



SHARE Executive Council Meeting
Wednesday, December 2, 2020 at 2:30 p.m.
Illinois Heartland Library System
6725 Goshen Road, Edwardsville, Illinois 62025
via [Zoom](#)

Minutes

Call Meeting to Order and Roll Call: Called to order by Jenna Dauer at 2:33 p.m.

In attendance—Jenna Dauer, President, Esther Curry, Gloria Hendrickson, Sarah Hill, Britni Hogg, Ryan Johnson, Jared Lofrano, Jacob Pahde, and Miranda Shake.

Absent—Jim Bosomworth, Diana Donahoo, and Carol Ziese.

IHLS Staff—Cassandra Thompson, Ellen Popit, Dena Porter, and Shelley Stone.

Also Attending—Scott Drone-Silvers, Lake Land College; Ricardo Hernandez, Prairie Trails Public Library District.

Approval of Minutes from the October 7, 2020 Meeting: Esther Curry made a motion to approve the October 7, 2020 meeting minutes and the motion was seconded by Ryan Johnson. All in favor and motion passed.

Old Business:

- **COVID-19 Response:** The committee discussed recent developments in the COVID-19 pandemic. The CDC recently changed recommendations for people to quarantine after exposure from 14 days to 7-10 days. The IHLS Delivery working group will meet Monday afternoon to discuss quarantine times for items. IHLS will also have an upcoming Members Matter meeting, in conjunction with Greg McCormick of the Illinois State Library. There were no further recommendations to change SHARE practices at this time.
- **Library Representatives/Library Sizes:** The committee reviewed the member comments regarding the change to the library size definitions for SHARE. Esther Curry made a motion to change the library size definitions: Small, populations of 10,000 or less; Medium, populations 10,001-25,000, and Large, populations 25,001 or larger. Miranda Shake seconded the motion. Per a roll call vote, all voted yes, and motion passed.
- **E-Books Grant:** Cassandra Thompson was pleased to announce that the Illinois State Library/Secretary of State awarded \$125,000 in funds to purchase e-books for cloudLibrary, from funds from the CARES Act, disbursed by the Institute of Museum and Library Services, an extension of the Library Services and Technology Act program. We purchased over \$50,000 for 725 young adult titles and 1,009 juvenile titles on December 1, 2020. We will continue to purchase titles, using the expertise of our SHARE E-Resources Specialist and member library selectors.
- **Membership Meeting:** Cassandra Thompson asked if the committee needed any additional information for next week's SHARE Membership Meeting. The committee discussed the agenda

and are ready to share their reports. The SHARE Executive Council will have the one item up for vote, and the SHARE Bibliographic & Cataloging Standards Committee will have three standards that will go for vote to all cataloging libraries. The votes will be separate, so that there is no confusion, based on the new tiered voting. The committees will assist with soliciting votes, if needed.

- **Other:** None.

New Business:

- **FY2022 Elections:** Cassandra Thompson updated the committee about upcoming openings for the SHARE Executive Council in July 2021. The committee will begin to recruit for a medium library representative.
- **Budget Special Meeting:** In April, the committee meets jointly with the SHARE Finance & Policy Committee to review the proposed budget. The SHARE Executive Council will meet on April 21, 2021 to review the proposed budget before it goes to the IHLS Board of Trustees for review.
- **Other:** None.

Illinois Heartland Library System Report: Ellen Popit reported that the upcoming Members Matter meeting will include information about the System Area and Per Capita grant (deadline now 3/15), the annual library certification, opening in February, and an update on the Illinois Administrative Rules. In 2015, the state library said that they expected libraries to have a plan to be part of a consortium within seven years. Libraries will now be expected to answer yes or no, and if no, why not. She also stated that the Secretary of State's *Illinois Register* (pages 47-52) has information open for comment about cards for kids, services to veterans, and digital resources for non-residents. The comment period will be open for 45 days, until 1/14/2021. She encouraged everyone to share their thoughts.

She also gave an update on the recent IHLS Member Day, with 192 attendees, which went very well. She stated that we started the day with 172 participants and ended with 158, so she was very happy with how we kept members engaged.

She also stated that the Illinois State Library has sent grant award letters, and to expect an announcement with a full listing of all awardees soon.

SHARE Staff Update:

- *SHARE Director*—Cassandra Thompson stated that all SHARE updates have already been reviewed in agenda items.
- *Bibliographic Services*—Shelley Stone reported that she has begun online cataloging classes. There are two classes in December, with the series to complete in February. She will start another series in March, due to demand. Staff have been doing virtual barcoding classes and will continue. Shelley Stone also stated that she will visit Ben Gil Elementary School next week to

help them transition their collection. Cassandra Thompson mentioned that SHARE staff are also searching for a new cataloger.

- *Administrative Services*—Dena Porter stated that she has been getting questions about steps to take in transitioning to remote learning and inventory, as staff are looking for projects. She also stated that she has been reviewing the features for upcoming upgrades and preparing for the Membership Meeting.

SHARE Committee Updates:

- *Bibliographic Services & Cataloging Standards*—Jacob Pahde stated that the committee had a robust discussion regarding a recent member survey regarding the General Material Designation (GMD). The overwhelming majority have requested that we keep the GMD, but it will be revisited again next year, since it is a relic of AACR. SHARE will also begin training on alternative methods for searching. There are three items up for vote after our membership meeting: use of ISBD punctuation, recording publication and copyright dates in Polaris bibliographic records for books, and recording publication information for self-published items. The last item has been standardized, but should now be formalized into policy. There is also an item out for member comment for dates and sound recordings, but will not be ready for vote at the next membership meeting.
- *Circulation & Resource Sharing*—Esther Curry also mentioned that there was a cross conversation about the GMD with the SHARE Circulation & Resource Sharing Committee. In addition, the committee is still working on an opt-in common loan program. She stated the committee has also discussed a possible mobile app, to offer easier patron access. She also stated that she has participated in the IHLS Delivery working group, and thanked the delivery staff for being mindful of their staff's safety, while we have limited knowledge, but still trying to meet the needs of member libraries. She asked the committee to give their drivers a big thumbs up when you see them.
- *Finance & Policy Committee*—Miranda Shake reported that as of 10/31/2020 the IHLS Finance Department has completed the FY2020 audit. In FY2020, the Statement of Revenues and Expenditures showed an ending balance of \$171,258.58, but included end of year adjustments for depreciation and pension expenses, along with interest accumulations for the reserve cash account. When those items are removed the true end-of-year balance was \$123,502.22. This is much higher than the estimated \$37,119.19, due to both significant staffing changes and canceled travel due to COVID-19.

In FY2020, SHARE Reserve Fund earned \$13,348 in interest income. The Reserve Fund is invested in the Reserve Illinois Funds money market account. As of October 31, 2020, IHLS has billed 96.9% of projected revenues, with 95% of accounts collected. The SHARE cash balance (\$2,604,222.76) includes the Reserve Fund, \$125,119.24 in Committed Funds for e-books, leaving an operating balance of \$1,455,319.58 in the Unrestricted Fund.

- *E-Resources Committee*—Ryan Johnson stated that the committee has been reviewing potential mobile apps for SHARE, but we are still waiting on additional information from the vendors.

Public Comment: Scott Drone-Silvers stated that he is hopeful that SHARE can move forward with common loan periods, maybe with a smaller group that builds, rather than having the entire consortium move all at once. He also stated that he has enjoyed time spent working with the committee and is glad that SHARE is in such good shape.

Announcements: Cassandra Thompson congratulated Scott on his retirement and thanked him for all his hard work as a volunteer on the SHARE Executive Council and the SHARE E-Resources Committee. She reminded him that he is always welcome to drop in to say hi.

Next meeting: Wednesday, February 3, 2021 at 2:30 p.m. via Zoom. The SHARE Executive Council will also have a special budget review meeting Wednesday, April 21, 2021 at 2:30 p.m.

Adjournment: Jenna Dauer adjourned the meeting at 3:23 p.m.