometimes you have to go slow to go fast.”

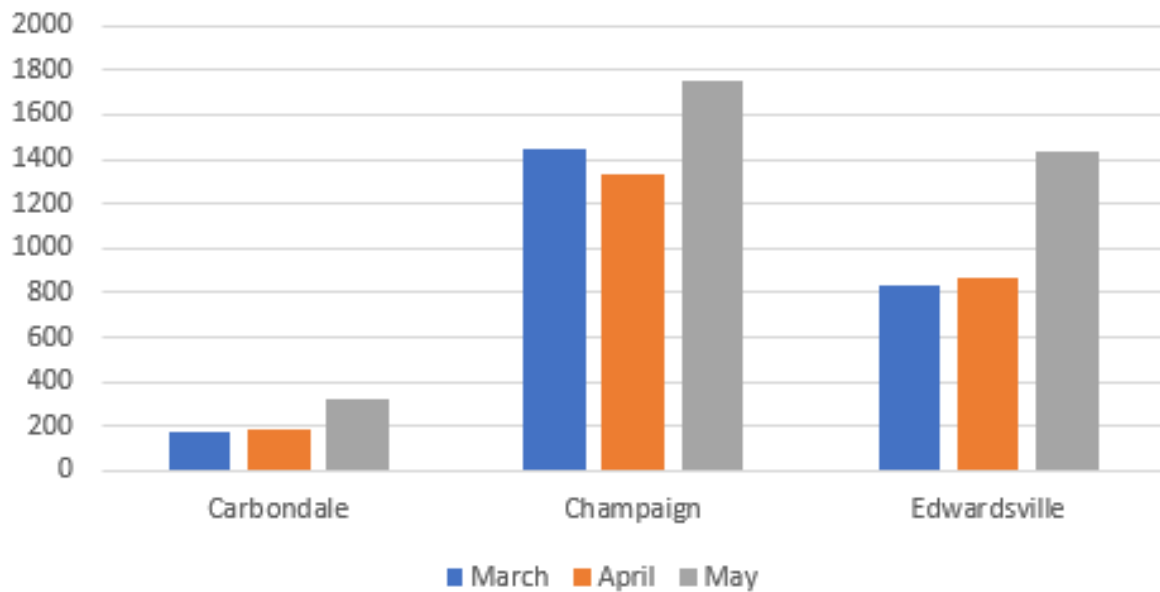
This is potentially a monumental advancement for delivery and resource sharing. Like planting a tree ... we believe in planting the future. Yes, we will see some return on investment, however the real return on investment will be for those who are coming up behind us and we will set them up for success. Much like whoever could see that library systems were needed in Illinois back in 1965. Or whoever first used computer software to share items with other libraries and combined that with delivery of those items at no cost to libraries. What about patron-based holds? Libraries have risen and met challenges and have the potential of providing the most current trends to their patrons. This is potentially the next step in the ever-evolving world of libraries and their communities.

We welcome comments and suggestions. We are not there yet to make a decision on moving forward with a Request For Proposal (RFP), as we need to be cognizant of the impact of this technology on all our member libraries. It is our responsibility to be good stewards of the funds, as well as looking to sustainability. We want to make sure that systems for the libraries last way into the future and do not become obsolete.

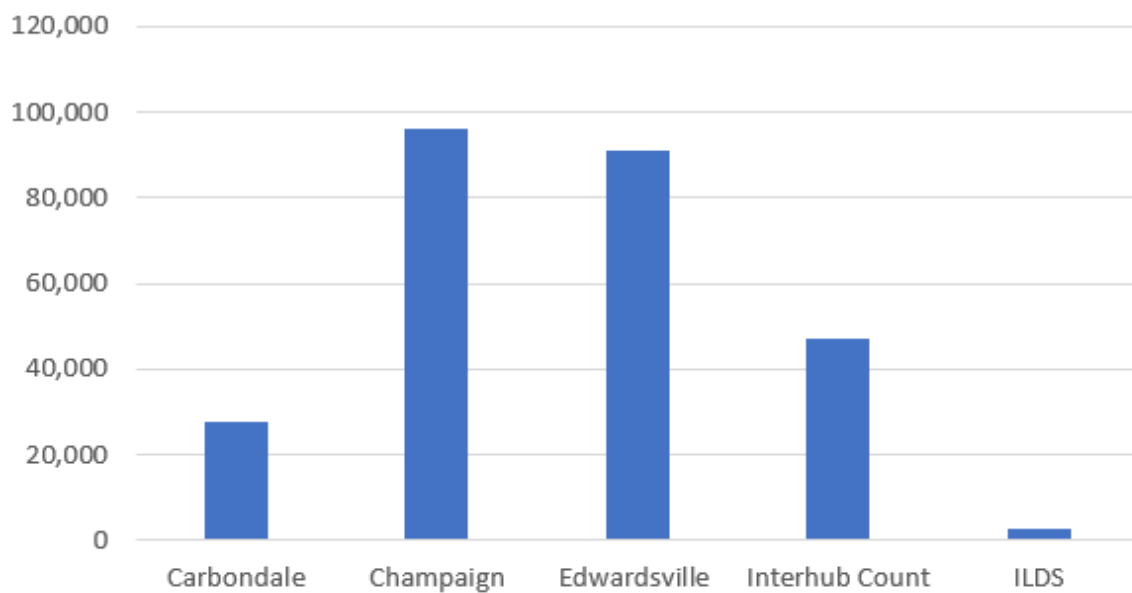
Also in May, we had our quarterly in-person meeting of the delivery administrative staff. Even after all this time, there is nothing quite like meeting in-person for creating synergy and guiding all staff onto the same page. We made plans for following up with a short report on the Delivery On the Go Service (DOGS) project, reaching out to Brant to help us with another data collection point using the iPad, and various other projects that we are planning.



### Delivery On the Go Service March - May 2022



### Item Count for May 2022







# Membership Report

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## MEMBERSHIP REPORT & STAFF ACTIVITIES

*Submitted by Ellen Popit, Associate Director*

In this report, the reader can see some documentation of what the membership staff has done during a particular month. What can't be so easily documented is the one-on-one work that is done with our members. Whether it is a bread-and-butter question about navigating within the Library Learning (L2) website, or a substantive conversation about a challenge facing an individual library, the membership team spends considerable time and attention working on these issues. The plus is that each challenge brings us new knowledge and skills to help in forthcoming situations.

### MEMBERSHIP GOALS:

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

During May, site visits were made to the following locations:

May 4	Monticello CUSD 25 (Piatt County)
May 5	Bismarck-Henning Rossville-Alvin Cooperative High School (Vermillion County)
May 6	Hutsonville CUSD 1 (Crawford County)
	Robinson CUSD 2 (Crawford County)
	Vandalia Correctional Center (Fayette County)
May 10	Grand Prairie CUSD 6 (Marion County)

Of Note: Bismarck-Henning Rossville-Alvin Cooperative High School, Grand Prairie CUSD 6, and the Vandalia Correctional Center have submitted applications for system membership. IHLS will gain two school library members and one special library.

Hanson Professional Services and the US Army Engineer and Research and Development Center (ERDC) Library have withdrawn from system membership and Lincoln College has closed. IHLS will lose two special libraries and one academic library.

### 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.

May 2	Ellen Popit participated in the Illinois Library Association's Public Policy Committee Meeting.
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# Membership Report

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May 3 Leah Gregory and Ellen Popit participated in the Association of Illinois Library Educators (AISLE) working group meeting.

\*\*\* Hosted IHLS Directors Chats on May 5, May 12, and May 26.

## **CONTINUING EDUCATION GOAL:**

Increased continuing education opportunities as allowed by ISL directive.

May 11 HR Source Webinar: Effective Delegation  
Ellen Popit co-presented a webinar for AISLE on the 2023 Rebecca Caudill Young Readers' Book Award.

May 19 Members Matter: Serving Those with Memory Loss and Their Caregivers

May 26 Kick-Off Meeting for Member Day