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## SHARE Circulation and Resource Sharing Committee Minutes

Thursday, December 11, 2025

10:00 a.m.

### **Call Meeting to Order**

Esther Curry called the meeting to order at 10:03 a.m.

### **Roll Call**

#### *Members present via Zoom*

Tammy Caputo, Mary Cordes, Esther Curry, Robert Edwards, Sarah Isaacs, Susan McKinney, and Diane Yeoman. Sandy West, Jennifer Slack, and Paula Tretter arrived after roll call.

#### *Members absent*

Joel Pikora

#### *Others present via Zoom*

Jennifer Baugh, John Kirchner, Dena Porter, Jacob Sedor, Andrea Sellars, Cassandra Thompson, Tammy Wendling (Centralia Regional Library District), and Laura Mitkos (Chatham Area Public Library District).

### **Approval of October 9, 2025, Minutes**

The minutes stand as presented.

### **SHARE Update**

#### *Staffing Update*

Due to the retirement of the former IHLS Associate Director, Cassandra Thompson will be taking on a new role as IHLS Associate Director in addition to her position as SHARE Director. Dena Porter will be the new staff liaison for this committee.

#### *Upcoming Conferences*

IHLS Member Day will be held on Feb. 19, 2026. Reaching Forward South will be sponsored by both SHARE and IHLS.

#### *Aspen Year in Review*

Due to some delays with Aspen updates, the Year in Review feature is currently unavailable. Staff are working with our Aspen vendor and monitoring the situation.

#### *Palace Project*

SHARE has been invited to share CloudLibrary materials with The Palace Project content aggregator. This would allow users to access CloudLibrary materials on the same platform as other e-resource providers such as Overdrive and Inkie.org.

### **SHARE Members Group Meeting**

The committee agreed that a date of March 4, 2026, works for them.

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#### *SHARE Budget Meeting*

SHARE staff will be meeting in January to discuss the operational plan and budget for FY2027.

#### *New Cataloging Training*

The new cataloging training on Moodle is now available for catalogers and barcodes.

#### *Holiday Delays*

Due to the holidays, there may be delays with some SHARE services.

#### *Polaris 7.8 Update*

Polaris will be updating overnight on Saturday, Dec. 13, 2026. There should be no service interruptions.

#### *Leap Reports*

Early next year, SHARE will roll out a new feature on Polaris Leap that will allow members to access reports on that platform.

#### **New Business**

There was no new business for the Committee to discuss.

#### **Unfinished Business**

##### *New Patron Types*

SHARE has received member comments regarding the possibility of adding a new patron type. The feedback is largely against adding new patron types. As such, no action will be taken.

##### *Damaged or Incomplete Item Procedure*

The SHARE Executive Council reviewed this procedure at their last meeting. The committee discussed proposed changes and solutions. The committee also defined "major damage" and "minor damage". The committee debated the best ways to make note of minor damage with an Interlibrary Loan Condition Report sticky note as the best option.

The committee tabled this discussion while SHARE updates the procedure and prepares an Interlibrary Loan Condition form to send to members.

##### *Reciprocal Borrowers and E-Resources/Patron Registration Policy*

The committee briefly discussed options for reciprocal borrowing. Other consortia use internal branches specifically for reciprocal borrowing. SHARE will work with CloudLibrary to investigate other options for e-resources.

#### **Public Comment**

None.

#### **Announcements**

None.

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**Next meeting**

Thursday, February 12, 2026, at 10:00 a.m.

**Adjournment**

There being no further business to discuss; the chair adjourned the meeting at 11:59 a.m.

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