



Staff Activity Update

Administration

- Record retention - acquired approval for the destruction of 34 boxes of documents.

Accounting and Human Resources

- The accounting team finalized FY2025 and initiated preparations for the annual audit.
- We also generated annual, monthly, and quarterly billing invoices for FY2026, covering IHLS, SHARE, and OCLC members.
- The Human Resources team worked on a number of recruiting and processing new hires due to retirements and resignations.
- Additionally, we completed our training with Paylocity on our soon-to-be rolled-out performance management system.

Facilities and Operations

- Throughout July, staff dedicated significant time and effort to managing the hiring process for multiple open positions in delivery. After careful review and interviews, we successfully selected qualified candidates for all vacancies, ensuring that teams are fully staffed.
- The Champaign Automated Materials Handling System (AMHS) is now fully operational, marking a major milestone in our service enhancements. To celebrate this achievement and showcase the system, we hosted a Board Meet & Greet at the Champaign hub. During the event, board members and library staff had the opportunity to see the AMHS in action and gain a better understanding of its impact on workflow and efficiency.

SHARE

- In July, we welcomed a new cataloger, Emily Evans, and wished one of our longest SHARE employees, Sue Pearson, a fond farewell and best wishes on her retirement. We were also excited to learn that CMC's Dr. Pamela Thomas, won this year's TBS, Inc. Technical Services award from the Illinois Library Association!
- The CMC also launched a new newsletter, the "CMC Chronicles," for catalogers statewide, focusing on promotion of CMC services, as well as training opportunities for catalogers.
- We were absolutely THRILLED to announce that Aspen can now accept patron payments to the state ePay program!

Membership and Grants

- Three episodes of the "Can't Shelve This" Podcast were recorded.
- Staff participated in the Small Pubs Networking Group and the Medium Pubs networking group meetings.
- Statewide outreach of the iLEAD Traininig Portal continues.

Recommended Motion: Motion to approve the Staff Activity Update