

ILF 2019 Goals and Calendar Aligned with Strategic Vision and Work Plan (as of 12/20/2018)

ILF Leader Group	Chair/Leader	Objectives/Activities	Goals Jan – Dec 2019
Board of Directors 2nd Thurs, 2-4, even months	Susie Highley, Edra Waterman, Leslie Sutherlin	Hire and review executive; approve budget and policies; ensure compliance; Duties of care, loyalty and obedience.	
Administrative	ILF Office	Mission-focused staff operate ILF by nonprofit law and best practices. Transparent and accountable.	Add intern or part-time staffer; consultant to carry out cohort; stable supported staff
Advocacy/Legislative Committee 1st Tues, 10:30, monthly	Kristi Howe, Kelly Ehinger	Develop annual policy priorities Advise on policy issues Convene members at annual Fall Forum Statehouse Day and federal advocacy/NLLD, as relevant Lobby and Advocate; Engage members in advocacy work	Identify and assess relationships for 30% of committee leaders Deepen grassroots advocacy competence and confidence Success in legislative session (tax structure, INSPIRE, internet and ISL funded) and increased awareness with school library issues
Ad hoc Cmte on Intellectual Freedom 2 nd Mondays, 11, monthly	Chad Heck, Naz Pantaloni	Handle IF issues for year Provide tools and resources for members Develop recommendations for structure and process for future	Review how IF embedded throughout and gaps; update website resources, including “How To Library” section of website
Awards Cmte Last Mon, 10:30, Jan, July, Oct	June Kruer, Marna Hostetler	Review criteria annually Recommendations for ILF Awards and Scholarships Explore other ways to recognize members and library community	Review possible digitization, genealogy or small library awards Review scholarship criteria, process and awards to ensure best candidates are supported Explore ways to support increased diversity in librarianship
Book Awards Cmte Chairs	Karen Webb, Lucy Gellert, Courtney Brown	Manage book award cycle from nominations to votes for YHBA and Rosies; Promote Read Alouds	Maintain; promote; explore revised rules and expanded participation and awareness Explore viability of new linked book award website?
Communications Cmte - 1st Thurs, 2, Jan, April, July, Sept, Dec	Malcolm McBride	Advise Internal and External Communications strategies to increase awareness about libraries and ILF; help with specific elements including social media and campaigns	statewide communications elements for members; consistent brand; align logo, including book awards; photo collateral; yard sign campaign in April
Finance Cmte Monthly review of financials	Mike Williams	Maintain strong financial position; Remain compliant; accountability	Continue to update business model and prepare for 2020 or possible recession. Strong, stable organization with continued clean audit and review.
Membership / Nominations Cmte	Edra Waterman	Ensure strong membership of all libraries and positions; increase engagement and deepen loyalty; Develop slate for election	Institutional Member benefits for 2019; Achieve/exceed goals; strong slate for Oct election; appointments. Engage members in meaningful way.
Virtual Exchanges		Engage members in important dialogue about hot topics and ways to advance libraries for future	
Professional Development Cmte 1 st Wed, 11	Lynn Hobbs	Develop comprehensive approach based on ILF PD principles (member benefit, business model, high quality content, partnerships). Support all library staff with quality professional development opportunities. Increase competence (knowledge and skills) and confidence.	Provide a strong 2019 calendar with them “Libraries, where all are welcome” to emphasize inclusivity with possible implicit bias, bystander intervention training. Continue focus on hospitality/customer service, technology and innovations.
Regional Planners	5 regional teams		5 strong regional conferences with library staff participation
Annual Conf Team	Leslie Sutherlin		Strong conference experience where ILF Annual is THE conference not to miss
AISLE Advisory Board	Diane Rogers, Chad Heck	Advise staff and board on school lib issues	Continue next steps on school library report; build out “How to Library”
IPLA Advisory Board 4 th Wed, 1-3, odd months	TBD, Angela Eck	Advise staff and board on public lib issues	Continue New director outreach Special projects – Homeschoolers, Lawyers in Libraries, etc.
IALA Advisory Board 3 ^h Wed, 2, Feb, Apr, Jul, Sep	Latrice Booker	Advise staff and board on academic lib issues	Work with Transitions project elements and explore ACRL pre-conference. Increase academic membership and participation throughout ILF
ILSTA Advisory Board	TBD	Advise staff and board on trustee/friends/foundations/advocates support lib issues	Meet 2x in 2019; Issue special newsletter for trustees/friends/supporters
Management Div	Beka Lemons	Leadership Team advises staff on trends and professional development needs. Goal of division is that members with management responsibilities (or those who want to move into management) may network and learn.	Explore LLAMA’s 14 competencies through virtual exchange or webinar series; using cohort model, offer mixed delivery series to improve certain management skills
Marketing Div	TBD	Leadership Team advises staff on trends, conference sessions and ILF Communications strategy. Goal of division is that members with marketing responsibilities may network and learn.	Yard Sign campaign; work on common messaging and frames for consistency
Public Services (ILL/Circ/Ref) Div	TBD	Leadership Team advises staff on trends in Inter-library loan, circulation and reference and related professional development needs of public-facing staff. Division is to provide opportunities for members to network and learn.	Fine free, trends in circ, subscription services
Tech Services Div	TBD	Leadership Team advises staff on trends in Tech Services and the TS sessions at Annual Conference. The Division provides opportunities for tech services staff to network and learn.	Virtual exchanges/webinars
Technology Div	TBD	Leadership Team advises staff on trends in Technology and related training needs of library staff. Division provides opportunities to network and learn.	
Youth Services Div	Robbi Caldwell	Leadership Team advises staff on trends with serving children and teens in libraries and special projects, serves as the planning team for the YS Conference and creates opportunities for Division members to network and learn.	Working with Homeschoolers project; successful YS conf; Virtual Exchanges
Special Projects in 2019 - “Transitions Project” - Homeschoolers - Education / Workforce		Transitions Project – a collaborative project between school, academic and public libraries with three elements: 1) Academic Librarian in the School event, 2) Graduation Pathway with dual credit for library assistant in high school and 3) improving the supports for H.S. and adult students taking online courses (whether in HS, independent or using public library as support). Working with Homeschoolers Project will evolve similarly to Best Practice Guide for Supervised Visits (collaborative meetings, work group, identify practices that foster or hinder work, and production of a Guide) Education/Workforce Development – Less defined, this is currently framed as “Strengthening your Library as an education and workforce center” cross-sector cohort (TBD)	

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	January	February	March	April	May	June	July	August	September	October	November	December
ILF Events (times listed in ET)	Leadership Orientation		Statehouse Day 3/12	Regional Confs 4/2, 4/5, 4/10, 4/16, 4/22	Budget Workshop 5/16			Youth Services 8/25-8-26		Fall Forum 10/1 or following week	ILF 11/3-11/5	
Partner Events	ALA 1/25-29 WA		MCLS Harwood 3/5-3/7	ACRL in OH		DOE e-Learning ALA 6/20-25 DC			ISL DIY 9/13		AASL-KY 11/14-16 YALSA in TN	
Board of Directors – in person 2nd Thurs, 2-4p, even months		2/14	audit	4/11		6/13 – audit report		8/8 – approve awards / schol		10/10	11/4 or 11/5 annual	12/12 adopt budget and policy priorities
Administrative	1099 Misc Fire Inspection		E-1 Entity; personal property tax		990 due date 5/15		Copier Lease expires	Business Entity Rpt Office Lease expire			IRS 990 Ext Deadln; Lobby Filing & Rpts	
Advocacy Committee 1st Tues, 2 Jan-Apr; 10:30a May-Dec, monthly. In person and Zoom	1/8 – change due to 1/1 holiday	2/5	3/5 3/12 statehouse	4/9 – change due to 4/2 Reg Conf	5/7	6/4	7/2 (TBD)	8/6	9/3	10/1(TBD)	TBD- change due to 11/4 conf	12/3
Ad hoc Cmte on Intellectual Freedom - 2nd Mon, 11a, Zoom	1/14	2/11	3/11	4/8	5/13	6/10	7/8	8/12	9/9	10/14	11/11	12/9
Awards Committee Last Mon, 10:30a, Jan, July, Oct	1/28						7/29			10/28		
Book Awards			3/9 YHBA 3/16 RosieCon						9/7 YHBA	10/12 Rosie	Luncheon	
Communications Committee 1st Thurs, 2p, Jan, April, June, Sept, Dec	1/3		I Love My Library yard sign campaign	4/4 Library Week – 1st wk		6/6			9/5			12/5
Finance - Treasurers Monthly review of financials	Email	Email	Email	Email	Email	Email	Email	Email	Email	Crnte TBD and Email	TBD and Email	Email
Membership / Nominations Cmte - 4th Tues, 10a, Jan, Mar, Jul, Sep	1/22		3/26				7/23		9/24			
Virtual Exchanges	Advocacy	Academic & School	Management									
Professional Dvlpmt Cmte - 1st Wed, 10a combined Jan, June, Dec	Combined Jan 9					Combined 6/5						Combined 12/4
Regional Feb, Sep plus host Zoom		2/6		4/2, 4/5, 4/10, 4/16, 4/22					9/4			
Annual Mar, Jul, Oct			3/6				7/10			10/2		
AISLE Advisory – 3 Zoom & 2 in-person mtgs, 1 regional in-person	1/15-7:30p Zoom	Regional dinners 2/18-2/23 (rpts due 2/26)		4/23 – 7:30p Zoom		DOE ELearning mtgs and EdCamp 6/18 tent			9/17 – 7:30p Zoom		11/4 AISLE Mtg at conf	
IPLA Advisory -4th Wed, 1-3p, odd months	1/23		3/27		5/22		7/24		9/25		11/20	
IALA Advisory -3rd Wed, 2p, Feb, Apr, Jul, Sep – in person		3/20		4/17			7/17		9/18			
ILSTA Advisory - TBD												
Management Div TBD	Zoom	Zoom	Virtual Exchanges				Zoom			Zoom		
Youth Services Div	1/18 – Mooresville			4/26 – conf hotel				8/2 –ILF or Peace Learning and 8/25		10/18 – Black culture center Indy		
OTHER DIVISIONS (Tech Services, Marketing, Public Services (ILL/Circ/Ref), Technology) SCHEDULE AND FORMAT TBD												

2019 DRAFT Work Plan Objectives

Office/Admin

- Admin issues – Office space lease, copier; 1-2 grants
- Strengthen leader orientation and engagement
- Staff repositioning with new part-timer

Membership

- Achieve/Exceed Membership Goals
- Coordinated efforts on membership engagement and volunteer management
- Virtual Exchanges

Professional Development

- Successful Events: FF, YS and Annual
- Budget Workshop; school library training in summer; new directors
- How To Library recordings

Advocacy

- Success in legislative session (tax structure, INSPIRE, internet and ISL funded)
- Successful Statehouse Day and Congressional visits
- New grassroots goal accomplished
- Progress on school library advocacy

Communications

- Statewide campaign items (license plate covers, yard signs, messages)
- Launch library photo, graphics and collateral access
- Increased presence and awareness

Projects

- Transitions Project (Academic Librarian in the Schools, Grad Pathways, etc.)
- Working with Homeschoolers
- Education/Workforce Development