



## Illinois Heartland Library System

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IHLS Department Updates  
Sept. 9, 2024

### **SHARE Update**

The team is working to complete the next group of public catalogs while starting the implementation planning and training for the first group of schools. We are still on track to have the catalogs completed by the end of the year. SHARE has also been working with IT to prepare for the MessageBee text messaging service, as well as an opportunity to meet with our new cloudLibrary representative. Administrative Services has been focusing on assisting school library members with back-to-school tasks. Bibliographic Services continues to collaborate with the SWAN consortium to update holdings. Barcoding refresher training - has begun for member libraries that last completed the training in 2022. The CMC is focused on their FY2025 classes planned through May 2025, including an upcoming asynchronous course on cataloging 3D objects, kits, and realia.

### **Accounting and Human Resources**

Human Resources and Accounting have successfully implemented Employee Navigator as our new benefits administration platform. This user-friendly system will enable employees to self-enroll in benefits and make changes during open enrollment or life events. By automating benefits administration, we are streamlining processes within both HR including payroll.

The Accounting Department worked diligently with Scheffel Boyle staff on the FY2024 audit. The audit will be finalized in September and reported to the board at the September meetings. Due to the annual invoices sent out in July, staff have been inundated with processing payments on those invoices and answering questions from member libraries regarding the invoices.

### **IT**

Progress is being made on all in-house development projects, including the newly revamped iPad Delivery app and the new circulation statistics and billing application. These are both extremely complicated systems, and it's exciting that we can build them.

Data analysis for the IPLAR statistics is progressing nicely, too. The goal is to have libraries go to a single link to grab the majority of their data for the IPLAR annual statistics for Polaris and interlibrary loan requirements.

Statewide broadband conversations are continuing, and while outcomes are slow, major milestones are coming, and we're well-positioned in the library community.

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**IMAGINING TOMORROW, DELIVERING POSSIBILITIES TODAY!**

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The implementation of MessageBee for SMS texting is going well. The vendor has been incredibly good to work with.

### **Facilities and Operations**

The Delivery Team prepared for returning to school library deliveries and initiating the next round of the new style tub rollouts. The AMHS project team has been focusing on readiness for the Automated Materials Handling System (AMHS) barcode duplication project. In line with this, the intergovernmental agreements (IGAs) for library barcode duplication assistance have been sent to libraries, internal barcode duplication training has been developed, and communications regarding the next steps with IGAs have been given. As for facilities, the Champaign manager obtained quotes for the LED lighting update, which was budgeted for this fiscal year. The Edwardsville manager has been overseeing several repair projects, including a water heater replacement, addressing a water issue in drywall, tending to the bottle filler station, and managing the handicapped-accessible automatic door opener. Meanwhile, Carbondale is actively working to transition to suite 106 and phase out suite 107 by the end of September.

### **Membership and Grants**

August was a month of celebration with the grand openings of newly constructed libraries in Caseyville (August 10) and Vandalia (August 19). Congratulations to all the people who worked so diligently over many years to make those new buildings a reality for their communities!

A second highlight was the ability of three members of the Membership Team to participate in the “Free People Read Freely” event sponsored by the Consortium of Academic and Research Libraries (CARLI) and the University of Illinois.

Our Third Thursday/Members Matter event was held at the Lincoln Library in Springfield and focused on the topic of *The State of Social Media*.

The bulk of the programming has been confirmed for Member Day, the system hosted an online Back-To-School event, and site visits are in full swing!

### **Administration**

Administrative staff members are organizing the many components of the FY2024 Annual Report submission, including the financial audit and narrative. The narrative is an iterative process with editorial and design tasks performed by our Marketing and Communications team. That team is gearing up for the fall conference season, ensuring our exhibiting teams have all they need for a successful member interaction experience. Staff are also finalizing plans for the board strategic planning retreat set for September 24 and the FY2024 Annual Meeting to be held October 22 in Champaign.

**Recommended motion to approve the Department Updates.**