
SHARE Circulation and Resource Sharing Committee Minutes

Thursday, August 14, 2025

10:00 a.m.

Call Meeting to Order

Sandy West called the meeting to order at 10:03 a.m.

Roll Call

Members present via Zoom

Sandy West (Chair), Tammy Caputo, Esther Curry, Susan McKinney, Joel Pikora, and Diane Yeoman.

Robert Edwards and Jennifer Slack arrived after roll call.

Members absent

Mary Cordes, Sarah Isaacs, and Paula Tretter.

Others present via Zoom

Jennifer Baugh, Jace Cook, John Kirchner, Amanda McKay, Laura Mitkos, Dena Porter, Jacob Sedor, Andrea Sellars, and Cassandra Thompson

Approval of June 12, 2025, Minutes

The minutes stand as presented.

SHARE Update

Damaged Items in AMHS

When damaged items are sent through the machine, they are checked in, and the system assumes that they are available for circulation. IHLS Delivery recommends using rubber bands and hand-written transit slips or the damaged item form as a visual indicator for sorting staff, so they are not sent through the AMHS machine.

The committee discussed other ways to make note of damage within item records.

Library Crawl Preparations

IHLS is preparing for the annual library crawl in October. The Marketing and Communication team will have more information soon.

Bib Services Update

SHARE is working to fill an open cataloger position by the end of the week. The CMC is releasing a bi-monthly cataloging newsletter, The CMC Chronicles.

Mobile Memory Lab

IHLS is working on expanding the CMC's Mobile Memory Lab pilot program, after receiving a new grant. This program will go to 10 different member libraries to provide digitization and historical preservation to the community.

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McNaughton Book Leasing Program

Two members of the McNaughton program have withdrawn, putting SHARE below the minimum number of members for the program. SHARE is exploring options with McNaughton to incentivize joining.

New Business

Damaged and Incomplete Procedure

The committee reiterated the discussion above regarding damaged items in the AMHS. The proposed updates to the procedure include the use of rubber bands as a visual indicator, and owning libraries should enter a free-text block on the item records to make note of any damage. Requesting libraries should notify owning libraries of any new damage.

Sandy West moved to accept the proposed changes and send the procedure to the Executive Council, seconded by Susan McKinney. Motion carried unanimously by a roll call vote.

Unfinished Business

Cards for Kids

Member libraries have requested the creation of a new patron code type for children and veterans, since the state library wants these numbers reported in the IPLAR.

The committee discussed what this change would look like. This change would require a significant amount of work for SHARE to create and tens of thousands of database entries, as it would need to be implemented for each material type at each library, which would demand substantial staff time. Alternatively, Innovative could make this change on SHARE's behalf, but there would be a cost associated with this.

Joel Pikora amended a motion for SHARE to prepare communications, including the pros and cons of the change, for member comment and bring it to the next meeting for review. Susan McKinney seconded the motion.

Motion carried.

Sandy West- Yes. Tammy Caputo- Yes. Esther Curry- Yes. Robert Edwards- Yes. Susan McKinney- Yes. Joel Pikora- Yes. Jennifer Slack- Abstain. Diane Yeoman- Yes.

Public Comment

None.

Announcements

Mahomet Public Library recently worked with the Illinois Secretary of State's Department of Motor Vehicles (DMV) Mobile Unit to have a very successful event, where patrons were able to access basic DMV services.

Next meeting

Thursday, October 9, 2025, at 10:00 a.m.

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Adjournment

There being no further business to discuss, the chair adjourned the meeting at 11:44 a.m.

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