



Director & Staff Activity Report

July 2018

As Illinois Heartland Library System (IHLS) looks to its eighth year as a service organization in central and southern Illinois, we are not content to rest on our laurels. Our services are designed to benefit all 520+ member libraries and the communities they serve. We have made significant improvements in these areas and look forward to another meaningful year.

ADMINISTRATIVE STAFF ACTIVITIES

EXECUTIVE DIRECTOR'S REPORT

Submitted by Leslie Bednar, Executive Director

Pursue Your Passion

The author Sean Patrick Flanery is credited with the statement “Do something today that your future self will thank you for”. We can interpret that missive many ways—as an impetus for healthy living, treating others kindly or saving for retirement. My reading is to do something you love today, so when you look backwards tomorrow there will be no regrets of wasted time. One of my passions is gardening, and I am learning to make space for a garden related activity every day.

Time spent away from work (i.e. weekends, vacation and personal time) is necessary for our personal growth and health. It allows us to recharge our bodies and refresh our minds. We connect with friends and family and if possible put the stresses of our lives into perspective so they are manageable. In FY2019 we will be working together as a staff to better understand and appreciate each other, and hopefully reduce any interpersonal tensions in the workplace. We all go to work each day for a reason and it's not to add anxiety to our lives.

Our full-time staff receive compensated days off as a benefit. It is my sincere wish that part-time staff also have downtime to pursue fun activities. While we have a small staff, we do our very best to honor staff time off requests for necessary time away from work. Our personnel code establishes a maximum level of vacation hours full-time staff can carry over from one year to the next. Any hours over that amount are to be used or lost. This is for every staff members' benefit to ensure we get a break. (I can be pointed to as an example of not utilizing vacation hours in the recent past!)

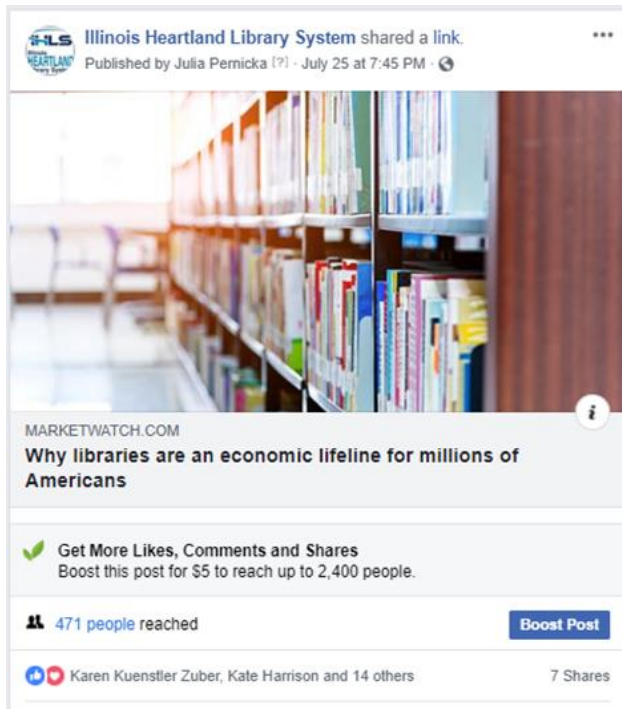
Early this month a colleague at our Champaign office passed away while engaged in something he loved. Joe Bryan died in a vehicle accident on his way to a motorcycle rally in Sturgis, SD. As Joe's obituary * attests, he made time in his days to pursue his passions. May we all find that balance.

*<http://www.news-gazette.com/obituaries/2018-08-08/roger-joe-bryan.html>

COMMUNICATIONS

Goals: Effective and efficient communication with IHLS stakeholders, rebranding and advocacy.

- Created and gave a presentation on the Communication Team at the July staff meeting. This gave an overview of projects being worked on and highlighted the importance of branding.



people and was shared 7 times.

- **Twitter: Nineteen (19) tweets** earned 3,556 impressions and we had three (3) new followers.

- Considerable time spent on the redesign of the IHLS newsletter, IHLS Member Connection. The redesigned newsletter will go out in August.
- Created and ordered business cards for the board.
- Research yielded leads and resources of potential interest to IHLS members. Information was shared through Facebook and Twitter.
- **Three (3) grants** were added to the Grants page on the IHLS website.
- **One (1) vendor discount** was added to the Vendor Discount page on the IHLS website.
- **Facebook: Posted twenty (20) times during the month.** One article, "[Why libraries are an economic lifeline for millions of American](#)" reached 471

BOARD SUPPORT

Goals: Improve communication with and support of board and committees. 100% State and Federal Compliance for IHLS/Board and appropriate IHLS staff. Encourage board participation in applicable continuing education activities.

- Distribute committee meeting calendar to board
- Coordinate committee meeting dates and schedule
- Coordinate destruction of records approved to be destroyed (Carterville & Champaign)
- Actively planning Member Day
- Actively working on Annual Report design and layout

HUMAN RESOURCES REPORT & STAFF ACTIVITIES

Submitted by Dominique Granger, Human Resource Generalist

Staff Day was a success. A survey will be sent out to each team member requesting feedback on their personal experience with Staff Day. We had new team member start with us in our Champaign office. Benefits meetings will be conducted the week of 8/20- 8/24, and each location will be notified of their visit. The timeclock project is still underway, the IT department has been working to program all needed software for each location's timeclock configuration. Job descriptions will be reviewed this quarter as well. Performance reviews are currently completed by all supervisors with all reviews due to the HR department by August 31st.



Attendance Prize



IHLS Staff Members

HR

Goal: 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.

- Hire new sorter for Champaign hub

INFORMATION TECHNOLOGY REPORT & STAFF ACTIVITIES

Submitted by Troy Brown, IT Director

July was filled with several hardware and software projects for IT. The most notable of these was the completion of the project to move all SHARE services to the newly purchased hardware. There are about 50 individual SHARE services (also called virtual servers) that were moved from the old hardware to the new hardware. Many of these had to be moved after hours so they would not affect libraries. That time had to be scheduled and IT staff had to work into the night to make sure everything came up ok. There was a hiccup with the final service that caused a delay in the move and an outage not related to the new hardware directly, but with some switch configuration errors. All of that is straightened out now and we are moving full speed ahead.

This project was a full IT team effort and I want to acknowledge the tremendous effort that everyone put into it.

IT

Goals: To provide the IT support necessary for IHLS and SHARE to function efficiently. Support rebranding effort by implementing a new website design to IHLS website.

- SHARE server upgrade project complete
- New laptops for several staff members were purchased with FY2018 funds and have been installed
- Telephone provider website for library staff is in its final testing before deployment
- Reinstalling every training laptop with latest software and ability to upgrade them more efficiently now

MEMBERSHIP REPORT & STAFF ACTIVITIES

Submitted by Ellen Popit, Associate Director

Goals: IHLS will continue to develop relationships with and among the membership. Make IHLS an active partner in statewide and national initiatives that support enhanced library service. Work with other library entities within the state and without.

- July 6 - Ellen Popit and Anna Yackle met with members of the newly formed Potomac Public Library District to discuss system membership.
- July 12 - Ellen Popit and Anna Yackle met with the new director of the Wayne City Library.
- July 24 - Ellen Popit participated in a planning call for the Rural Library Conference.
- July 26 - Ellen Popit participated in a recap meeting for Directors U.
- July 26 - Ellen Popit and Anna Yackle attended the South Illinois Librarians networking meeting in Centralia.

SHARE REPORT & STAFF ACTIVITIES

Submitted by Joan Bauer, SHARE Manager for Bibliographic Services

The SHARE Executive Council met on July 20. Rick Meyer (Decatur Public Library) assumed the Chair position and Scott Drone Silvers Lake Land College (Mattoon) was elected as the Vice-Chair. Election results were approved and the following were seated to the board:

- James Bosomworth (2-year term)
Jersey CUSD #10 (Jerseyville)
- Britni Hogg (2-year term)
Central Community High School District #71 (Breese)
- Jared Lofrano (1-year vacancy)
Saint Joseph-Ogden Community High School District #305 (Saint Joseph)
- Gloria Hendrickson (2-year term)
Illinois Environmental Protection Agency (Springfield)

Staff and committees are preparing for the SHARE Member meeting to be held September 27, following the IHLS Member Day.

CATALOGING SERVICE FOR SHARE

Goals: To provide cataloging services for SHARE member libraries, including transitional libraries. Increase the usability of the SHARE database by cleaning up duplicate records, incorrect cataloging, and maintaining authority files in the SHARE database.

- Staff cataloged 383 items for SHARE member libraries.
- Staff imported 179 \$3 bibs for SHARE member libraries.
- Staff created 49 on order bibs for SHARE member libraries.
- Staff cataloged 278 items for new member libraries joining SHARE.
- Staff merged 106 bibliographic records, clean up/corrected 2,064 bibliographic records, and corrected/cleanup 243 item records.
- Working at the remote Champaign location proved challenging for the cataloger who chose to work at the building instead of from home. Issues of connectivity were troublesome and frustrating. Catalogers are very dependent on the Internet.

CATALOG TRAINING FOR SHARE MEMBERS

Goal: To increase the understanding and skills in bibliographic services and cataloging for member libraries and to stay current with national, state and local policies such as RDA, AACR2, OCLC and Library of Congress.

- SHARE staff provided 6 cataloging classes and hosted one online cataloging training class.
- Staff continued to answer questions received by emails and phone calls.
- Reviewing new catalogers' files helps with training and provides support. Staff reviewed 29 files, containing 164 bibliographic records.

CATALOGING MAINTENANCE CENTER (CMC)

Goals: To provide cataloging and bibliographic services for the libraries in RAILS and IHLS in order to increase access and encourage resource sharing of information resources found in Illinois libraries. To support access to digitalized information found in Illinois libraries and at IDA by providing information on formation and content of metadata. Increase skills and understanding in bibliographic services and cataloging for libraries in Illinois.

- CMC staff cataloged 177 items for libraries in Illinois, 14 RAILS libraries and 35 IHLS libraries.
- CMC staff created 22 NACO name authority records for improved user access.
- Staff worked on and reviewed an online class on RDA.
- Items of interest cataloged this month - "How did Edwards Trace influence the eventual settlement of Central Illinois?" by Anna E. Sielaff, a history fair summary statement, Zion Lutheran School, Lincoln, Illinois. The **Edwards Trace** was an overland trail that served the frontier region that became Central Illinois. (from Wikipedia)
- Also cataloged 10 books from Mount Prospect Public Library in Bulgarian. Interesting and quite challenging. Used Google translate!

THE MARC OF QUALITY (TMQ)

Goals: Improve the quality of the SHARE database, thus improving user access to information resources. OCLC WorldCat holdings for member libraries are updated in a timely manner, which should increase resource sharing.

- 21,227 holdings added to OCLC for SHARE members, 45,868 holdings were deleted.
- Clean up from reports continues.
- IHLS did receive notice that the grant was approved for this fiscal year.

LLSAP DEVELOPMENT

Goal: To increase members participating in SHARE.

- Three libraries are now “live” in Polaris. Welcome to Nokomis Public Library, Girard Public Library and Wayne City Public Library.

CONTINUING EDUCATION

Goal: To provide continuing education opportunities as allowed by ISL directive.

- SHARE staff offered 4 circulation training classes and 7 cataloging related training classes.

OPERATIONS & DELIVERY REPORT & STAFF ACTIVITIES

Submitted by Susan Palmer, Operations Director

I attended the Illinois Library Association (ILA) Orientation Session in Normal, Illinois. I am currently on the planning committee for the 2019 ILA Conference. Did you know that there are only 3 ILA staff members? There are over 100 volunteers who, under the direction of the staff, help to facilitate ILA initiatives. During the orientation, we were part of the ILA Strategic Planning. ‘Very interesting to see the thought processes behind their first ever Strategic Plan.

The Champaign Office was "out of the office" while painting, carpet laying, epoxy being applied, bathrooms being freshened up and general sprucing was being done for the month. On August 6, the staff were able to fully move back into their spaces. If you are ever in the Champaign area, feel free to stop in and take a look.

The Edwardsville Office has been busy with evaluating the mine subsidence issues. Another company, Helitech, came out to give us an assessment. They agree with McDermott's assessment of how to address the damage. This gives IHLS a roadmap as to the next steps for repair.

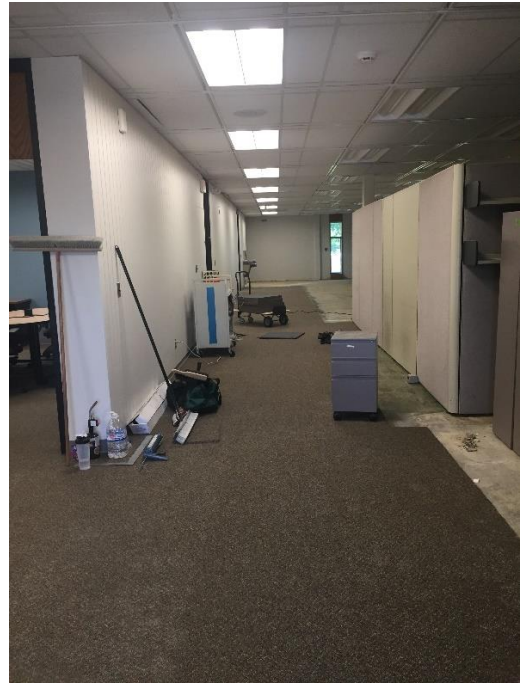
The Carbondale Office is now in their new space. Delivery is grateful for the vision of having all the staff together in close proximity. It fosters a team spirit.

Delivery attended the All Staff Day held on July 30, in Vandalia at the Kaskaskia Outreach Center. Loads of great discussion were to be had. It was a productive yet relaxing day during

which all the hubs could see the bigger than them picture. And how they all relate to ultimately serving libraries, then patrons.



Champaign before new paint



Champaign after new paint



Storage during remodeling



Board room after carpet and paint

