Shared ILS Committee Meeting Notes

Meeting Date: August 7th 2026

Committee: Shared ILS Committee

Meeting called to order: 2:04 p.m.

1. Shared ILS Committee Guidelines and Decision Framework

The committee reviewed proposed updates to its guidelines intended to clarify responsibilities, improve decision-making, and allow operational issues to be addressed more efficiently.

Key proposed changes included:

- **SELCO representation:** Establishing a non-voting, ex officio SELCO representative to provide continuity and organizational input.
- **Officer responsibilities:** Clarifying the officers' role in reviewing proposed topics and determining the appropriate decision-making process.
- **Agenda development:** Soliciting topics from committee members before meetings and evaluating whether issues warrant regional discussion.
- **Voting procedures:** Using a simple majority of votes received for routine decisions, with weighted voting used when results are close. Responses of "no opinion" and "need more information" would not count toward the final tally.
- **Publication of results:** Extending the deadline for publishing voting results from two to five business days.
- **Glossary:** Adding definitions for commonly used terms.

The committee also reviewed a new decision framework to help determine whether an issue should be addressed by the Shared ILS Committee, through SELCO's operational processes, by an individual library working with SELCO, or by another committee or group.

The framework distinguishes regional policy and shared workflow decisions from technical, security, administrative, and operational responsibilities. Its goal is to maintain regional consistency while allowing SELCO to address routine operational improvements efficiently.

2. Notices Task Force Update

The committee received an update on notice improvements and options for customizing patron-facing text messages.

- Alternative text message language is available for libraries to review and select through a survey on the SELCO Info Portal.

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- Libraries may choose which messages to change rather than adopting all proposed alternatives.
- Issues affecting canceled-hold and hold-reminder notices were reported as resolved.
- An issue causing duplicate text messages for holds was also reported as resolved.
- For items with nonstandard hold periods, a workaround is available by manually adjusting the hold expiration date shortly after the hold is captured. Support and instructions are available from the library staff member who shared the process.

Libraries were encouraged to review the available message options, particularly those for patron renewals and automatic renewals.

3. Checkout Limit Discussion

The committee discussed how to handle patrons who exceed the shared checkout limit of 50 items, including situations in which patrons borrow materials from multiple member libraries.

Discussion emphasized:

- Applying the shared 50-item checkout limit consistently across member libraries.
- Communicating expectations clearly and respectfully to patrons.
- Coordinating with other libraries when checkout patterns create concerns across the region.
- Considering agency cards for eligible groups, such as homeschooling families, when appropriate under local procedures.
- Understanding how Evergreen account blocks can affect access to services such as Libby and the placement or fulfillment of holds.

The discussion highlighted the importance of consistent staff practices and communication. No change to the existing checkout limit was recorded.

4. Patron Account Maintenance Best Practices

The committee reviewed proposed best practices for routine maintenance of existing patron accounts in Evergreen. The goal is to resolve routine account issues during a patron's visit whenever possible, rather than referring the patron to their home library.

Topics discussed included:

- Updating patron contact information and default hold pickup locations.
- Renewing active or expired accounts and clarifying when telephone renewals should be handled by the home library.
- Distinguishing routine barcode replacement from issuing a new card when a patron moves to another community.

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- Ensuring that a patron's home library, barcode, and funding source are handled appropriately when the patron moves.
- Allowing staff to add notes to accounts across the region, while reviewing permissions for adding, archiving, and deleting notes.

The committee supported the overall approach of improving the patron experience while recognizing that some situations require home-library follow-up.

Next steps: The draft will be revised to reflect the discussion and circulated for a regional vote. Any related permission changes will follow approval of the best practices.

5. SELCO ILS Updates

SELCO staff provided updates on system improvements and resources.

- **ILS Liaison position:** The interview process had concluded, and a hiring decision was anticipated within approximately one to two weeks. The position is intended to provide additional member-library engagement and support.
- **Evergreen updates:** Recent updates included improvements to the holdings editor and the ability to clear certain values from holdings records.
- **Aspen Discovery:** A June upgrade restored picture-book format searching and changed some reading-history settings. Patrons may need to re-enable reading history.
- **Opportunistic holds:** A 24-hour hold-stalling option had recently been enabled to give patrons more opportunity to pick up items at their selected locations. SELCO will evaluate whether adjustments are needed.
- **Local administration:** Shelving-location groups are now available to help libraries organize shelving locations and poll lists.
- **Reports:** SELCO demonstrated where to find regional reports and monthly interlibrary loan borrowing and lending summaries on the Info Portal and in Evergreen's shared report folders.
- **Simple Reports:** Recent improvements have made the reporting tool more useful, including improvements to copying reports and working with filters. SELCO continues to work on reporting documentation.

SELCO will follow up on the report examples and documentation discussed during the meeting.

6. Community Comments and Policy Update

The committee confirmed that the **Unauthorized Items in the Shared Catalog Policy** had been approved unanimously in an earlier vote. The remaining step is to establish an effective date before communicating the policy to the region.

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7. Action Items

- **Committee officers:** Continue refining the committee guidelines and decision framework as needed.
- **SELCO:** Revise the patron account maintenance best practices based on the discussion and circulate them for a regional vote.
- **SELCO:** Review the technical permissions needed to support cross-library patron account maintenance and notes, following approval of the best practices.
- **Member libraries:** Review and submit preferences for alternative patron notice language through the Info Portal survey.
- **SELCO:** Follow up on the reporting examples and continue development of reporting documentation.
- **Committee officers and SELCO:** Establish an effective date for the previously approved Unauthorized Items in the Shared Catalog Policy.

8. Next Meeting

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

The meeting was adjourned.

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