



Staff Activity Update

Administration

- Final preparations of the FY2025 Annual Reports documents have been underway with the executive assistant keeping the contributing staff on track to meet scheduled deadlines.

Accounting and Human Resources

- In August, the accounting team worked with Scheffel Boyle to conduct the FY2025 audit, ensuring compliance with financial reporting standards and preparing all necessary documentation for a thorough review.
- Additionally, staff completed financial-related components for the FY2025 Annual Report.
- The Human Resources staff worked on training and launching the performance review platform through Paylocity. This includes the new journals feature within this platform that allows staff and management to record communications and notes throughout the year.
- The current Employee Handbook was uploaded as a resource within Paylocity and integrated within the AI feature to make it more accessible to staff. This empowers employees to quickly find information.

IT

- In August the development team made several important changes that will affect delivery and cataloging. Database changes for both the delivery app and the new CatStats software are the final steps in getting these products fully utilized. We are excited to get these products out to the users.
- Considerable focus has been spent on data analytics for the new AMHS machines and their efficiency. The ability to monitor and maximize these machines is key to their success, and the IT and Operations departments have been working closely to accomplish this goal.
- With several new libraries joining SHARE, the “holds table” needed to be reconfigured to accommodate the new sites. For a system our size, this table is very large, and we programmatically make these changes so we don’t miss anyone. Currently, there are over 221,000 entries in our holds table that direct which holds are filled by which libraries.
- SHARE and IT are talking about future projects and how the IT department can best serve the SHARE team. This meeting was productive and a great way to see the future of the system.

Facilities and Operations

- Much of August was focused on implementing the Carbondale AMHS machine, which included multiple trips for preparation meetings, rearranging the room to accommodate the equipment, setting up the room during the install, and conducting staff training.
- The Champaign delivery team held a follow-up meeting to review AMHS operations and made minor adjustments to the placement of certain libraries on the machine.

- The Delivery & Facilities Director attended the "Back to School: Extra Credit" meeting with school library staff to review delivery procedures, participated in the Members Matter meeting, and held a meeting to review the comprehensive Driver's Manual, which was then rolled out to all driving staff.

SHARE

- We have had four school libraries go live with Polaris: Iroquois West 10 Danforth Elementary School, Iroquois West 10 Gilman Elementary School, Iroquois West 10 Upper Elementary School; and Oblong 4 Oblong High School.
- We have begun working on the Mobile Memory Lab expansion grant, providing digitization days to ten libraries, with financial support from Illinois Humanities. The events will begin in October, with a focus on training member libraries on how to host these types of events. With the new grant, several staff from SHARE, CMC, and IHLS will facilitate the events, with metadata cataloging support from the CMC.
- In conjunction with the IHLS CE program, our Cataloging Supervisor started a new round of book repair workshops for member libraries.

Membership and Grants

- The highlight of August activities was the participation by 21 of our "newish" library directors in Directors University. This hybrid annual event begins with online learning and culminates in a three-day immersive experience held in Bloomington, IL. Additionally, several seasoned directors from IHLS acted as mentors and Kate Kite from our staff served on the planning team.
- Season 2 of the "Can't Shelve This" podcast launched with an episode entitled: "Back to the Stacks."
- A second round of very successful book repair workshops was begun at the Taylorville Public Library on August 28, 2025.