

## SHARE Finance & Policy Committee Meeting

Thursday, May 10, 2018 at 10:00 a.m.

Illinois Heartland Library System

6725 Goshen Road, Edwardsville, Illinois 62025

(618) 656-3216

via Zoom at <https://zoom.us/j/720604847>

### Minutes

**Call Meeting to Order and Roll Call:** The meeting was called to order at 10:08 a.m. by Jill Pifer.

In attendance: Amy Byers, Janet Cler, Esther Curry, Anita Driver, Jill Pifer, Chair, and Diane Yeoman.

Miranda Shake arrived after roll call.

Absent: None.

Also in attendance: Cassandra Thompson, Colleen Dettenmeier, Traci Edwards, Adrienne Elam, Rhonda Johnisee, Cheryl Noll, Shelley Stone, and Shirley Paden.

**Approval of Minutes from the March 8, 2018 Meeting:** A motion to approve the minutes was made by Janet Cler and seconded by Esther Curry. Motion passed.

#### Old Business:

- **2018 IT Expense**—Cassandra updated the committee that the servers had been purchased from Dell under budget. Per Rhonda, the current total is \$266K, with \$300K approved. In addition to the equipment, Troy Brown was able to negotiate installation from Dell for free. They will be installed in the next few weeks, and should not affect service. Jill expressed her gratitude towards Troy for his negotiation skills.
- **Referral Bonus**—The committee reviewed a draft for a member referral bonus. Anita had a question about the referral for three libraries, and Cassandra will better clarify that section. She also asked if the referral could be passed along to transitional members, and Esther concurred. It will be an additional enticement. Cassandra will add that language. Esther mentioned that if we change the language for the referral, we should also consider changing the language for the Barcoding Buddies program as well. Jill had three suggestions. First to define the fiscal year, to define how many credits a referring library can receive per year, and if there should be a limit to the total number of referrals. The committee agreed to adjust the language to define fiscal year as the SHARE fiscal year, with a limit of two referral fees per year. The referral should also clarify that the referral is per agency, not per building. The group agreed that there would not need to be a limit to the total number of referrals.
- **Other:** None.

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## New Business:

- **SHARE Budget Update**—Adrienne provided a budget update and review of the FY19 budget. Janet asked about the line items for contract services and other contract agreements. Adrienne explained that contract services was for the Barcoding Swat Team charges, and Rhonda explained that the other contract agreements were a part of the Walmart Grant. Janet also noted that there is still \$184K remaining for FY18. Adrienne confirmed, but the SHARE program will likely spend approximately \$256K for the remainder of this fiscal year. Although that would bring SHARE finances negative, the planned transfer from IHLS for \$250K will not take place until June. Adrienne explained that it is generally scheduled at the end of the year, and IHLS is still waiting to receive additional revenue from the System Area and Per Capita Grant. SHARE will likely end the year with a positive balance, but will not know actuals until July. The committee reviewed the FY19 proposed budget. Janet asked if the increase in staff salaries is just due to cost-of-living increases. Cassandra explained that there is an increase due to internal staff movement. There will be an additional hire for a Circulation Specialist position, which is currently vacant. The previous employee is still working on a very limited basis, and will continue to do so as long as they are available, so there is a slight increase with that addition.
- **Budget Review and Process for Next Year**—Cassandra explained that due to the committee schedules, the SHARE Executive Council reviewed the FY19 proposal before the Finance Committee, and suggested a review of the process so SHARE Finance Committee then Executive Council has a chance to review the SHARE budget before the final budget is taken to the IHLS Board for approval. Esther suggested a special meeting to be held in late April of 2019. Cassandra will note that decision, and add that to the March 2019 meeting agenda.
- **Database Cleanup (RDA)**—Cassandra asked the committee to consider an additional capital expenditure for a contractual agreement for RDA conversion. Annual maintenance fees could then be added to the annual SHARE budget. Esther asked what is involved. The vendor would review existing SHARE records and make sure that they are upgraded to RDA standards. Some vendors might include additional enhancements. Anita stated that for the money, she hopes that search results are more similar to Google. Traci explained that a more integrated search capability is a goal for Polaris in the future, and will likely come through the ILS. Jill asked if we should vote or discuss at a later meeting. It was decided that the SHARE staff will pursue Requests for Proposals (RFPs), have the Bibliographic & Cataloging Standards Committee make a recommendation for a vendor, and the finance committee will then review and approve the additional funds, with a target of spring of 2019 for implementation. Janet made a motion for IHLS staff to pursue RFPs and Esther seconded. Motion passed.
- **Fee Appeal Process**—Cassandra explained that there were two libraries that received large increases to their SHARE fees due to one-time increases to revenue in FY17, which was then reported on the last year IPLAR, used to calculate FY19 SHARE fees. One library received an

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increase of 42%, so Cassandra asked the committee if there should be a review process. The committee had concerns about opening the fee schedule up to any type of flexibility, and that it could lead to many requests for appeals, not just exceptional circumstances. After reviewing potential policies and procedures for a fee increase review, as well as the drawbacks, the group decided to table the discussion until next year.

- **Cataloging Back to Books Grant**—The SHARE Bibliographic Services team expressed interest in offering to catalog items purchased through the Back to Books Grant free of charge for Barcoding B libraries. Jill asked how the catalogers would know that they were from the grant, and Cassandra explained it would be on the honor system. Esther asked if there should be a cap of just the lower-cost \$3 Bib books, since it requires less SHARE staff work. Jill asked if SHARE staff could handle the additional work, but Janet stated that they will get the books to be cataloged anyway. Cassandra also mentioned that it will be not all items purchased through the grant, as many items will already have records in the SHARE database where items can be matched. Shelley explained that while catalogers are always busy, there is more time in the summer while schools are closed, and books do not take that long to catalog. She also reminded the committee that any books purchased for special collections will be cataloged for free by the CMC. Janet suggested that other Cataloging libraries could offer to help Barcoding B libraries. She also wondered if this would be applied just to this grant this one time, or if it would apply to all grants. Cassandra explained that it would only apply to this grant, since it was available to all IMLS members, and not a competitive grant like Dollar General. Jill explained that this will affect SHARE revenue, and Janet thought that it was not fair to cataloging libraries that have chosen to pay a cataloging staff member. She was concerned about setting a precedent where smaller libraries apply for book grants, but cannot afford cataloging for them. Jill wondered if there is some type of compromise, with a limit on the number of items. Esther wondered if it should be limited to \$3 Bibs versus the more time-intensive \$10 original cataloging. Shelley disagreed, stating that she would hate for items to sit on a shelf because the library could not afford to have them cataloged. Jill stated that the cataloging staff would have to track the items, and submit a report to the SHARE Financial Committee for review. Esther Curry made a motion to allow free SHARE cataloging with the following conditions:

- Barcoding B libraries only
- Total limit of 15 items.
- Limited to items purchased with Back to Books Grant money (on the honor system)
- SHARE Cataloging will track and report totals to the committee
- SHARE Cataloging will determine a due date for items to be sent in for cataloging.

Jill Pifer seconded the motion. With a roll call vote: Janet Cler, nay; Esther Curry, aye; Amy Byers (already left meeting); Anita Driver (already left meeting); Diane Yeoman, nay; Jill Pifer, aye; Miranda Shake, aye. With three ayes, two nays, motion passed.

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- **Other:** None

**Public Comment:** None.

**Announcements:** None.

**Next Meeting:** Thursday, July 12, 2018 at 10:00 a.m.

**Adjournment:** The meeting adjourned on a motion made by Esther Curry, and seconded by Diane Yeoman. The motion passed and meeting adjourned at 11:45 a.m.

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