

SHARE Circulation and Resource Sharing Committee Meeting

Thursday, June 14, 2018 at 10:00 a.m.

Illinois Heartland Library System

6725 Goshen Road, Edwardsville, IL 62025

(618) 656-3216

via Zoom at <https://zoom.us/j/669733701>

Minutes

Call Meeting to Order and Roll Call: The meeting was called to order at 10:04 a.m. by Susan McKinney.

In attendance: Janet Cler, Mary Cordes, Esther Curry, Sarah Isaacs, Susan McKinney, Jennifer Slack, Sandy West, and Diane Yeoman. Robert Edwards arrived after roll call.

Absent: Maria Dent, Paula Tretter.

Also in attendance: Cassandra Thompson and Sue Pearson.

Approval of Minutes from the May 2, 2018 Meeting: There was a correction on attendance for the previous meeting. The corrected minutes were approved with a motion made by Sandy West and seconded by Mary Cordes. Motion passed.

SHARE Update:

- Cassandra Thompson announced that the annual SHARE Executive Council elections were now underway. She also gave an update about member libraries. Cissna Park will be closed in June for renovations and the database has been updated to reflect the closure of the Centralia branches. She gave an overview of vendors that were interested in partnering with IHLS, and that the annual agreements will be sent to finance for July billing. Cassandra stated that she would also be out for the next meeting, due to maternity leave.

Old Business:

- **Member Library Questions:**
 - Member survey—libraries that allow longer loan periods. The group discussed the results and comments of the recent survey to allow longer loan periods in special circumstances. Both Susan and Janet Cler expressed concern that there was not more member participation. The comments indicated that the policy would have to be worded very carefully so libraries were not extending for lengthy time periods or in-demand items. Esther Curry made a motion to draft a policy for the committee to review, seconded by Sarah Isaacs.

Illinois Heartland Library System

- **SHARE Circ Violations and Appeal Process**—Cassandra shared an updated policy for Circ Violations and Appeals. She reviewed the Bib Services Conflict Resolution Policy, and used that as a guide. Susan stated that it looks good. Typically the process would go for member comment with a final draft to the Executive Council, but in this case, Cassandra will take it to the Executive Council just to make them aware. Esther Curry made a motion to submit the draft for member comment. Sandy West seconded and the motion was approved.
- **Book Club Kits (KitKeeper.com)**—Cassandra is exploring software to maintain a book club reservation system. This product could also be used for other types of kits (Storytime, STEM, Lego, etc.) Cassandra explained more about how the program would work, with member libraries helping to purchase and store these kits. She also suggested a user group of members to select titles and determine procedures. Susan suggested sending a survey to members to gauge interest and recruit a user group. Sarah Issacs had several suggestions for additional book kits for parenting and workplace wellness. She also volunteered to be part of a book kit user group. Esther stated that she already has classroom kits, and would be interested in the reservation software. Cassandra will bring additional information, like cost of the KitKeeper program, to the next meeting.
- **Resource Sharing Updates**—Cassandra reviewed the results of the recent member poll for IHLS to consider a group purchase to Tutor.com. There were only 13 respondents, even after promoting the survey. Due to the lack of participation, it was determined that libraries might be interested, but not at a group purchasing level. She will recommend that IHLS pursue a vendor discount with Tutor.com. Susan suggested sending surveys out to networking groups in the future to drive participation. Sandy suggested including the different surveys and results in the next SHARE Members' Group meeting, so everyone understands how valuable their input is.
- **Other**—none.

New Business:

- **Member Library Questions:**
 - Decatur PL—Fine forgiveness. Robert with the Decatur Public Library wanted to discuss any questions regarding their move to Fine Free. The group discussed how fines would be forgiven (Decatur patrons at Decatur PL) and eliminating expiration dates, but addresses will still be verified. Mary hopes that Robert will provide an additional update in about six months. Robert stated that the program was made possible from a successful trial period in 2017, and was part of an initiative to reduce barriers, which was a common user concern. The preliminary results showed increased patronage and library usage. He anticipates that about ten neighboring/borrowing libraries would be the most affected. Mary asked the percentage of budget revenue comes from fines, and

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Robert stated it was less than 1%. He will bring additional information about their findings, what worked and what could be improved, to the next meeting.

- Mississippi Valley PLD—Owning libraries limiting materials sent to individual patrons. Kyla at the Mississippi Valley PLD contacted SHARE about libraries limiting the number of holds that they would send out for one patron at a time. There is currently no policy against this. Susan stated that is part of the ILLINET Code, that libraries can set limits on borrowed items. The committee agreed that no further action was necessary.
- Bryan-Bennett PL—Managing overdue and lost items procedure. The current procedure is how to manage reports, and it lists a sidenote stating that if libraries do not forward a payment from a lost/damaged and paid for item, then the owning library may bill. The current policy states that libraries should always forward payments. In the event a patron does not pay, the owning library has 12 months to bill the lending library for reimbursement, which is a similar procedure, but a different scenario. In order to avoid ambiguity, the lost items procedure and the managing overdue procedure should match. Robert asked if there are libraries that didn't already bill, but Janet and Esther both mentioned that they do not. There are lending libraries that will not bill other libraries for lost items, and if payments are not automatically forwarded, they will never receive funds taken in. Susan stated that the owning library should be able to contact the library to request payment, in the event it just got overlooked, but they should not be responsible for billing a lending library when a patron pays, since it is the lending library's responsibility. Cassandra asked how this could be better clarified, since that is the current expectation in Lost Items Procedure, but ambiguous in the Managing Overdues and Lost Items (Reports) Procedure. Robert made a motion to request a draft of a revised procedure for Managing Overdues and Lost Items procedure for review at the next meeting. Esther seconded, motion passed.
- **Other**—Paula asked to resign as Chair for personal reasons, although she will remain on the committee. Susan McKinney is not eligible, since she is also a member of the Executive Council, and cannot hold both seats at the same time. Robert is the current Vice Chair, but he is also not eligible, since Rick (Decatur PL) is also on the Executive Council, and member libraries can only hold one seat at a time. The committee will determine the new Chair at the next meeting.

Public Comment: None

Next meeting: Thursday, August 9, 2018 at 10:00 a.m.

Adjournment: Sandy West made a motion to adjourn. Esther Curry seconded the motion. The motion passed and the meeting adjourned at 11:11 a.m.

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