
SHARE Executive Council Minutes

Thursday, December 10, 2025

2:15 p.m.

Call Meeting to Order

Ata Bird called the meeting to order at 2:15 p.m.

Roll Call

Members present via Zoom

Ata Bird (President), Sarah Isaacs, Amanda McKay, Donna Techau, Michael Treece, Sandy West, and Shannon Zelasko. Leander Spearman arrived after roll call.

Members absent

Betsy Mahoney, Laura Picato, Dawn Taylor, and Carol Ziese

Others present via Zoom

Jennifer Baugh, John Kirchner, Dena Porter, Jacob Sedor, and Cassandra Thompson.

Approval of August 7, 2025, Minutes

The minutes stand as presented.

New Business

Acquisitions Policy

SHARE is introducing a new policy to automatically delete acquisitions orders after 5 years. This is to prevent purchase order numbers from being repeated by vendors.

Ata Bird motioned to approve the new policy, seconded by Sandy West. Motion carried unanimously after a roll call vote.

Damaged and Incomplete Procedure

SHARE is re-evaluating this procedure to avoid damaging items with tape, since removable tape has been discontinued. It will also clarify which items can go through the AMHS, and define major versus minor damage, which can still circulate. The SHARE Circulation and Resource Sharing Committee will review this procedure at their next meeting on Thursday, December 11, 2025.

Illinois Heartland Library System Report

IHLS Associate Director

IHLS is undergoing some staffing changes following the retirement of Ellen Popit. Cassandra Thompson will take on Ellen's responsibilities as IHLS Associate Director, while Jennifer Baugh will become the SHARE Assistant Director as well as the head of Bibliographic Services. Leah Gregory will take over Ellen's role as the head of the Membership department, and Kate Kite will become the public library liaison moving forward.

IHLS is working hard on Member Day on February 19, 2026. Attendance will be free for IHLS members and \$18 for RAILS and CPL members.

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SHARE Report

SHARE Assistant Director

SHARE has updated much of the cataloging training to streamline the process. The Bibliographic Services team is also working on database cleanup to delete duplicate records and reduce the number marked as “in-process”.

SHARE Administrative Services Manager

Overnight on December 13, there will be an update for Polaris and LEAP. This update will add more features and functionality to LEAP.

SHARE Committee Updates

SHARE Bibliographic & Cataloging Standards Committee

The chair of this committee, Carol Ziese, will be unavailable for some time. The committee will discuss a possible replacement chair. The committee is also working to standardize some item record data.

SHARE Circulation & Resource Sharing Committee

This committee meets on Thursday, Dec. 11, 2025, to discuss several items of unfinished business.

SHARE Finance & Policy Committee

This committee has reviewed the benchmarks for automatic transfers between accounts and hardware upgrades. As of Oct. 31, 2025, the current cash balance would fund SHARE for 12.1 months, based on the FY2026 budget.

SHARE E-Resources Committee

This committee has discussed updates to the Collection Development policy, specifically not intentionally purchasing AI in CloudLibrary and suppressing AI narration in the pay-per-use collection. In addition, the committee would like to add language that SHARE will not change the “audience type” field in CloudLibrary unless there is a blatant mistake from the publisher.

Public Comment

None.

Announcements

None.

Next meeting

Thursday, February 5, 2026, at 2:00 p.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 3:12 p.m.

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