



SHARE Circulation and Resource Sharing Committee Meeting

Thursday, April 8, 2021 at 10:00 a.m.
Illinois Heartland Library System
6725 Goshen Road, Edwardsville, IL 62025
via [Zoom](#)

Minutes

Call Meeting to Order and Roll Call: The meeting was called to order at 10:00 a.m. by Esther Curry. *In Attendance—Esther Curry, Chair, Mary Cordes, Maria Dent, Robert Edwards, Susan McKinney, Sandy West, and Diane Yeoman. Janet Cler and Paula Tretter arrived after roll call.*

Absent—Sarah Isaacs and Jennifer Slack.

Other Attendees—Laura Mitkos, Chatham Area Public Library District; Nicole Lauko, Millstadt Library; Angie Enright, Thornton Public Library

IHLS Staff—Cassandra Thompson, Zach Henderson, Dena Porter, Jacob Sedor, and Shelley Stone.

Approval of Minutes from the February 11, 2021 Meeting: Susan McKinney made a motion to approve the minutes and was seconded by Mary Cordes. All approved and motion passed.

SHARE Update:

- Cassandra Thompson welcomed a new SHARE staff member Jacob Sedor.
- She reported that the RBdigital platform has officially been retired and refunds are in progress.
- The cloudLibrary User Group met to discuss a proposal to add cloudLibrary magazines to our existing contract, but the group chose not to move forward at this time.
- IHLS recently implemented a new membership management system to improve communication between departments.
- Cassandra Thompson reported that we purchased a total of 3,451 titles, at a cost of \$99,503.76 as of March 31, 2021. SHARE anticipates spending the remainder of \$25,496.24 by the end of May to close the project before the end of the fiscal year. A quarterly grant report was recently submitted. Our total reimbursement to date has been \$64,018.01, with additional reimbursement anticipated within the next month.
- The SHARE Executive Council met yesterday, with a motion to send the plan to add a SHARE mobile app to membership for a vote. The membership meeting will be on May 5, 2021 with a vote to begin May 12, 2021.
- The SHARE annual agreements have been sent electronically, and Shelley Stone is working on sending continuing education hours to SHARE member library catalogers. She has also completed the quarterly cataloging billing to libraries.
- Dena Porter has started on end-of-year changes for schools.

Old Business:

- **Multi-type Borrowing Policy:** This policy was brought to the committee last year and was under review, but got overlooked due to COVID. There were some recommended changes, and Cassandra Thompson updated the policy to reflect those changes. The committee discussed the updated policy. Susan McKinney made a motion to send the policy to the SHARE Executive Council for review and membership vote. All were in favor; motion passed.
- **Other:** None

New Business:

- **Changing Loan Algorithms:** A member library asked that SHARE change their settings to no longer borrow from another library due to receiving damaged item fees. The situation was resolved via a conversation between the two libraries, but Cassandra Thompson wanted to bring this item to the committee's attention. Janet Cler made an amended motion to update SHARE procedures to reflect that SHARE staff will be responsible for making minor changes to the routing sequences. Major changes will need to be reviewed on a case-by-case basis by the SHARE Circulation and Resource Sharing Committee and any affected members. Susan McKinney seconded the motion and all were in favor. Motion passed.
- **Holds Loophole-Inactive Holds:** Dena Porter found an odd situation with a patron requesting more holds than the library administrative settings allowed. After review with Polaris, the patron had suspended the holds (showing as inactive), and after they shipped, they were reactivated pushing the patron over the allowable limit. This is a loophole in the software. The only software solution would be to disable holds suspension feature, but that is a systemwide change. Another solution would be for the library to manually enforce their holds policy, by denying the interlibrary loan, returning items, and placing the items back on hold. The committee decided that these should be resolved at the individual library level versus a systemwide change to the suspension feature.
- **Certification and Substitution Program:** Cassandra Thompson asked the committee if they would be interested in SHARE starting a circulation certification and substitution program. The committee discussed what that program might look like, including payments and workers compensation in the event of an accident or injury. SHARE will add a poll in the next newsletter to gauge interest in this type of program.
- **Other: Days on Hold:** Since the agenda was posted, there was a question about how many days an interlibrary loan item should be held. The standard setting is for seven days, and SHARE procedures recommend that libraries should check the hold manager every day the library is open. Cassandra Thompson asked if SHARE should consider adding a policy that items will be held for seven days. This has been an issue in the past when items were held for much longer than seven days until ultimately billed as lost, in order to get them returned. There was a question of whether the time for holds follows the item policy from the lending library or the policy of the loaning library. SHARE will draft a procedure that states that holds will be set at a maximum of

seven days for interlibrary loan and investigate if the settings follow the item or the loaning library policy.

Public Comment: None.

Announcements: None.

Next meeting: Thursday, June 10, 2021 at 10:00 a.m.

Adjournment: There being no further business, Esther Curry adjourned the meeting at 11:32 a.m.