



Illinois Library Association

## ILA Forum and Committee Reports

This form is to be completed by committee chairs/forum managers in collaboration with board liaisons. The ILA Executive Board will have meetings on the following dates in 2018-19: September 20, 2018; November 29, 2018; January 31, 2019; April 11, 2019; and June 13, 2019. Reports should be submitted two weeks before each board meeting to the board liaison and the ILA office, 33 W. Grand Ave., Ste. 401, Chicago, IL 60654-6799; fax: 312-644-1899; email: [dfoote@ila.org](mailto:dfoote@ila.org).

### **Best Practices Committee**

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Forum or Committee

Report completed by **Shannon Distel**

Date **8/29/2018**

Activities underway or completed since the last report:

Members of the committee met during ILA orientation on July 19 in Bloomington. Committee members worked to identify challenges and goals for the committee and shared ideas for communication. A number of action items were identified including:

1. Update the committee's charge which currently states: ***Promotes excellence in Illinois libraries by identifying and making known innovative services, community outreach initiatives, and management procedures. Selects an annual award winner and finds methods for encouraging communication among libraries about their best practices, and, using the ILA Web site, features the best of what our libraries are doing.*** The suggested changes to the charge are: ***Promotes excellence in Illinois libraries by identifying and making known innovative services, community outreach initiatives, and management procedures. Finds methods for encouraging communication among libraries about their best practices, and, using the ILA Web site, features the best of what our libraries are doing.***
2. Creation of a Facebook Group for the Best Practices Committee.
3. Creation of an email address for the Best Practices Committee.
4. Explore options for a project management tool.
5. Creation of a repository for Best Practices past projects as well as those in process and completed.
6. Discuss suggestions for the allocation of the \$150 budget.
7. Develop a method of solicitation for best practices.
8. Develop a method for dissemination of innovative services and procedures.
9. Creation of a shared Google Drive for shared documents.
10. Identify opportunities for submission to ILA Reporter.

Projected activities during the upcoming months:

Work on action items identified above. Members of the committee will meet at the ILA Annual Conference.

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Questions or concerns that need to be addressed by the ILA Board:

Update the committee's charge that currently states:

- 1. Promotes excellence in Illinois libraries by identifying and making known innovative services, community outreach initiatives, and management procedures. Selects an annual award winner and finds methods for encouraging communication among libraries about their best practices, and, using the ILA Web site, features the best of what our libraries are doing.***

The suggested change to the charge is:

***Promotes excellence in Illinois libraries by identifying and making known innovative services, community outreach initiatives, and management procedures. Finds methods for encouraging communication among libraries about their best practices, and, using the ILA Web site, features the best of what our libraries are doing.***

- 2. Suggest options and support for virtual meetings (GoToMeeting, Adobe Connect, Zoom, Skype) for committee members who cannot attend meetings and the ILA Annual Conference but want to attend committee meetings as they happen. Adequate internet connections would be required and conference spaces are usually lacking in speed and accessibility.***