



# Department Updates

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## SHARE Update

The SHARE team's monthly highlights include:

- Policy and procedure review, compiling Standard Operating Procedures, and discussion of FY2026 operational plan for the department
- SHARE and HR Directors presented a webinar about management and performance improvement
- SHARE Director is part of the planning committees for both Reaching Forward South and International Coalition of Library Consortia conferences
- Bibliographic Services Department has been working on revising cataloging training, starting a new cycle of barcoder refresher training, and working with OCLC on a holdings update, in addition to two monthly training sessions
- Cataloging Maintenance Center is making great progress on the CARLI database cleanup, with 544 records merged, edited, or deleted. They also offered a course on cataloging Binge Boxes and a webinar on cataloging maps.
- SHARE Administrative Services Department provided 2024 "You Saved" data for members, and a session on the new data platform, created by the IHLS Data Analyst
- CloudLibrary underwent recent rebranding and the team has been working to update resources as well as providing members with readers' advisory content like 2024 "Most Requested" lists

## Accounting and Human Resources

Highlights from our Accounting and Human Resources team are:

- Secured final approval for the revised employee handbook from the Illinois State Library on January 7, followed by dissemination to staff and training
- Human Resources and SHARE Director presented "Shining a Light on Managing Employees" to IHLS and RAILS member libraries
- Human Resources Director supported the inaugural roundtable for the newly formed Illinois Library Association's Human Resources and Administration Forum (HRAF)
- Human Resources and Finance department staff attended a Paylocity event to explore new system functionalities and identify opportunities for increased efficiency
- Finance staff prepared 1099 tax forms for eligible vendors and mailed out W-2 and 1095 tax forms to staff members
- Finance staff drafted and submitted the FY2025 2nd quarter OCLC, CMC and iLEAD LTT grants to the Illinois State Library
- FY2026 budget planning has commenced, along with the preparation of year-end forecasts for FY2025

## Facilities and Operations

Our facilities and operations team highlights are:

- Drafting the Driver Manual and Standard Operating Procedures for Supervisors
- Preparing for FY2026 budgets
- Label protectors are now being used as part of barcode duplication at our hubs
- Edwardsville tuckpointing project has been on hold due to weather, though drywall repair work is progressing well.

- Champaign lighting update has been completed
- Coordinating the necessary electrical work to install AMHS machines and security cameras

### Membership and Grants

Highlights of membership team activities are:

- Lots of work with system member certification
- Work gathering the last pieces of our Member Day presentation on February 12 for a seamless member experience
- Two staff are part of the planning team for the Illinois Youth Services Conference, which will be held in Bloomington at the end of this month

### Administration

Highlights of admin team work this month include:

- Significant outreach to public libraries promoting the FY2026 board elections
- Final touches to the Member Day platform back end and messaging for the day of and after the event
- Initiated FY2026 System Area and Per Capita Grant planning for budget and operational plan development