

**CLIFTON PUBLIC LIBRARY BOARD MEETING
PROPOSED AGENDA FOR 11/13/2024
7:00 PM**

- 1. WELCOME**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
- 4. STAFF CHRISTMAS BONUS**
- 5. 2025 CLIFTON PUBLIC LIBRARY MEETING SCHEDULE**
- 6. TREASURER'S REPORT**
- 7. BILLS AND INVOICES**
- 8. COMMUNICATIONS – Illinois Heartland Library System**
- 9. UNFINISHED BUSINESS**
 - A. Village Board Meeting**
- 10. NEW BUSINESS**
 - A. LIBRARY REPORT – Tia Varns**
- 11. ADJOURNMENT**
 - A. Next Tentative Meeting Date January 8, 2025**

CLIFTON PUBLIC LIBRARY BOARD MEETING
10/09/2024

1. Welcome

2. ROLL CALL:

Board Members: Liz Wauthier, Julie Kolosky, Carol LeClaire, and Vicky Shell were present at the 10/09/2024 Clifton Library Board meeting, called to order at 7:04 pm. Tia Varns, Head Library Clerk was also present.

3. SECRETARY'S REPORT:

Meeting minutes from September 11, 2024 meeting were reviewed. A motion was made to approve the minutes by Julie, seconded by Liz. Minutes were approved.

4. TREASURER'S REPORT:

Checking 9/30/2024 – \$7,546.38

Savings 9/30/2024 – \$52,779.49

CD 9/30/2024 – \$15,052.67

Cash Drawer – 9/30/2024 - \$50.00

Liz made a motion to approve the treasurers report, seconded by Carol. All approved.

5. BILLS AND INVOICES:

Refund for Illinois Library Law Book- \$25.00 credit

Lovina Young Grant - \$1000.00

ILA membership (12 months) - \$85.00

Cataloguing fee – \$44.00

The Advocate Annual Treasurers Report - \$36.50

Total expense \$1125.50

Julie made a motion to approve the bills & invoices, seconded by Carol. All approved.

6. Communications:

Illinois Heartland Library System newsletter sent out via email prior to meeting

7. Unfinished Business:

Village Board Meeting – meeting will be held October 14, 2024.

8. New Business:

Library Report – Tia Varns

Reviewed Chapters 4-6 of the Standards for Illinois Public Libraries: 4) Access – space limited. Increase lighting in kids floor and around windows. 5) Building Infrastructure and Maintenance – Village does maintenance on the Clifton Public Library building 6) Safety – Narcan was added to the Emergency kit last year.

Tia met with Kate Kite, Illinois Heartland CE person, on September 26, 2024.

Barbie program was held Saturday, September 21, 2024.

Stuffie sleepover October 4th.

Julie and Tia attended the Family Reading Night at Chebanse Grade School on September 24, 2024.

Scarecrow will be on display for the Clifton Public Library.

Motion to approve the Library Report by Carol, seconded by Liz, all approved.

9. Miscellaneous:

Carol and Liz updated on plans for the Little Public Library.

Vicky presented information on the current tax rate for CCLD and the Clifton Public Library and shared that if more specific information was needed, Iroquois County could be contacted. This is all available under the freedom of information act.

Sue Schafroth from the Village Board contacted Vicky and the Village will bill the Clifton Public Library for the phone and Internet services for the library and attach a copy of the Comcast bill showing the charges.

Time clock will have DST removed and will be adjusted manually for time changes.

10. Adjournment:

Meeting adjourned at 8:01pm, moved to adjourn by Liz, seconded by Julie. Approved. The next meeting is November 13, 2024 at 7:00pm.

Respectfully submitted, Vicky Shell, President

**CLIFTON PUBLIC LIBRARY BOARD MEETING
2025 SCHEDULE**

January 8, 2025

February 12, 2025

March 12, 2025

April 9, 2025

May 14, 2025

June 11, 2025

August 13, 2025

September 10, 2025

October 8, 2025

November 12, 202

All meetings are held on the second Wednesday of each month except July and December in the Clifton Public Library starting at 7:00pm

Meeting dates and times are subject to change.

7 Reasons Library Trustees Should Run for the IHLS Board

1 message

Illinois Heartland Library System <ihls@illinoisheartland.org>
Reply-To: Illinois Heartland Library System <ihls@illinoisheartland.org>
To: Vicky <vshell62@gmail.com>

Wed, Nov 6, 2024 at 6:47 PM



[View this email in your browser](#)

Star

Share

Forward

Dear Public Library Trustee,

[Illinois Heartland Library System \(IHLS\)](#) is one of the three library systems in Illinois [created by the state](#) to serve and strengthen library services for Illinoisans. Starting in December or January, IHLS will be seeking candidates to fill four Public Library Trustee positions (someone who serves on a library board) and one Public Library Representative position (someone who works in a library) for our FY2026 board (July 2025-June 2026; board members serve three-year terms). As a current library board member/trustee, we hope to get on your radar and ask you to consider nominating yourself for a position.

7 Reasons To Serve As A Public Library Trustee Representative for IHLS:

1. Learn how your library is served by IHLS and better position your library to take advantage of these services.
2. Grow in your board knowledge through training and experience on a state agency board.
3. Strengthen professional skills and network with library trustees and leaders from across central and southern Illinois.
4. Act as stewards of public funds.
5. Contribute to setting system policies.
6. Advocate for libraries in your region.
7. Be part of an organization that directly affects 520 public, school, academic, and special libraries in Illinois!

[Our nominations period opens the last week of November. Meanwhile, we invite you to a special opportunity to meet with two of our current IHLS board members.](#)

At 10 a.m. on Dec. 4, 2024, **Sarah Hill**, Director of Lakeland College Library, and **Kristy Walker**, a trustee for Bethalto Public Library, will host a virtual meet-and-greet with anyone who wishes to hear about their experiences on the board. They'll also be answering questions. Will we see you there?

[Please register to let us know you're coming](#) and to get the meeting link.

(To register, you'll need a free Library Directory & Learning Calendar account, commonly referred to as L2. This is the system that the state of Illinois uses for library worker events, and all trustees are eligible for a free account. If you don't already have one, [here's where you can set up your L2 account.](#))

We look forward to having you join us.

Thanks sincerely,

The IHLS FY2026 Nominating Committee

Board Member Virtual Meet & Greet and IHLS Board Elections Q&A

Wednesday, Dec. 4 • 10 a.m.

This is an opportunity for those considering a nomination for the FY2026 IHLS Board Member election to meet with current board members to learn about the benefits of serving on the IHLS Board of Directors and ask questions.

Spend some time for information and Q&A with board members **Sarah Hill**, Lakeland College Library Director, and **Kristy Walker**, Bethalto Public Library Board Trustee, to learn about the benefits of being part of the IHLS Board of Directors.

*Open to all IHLS-member libraries, both staff and trustees
Advance registration is requested*

[Register For This Event](#)

Registration for Member Day 2025 is Now Open!

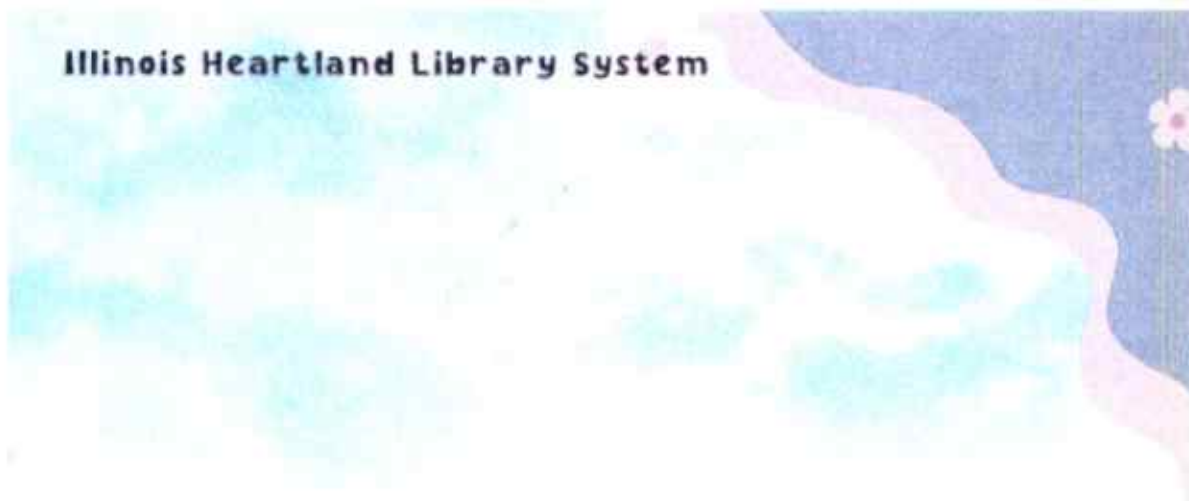
1 message

Illinois Heartland Library System <ihls@illinoisheartland.org>
Reply-To: Illinois Heartland Library System <ihls@illinoisheartland.org>
To: Vicky Shell <vshell62@gmail.com>

Mon, Nov 4, 2024 at 8:00 AM



[View this email in your browser](#)



Registration for Member Day 2025 is Now Open!

Discover a day of professional growth, networking, and inspiration for all library leaders and staff at IHLS's premier annual event. Member Day provides access to 8 hours of online continuing education and engagement, allowing you to learn from experts, connect with colleagues, and earn up to 5 ISBE professional development hours from the comfort of your own space.

WEDNESDAY

12

February

8:30 a.m. - 4:30 p.m.

Virtual Event

[GET TICKETS](#)

Gold Sponsor



Keynotes



**R. David
Lankes**



**Beth
Wahler**

**11 Breakout
Sessions**

**Games &
Prizes**

**Access to
Session Recordings**

**Free for IHLS
Members**

**(only \$18 for
RAILS/CPL Members)**

Wednesday, Feb. 12 • 8:30 AM-4:30 PM
Online Only



 Forward to a Colleague or Trustee

SHOP THE MEMBER DAY STORE

Member Day 2025
the **HLS** store
T-shirts, Mugs, & More



Order Member Day merch and have it shipped directly to your door!

[Shop Now](#)



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Ever considered running for the IHLS Board?

1 message

Illinois Heartland Library System <ihls@illinoisheartland.org>
Reply-To: Illinois Heartland Library System <ihls@illinoisheartland.org>
To: Vicky Shell <vshell62@gmail.com>

Tue, Nov 5, 2024 at 3:52 PM



[View this email in your browser](#)

Star

Star

Forward

Board Member Virtual Meet & Greet IHLS Board Elections Q&A


Wednesday, Dec. 4 • 10 a.m.

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Spend some time for information and Q&A with board members **Sarah Hill**, Lakeland College Library Director, and **Kristy Walker**, Bethalto Public Library Board Trustee, to learn about the benefits of being part of the IHLS Board of Directors.

*Open to all IHLS-member libraries, both staff and trustees
Advance registration is requested*

RSVP to Attend

 Forward to a Colleague

Only 21 Spots Left! We Want Your Voice to Be Heard.

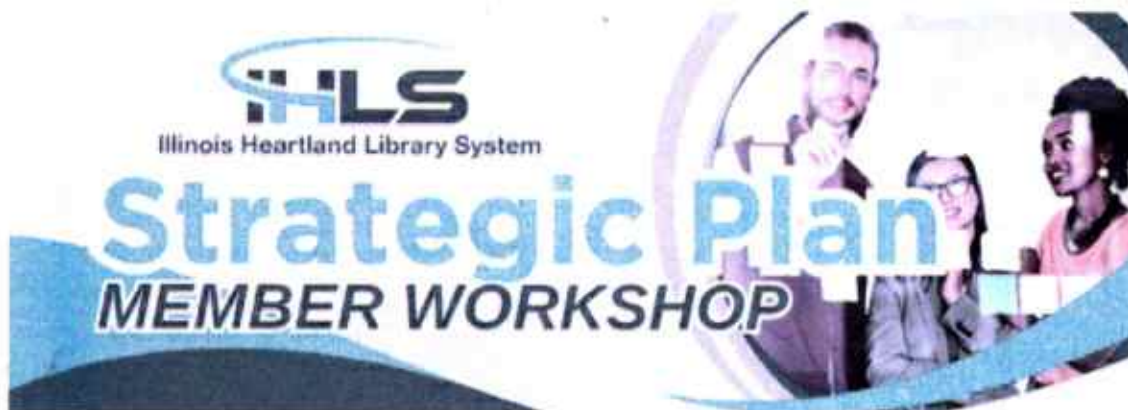
1 message

Illinois Heartland Library System <ihls@illinoisheartland.org>
Reply-To: Illinois Heartland Library System <ihls@illinoisheartland.org>
To: Vicky Shell <vshell62@gmail.com>

Wed, Oct 30, 2024 at 4:55 PM



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For IHLS Members Only

IHLS 2024 Strategic Plan Virtual Workshop

Tuesday, Nov. 12, 3 p.m.

We are excited to announce another opportunity for our members to impact the IHLS 2024 Strategic Plan! IHLS members are invited to participate in a Strategic Planning Workshop on Zoom. This will be an interactive session that's a sneak peek at possible strategic plan goals and how they might apply to you, your library, and the community you serve.

To ensure ample opportunities for interactivity in the session, we have a 50-seat limit. Only 21 seats remain—reserve your spot now!

Save Your Spot



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Edwardsville, IL 62025-7773

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[Update Subscription Preferences](#) | [Unsubscribe from "ALL" IHLS/SHARE/CAN Emails](#)

Unsubscribe on accident? [Subscribe](#)

Vendor Discount: Strategic Planning Training

1 message

Illinois Heartland Library System <ihls@illinoisheartland.org>
Reply-To: Illinois Heartland Library System <ihls@illinoisheartland.org>
To: Vicky Shell <vshell62@gmail.com>

Mon, Oct 21, 2024 at 3:29 PM



[View this email in your browser](#)



Discounted Strategic Planning Training From Fast Forward Libraries

[Fast Forward Libraries](#) is offering IHLS members a discount on its online, three-part "**Chart Your Future**" series. This series will provide participants with everything they need to **facilitate a strategic planning process for their library**, including numerous examples and document templates. The sessions will take place from **noon to 2 p.m. on Nov. 6, 13, and 20**. This series is suitable for any library planning to engage in strategic planning in the next year without the assistance of a consultant.

The sign-up deadline is Oct. 28, 2024.

Visit our website to learn more about the discount and how to express interest.

Learn More on the IHLS Website



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Unsubscribe on accident? [Subscribe](#)

IHLS Member Connection – Oct. 16, 2024

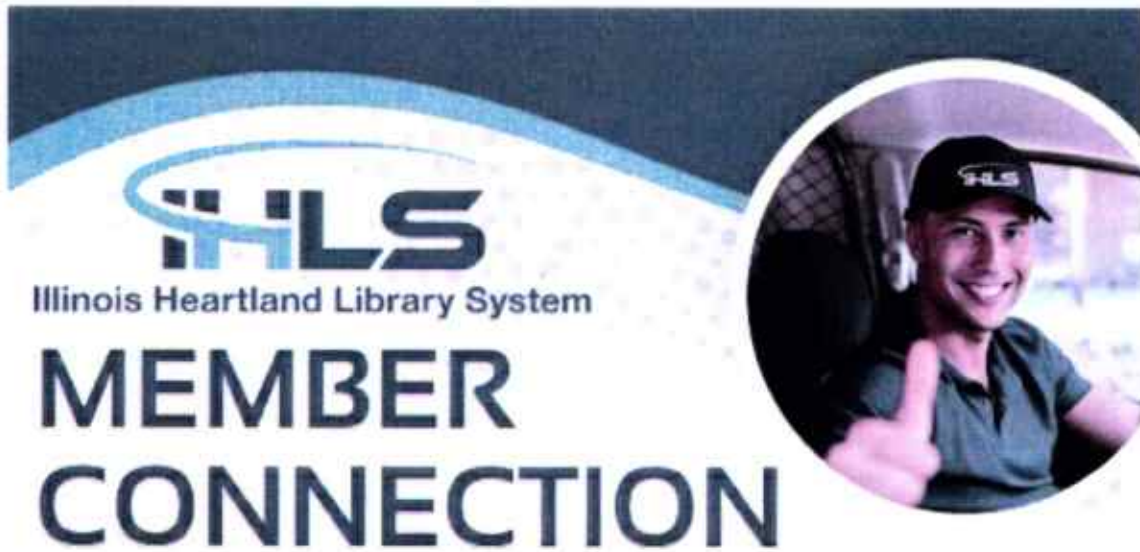
1 message

Illinois Heartland Library System <ihls@illinoisheartland.org>
Reply-To: us4-2e6bc373ac-d8b41e0e96@inbound.mailchimpapp.net
To: Vicky Shell <vshell62@gmail.com>

Wed, Oct 16, 2024 at 3:15 PM

IHLS e-newsletter

[View in your browser](#)



Oct. 16, 2024



Introducing the IHLS Marketing Microgrant

Application Window: Dec. 1–31, 2024

NEW

Do you have a small budget but big dreams for promoting your library and its

programs? Would a few hundred dollars make all the difference? If yes, then we have exciting news for you! Illinois Heartland Library System is thrilled to announce our **Marketing Microgrant**, a new pilot grant program to help our smaller libraries reach their communities!

[Learn More on Our Website](#)

Jump To:

- [IHLS Member News](#)
- [Library Jobs](#)
- [Cataloging Maintenance Center](#)
- [Delivery & AMHS Updates](#)
- [Partner News](#)
- [More Continuing Education](#)
- [Recurring Events](#)
- [Grants](#)
- [Discounts](#)
- [Have News to Share?](#)

IHLS Member News



[New in the IHLS Store!](#)

Member Day 2025 Items

NEW

Are you excited about Member Day 2025? If yes, then check out the new merchandise available in



Connect with Illinois library colleagues and IHLS on LinkedIn!

WELCOME!

Welcome to the following new library directors:

Robbie Kline
Library Staff, Kansas
CUSD #3

the IHLS Store! Order your Member Day gear now to have it ready to wear long before the event!

[Order Your Member Day Gear Now!](#)

IHLS Annual Progress & Impact Report

We are pleased to release our first IHLS Annual Progress & Impact Report! This eight-page document includes the highlights of our service to members in FY2024. [View the report now.](#)

Meescan Group Demo

Oct. 23, 1 p.m.

Meescan is a low-cost, flexible self-checkout solution for libraries. Patrons check out items using their personal devices or small kiosks. Meescan requires minimal hardware and space and is compatible with all security types. Meescan offers valuable discounts to our member libraries.

Attend this demo to learn more about Meescan!

[Register for the Meescan Demo](#)



[For IHLS Members Only](#)

Shelle Needs

Librarian, Carrollton
Elementary School

Judy Carter

Head Librarian,
Christopher Public Library

Ashley Walters

K-8 Library Media
Specialist, Decatur PSD
#61

Travis Givens

Director, Tolono Public
Library

Jean Dobbs

Director, Evansville Public
Library

Loretta Fagg

Director, Elwood Library

Did we miss you? [Let us know](#), and we'll put you in our next newsletter!

Recurring Events

Extra Credit!
IHLS SCHOOLS

Monthly Each
First Thursday

Online, 3:30–4:30

p.m.

Join us at Extra Credit,
our **virtual networking**

IHLS 2024 Strategic Plan Virtual Workshop

Nov. 12, 3 p.m.

We are excited to announce another opportunity for our members to impact the IHLS 2024 Strategic Plan! IHLS members are invited to participate in a Strategic Planning Workshop on Zoom. This will be an interactive session that's a sneak peek at possible strategic plan goals and how they might apply to you, your library, and the community you serve.

To ensure ample opportunities for interactivity in the session, we have a 50-seat limit. Reserve your spot now!

[Register for the Strategic Plan Workshop](#)

Mental Health First Aid Training For IHLS Members

When: Dec. 6, 9 a.m.–4 p.m.

Where: Charleston Carnegie Public Library

IHLS is offering Mental Health First Aid (MHFA) to member library staff for **\$20 a person!** MHFA teaches participants how to identify, understand, and respond to signs of mental health and substance use challenges among adults. Participants build skills to provide initial support to those who are struggling.

[Register for Mental Health First Aid](#)

Weeding with Friends

session for school librarians. Attendees earn **one hour of PDH!**

Extra Credit sessions are not recorded.

[Register for Extra Credit!](#)



Each Third Thursday of the Month

Online & in Person
10–11 a.m.

Join us in person at rolling locations or online for CE from a guest speaker discussing relevant topics in the library community.

This Month: Oct. 17
Grow Your Library Culture!

Case-Halstead PL
Carlyle, Ill.

And then stay for...


MEMBERS MATTER
Membership Meeting & Forum

Online & in Person
11 a.m.–Noon

A Collection Management Workshop

Nov. 13, 10–11:30 a.m., Online

Join us for a workshop on the weeding process in collection management. We'll cover the basics of weeding in public and school libraries, including those tricky sections! The last section will be the Polaris reports that make weeding a breeze.

The workshop & recording will be divided into three parts:

1. Weeding in a Public Library
2. Weeding in a School Library
3. Polaris Reports and Weeding

[Register for Weeding with Friends](#)



IHLS Annual Autumn Membership Celebration & Meeting

Oct. 22, 2:30–4:40 p.m., IHLS Champaign Hub

We're excited to announce the date, time, and location of our annual autumn membership celebration and meeting!

[Register for the Annual Meeting](#)

Come join our Members Matter meetings to stay updated on the latest news and connect with peers. Attend in person at rotating locations for optimal networking opportunities!

[Register for Both Events](#)

IHLS LIBRARY DIRECTORS' CHAT

Thursdays 1–2 p.m.*

**except each third Thursday*

Next Chats:

Oct. 24, 31; Nov. 14

Registration is required to receive event reminders and cancellation notices.

[View All Directors Chats](#)

Grants

NEW
GRANTS *in the*
DATABASE



Directors and Trustees: Attend an iLEAD Online Workshop

Multiple Dates, Times, & Locations

In-Person & Online—New Dates Added!

Are you a library trustee or director interested in helping your board reach **new heights of excellence in public service**? The **iLEAD Trustee Learning Portal** is here to help Illinois public library trustees learn the ins and outs of serving in the important government position of public library trustee—**for free, at their own pace, and on their schedule.**

Attend an upcoming workshop to learn more and find out how to begin your iLEAD Trustee journey right away!

[Register for an iLEAD Workshop](#)

Library Jobs

The Max and Victoria Dreyfus Foundation Grants

**Deadline: Nov. 10,
2024**

The Max and Victoria Dreyfus Foundation awards grants to organizations for which a small amount of money might make a large difference.

Illinois Public Library Construction Grant

**Deadline: Jan. 15,
2025**

This grant program assists public libraries with construction costs in their facilities.

UPCOMING GRANT DEADLINES

Oct. 16, 2024

Preserve Route 66 Grant
Fund

Oct. 18, 2024

PLA Digital Literacy
Workshop Incentive

Oct. 30, 2024

CLIR – Digitizing Hidden
Collections



Join the IHLS Team!

NEW

Illinois Heartland Library System is looking for new team members! We have the following positions currently available within our organization:

- [Sorter](#) – Part-time; Carbondale
- [SHARE Cataloger](#) – Full-time; Any Hub
- [Sorter](#) – Part-time; Champaign

We offer a competitive benefits package and a great work-life balance that is part of our company culture.

Do You Know a College Senior Studying Communications or Marketing?

Illinois Heartland Library System is looking for an intern! We have the following intern positions currently available within our organization:

- [Marketing Intern](#) – Edwardsville

Our team is dedicated to professional development, and respect for work-life balance is part of our company culture.

Nov. 1, 2024

[Mobile Beacon – Wi-Fly Lending Launch Kit](#)

Dec. 31, 2024

[Walmart – Spark Good Local Grants](#)

Jan. 15, 2025

[Illinois Public Library Construction Grant](#)

[See the Grants Database](#)

Discounts

NEW VENDOR DISCOUNTS

Demco

Demco is a vendor of school and library furniture, supplies, and other resources for creating and maintaining high-impact and engaging learning spaces.

[See the Discount Database](#)

Promote Your Job Openings with Us!

For Libraries in & Near Illinois

Our Job Board is the perfect place to post your library job openings. With over 500 IHLS libraries and affiliates of other library organizations statewide, you can attract top talent to your library team.

[Post to the IHLS Library Job Board](#)

Cataloging Maintenance Center



Cataloging Maintenance Center Announces 2024–25 Webinars

Learn the nuances of cataloging and collection discoverability in 20 minutes when you attend the Cataloging Maintenance Center's *Online with the CMC*. These brief webinars cover a different cataloging special topic each month. A 40-minute Q&A session follows each presentation.

[AI and the Library World, Part 2](#)

Oct. 17, 2024

[Solving the Mystery: The Case of Cataloging Kits](#)

Nov. 14, 2024

[Who Are You?: Library of Congress Demographic
Group Terms](#)

Dec. 12, 2024

[Mapping Our History](#)

Jan. 9, 2025

Explore Upcoming Webinars

Asynchronous Cataloging Courses

For seasoned librarians interested in exploring new avenues in metadata, and those looking to learn the fundamentals of cataloging, the Cataloging Maintenance Center provides more in-depth cataloging training for library workers across the state of Illinois. **Courses are asynchronous and free to all Illinois library workers!**

[Focus on Serials Cataloging](#)

Nov. 4–17, 2024

[Focus on Cataloging Binge Boxes](#)

Jan. 6–19, 2025

[Cataloging Basics](#)

Feb. 3–March 9, 2025

[Focus on Deriving a Record](#)

March 10–23, 2025

Explore Cataloging Courses

Delivery & AMHS Updates

Delivery Service

[IHLS Delivery Home](#) | [IHLS Delivery Help Desk](#)

New Tubs for IHLS Delivery

We recently made the decision to transition away from the old Rubbermaid tubs due to ongoing issues with durability. Many of you may have experienced or heard about the frequent cracking and breaking of these tubs, which unfortunately led to water damage for member-owned materials. Learn more about the new tubs and how to use them [on our website](#).



Updates for SHARE Members

Automated Material Handling System

[AMHS Project Info](#) | [Barcode Duplication](#)

SHARE members: IHLS Delivery is getting sorting machines! SHARE members should [read up on the AMHS project](#) and what steps you may need to take to ensure your materials are scannable.

AMHS Barcode Duplication Page

The installation of an AMHS at IHLS hubs will require [some SHARE members](#) to add duplicate barcodes [to the outside](#) of each item in portions of their collections **by fall 2025**. Will you need to duplicate your library's barcodes? Learn more about

the specifications and exceptions on the new [AMHS Barcode Duplication page](#).

Additional Updates

More news about the sorting machine project can be found in the *SHARE Member Notes* newsletter and on the *AMHS Project* webpage.

- [Faded Barcode Issues](#) **NEW**
 - [Recording for IHLIS Members Matter Special Meeting: AMHS LIVE Q&A](#) **NEW**
 - [Alternative to Rubber Bands for the AMHS](#) **NEW**
 - [Possible Scanner Issue with Duplicate Barcodes](#)
 - [Option 2 IGA Update](#)
-

Partner News

Public Library Construction Grant Webinar

Oct. 17, 2:30–3:30

Join the Illinois State Library for an informational webinar for libraries interested in applying for the Public Library Construction Grant.

[Register for the Grant Webinar](#)



Can't Shelve This Podcast

A podcast that aims to create a space for **school library workers** to feel seen, entertained, and informed. The series is co-hosted by RAILS Data Analyst Janette Derucki and IHLS School Library Membership Coordinator Leah Gregory.

Latest episodes:

- [Ep. 2: Advocacy 101: Help Me Help You](#)
- [Ep. 1: You Can Totally Sit With Us](#)

Can't Shelve This is a production of the Reaching Across Illinois Library System (RAILS) in collaboration with Illinois Heartland Library System (IHLS).

[Learn More & Listen to the Podcast](#)



Telling Libraries' Stories of Impact on Communities

Latest additions to the *My Library Is...* blog:

- [My Library... Talks!](#)
- [My Library Is... Cooking It Up](#)
- [My Library Is... Growing \(Lotus Library Reading & Beyond\)](#)
- [My Library Is... Learning Local History](#)

Think you have an idea for a topic or know a writer for the [My Library Is... blog](#)? [Contact Us.](#)

Supported by IHLS through staff participation and promotion

More Continuing Education

Free Webinars

Selected & Upcoming

NEW

Oct. 17, 1 p.m.

How PubMed Works: ATM

Oct. 21, noon

The Importance of Monsters: How Engaging in the Horror Genre Sparks Adolescent Bravery

Oct. 28, 10 a.m.

What is My Theory of Change?

Oct. 31, noon

From Problem to Prevention: Evidence-Based Public Health

Find these & more on our website with our monthly Library Learning Roundup!

[See the October Roundup](#)

Have suggestions, ideas, or questions about Continuing Education? Contact [Kate Kite, Continuing Education Coordinator Liaison](#), [618.474.9948](tel:618.474.9948).

Conferences

[Association of Illinois Library School Educators Annual Conference](#)

Nov. 7-9, 2024, in Tinley Park, Ill.

IHLS Member Day 2025: Oh, the Places You'll Grow

Feb. 12, 2025

[Illinois Youth Services Institute: Find a New Narrative](#)

Feb. 27-28, 2025

Have News to Share?

Share your organization's news with IHLS and you may see it in a future newsletter!

[Submit a Story](#)

Quick Links

[Illinois Heartland Library System](#) | [Cataloging Maintenance Center](#) | [SHARE Consortium](#) | [SHARE Help Desk](#) | [Library Directory & Learning Calendar \(L2\)](#) | [Illinois State Library](#) | [Illinois Library Association](#)





Illinois Heartland Library System

IMAGINING TOMORROW - DELIVERING POSSIBILITIES TODAY

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Want to change what emails you receive from us? You can!

[Update Subscription Preferences](#) | [Unsubscribe from "ALL" IHL S/SHARE/CMC Emails](#)

Unsubscribe on accident? [Resubscribe](#)