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## SHARE Circulation and Resource Sharing Committee Meeting

Thursday, August 12, 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 10:10 a.m. by Esther Curry.

*In Attendance—Esther Curry, Chair, Mary Cordes, Sarah Isaacs, Susan McKinney, Jennifer Slack (arrived after roll call), Paula Tretter (arrived after roll call), Sandy West, and Diane Yeoman.*

*Absent— Janet Cler.*

*Other Attendees— Mary Ray (Sidell PL), Gayle Lane (Carmi PL), Kyla Waltermire (Mississippi Valley PL), April Jensen (Lincoln PLD), and Connie Kisner (Carmi PL).*

*IHLS Staff—Jennifer Baugh, Dena Porter, Jacob Sedor, Shelley Stone, and Cassandra Thompson.*

**Approval of Minutes from the June 10, 2021 Meeting:** Susan McKinney made a motion to approve the minutes and was seconded by Esther Curry. All approved and motion passed.

#### SHARE Update:

- Jennifer Baugh has been hired to replace Shelley Stone as she retires at the end of October.
- Internet Explorer is being retired, so the remote app that connects to the Polaris staff client may run into issues. Dena Porter has written and distributed instructions on how to continue to use the remote app after the end-of-life for Internet Explorer.
- The SOLUS mobile app has entered the beta testing phase. The ad-hoc committee will review the app on August 26, 2021 at 2:30 p.m.

#### Old Business:

- **New Members:** April Jensen (Lincoln Public Library District) has volunteered to participate in the committee. Sandy West made a motion to approve April Jensen to the committee, seconded by Susan McKinney. All approved and motion passed.
- **Common Loan Working Group:** In an effort to standardize loan periods, Dena Porter presented the recommendation from the common loan working group. The working group has recommended each material type have two renewal periods. Music CDs, DVDs of all formats, and video games should all have a circulation period of two weeks. All book formats, kits, and periodicals will have three weeks. Member libraries may opt in or out based on material type. The members of the common loan group will be viewable on the SHARE site. The committee discussed the effects of standardizing loan periods and if libraries with longer loan periods would

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be excluded. Mary Cordes motioned to approve the working groups recommendation as a SHARE recommendation, seconded by Sarah Isaacs. All approved and the motion passed.

- **SOLUS implementation:** The SOLUS mobile app has reached its beta testing phase. There will be a soft launch in early September. Customization will be opened for member libraries at that time.
- **Billing Procedures:** There has been a marked increase in lost items, due in part to the pandemic. The committee has been discussing revising the procedure to extend the length of time that a lending library can bill the requesting library. The policy currently is that bills cannot be sent after one year, and the recommendation is to extend this to 18 months. This will hopefully give more time for libraries to recover their items before a bill is sent. Sarah Isaacs, representing a special library, notes that special libraries often cannot receive payment and need to work things out without billing. Susan McKinney motioned to approve the policy, Diane Yeoman seconded. All approved and the motion passed.
- **Non-Resident Cards:** The committee discussed the process of tracking Cards for Kids, Cards for Veterans, and the Free Non-Resident E-Resources Cards. These are all now law, but recent changes have made the implementation complicated. IHLS has a meeting with the State Library and will provide additional resources as soon as they are available. This change also affects the cloudLibrary consortium, as well as other Overdrive consortia, and SHARE staff will continue to research solutions.
- **Other:** None.

#### **New Business:**

- **Windows 11:** With the upcoming Windows 11 upgrade and the end-of-life for Internet Explorer, SHARE has been recommending libraries transition to Leap for barcoding libraries, rather than adding the remote app to workstations. For those that prefer to continue to use the staff client, Dena Porter has recently distributed instructions on how to directly access the remote app and avoid Internet Explorer. The committee discussed the variety of options to manage this change, including suggestions to implement Leap at their locations.
- **Fine Free:** Some member libraries have gone fine free, so their patrons are not fined for late items, and have asked if their loaned items can also be made fine free when sent out for interlibrary loan. This adjustment cannot be made on an individual level, it must be system-wide. The committee discussed whether the fines should follow the item or the owning library. No changes were made at this time.
- **Other:** Susan McKinney asked if the hold algorithm could recognize not just the patron's home branch, but also when the library is the pickup branch. Dena Porter will submit the suggestion to Polaris Idea Lab for review.

**Public Comment:** No public comment.

**Announcements:** No announcements.

**Next meeting:** Thursday, October 14, 2021 at 10:00 a.m.

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**Adjournment:** There being no further business, Esther Curry adjourned the meeting at 11:47 a.m.

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