

Semi-Annual SHARE Members Meeting
Wednesday, February 19, 2014
Knights of Columbus Hall, Effingham, Illinois
Adobe Connect

Meeting Notes

Welcome from Esther Curry and introduction of representatives of the SHARE Executive Council, including Esther Curry, president, Janet Cler, Leigh Ann Cloud, Scott Drone-Silvers, Sarah Isaacs, Britta Krabill, Bobbi Perryman, and Diane Yeoman.

Meet and greet -- Leslie Bednar, IHLS Executive Director, who introduced IHLS/SHARE staff present, including Troy Brown, Brant Wingerter, Michelle Ralston, Traci Edwards, Chris Dawdy, Kim Sparks, Ellen Popit, Edie Elliott, Sue Pearson, Donna Schaal, Bev Obert, Susan Palmer, Lesley Zavediuk, Shelley Stone.

Caucus groups (cataloging, fees/financial, and circulation) were formed to discuss how well the Polaris upgrade worked and Simply Reports.

Committee reports -- this is where we review best practice documentation TO DATE.

--Fees/Policy Committee--Diane Yeoman

Governing Document

A brief overview of the document was given. The document lays out the structure of SHARE and its governance. It serves in the same capacity as bylaws for an organization but is not called bylaws because SHARE is not an independent organization but under the umbrella of IHLS.

Fee formula

Documents were presented for FY14 revenues and expenditures and the services SHARE receives from IHLS.

The proposed fee formula for FY15 and FY16 was not presented because it will not to be voted upon at this time. Diane explained there were many member comments prior to the meeting so the decision was made to take the fee formula back to the finance committee for further review. She complimented the membership on their feedback/suggestions to the finance committee and encouraged members to continue to participate.

--Bibliographic Committee--Bobbi Perryman

The proposed SHARE Bibliographic Standards Document was culled from the four legacy system documents, the current bibliographic standard, Anglo-American Cataloging Rules, Second Revised Edition (AACR2), and member comments.

Illinois Heartland Library System

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All proposed policies created by the Bib Standards Committee were posted on the SHARE website for member comment and changes were made accordingly.

This is a living document and changes to it will most likely come before the membership for approval each year, especially once we make the change from AACR2 to the new cataloging standard Resource Access and Description (RDA).

The Problem Resolution Document was also created from the legacy systems' policies and was also put up on the SHARE website for member comment.

--Circulation Committee--Esther Curry

The draft Circulation and Resource Sharing policy was presented to the membership. Previous draft versions had been posted for public comment on different occasions. This was the 6th draft version and it reflected changes/clarifications and revisions based on most recent public comments. It also had an added Definitions section, which was a recommendation from Phil Lenzini after he reviewed the document. There was discussion on use of Driver's License as a required ID. It was pointed out that Driver's Licenses was one of several options for accepted ID. There was also discussion about removing PINs from Non-SHARE reciprocal patron accounts. There was also extensive discussion of what to do with materials from another that come in to a library for their patron, but is damaged. This is not specifically addressed in the policy and it was determined that this would fall under the category of procedure. Issues of items missing in transit were also discussed and questions were asked about the System's responsibility in these situations.

SHARE/Polaris update-- Troy Brown, Chris Dawdy, Traci Edwards

--Chris Dawdy, SHARE Manager for Staff Services:

1. working on negotiating third party databases, now known as eResources, for member libraries. Offers for FY15 are being posted on the SHARE website, along with forms to complete to request quotes, and to place orders.
2. Working with the Illinois Treasurer's Office, Polaris, and member libraries using ePay, to set it up to integrate with Polaris.
3. Have been meeting with non-SHARE member library staff and boards who are interested in joining SHARE. The White Hall Township Library board voted to join SHARE last week.

--Traci Edwards, SHARE Manager for Administrative Services:

1. There are two new/changed forms on the website: Patron Initiated Renewals Blocking Conditions and Hold Request Pickup and Cancellation Notice added an option for 2nd notice.
2. Libraries are running the new transit reports located in the "Transit" folder and have reduced the amount in in-transit items by 22% in the last week.
3. The new holds routing table was loaded Jan 1 with the intent to evaluate the results in three months. That may need to be extended due to all the library closings in January and February.
4. Combination notices are now available for libraries to run. The notices include overdue, bills, and hold notices. Fee notices are not included.

5. Polaris is still working on the multiple texting problems that occurred after the upgrade.
6. IPLAR reports are being developed for public libraries.
7. All public libraries should have received their Polaris settings by email. We are in the process of emailing out for all other library types.

--Troy Brown, IHLS IT Director:

The migration to Polaris 4.1R2 went exceptionally well. The IT team was on call for the weekend of the upgrade, but no problems occurred. Brant and Troy are finalizing the offline circulation program for libraries to use when they have no Internet access. We have libraries that have volunteered to be beta testers for that software. All disconnection problems have been solved on the system side, so if libraries are still experiencing disconnects, they can contact the IT department using the helpdesk software at helpdesk.illinoisheartland.org.

Voting and how it will work--Troy Brown

An electronic ballot, using Survey Monkey, will be sent to all SHARE member library voting representatives by the end of this week. Voters will have a week to vote on the proposed policies. If you have not received your ballot, please contact Troy Brown.

Delivery -- Susan Palmer

IHLS Delivery Goals

We are in a wonderful time. The Statewide Delivery Committee is coming to a close and we are going to see their recommendations. We are going to re-evaluate our routes and become more efficient. We want to be simply the best library delivery system in the country. We want other states to take notice of not only how efficient we are but how we keep our costs down while providing exceptional service. We will do this by looking at our processes and making fiscally responsible changes.

1. Statewide Delivery Committee
 - a. We will be implementing their recommendations
 - b. Lots of positive changes to make us standardized across the state
2. Route restructuring
 - a. Look at our current routes and see what we can do to make them more efficient
 - b. Make best use of our drivers/vans
3. Lost Books section on the website under Delivery
 - a. Listing of items that we have with no label, no barcode, no owning library stamp
4. Hub to Hub Newsletter
 - a. Empower our drivers to be informed and be able to share that information
 - b. Create a team, we are one delivering possibilities
5. SHARE software and its effect on delivery
 - a. Ease of use has increased our numbers huge
 - b. IHLS Total number of items delivered
 - Pre Polaris (2012) – 4,090,119 items
 - Post Polaris (2013) – 4,654,870 items
 - An increase of 564,751 items
6. We want to hear from you!
 - a. Feedback feedback feedback... we would love to hear what you are looking for in your delivery system. No idea is crazy. Honestly. You never know what will jumpstart a fabulous idea. Keep

them coming!

7. Look for me at a library near you...

a. I will be making visits to libraries all over our service area to truly understand what delivery means here. Invite me to your meetings!

How you can contact me ...

Susan Palmer

spalmer@illinoisheartland.org or [618-656-3216 ext. 409](tel:618-656-3216)

Meeting adjourned at 2:30, with a reminder to all voting representatives to take a moment to complete the ballot for their library.