



SHARE Executive Council Meeting
Wednesday, November 14, 2012 at 10:00am
Illinois Heartland Library System
C.E. Brehm Memorial Public Library, Mt. Vernon, IL

1. Roll call
2. Approval of minutes (Appendix A)
3. Illinois Heartland Library System Report
4. SHARE Update
 - a. Administration – Traci Edwards
 - i. OPAC – Michelle Ralston
 - b. Bibliographic Services – Joan Bauer
 - c. Staff Services – Chris Dawdy
5. Old Business
6. New Business
 - a. SHARE Circulation Vote
 - b. Credits – How can they be spent
 - c. Overdrive
 - d. Other
7. Announcements
8. Next Meeting
9. Adjournment



**SHARE Executive Council Meeting
 October 17, 2012
 10:00am
 Via V-tel at the 4 IHLS Office Locations**

10:03am meeting called to order.

Present:

- Cartersville: Esther Curry, Diane West, Traci Edwards
- Champaign: Debra Sherrick, Sarah Isaac, Michelle Ralston,
- Decatur: Lee Ann Fisher, Joan Rhoades, Joan Bauer
- Edwardsville: Diane Steele, Diane Yeoman, Annette Mills, Alayna Davies-Smith, Chris Dawdy, and Leslie Bednar
- Effingham: Kim Keller

Approval of minutes: Extra p in Popit needs to be removed. Esther Curry made motion to approve minutes, Kim Keller seconded. Minutes were approved as amended.

IHLS Update: Leslie Bednar provided an update on IHLS. Very happy that the audit is completed. Some funds for FY13 have been received, but the rest of FY 12 has not yet been received.

SHARE Update:

Administration – Traci Edwards announced that the agencies’ information is in Polaris. Alyna Davies-Smith asked about permissions for Polaris, especially for volunteers. She wondered if the optional levels be presented to the group first to ensure that it fit the libraries’ needs? Discussion followed. Traci stressed that staff do know what currently is used and will be working with libraries on this issue.

Billing – Traci explained the DRAFT Computation of LLSAP Fund Distribution. 3 legacy LLSAPS agreed to pay for increase in fees for their libraries. The option of using that money only towards SHARE bill might not work for some, so Traci figured the amount of extras for 2 years and that amount will be with the credit for that library so only 1 credit per library is noted. Credits will be explained in a letter to accompany the bill. Stressed that no checks will be issued and the credits are to be used for LLSAP related fees or for group purchase, for example SHARE fees, database, Plinkit, and barcodes. Accounting HAS to know library is using credit. Diane Y – will we collect the amount the hardware/software startup every year? Traci – yes, that will be accounted for in SHARE fees. Motion to accept the computation of LLSAP fund distribution and to have Traci to proceed with billing at the figures presented was made by ??? and seconded by Joan Rhoades. Motion approved by roll call vote.

OPAC – Michelle Ralston had a one on one with Dennis at Polaris about how to fully layout the OPAC. She will first meet again with staff, then to have another committee meeting. Hopes to have a banner on OPAC for each library by go live date but individual tweaking will come later.

Bibliographic Services – Joan Bauer announced that the second Bibliographic Services newsletter has been sent out. Well received. The staff had first peek at the bib data merge, had concerns but have a call with Polaris to discuss the outcome.

Staff Services - Chris Dawdy discussed that the first round of SHARE Local meetings went well. Most like with have next monthly meeting by Vtel in November. Staff has received some training for Polaris and will receive further training in 2 weeks. Videos and documentation have been shared with staff from Polaris. Basic Circ and Off-line circ training will most likely be a half day class. Train the trainer will begin in December. We will use Camtasia for web videos. Good response to the SHARE directors' newsletter. Alayna Davies-Smith asked who will be trainers. Chris indicated it is a very informal list right now.

Chris also explained the SHARE Consortium Circulation Vote. It was decided by the SHARE Circulation committee to ask member libraries to vote on whether due dates should follow item rules, transacting library's rules, or the patron's library's rules. There was a tie, so the survey was revamped to include only item vs. transacting. Majority of members from 3 of the 4 legacy LLSAPs voted for transacting.

Old Business:

Adoption/Acceptance of Polaris codes – Traci explained that the Circulation and Cataloging Committees worked together on these. Included were the collection codes, shelf location, item statistical codes, and material type codes. Also included on spreadsheet by Traci were the Patron codes and loan interval codes. Sarah Isaac commented that for how big SHARE is, 18 pages worth of code isn't too bad. Leslie Bednar asked about item stat codes, and if we really need LC classification or were there other ways to get same information? Traci answered that Polaris does suggest having it like this but yes, one can do call number reports.

Motion for adoption/acceptance for all codes was made by Sarah Isaac and seconded by Annette. Motion carried by roll call vote.

New Business:

The SHARE Consortium Circulation Survey was covered by Chris Dawdy earlier.

CARLI Reciprocal members in SHARE – Chris explained CARLI members (ISHARE) are reciprocal borrowers with LLSAPs by a longstanding agreement.

Leslie Bednar asked the Executive Council to address a question concerning affiliate membership: What if there are members that do have a standalone automation system but used to pay to be an associate member in one of the legacy LLSAPs – where do they stand in SHARE? Discussion followed, with main question being when are the libraries no longer

associate/affiliate members. Traci suggested that SHARE allow those libraries to still use the legacy system they are associated with until migration. By April, the libraries might have a better idea if they can join SHARE or not since transitional member fees would be available. (When fees for FY14 are developed at the end of the calendar year, we also will develop fees for transitional libraries.)

Dan Wiseman – Diane Steele commented that the meeting with Dan was went well. Notes were provided by Sarah Isaacs. A great deal was accomplished. Sarah explained that the notes are from big poster board paper. She was happy that how policies are drafted and approved are on a timeline. We do work well together.

Next meeting is Wednesday, November 14 at 10am Mt. Vernon.

Joan Rhoades is Joan.

Joan Bauer is Jo Ann.

Meeting adjourned at 11:05am.