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## SHARE Executive Council Minutes

Thursday, December 5, 2024

2:00 p.m.

### Call Meeting to Order

Sandy West called the meeting to order at 2:00 p.m.

### Roll Call

#### *Members present via Zoom*

Sandy West (President), Ata Bird (Vice President), Danielle Cornelius, Sarah Hill, Hope Kasten, Betsy Mahoney, Laura Picato, Deb Sherrick, Leander Spearman, and Carol Ziese.

#### *Members absent*

Sarah Isaacs and Dawn Taylor

#### *Others present via Zoom*

Ellen Popit, Dena Porter, and Cassandra Thompson

### Approval of October 3, 2024, Minutes

Action Taken: Laura Picato made a motion and Deb Sherrick seconded to approve the October 3, 2024, minutes. Motion carried with a unanimous vote.

### New Business

#### *Graphic Novel and Manga Policy*

The SHARE Director reviewed the recommendations from the SHARE Bibliographic & Cataloging Standards Committee on the Graphic Novel and Manga Policies, which have been separated into two policies because of some differences. In addition to some minor changes, the main difference is the way authors are listed for translated works or adaptations. For graphic novels, the committee is following RDA guidelines to list the person responsible for the adaptation in the main creator 100 field. For manga, patrons are more likely to search for the illustrator or author, rather than the adapter, so that will go in the 100 field. Additional creator entries can also be added to the 700 field. This decision was based on how patrons primarily search for these items.

Action Taken: Sarah Hill made a motion to accept this recommendation and send it to cataloging libraries for a vote. Ata Bird seconded the motion. The motion passed unanimously.

#### *Annual Members' Group Meeting*

The SHARE Members' Group Meeting is typically held in January of each year; however, there are a few policies still under review. After discussion, the committee will hold the Annual Members' Group Meeting on March 5, 2025, at 2:00 p.m.

## **Illinois Heartland Library System Report**

*IHLS Associate Director*

IHLS is developing a strategic plan to guide the organization through 2027. Once the plan is approved by the IHLS Board, staff will begin developing activities to support it.

IHLS Member Day will be on February 12, 2025, and registration is now open.

Reaching Forward South is also coming up April 4, 2025, in Effingham.

## **SHARE Report**

*SHARE Director*

The Aspen catalogs have been completed for members, with some exceptions for libraries that were not able to complete their initial setup and training. Aspen catalogs for transitional members will be added in conjunction with their Go Live. Unfortunately, payments through NCR, the state's electronic payment program vendor, are not working. It has been sent back to the developers for further assistance. There have also been recent indexing problems, though the Aspen support team is working on a patch to fix the issue. We have also added EBSCO access with database integration and a webpage that libraries can link to, prioritizing access over statistical data.

We recently added two new team members. Charlie is a SHARE cataloger at the Edwardsville office. Ryan is a remote cataloger for the Cataloging Maintenance Center, assigned to database cleanup for CARLI's Alma catalog.

*SHARE Administrative Services Manager*

Hillsboro Area Public Library District recently went live. We also expect to add Cumberland High School and South County Public Library soon as well.

Year-end reports will show the total amount patrons saved in 2024 and will be emailed to libraries in January. The IHLS Data Analyst has also been working on new tools to make gathering data easier.

If patrons have trouble getting text notifications, there is a dashboard to troubleshoot problems. The text reminders are coming from 618-685-1008. They are also available in Spanish, based on language settings in Polaris registration.

The closing dates forms for SHARE and delivery have been combined, so members no longer need to fill out two forms.

## **SHARE Committee Updates**

*SHARE Bibliographic & Cataloging Standards Committee*

The committee has been reviewing policies and procedures, with clarifications and minor updates. The SHARE Bibliographic Services team is working on updated cataloger training.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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#### *SHARE Circulation & Resource Sharing Committee*

The committee has also been reviewing policies and procedures. At the last meeting, the committee reviewed MessageBee wording and character limits. They also discussed renewal settings and wording in Aspen.

#### *SHARE Finance & Policy Committee*

To date, 96.4% of this year's SHARE membership fees have been collected. The unrestricted cash balance would fund SHARE for approximately 10 months. The committee sent a policy amendment for member comment to help clarify member library passwords are assigned based on training and permissions and should not be shared. There is also a procedure under review to identify the circumstances when funds should be transferred to higher-interest accounts.

#### *SHARE E-Resources Committee*

The SHARE E-Resources Committee has not met.

#### **Public Comment**

None

#### **Announcements**

None

#### **Next meeting**

Thursday, February 6, 2025, at 2:00 p.m.

#### **Adjournment**

Action Taken: There being no further business to discuss, the chair adjourned the meeting at 2:43 p.m.