



# Department Updates

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## **SHARE Update**

SHARE team members enjoyed presenting, learning, and networking at ILA, while also promoting SHARE and the CMC. One of the highlights of ILA was the launch and meetup of the iCAMP (Illinois Cataloging Mentorship Program) initiative that Jennifer Baugh and Pam Thomas worked very hard on this last year.

Eric McKinney, CMC Cataloging Trainer, made a site visit to Wyoming Public Library to assess their local history and genealogy collection. Our first two members of the SHARE NACO Funnel are starting to work with Jennifer and Pam on creating new headings.

In Aspen, we are working on the next round of catalogs for school libraries and are still on track to have all member catalogs ready by the end of the year.

Both the SHARE Executive Council, SHARE Bibliographic & Cataloging Standards Committee, and SHARE Circulation & Resource Sharing Committee met to review policies and procedures. The SHARE Executive Council approved a recommended change to cloudLibrary pay-per-use fund allocations for FY2026. The SHARE Circulation & Resource Sharing Committee also had an opportunity to ask questions regarding the AMHS project with Colleen Dettenmeier.

One of the highlights of the year is the annual SHARE staff meeting, which was held virtually on October 31. It was a great opportunity to discuss current projects and look forward to FY2026.

## **Accounting and Human Resources**

### **Accounting**

The Finance department completed the quarterly grant reports for OCLC and the financial portion for CMC and iLEAD LTT grants. We are still working to collect annual SHARE and OCLC fees. We are creating any SOPs that haven't been developed yet and reviewing the ones that have. We created the FY2026 budget in OpenGov and are preparing it for the budget season and forecasting. I attended the ILA conference, and besides attending several sessions, I worked the booth and sat at the ILA Fundraising information table during its designated time.

### **Human Resources**

Our HR team has been busy in key areas of responsibility this month.

#### **Professional Development and Industry Engagement:**

- Attended the Illinois Library Association (ILA) conference, actively participated in presenting in two sessions and networking with library professionals.
- Served as a member of the leadership team for the newly launched HR and Administration Forum (HRAF) at ILA.

#### **Recruitment and Onboarding:**

- Streamlined recruiting processes through the optimization of Paylocity functionalities.
- Developed and implemented recruiting templates and resources for hiring managers.
- Updated the employee application process to enhance efficiency and candidate experience.

#### **Benefits Administration:**

- Collaborated with the Finance department to conduct a comprehensive review of employee benefits for calendar year 2025.
- Engaged with brokers to negotiate optimal benefit packages.
- Collected and analyzed relevant data to inform decision-making.
- Made strategic recommendations for the upcoming benefits program.

Policy and Procedure Updates:

- Partnered with staff, leadership, legal counsel, and the Personnel Committee to revise and update the employee handbook for proposed 2025 changes.
- Incorporated new policies and legal updates to ensure compliance and edits to ensure clarity for the proposed 2025 Employee Handbook which will be presented to the Board at the November meeting.

## IT

Two significant projects should be highlighted this month. The first is the completion of the SHARE IPLAR and data dashboards. The dashboards are visual data representations for libraries to use to gain further information and insight into their collections and patron transactions. These resources show months of work by our data analyst and are already receiving great praise for the time-savings they will give for the IPLAR report.

The second project is the reconfiguration of our holds routing table for SHARE. The holds routing table is the “brain” behind which order libraries fill holds for other libraries. Many factors go into this decision. Each requesting library has its own list of libraries that fill holds for it. This allows for extreme flexibility and each requesting library can have a uniquely ordered list, but it also means the list is enormous, with over 250,000 entries in the table. Since we have delivery on the go service, we can now prioritize libraries earlier in the delivery routes to optimize more patrons getting their books quickly and eliminating the time and labor of materials coming back to the hubs. We can also prioritize the filling of holds within a delivery hub. This ensures that our nightly routes aren’t needlessly transporting materials from another hub that could have been filled locally. Again, this saves time and labor for IHLS staff and gets the requested materials to the library patrons more quickly and efficiently.

## Facilities and Operations

The Delivery Team has continued to roll out the latest new-style tubs, with drivers conducting live demonstrations for library staff. To assist users, we are creating an instructional video. Several staff members attended and presented at the ILA Conference. Tuckpointing work has begun on the Edwardsville building for maintenance. The upgrade to LED lighting in Champaign is also in progress, aiming to improve energy efficiency and lighting quality. We are addressing barcoding duplication and fading errors with the AMHS project. Staff participated in the recent library crawl, visiting several libraries to build collaborative relationships. Our department was well represented at the annual meeting. It was a valuable opportunity to connect with stakeholders and gather feedback.

### **Membership and Grants**

Hats off to the Membership Team. Everyone contributed significantly to IHLS's presence at ILA. Kate Kite, Leah Gregory, and Leanne Furby presented. Kate served on the conference committee and Sarah Taylor organized our trip.

The Library Crawl was also an event----allowing us to visit new libraries and meet library staff members.

The Podcast "Can't Shelve This" created its third episode.

An online Networking event was held for school library workers and staff attended the South Central Networking group (a relatively new group) in Fairfield.

### **Administration**

Our admin team continues to support the strategic planning work initiated by the board. We had a productive IHLS staff meeting with the consultant to review the first iteration of the strategic plan. We improved the outreach to members regarding the spring IHLS Board elections by adding a member focused webinar hosted by two current board members. Staff participated in the 2024 AISLE (Association of Illinois School Library Educators) conference in Tinley Park.