



SHARE Membership Meeting
Wednesday, Jan. 24, 2024, at 2:00 p.m.
Illinois Heartland Library System
via [Zoom](#)

Minutes

Call Meeting to Order: Called to order by Donna Schaal at 2:00 p.m.

Welcome

Donna Schaal, president of the SHARE Executive Council, welcomed all attendees to the meeting.

SHARE Report

Cassandra Thompson, SHARE Director – The SHARE Director thanked all the SHARE committee members for their time and talent in serving on the various committees. The member libraries were also thanked for their involvement and feedback over the last year. There are currently 336 member agencies at 465 locations in SHARE, and there are 8.6 million items in the shared catalog. 3,037 member staff serve 755,000 patrons throughout central and southern Illinois, and there were almost 7 million items circulated last year. Our newest members include Freeburg City High School, Giant City School, Ziegler Public Library, and Greenview Jr./Sr. High School. cloudLibrary circulated around 339,000 items. The SHARE Mobile Library saw over 200,000 holds placed, and almost 250,000 items were renewed through the app. Barcoder Refresher Training, cataloging and circulation training, and Aspen implementation have been the main projects for the SHARE team. The first Aspen cohort went live in December, and the second cohort will go live soon. The SHARE Director thanked all the IHLS and SHARE staff for their work over the last year to help serve our members.

Dr. Pamela Thomas, CMC Bibliographic Grant Manager – A new CMC Cataloging Request Form is available on the IHLS website for library staff across Illinois to submit items to the CMC without sending them through delivery. Items must still fit the CMC eligibility criteria to be submitted for cataloging. In 2023, the CMC cataloged 2,988 items, hosted 10 Online with the CMC webinars with 452 live attendees, taught 8 courses with 182 successful completions, presented and staffed booths at four conferences, held a poster presentation at AISLE, and along with SHARE catalogers, created 199 authority name records. The CMC staff worked on three cleanup projects: the Alma CARLI cleanup project, the PrairieCat cleanup project, and the new RSA Backlog cleanup project. 10,865 records were merged or enhanced for the Alma CARLI cleanup project, 4,319 were identified as merges, enhanced, or originally cataloged for the PrairieCat cleanup, and 999 were merged, enhanced, originally cataloged, or identified as no longer existing for the RSA Backlog cleanup. Records were handled in 47 world languages, and 92 oral histories were transcribed. One photo album, 24 compound objects, and seven simple objects were cataloged and uploaded to Illinois Digital Archives (IDA). The Mobile Memory Lab (MML) digitized 1,376 items at three

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locations, and all records will be cataloged and uploaded to IDA. The CMC will present at IHLS Member Day 2024 and Reaching Forward South.

IHLS Report

Ellen Popit, IHLS Associate Director – IHLS is looking toward 2024 and preparing the operational plan and budget for FY2025. The strategic plan for IHLS will also be coming at the end of this fiscal year or early next fiscal year. Many IHLS staff are working with our public libraries on per capita grants and certification. The iLEAD trustee training portal will go live in a few weeks. The tri-annual membership survey is complete, and data is being compiled presently. Results will be available in the coming weeks. IHLS Member Day 2024 – Libraries: The Heart of the Community is coming up on Feb. 8, 2024, and all members are encouraged to attend. The upcoming Third Thursdays and IHLS Members Matters will focus on correctional facilities and their libraries, as well as solar energy opportunities for libraries. The Illinois Library Association has new webinar offerings on its website. Reaching Forward South will be held on April 19, 2024, in Collinsville, Illinois.

Proposals for Membership Vote

- **Permissions Policy** – This policy outlines who should have access to our member libraries' patron data and seeks to improve database security.
- **Membership Fees Scale** – During the regularly scheduled assessment of revenue and expenses, a deficit of \$240,000 per year for the next three years was discovered due to increases in expenditures like vendor fees and staffing. The membership fee scale has not increased since 2019. SHARE's budget is comprised mainly of staffing, which has remained steady, and any cuts to staffing would mean a reduction in services to members, manifesting via longer wait times for support, cataloging, and overall responses. The SHARE Finance and Policy Committee Chair provided context on what led the committee to the inclusive model with a 17% cap for FY2025 and FY2026. After many discussions with members and surveying library directors, there was no clear preference for the traditional model or the new inclusive model. The committee agreed that all members having access to the same technology was a priority and the most equitable solution, especially because the member fee scale would need to increase significantly regardless of increased access to new services for members.
- **Bibliographic Services Fee Scale** – Since the beginning of the program in 2013, the price of original cataloging has remained at \$10 per item, with the addition of a lower fee for express cataloging, the \$3 Bib Program. These fees have never been increased and only cover a small portion of the costs of bibliographic services. In addition, the Barcoding A program is not equitable to all members – the amount of items sent in often does not reflect the time cost for cataloging the items. This proposal seeks to address the issues within the three tiers of bibliographic service support by gradually increasing the fees associated with bibliographic services.
- **Fee Increase Policy** – Based on member feedback, many members would have preferred smaller, more consistent fee increases. This proposal seeks to allow the SHARE Finance and Policy Committee to make fee increases up to 5% annually as needed starting in FY2027.

Committee Reports

- SHARE Bibliographic & Cataloging Standards Committee, *Donna Schaal, Argenta-Oreana Public Library District* – In 2023, the committee welcomed a new member. The committee discussed the addition of different thesauri for tabletop gaming, art and architecture, and LGBTQ+ terms. The committee continues to discuss new topics and changes to cataloging standards as they come up, such as relator terms. The Problem Resolution for Bibliographic Services policy and the On-Order policy were updated.
- SHARE Circulation & Resource Sharing Committee, *Dena Porter on behalf of Sandy West, Rend Lake College* – In 2023, the committee welcomed a new member. The committee discussed topics such as the new gender field in Polaris, nonbinary, Aspen, the McNaughton book leasing, the fee scale changes, the SHARE Mobile Library app, and ILL violations. The Lost Item procedure, the Damaged Item procedure, and the Renewals policy were updated and are available on the SHARE website.
- SHARE E-Resources Committee, *Kyla Waltermire, Mississippi Valley Library District* – In 2023, the committee discussed cloudLibrary and how to better reduce hold ratios. Kids Mode is now available in the cloudLibrary app. A diversity audit has been started to evaluate the collection. SHARE staff evaluated hoopla and Blackstone for possible consortial implementation, but cloudLibrary remains the best option at this time. The SHARE Mobile Library app is being modified to utilize an external browser, allowing the app to be rated for all ages.
- SHARE Finance & Policy Committee, *Miranda Shake, Lakeview College of Nursing* – In 2023, the committee largely discussed the membership fee scale increases. Three town hall meetings were held, and many in-person meetings were held to discuss the issue. The committee's next meeting is on March 20, 2024, at 10 a.m. via Zoom.

Other News and Information

- **Other** – None

Questions & Answers

The SHARE Director answered questions asked by the membership pertaining to member fee increases, the SHARE Mobile Library app, and the member vote.

Public Comment

None

Announcements

The voting period for the proposals will open on Feb. 1, 2024.

Adjournment: Donna Schaal adjourned the meeting at 3:05 p.m.