

SHARE Members' Group Meeting Minutes

Wednesday, March 5, 2024, at 2:00 p.m.

Illinois Heartland Library System

via [Zoom](#)

Welcome

SHARE Executive Council President Sandy West welcomed everyone and thanked SHARE members, committee volunteers, and SHARE/IHLS employees. She encouraged members to consider volunteering for committees and welcomed the 9 new transitional libraries and 3 libraries that went live with SHARE last year.

SHARE Report

SHARE Director—Cassandra Thompson

The SHARE Director thanked SHARE committee volunteers and members. She provided information about SHARE usage and membership in FY2024. She also announced that the Aspen implantation has been completed and provided updates about recent integrations and changes. There are still projects pending, including Aspen and SHARE Mobile Library integration and development. It is now time for group purchases and renewals, with more information on LibraryIQ, Swank Movie Licensing, and McNaughton Book Leasing for SHARE coming soon. The SHARE Director also welcomed new team members and thanked everyone for their hard work the previous year.

SHARE Administrative Services Manager—Dena Porter

The SHARE Administrative Services Manager encouraged members to reach out for training. The team has been working on Aspen projects and special projects in Polaris, like long overdue and unclaimed item reports. All systems are working as expected, and she would love an invitation to visit member libraries, especially to help with inventory.

SHARE Bibliographic Services Manager—Jennifer Baugh

The SHARE Bibliographic Services Manager gave an overview of bibliographic services, including over 7,000 items cataloged, over 4,500 items imported, and 6,000 records cleaned up last year. They also offered a variety of training options including monthly Cataloger's Training Sessions, SHARE Your Cataloging Questions meetings, Barcoder Refresher Trainings, New Cataloger Trainings, New Barcoder Trainings, and one-on-one workshop sessions with trainee catalogers. She also stated that the Barcoder Refresher Training is now on a rolling basis, required for recertification every two years. In 2024, 128 barcoders completed the refresher

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program, with more expected in 2025, and 190 new barcoders completed training for a total of 850 certified barcoders in SHARE. There were 32 libraries seeking cataloging status, with one or more staff members working towards certification. The team is currently working on a new serials training series and certification as well as an updated cataloging training series, both anticipated in July 2025.

One especially exciting announcement is a new program for SHARE member library catalogers to get trained on name authority work in OCLC, through the SHARE NACO funnel. This allows member catalogers to contribute to name authority entries. Two SHARE member library catalogers are currently participating in the process, and more are anticipated to participate this summer. SHARE Bibliographic Services staff also shared their expertise at two Reaching Forward South 2024 (RFS) sessions and three sessions at the Illinois Library Association (ILA) Annual Conference in October 2024. SHARE staff will present at both RFS 2025 in April and at the Innovative Users Group conference next week.

She also provided an update on the Cataloging Maintenance Center (CMC), on behalf of the Bibliographic Grant Manager. The CMC team cataloged or enhanced 7,113 records last year. Some specific types of special collections they cataloged included 49 kits, 41 world language items, and much more. The CMC also helps consortial groups with database cleanup, with 13,983 bibliographic records cataloged, edited, merged, or deleted. Most of the CMC team also created name authority records, and they added or enhanced 150 entries. They also have special training and permissions to merge records in OCLC, with 688 records merged. The Metadata Cataloger transcribed 94 items and cataloged then uploaded 806 items to the Illinois Digital Archives. The average turnaround for the CMC was 8.3 days. The CMC also offered 10 Online with the CMC webinars and eight cataloging courses, which served a total of 874 attendees. Upcoming courses for FY2026 have been entered in L2, with more webinars to be added soon. CMC also presented at IHLS Member Day, RSA Day, RFS, ILA Annual Conference, and PUG Day. Over 700 requests have been sent via the new CMC Cataloging Request Form, making CMC cataloging services even more accessible.

SHARE Member Engagement Specialist—John Kirchner

The SHARE Member Engagement Specialist offered support for any networking or training events to demo or explain SHARE/IHLS services, like the Kit & Kaboodle program. He described how Kit & Kaboodle can benefit members, and resources to search what is available within the program, like book club kits, puzzles, and programming items, like costumes. Information can be found on the SHARE website or the SHARE Aspen page. He also provided additional information about Aspen Web Builder, a free website builder our members can use, as well as upcoming Aspen Web Builder training. He used Aspen Web Builder to create

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SHARE's EBSCO Resources page that libraries can add to their Aspen catalog.

SHARE Resource Sharing Specialist—Danielle Horton

The SHARE Resource Sharing Specialist provided an overview of CloudLibrary, which is available to all members as part of SHARE membership. She gave additional details about the change in ownership to OCLC, as well as provided information regarding new branding and marketing materials. She gave an overview of e-resource use last year, noting that circulation is down, even with the move for all SHARE members to have access. She revealed the most popular categories borrowed through CloudLibrary, which were romance, mystery/detective, action/adventure, and horror, as well as the top books and authors last year.

IHLS Report

IHLS Associate Director—Ellen Popit

The IHLS Associate Director provided an update on the newly approved IHLS strategic plan and recent implementation efforts, as well as FY2026 budget and operational planning. The IHLS Board of Trustees is looking for new members. It is also time for the annual certification and Interlibrary Loan Traffic Survey. The IHLS membership team offered support, especially networking and site visits to members. The continuing education and iLead Trustee Training programs were both very successful last year, and IHLS' Membership Schools Liaison has a new podcast in conjunction with Reaching Across Illinois Library System (RAILS) called "Can't Shelve This." The Membership Continuing Education Coordinator provided updates on upcoming continuing education events, like HR Source webinars, Members Matter events, a series of book repair workshops, and mental health first aid training. The IHLS Associate Director offered an update on the Automated Material-Handling System, including a revised date for the retirement of transit labels in December 2025 and the new naming contest.

IHLS Human Resources Director—Jill Trevino

The SHARE Director provided information on behalf of the IHLS HR Director regarding availability for HR consultation as well as information about the new ILA Human Resources and Administration Forum.

IHLS Data Analyst—Stephanie Hunt

The IHLS Data Analyst described and demonstrated some new data analysis tools, including a data dashboard for IPLAR, the annual traffic survey, and SHARE statistics. These tools provide a simpler method to get data for reporting, analysis, benchmarks, and advocacy.

Proposals for Membership Vote

Amendments Policy (Governance)

This policy had minor changes in wording, to better reflect that changes to governance are presented specifically at a Members' Group meeting.

Authority Policy (Governance)

There was a minor change to the reporting structure between SHARE and the IHLS Board of Trustees, due to an internal change in IHLS processes.

Data Privacy (Governance)

Due to the recent implementation of direct text messaging to patrons, there were some required changes to the SHARE policy, to comply with federal regulations, regarding data collection, cookies, and how a patron can access their personal information.

Graphic Novel and Manga Policies (Bibliographic Standards)

This is a new policy, separated from the current Graphic Novels policy to better illustrate key differences between the two formats when cataloging, which include translations vs. adaptations, titles vs. series statements, and differing form and genre terms.

On-Order Policy (Bibliographic Standards)

This revised policy removed and added language to required fields to help facilitate searching and matching. Additionally, the revised policy encourages the merging of on-order records with full-level records, as well as providing guidance on repeated violations of this policy.

Permissions (Governance)

The amendment to this policy is intended to provide additional guidance about database permissions, in order to clarify that permissions should not be shared with the intention of circumventing training requirements or abusing privileges. This will help SHARE staff identify training needs, support database security, and resolve disputes in the event database access is abused.

Unmarked and Unclaimed Items Policy (Bibliographic Standards)

This is a new policy clearly outlining the requirements and necessary steps to send items to SHARE for cataloging. Additionally, it outlines the steps that SHARE staff will take for items

received without property markings to identify the owning library and what will occur if these items remain unclaimed after six months.

The SHARE Director reminded the group that all these proposed changes will be up for member vote, starting next week.

Committee Reports

SHARE Bibliographic & Cataloging Standards Committee—Carol Ziese, Decatur Public Library
The SHARE Bibliographic & Cataloging Standards Committee Chair stated that last year the group reviewed over 30 policies and procedures. While some were minor changes or were removed, there are a few that are up for member vote. She also expressed appreciation for everyone who participated in Member Comment. The committee also participated in conversations about Aspen configurations and adjusted their quarterly meeting schedule to February, May, August, and November.

SHARE Circulation & Resource Sharing Committee—Sandy West, Rend Lake College
The SHARE Circulation & Resource Sharing Committee Chair stated that last year, the committee participated in Aspen configuration, MessageBee implementation, and reviewed policies and procedures, some of which are up for vote. The committee is currently reviewing the impact of intergovernmental agreements on the existing Patron Registration Policy, staff-use-only items, and fees assessed for damaged items.

SHARE E-Resources Committee—Laura Picato, O'Fallon Public Library
The SHARE E-Resources Committee Chair shared that the group has reviewed a diversity audit and continues to evaluate available resources. The group also reallocated funds for the best stewardship of membership funds.

SHARE Finance & Policy Committee—Betsy Mahoney, Six Mile Regional Library District
The SHARE Finance & Policy Committee Chair reported that SHARE has a forecasted cash balance to fund the program for 9.7 months based on the FY2025 budget, which is well within current benchmarks and ensures there are no cash flow emergencies or service interruptions. She also stated that the committee has reviewed policies that are up for vote, as well as new Financial Transfer Procedure to clarify that SHARE will keep up to three months cash on hand and transfer funds to higher interest accounts in excess of that amount. The committee also worked with the SHARE team on a new annual report infographic to provide members with data about the consortium, providing return on investment details and advocacy resources to members.

Questions & Answers

None.

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Public Comment

None.

Announcements

The SHARE Executive Council has an immediate opening for a Small Library Representative as well as upcoming openings beginning in FY2026.

RFS is coming up on April 4, 2025.

The SHARE Executive Council President encouraged members to participate via vote next week.

Next Meeting

The SHARE Executive Council's next regularly scheduled meeting will be held on Thursday, June 5, 2025, at 2:00 p.m. via Zoom.

Adjournment

Sandy West adjourned the meeting at 3:34 p.m.

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