



Promoting all libraries in Indiana and fostering  
the professional growth of our members

## Reports to the ILF Board of Directors for 12/8/16 Meeting from Associations, Committees, Divisions and Districts

### Associations

#### IPLA, Indiana Public Library Association

Edra Waterman

- ILF records show 827 IPLA members.
- IPLA Board met 11/9 at annual conference

#### AISLE, Association of School Library Educators

submitted by Michelle Houser

- ILF records show 243 AISLE members.
- AISLE Board met 11/10/16 during annual conference. Michelle Houser, Tara White, Ben Moore, Debbie Acord, Kim Hunter, Jennifer Longgood, Lucy Gellert, JoyAnn Boudreau, Susie Highley, Jill Railsback, Kellie Harmon, Peggy Fuller, Carli Sauer, Jenn Brower, Chad Heck, Tonya Schaffter, Michael McCullough, Diane Rogers, Sarah Graham, Leslie Sutherlin and guest Robyn Young
- Primary Activities:
  - Accepted the recommendation from the Rosie Committee that Michelle Houser is the Rosie Chair Elect starting December 2016.
  - Discussed membership concerns and how the ILF office will be working on identifying certified and non-certified personnel in school libraries across the state.
  - Debriefing of ILF Conference 2016 by Jenn Brower and Chad Heck – took suggestions for improvement and kudos for things done well.
  - Announced that the next board meeting was TBD and would be sent out asap by Tara.
  - Districts added to their district concerns list – Michelle will turn in to Lucinda and the ILF office.
  - Michelle highlighted things discussed at the AISLE roundtable and AISLE business meeting for those who could not attend.
  - For the smooth continuation of ILF activities, the AISLE membership voted to have Michelle Houser be the President Elect of AISLE until such time as the strategic planning process by ILF has been completed and a new election can occur based on the SPP outcome.
- ILF Board action needed: “Accept the recommendation from AISLE for the appointment of Michelle Houser as president elect of AISLE for 2016-17.”

#### IALA, Indiana Academic Library Association

- ILF records show 111 IALA members.
- Last meeting 9/6/16 with 3 people in attendance.
- Held ACRL Webinar November 2, 2016 in Franklin, IN
- IALA Board met on 11/9/16 and annual conference.

#### ILTA, Indiana Library Trustee Association – *No activity; no report*

- Because ILTA trustee membership is a condition of the membership of a public library, ILF records the count of trustees, assuming 7 trustees for each public library, for a total of 1,267 trustees. ILF seeks the trustee names and email addresses from each member public library. However, not all libraries provide the information.
- ILTA board has not functioned as a separate board for an undetermined number of years.

## **Indiana State Library**

Jake Speer – *no report submitted*

## **Indiana Library and Historical Board** – Laurel Setser -*no report*

### **ALA Councilor**

reported by Jason Hatton

Lots of discussion on the Council Listserv about a Washington Office press release that was issued after the election, that seemed to indicate that ALA supported in full the priorities of the new Trump administration. While the Washington Office was trying to highlight the common ground between libraries and the new administration, many ALA members felt that the Trump administration will not be supportive of the issues that libraries care about. You may have seen some responses on social media using the hashtag #NotMyALA.

President Julie Todaro released a statement in American Libraries and as an email blast to all members (you can see it here:<https://americanlibrariesmagazine.org/blogs/the-scoop/a-message-to-members/>) This will most likely become a VERY big issue at the Council sessions at Midwinter in January.

## **Committees**

**Ad hoc cmtes** – Employee Handbook revision in process, with approval postponed to align with Financial Policies and Procedures (E. Waterman and S. Davis)

**Archives** – *no longer exists (proposal to suspend or remove this committee)*

**Awards, Honors and Scholarships Committee** (chair Tara White)

- Committee met 10/25 to review proposals for 3x3 Contest. Pilot contest generated 8 proposals, which were reviewed against criteria. Three finalists presented their ideas in 3 slides and 3 minutes as a part of the IPLA Luncheon, 11/9. The winner, Outdoor Classroom of Kokomo-Howard County Public Library, won \$1000 to implement their idea by mid-2017.
- Committee will next meet in January to review 28 awards and scholarships before soliciting 2018 nominees.

**Budget and Financial Development Committee** - See Treasurer's report documents

### **Insurance and Benefits Committee**

Cindy Wenz, chair

Per 8/16/16, agreed to dissolve committee and to hold ad hoc meetings or periodic gatherings of directors and HR managers.

**Intellectual Freedom Committee** –Don Parker, *no report*

### **Legislative Committee**

co-chaired by Jos Holman and Bill Wiebenga

- Since last board meeting, Legislative Committee met on 11/15/16 and 12/6/16 to develop and refine principles, policy priorities and strategies for 2017 legislative session.
- See separate report and recommendations.

**Nominating (“Governance”) Committee** – *propose amending this to “Nominating, Board Development or Governance” as a part of the by-laws revisions*

- Through the online board election and the annual meeting, ILF members elected Edra Waterman as President Elect, Kevin Petsche at Treasurer Elect and Latrice Booker to a Member At-Large.
- The remaining eleven board positions are automatically filled through designated positions through the four associations and special seats, a process that has been identified for review through the strategic planning/by-laws revision process. For example, ILTA has not officially met and AISLE's board discussed the challenges with filling their 43 designated board positions and with quorum.
- As reported for 10/5 and as identified in the *Work Plan*, ILF will review all positions as a part of the strategic visioning process and by-laws revision.

- ILF will develop a board and committee member orientation process that incorporates nonprofit best practices for job descriptions, clear expectations and policy sign-offs (i.e., conflict of interest statements by board members).

**Membership Committee** – *No Report* – Note staff aim to revive an outreach effort in 2017.

**Personnel Committee** - *no longer exists (propose to revive, suspend or remove this committee)*

**Publications/Communications Committee** Chair Helen Cawley

- Has not met since 9/29 and reported at 10/5 meeting.
- See staff reports for description of work completed by staff and consultant.

## Units and Divisions

**Children and Young People’s Division (CYPD)** reported by Theresa Horn

- ILF records show 450 in membership and 14 in leadership positions.
- CYPD last met on 10/21/16, with 11 in attendance, including Lucinda Nord. Division discussed board vacancies, evaluations from the 2016 CYPD conference, upcoming ILF Annual Conference, and planning process for the CYPD Conference in 2017.
- CYPD Division recommends the following leaders for 2017:
  - Chair- Theresa Horn, St. Joseph County Public Library
  - Vice Chair - Emily Ellis, Greenwood Public Library
  - Second Vice Chair- Robbi Caldwell, Brownsburg Public Library
  - Secretary-Michael Cherry, Evansville Public Library
- Representatives or Members of Leadership Team shall include:
  - District 1 - Amanda Fack and Jennifer Ludwig
  - District 2 - Addie Farmer
  - District 3 - Cindy Burchell
  - District 4 - Jenna Mattix and Nicole Thompson
  - District 5 - Lindsey Carr and Misty Bishop
  - District 6 - Karah Russell
  - District 7
  - District 8 Angela Dubinger
- Main areas of focus for 2017 might include-undecided.
- Future meetings of leadership team will be held January 27th 10:30-2:30-Greenwood, April 14th 10:30-2:30-Greenfield (not confirmed) and August 4th 10:30-2:30-ILF Office

**Community Outreach Division** Report by Chair Stan Campbell

- ILF records show 154 in membership and 3 in leadership positions.
- See Marketing report.

**Distance Learning Division** Reported by Jennifer Sebai

- ILF records show 38 in membership and 5 in leadership positions.
- Distance Learning Division last met on 11/9/2016, with 3 members in attendance. Three guests were in attendance. This was the roundtable at the ILF conference. Attendees discussed the questions sent to all division leadership by the ILF. General feedback was elicited about the Division, and guests shared their thoughts. The idea of having Friday discussions was proposed and received support.
- Division recommends the following leaders for 2017: Chair – Lisa Lintner; Vice chair – Sandra Quiatkowski; Secretary – Jennifer Sebai; Member at large – Michael Courtney
- Main areas of focus for 2017 might include: beginning Friday discussions, streamlining the process of taking and submitting minutes, editing bylaws.

### **Friends of Indiana Libraries (FOIL)**

- ILF records show 32 in FOIL membership.
- FOIL does not have a leadership structure similar to other divisions; rather, the ILF office previously convened FOIL groups and provided a newsletter.
- A FOIL conference was planned to be held 9/15-9/16 in Vincennes, but because of lower than desired attendance, the host Friends group requested it be cancelled.
- The ILF office has prioritized communication with FOIL groups in the coming year.

### **Instruction and Education Division** - reported by David C. Dunham, IPFW

- ILF records show 168 in membership and 3 in leadership positions. No meetings in 2016.
- Unfortunately, David has to resign as chair of IED, because of additional responsibilities at IPFW.

### **Interlibrary Loan & Circulation Division (IDC)** reported by Erica Brown

- ILF records show 66 in membership and 6 in leadership positions.
- Division last met on 11/9/16, with the following in attendance: Erica Brown, Meg Atwater-Singer, Stephanie Murphy, Amy Harshbarger, Marisa Albrecht, Ann Grilliot, Alisa Burch, and David Peter.
- Division discussed our viability as a stand-alone division within ILF. We also discussed factors competing against us, including: competition against other divisions at ILF, and that our members are typically staff/para-professionals who rarely attend non-district conferences. We decided that we would like to start facilitating conversations with ILL/Circ staff, at all levels, throughout the year, by: hosting panel discussion sessions at district conferences, as well as conference calls/webinars throughout the year, where we discuss and troubleshoot current issues and topics. We are currently looking for times for our division leadership to get together in the following couple of weeks to start planning for the webinar series.
- Division recommends the following leaders for 2017:
  - Chair: Erica Brown, West Lafayette Public Library
  - Vice-Chair/Chair-Elect: Amy Harshbarger, Rose Hulman Institute of Technology
  - Secretary/Treasurer: Meg Atwater-Singer, University of Evansville
  - Member-at-Large (2016-2017): Ann Grilliot, Hamilton East Public Library
  - Member-at-Large (2016-2017): Marisa Albrecht, University of Indianapolis
  - Member-at-Large (2017-2018): Stephanie Murphy, La Porte Public Library
  - Member-at-Large (2017-2018): VACANT (to be filled soon)
- Main areas of focus for 2017 include planning our webinar/conference call series and our division conference panels.

### **Library Information and Technology Division –**

- ILF records show 202 in membership and 3 in leadership positions.
- Met at Annual conference on 11/9 and discussed questions presented by ILF. Agree that new skills are needed to help public integrate technology into life, but membership in division is an issue.

### **Management Division –**

reported by Scott Tracey

- ILF records show 246 in membership and 4 in leadership positions.
- Division Leadership Team last met on 11.09.2016, with 4 (listed below, as well as ILF Board member Stephanie Davis) in attendance.
  - Division recommends the following leaders for 2017: Chair: Scott Tracey; Vice Chair: Beka Lemons; Lynn Hobbs; Members at large: Melissa Wooten
- 11/9 discussion - The Indiana Library Federation sent a representative to all division roundtables held during the annual conference. The ILF provided a list of questions that they wanted the divisions to address which would aid the Federation in future planning.

### **Marketing Division –**

- ILF records show 71 in membership and 5 in leadership positions.
- Met on 11/28/16 via conference call with Brenda Campbell, Stan Campbell, Mary Clare Speckner in attendance, as well as Tisa Davis and Lucinda Nord from ILF
- Discussed the intersection between ILF Communications/Publications Committee, Community Outreach Division and Marketing Division. Discussed membership in Divisions, the roles and future of overlapping divisions, with possibility of merging. Discussed whether purpose is to market libraries in general or to provide venue to share best practices in increasing awareness and attendance at library events. Members see the role to help ensure some marketing content at annual conference, share ideas between each other and perhaps to host a one-day conference during year.

### **Media Resources Division –** reported by Christy Walker

- ILF records show 35 in membership and 3 in leadership positions.
- While not a formal roundtable at the annual conference, leaders communicated with members via email after the conference.
- Division recommends the following leaders for 2017: Chair: Monique Threatt; Secretary: Christy Walker; and Member at Large: Alex Sarkissian
- Main areas of focus for 2017 might include:
  - Increasing division membership
  - Planning learning opportunities for annual conference, roundtable meeting, conference call, and/or webinar

### **Reference Division –** chairs Laura MacLeod Mulligan and Cristella Bond

- ILF records show 179 in membership and 7 in leadership positions.
- While they did not meet formally at the Annual Conference, staff and chairs have been in communication, and chairs participate in leadership calls.

### **Small and Medium Sized (SAMS) Libraries Division**

- ILF records show 271 in membership and 3 in leadership positions.
- Lynn Hobbs and Montie Manning facilitated email discussion about 4 questions presented to divisions and discussed with Lucinda Nord in meeting on 12/1.
- SAMS plays an important role for best practice sharing and networking for small and medium size libraries, whose directors often wear many hats and have difficulty getting away for multi-day conferences. Discussed desire to provide additional tools and templates for directors in SAMS, as well as longer, in-depth workshops with how-to's. Discussed conference format, content and possible coordination of regular call/webinar content.

### **Special Librarians Division -** *No report, no response*

- ILF records show 22 in membership and no updated leadership positions since 2015.

### **Support Staff Division -** *No report, no response*

- ILF records show 65 in membership and no leadership positions listed.

### **Tech Services Division**

Chair Rachel Wheeler

- ILF records show 118 in membership and 8 in leadership positions.
- ILF executive and Tech Services leaders have been in communication about how ILF can best meet the needs of the division, including ensuring adequate content at the conference.

## Young Professionals Division

chair Trista Smith

- ILF records show 20 in membership and 5 in leadership positions.
- Met on 11/9 at annual conference with 7 in attendance. Discussed the 4 questions suggested by ILF, reminding ILF that this division includes staff who have never existed in a world without technology. Need ability to connect with each other and a mentor without regard to geography. Big aspirations for ILF, including “pushing librarianship forward,” general advertising campaigns, funding for libraries and getting YPs involved in legislative activities.
- Held networking event in President’s Suite with small attendance. Need to find ways to get the word out.

## District Conference Planning Updates

In September, ILF asked District Conference planners to pause 2017 conference planning in order to incorporate new principles and processes related to all ILF conferencing and professional development. The Board voted on 10/5 to allow a compromise position that Districts already planning 2017 conferences could proceed planning with ILF office, but to allow facilitated strategic visioning time and session. Districts not seeking to hold a formal conference could hold a facilitated strategic visioning session.

By 12/2, Lucinda Nord had met or scheduled with most districts. Lucinda emphasized the changes in processes where ILF office must be involved in all decisions, as the ILF board is legally and fiscally responsible for ILF programs and events. Lucinda discussed local preferences and experience for presentation content, speakers, venues, exhibitors, attendance, participation by all types of members (academic, school, public, special and trustees), etc.

After ongoing analysis of prior year costs and revenues, attendance, evaluations and experience, ILF will issue a master “call for programs” that includes a rubric of desired content, speaker expertise, skill development, as well as a master “notice to potential exhibitors and sponsors” about opportunities for 2017. Target date is about 1 week after the 12/8 board meeting.

### District 1

- ILF records show 192 Members; 10 in leadership; and 80 total at 2016 D1 conference.
- Leadership met on 10/13/16 to discuss D1 Conference, the Blue Chip was not able to hold it for scheduling conflicts, which works well with new ILF cost principles. Lucinda Nord joined by phone. Lucinda explained changes with District planning conferences. District 1 leaders wanted to continue to have a large one-day conference on May 9, using the speakers their committee had already solicited and approved. After discussion, D1 will include time for strategic visioning session over lunch with possible follow up session in afternoon. Alternative site in South Bend was sought.
- On 12/1, leadership met via call to discuss conference. Lucinda had sent information in advance related to membership, comparison of membership to conference attendance in prior year and questions about content and speakers. Vincci Kwong secured IU-South Bend as the location and for catering. Committee was working on possible keynote speaker. Committee members will continue pursuit on potential (free) keynote speaker and will review accepted workshops against ILF rubric, and may amend plan after a review. D1 likes having exhibitors to help defray costs.
- Next meeting is 1/12/17, 1CT/2ET, at Michigan City PL.
- **D1 Conference is planned be on 5/9/17 at IU-South Bend.**

## District 2

- ILF records show 129 Members; 13 in leadership; and 114 total at 2016 D2 conference.
- Leadership met Aug. 26, Sept. 30 and Oct. 28 to review prior evaluations discuss conference plans.
- **Plan to hold at Peru Public Library on 5/5/17**, with possible theme. Committee members are exploring where facilitated session over lunch may be held (nearby church?). Committee has ideas for speakers and topics, though are willing to see additional possible speakers/content after ILF Call for Programs.

## District 3

- ILF records show 111 Members; 4 in leadership; and 108 total at 2016 D3 conference.
- Four leaders met 8/31 and again on 11/23 with Lucinda to discuss their initial plans. After discussion about goals, committee agreed to wait on selecting sessions and presenters until after rubric and call for programs is issued by ILF office. Library will host coffee. Registration fee will support catering by Sutton's.
- **Draft plan is to hold on 4/20/17 at Kendallville Public Library.**

## District 4

- ILF records show 353 Members; 5 in leadership; and 47 total at 2016 D4 conference.
- Initial conversations with leaders indicate **a preference for a facilitated strategic visioning meeting in spring** rather than a full conference.
- Leadership meeting is scheduled for 12/15.

## District 5/7

- ILF records show 100 Members in D5 and 87 in D7 for combined membership of 187 in 5 and 7; 8 in leadership; and 35 total at 2016 D5/7 conference.
- Initial conversations with leaders indicate a **preference for a facilitated strategic visioning meeting in spring** rather than a full conference.
- There is a **strong desire by Evansville-Vanderburgh Public Library to host a sort of "Difference is You!" conference**, which could be combined with facilitated conversation.

## District 6

- ILF records show 105 Members; 7 in leadership; and 179 total at 2016 D6 conference (highest participation by nonmembers of all district conferences).
- **Initial plans were for Greensburg Public Library to host on 4/7/17.**
- Leadership has not yet met with ILF office.

## District 8

- ILF records show 108 Members; 4 in leadership; and 72 total at 2016 D8 conference.
- Lynn Hobbs and Montie Manning of District 8 met with Lucinda on 12/1 to discuss a number of questions, including: whether ILF had considered re-drawing the district map, how libraries in District 8 do not have as much in common as through other divisions (like SAMS), how the district 8 conference has provided varying levels of content and interest.
- Initial plan was for Alexandria to host on 4/28. After discussion of the expectations for the format of the facilitated strategic visioning, it was agreed to move the D8 conference to Pendleton. D8 conference may be a **half-day only with one topic and the strategic visioning on 4/28/17 in Pendleton (to be confirmed).**