



SHARE Executive Council Minutes

Thursday, October 6, 2022

2:00 p.m.

Call Meeting to Order

Sarah Hill called the meeting to order at 2:03 p.m.

Roll Call

Members present: *Sarah Hill (President), Danielle Cornelius, Jenna Dauer, Donna Schaal, Miranda Shake, and Carol Ziese.*

Members absent: *Hope Kasten and Esther Curry.*

Others present: *Jennifer Baugh, Ata Bird, Jace Cook, Emily Enderle, Ellen Popit, Dena Porter, Cassandra Thompson, and Kyla Waltermire.*

Public Comment

None

Approval of June 2, 2022, Minutes

A motion and second were made to approve the June 2, 2022, minutes. Motion carried unanimously by roll call vote.

New Business

- **New President & Vice President** – A motion and second were made to elect Sarah Hill as president and Donna Schaal as vice president of the SHARE Executive Council. Motion carried unanimously by roll call vote.
- **New Committee Members**
 - Special Library Representative – Emily Enderle
 - School Library Representative – Ata Bird
 - E-Resources Chair – Kyla WaltermireA motion and second were made to approve Emily Enderle, Ata Bird, and Kyla Waltermire as new members of the committee. Motion carried unanimously by roll call vote.
- **Meeting Date/Time** – The SHARE Executive Council will continue to meet on Thursdays at 2:00 p.m. for the remainder of the fiscal year, as most council members present prefer the afternoon time slot.
- **Annual Meeting** – The SHARE Members' Group Annual Meeting is being tentatively planned for January 12, 2023, likely in the afternoon. At the meeting, each committee's chair will report updates to members on any new policies or changes to existing policies. The committee chairs

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will be sent the minutes from last years' committee meetings so they can prepare their report. The president of the SHARE Executive Council will be expected to provide an opening statement to welcome the attendees and update members on the activity of the SHARE Executive Council.

- **In-Person Meeting** – Prior to the pandemic, the SHARE Executive Council has met in-person at least once per year as outlined in the governance documents for the council. The committee discussed the efficacy of meeting virtually. A revision to the governance documents could be made to remove the requirement to have an in-person meeting. The SHARE Director will revise the governance document with the in-person meeting requirement and bring it to the next meeting for review.
- **Governance Review** – Other SHARE committees are reviewing their current policies and procedures and will be brought to the SHARE Executive Council for review.
- **Other** – None

Unfinished Business

- **Aspen Discovery** – The Aspen Discovery layer has made its way through the other SHARE committees, with the most recent being the SHARE Finance and Policy Committee. A solution has been found to address their concerns over affordability. SHARE will offer Aspen to members at a rate of \$2,500.00, but we need to have at least 25 member libraries participate at that price to move forward. These members would receive a fully customizable Aspen Discovery layer that would allow them to integrate their various e-resources and databases with the OPAC. If we reach that threshold, every other member would then be offered the base package for \$250.00. If more members sign up for the discovery layer, the prices will decrease. Interest will be gauged at IHLS Member Day via a demo for our member libraries. This is not a guarantee that we will be offering the discovery layer, but it will be useful to allow our members get a better understanding of the project and for SHARE to decide if the project is financially viable. Vega, one of the alternatives to Aspen, was much more expensive when compared to Aspen and the features in Vega were limited. The scope of Aspen's capabilities has expanded, which makes it the best option for the price currently.
- **Other** – None

Illinois Heartland Library System Report

- *Associate Director—Ellen Popit*
 - IHLS is hosting, "Getting Fit at the Office" on Monday, October 10 with registration on L2. The next Members Matter event is on October 20 and will focus on retirement plans for small libraries, Automatic Material Handler (AMH) considerations, and feedback from members. IHLS Member Day is on November 17 and will be hosted virtually. During the

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month of October, IHLS is hosting a Library Crawl with 124 member libraries participating.

Conference season is going well and some IHLS staff have recently returned from the Association for Rural & Small Libraries (ARSL) Conference in Chattanooga, TN. On October 18, the Illinois Library Association (ILA) is hosting their annual conference in Rosemont. On November 3, the Association of Illinois School Library Educators (AISLE) will host their annual conference in Tinley Park. There will be IHLS and SHARE staff at both conferences.

The Automatic Material Handler (AMH) is the forefront issue for IHLS. Response to the recent increase in intellectual freedom challenges is coming and IHLS will be providing resources and support for our members facing these issues.

A new Facilities and Delivery Director has been hired and will begin on October 24.

SHARE Staff Update

- *SHARE Director—Cassandra Thompson*
 - Ben-Gil Elementary has gone live on Polaris and is our newest full member.

SHARE has hired Jace Cook as the new SHARE Administrative Assistant.

There have been issues with account text alerts for AT&T customers. A temporary solution has been found and will be implemented, but a more permanent solution is in the works.

The McNaughton Book Leasing Program is available and after discussion with a Brodart representative, we have found a way to let member libraries select the books they receive. Books in the program are referred to as “allotments” and are tied to a maximum value of \$29.00. If a book costs more than \$29.00, it takes up two allotments. Participating members have six allotments each month. Communication will be sent out to active participants to inform them they can now choose the books they receive. Large print books will also be available, and we are considering a new program with large print trade paperbacks. In January, prorated contracts for a 6-month period will be available.

Fine-free libraries have recently questioned how to handle the acceptance of fines accrued at other libraries. A proposal will be going to the SHARE Circulation and Resource Sharing Committee and once finalized will be brought to the SHARE Executive Council.

Juvenile cards are also being discussed and information will be sent out in an upcoming newsletter.

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The SHARE Finance and Policy Committee is working on expanding the affiliate program. This will be discussed more at the next committee meeting.

Lesley Zavediuk has moved into grant writing for SHARE to get additional funding.

- *Bibliographic Services—Jennifer Baugh*
 - Bibliographic Services is working on Barcoding Refresher Training, which membership will vote on in January with a launch in February if approved. Members will take the training every two years to keep their permissions current.
- *Administrative Services—Dena Porter*
 - AT&T text messages are being addressed and our IT staff is working on a permanent solution.

There is a new employee evaluation system being implemented for IHLS staff.

A reference sheet is being created to showcase the basics of Polaris Leap. This reference sheet will have updated imagery and will likely be sent out to member libraries in the coming weeks.

Many of our members have expressed concern about how much paper is wasted in their receipt printers. Polaris has been contacted and discussions are happening on how the margins can be reduced to save space on the receipts, and consequently save money for our member libraries.

Polaris 7.3 will be coming out soon.

SHARE Committee Updates

- *Bibliographic Services & Cataloging Standards—Donna Schaal, Chair*
 - The committee has held discussions on identifying local authors by adding a subject field to accommodate their location, which also allows patrons to search the online catalog for the information. The Barcoding Refresher Training was a topic of discussion. DVDs formatted for international players and Blu-ray may have compatibility issues with standard DVD players. The committee recommends making a note in the bibliographic record and the physical item. Discussion will be held in the next meeting on authors vs. adaptors for manga and graphic novels.
- *Circulation & Resource Sharing—Cassandra Thompson on behalf of Esther Curry, Chair*
 - The committee has been discussing fine-free libraries and juvenile cards. The next meeting's discussion will focus on reviewing terminology updates in any policies and procedures.

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- *Finance & Policy Committee—Miranda Shake, Chair*
 - The committee welcomed a new member, Amanda Doherty. Discussion primarily focused on the Aspen discovery layer. The affiliate program was discussed, but ultimately tabled for the next meeting. The financial review was shared. Of the year-to-date actuals, 89.7% of the projected FY2023 budget has been billed with 80% collected. The operating fund balance is \$1,863,626.12, which will fund SHARE for approximately 11.6 months. Funds have been shifted from the U.S. Bank account to the Illinois Funds account due to a higher rate-of-return on the interest in the Illinois Funds account.

- *E-Resources Committee—Cassandra Thompson on behalf of Kyla Waltermire, Chair*
 - The cloudLibrary pay-per-use (PPU) titles have been very popular with patrons lately and our monthly budget has been met early consistently. Patrons are currently limited to six PPU titles per month, but that limit will soon be changed to four to help the funds available last longer each month.

Public Comment

None

Announcements

None

Next meeting

Thursday, December 1, 2022, at 2:00 p.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 2:53 p.m.

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