



# Department Updates

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## SHARE Update

- Team members attended IDEAcon to promote the SHARE program, getting an opportunity to see member libraries and network with other IT service providers.
- We are working on annual agreements as well as proposals for the Members Group Meeting and upcoming vote.
- The SHARE Executive Council approved a new financial transfer procedure to optimize rates of return, as well as approved amendments to the permissions policy, which will go to membership for vote.

## Accounting and Human Resources

- Accounting met with budget managers to determine FY2025 end of year estimates and discuss FY2026 budget needs.
- Accounting analyzed CD rates from multiple financial institutions to identify the optimal value for our Capital Projects cash balance.
- Human Resources has implemented enhancements to the new hire orientation program, specifically targeting improved communication strategies and a modernized benefits overview.
- Human Resources hosted an IMRF webinar on February 5<sup>th</sup> to engage employees in a comprehensive review of their retirement benefits, fostering increased knowledge and understanding.

## IT

- Preparations for the technology needs for the AMHS (automatic materials handling system) are underway. Security setup for the vendor and multiple new devices are needed to accommodate the setup.
- The delivery iPad application is being tested by operations staff. This is the first major rewrite since its launch in Feb 2017.
- Continued development of data dashboards and cooperation with other departments to identify new discoveries for how to use the data.

## Facilities and Operations

- Operations staff analyzed FY2025 end-of-year expenditures and developed the proposed FY2026 budgets, inputting the amounts into OpenGov for review.
- Delivery & Facilities Director traveled to Springfield to sign off on the (5) replacement 2025 Ford Transit Cargo vans, complete licensing and submit title applications. The remaining vans will be picked up in March when they are ready.
- Delivery & Facilities Director began preparations for the annual Safety Team training, which includes updates to the safety manual and planning the video for the safety training.

### Membership and Grants

- Closed the books on another successful Member Day (February 12) and initiated planning for Member Day 2026.
- Continued work on Certification with only 77 libraries to be completed through this final stretch.
- Staff assisted in facilitating the Illinois Youth Services Institute in Bloomington, IL February 27-28.
- The iLEAD Orientation packet was introduced to Illinois State Library Staff on February 14.

### Administration

- Admin staff are actively working to combine draft activities from the staff Strategic Planning Retreat in preparation for building the FY2026 Operational Plan.
- Review of FY2025 Operational Plan objectives with an eye towards ongoing activities added to the FY2026 Operational Plan.