



## SHARE Finance & Policy Committee

Thursday, March 11, 2021 at 10:00 a.m.

Illinois Heartland Library System

6725 Goshen Road, Edwardsville, Illinois 62025

(618) 656-3216

via [Zoom](#)

### Minutes

**Call Meeting to Order and Roll Call:** The meeting was called to order at 10:01 a.m. by chair Miranda Shake.

*In Attendance: Amy Byers, Janet Cler, Esther Curry, Anita Driver, Jill Pifer, and Miranda Shake. Diane Yeoman arrived after roll call.*

*Absent:*

*IHLS Staff: Cassandra Thompson, Colleen Dettenmeier, Rhonda Johnisee, Shirley Paden, Dena Porter, Shelley Stone, and Lesley Zavediuk.*

**Approval of Minutes from the January 14, 2021 Meeting:** Janet Cler made a motion to approve the minutes and was seconded by Esther Curry. All approved and motion passed.

#### Old Business:

- **COVID-19 Response:** The committee discussed the SHARE response to the COVID-19 pandemic, including the recent change to IHLS delivery quarantine times. No changes to SHARE processes at this time.
- **E-Books Grant:** Cassandra Thompson updated the committee regarding the awarded e-books grant. So far, SHARE has purchased 2,916 juvenile and young adult e-books, for a total of \$86,095.16. We plan to have this project completed by the end of May.
- **Solus App:** The committee reviewed member comments regarding the app. Comments were overwhelmingly positive.

Diane Yeoman made a motion to recommend that SHARE partner with Solus for a mobile app. The committee suggests utilizing the SHARE Reserve Fund for three years to purchase base mobile app for all SHARE members. Additional templates and features will be an optional expense for each member library. At the end of three years, the SHARE Finance & Policy Committee will review member fees to include a fee for the mobile app, not to exceed \$100 per agency. Additional template fees will be reviewed

separately at our next meeting. Jill Pifer seconded the motion. All voted yes per a roll call vote. The recommendation will be sent to the SHARE Executive Council for review.

- **RBdigital Update:** Cassandra Thompson updated the committee on the recent developments with RBdigital. The service will be terminated on 3/15 for e-audio and 3/31 for e-magazines. We are still waiting on refund details from OverDrive. They have claimed that they were having difficulty getting information from RBdigital, so Cassandra Thompson sent invoices.

This project has been included on next year's budget, so we are prepared if members vote to move forward.

- **Reserves and Projected Revenues over Expenditures:** This committee discussed potential benchmarks for both the Reserve Fund and Operating Fund cash balance. Cassandra Thompson proposed keeping the original plan to build up the Reserve Fund to \$1,200,000.00 to replace ILS software, if the decision is made to switch ILS vendors. An additional \$400,000.00 will be saved in the Reserve Fund for infrastructure maintenance or upgrades. Cassandra Thompson also recommended a benchmark for the SHARE cash balance (including the end-of-year revenues over expenditures) to remain between 3-6 months of operating cash for the next fiscal year, based on the current year budget. This benchmark will serve two purposes. First, this will allow SHARE to meet financial obligations at the beginning of the year, before invoices are billed and while our larger expenses are due; second, it will ensure SHARE is a responsible steward of member fees and serve as guidance for the committee. If this benchmark either falls below or exceeds this benchmark, the SHARE Finance & Policy Committee will review revenues, including member fees. Esther Curry made a motion to accept these proposed benchmarks, and Jill Pifer seconded. All approved via a roll call vote.
- **Other:** None.

#### **New Business:**

- **SHARE Financial Statement Review:** Rhonda Johnisee reviewed the SHARE Statement of Revenues and Expenditures and the SHARE Balance Sheet as of February 28, 2021.

So far, 99.1% of budgeted revenues have been billed, and of those 99.1% of accounts have been collected. The year-to-date expenditures are 3.9% below expected, but that is due to the largest expenditures paid at the beginning of the fiscal year, so it is not evenly

distributed. The total SHARE cash balance provides SHARE with operating cash for 8.9 months based on the current FY2021 budget, but that is somewhat misleading, because medical, dental, vision insurance payments have been delayed unexpectedly.

- **cloudLibrary Magazines Fee Proposal:** The committee reviewed both the proposal to add magazine service to the existing cloudLibrary contract and the proposed fee increase. The cloudLibrary User Group will meet next Thursday, March 18 at 2:30 p.m. to determine interest in this additional service.

This project has also been included in next year's budget as a budget-neutral placeholder, just in case cloudLibrary users decide to move forward.

- **Free E-Resources to Non-Residents:** Cassandra Thompson surveyed members about this proposed legislation. The results were mixed, but a majority was against allowing members to offer free digital cards to non-residents for cloudLibrary. This would only apply to cloudLibrary users, and not to other consortial products, like OverDrive, or individual products, like hoopla.
- **Training Laptops:** Troy Brown suggested upgrading the SHARE training laptops next fiscal year. He recommended purchasing them together to obtain discounts and keep them under the same warranty, but we could also purchase in stages. The estimate would be 36 laptops, at a cost of \$1,200, for a total of \$43,200. The committee reviewed the "Three-Year Outlook for IT Expenses" report and discussed if this should be funded either through the SHARE Reserve Fund or Operating Fund. Rhonda Johnisee and Cassandra Thompson will review the current cash balance to determine where to include that expense for the FY2022 budget.
- **Other:** None.

**Public Comment:** None.

**Announcements:** Diane Yeoman announced that she is expecting a new grandbaby. Congratulations!

**Next Meeting:** Thursday, May 13, 2021 at 10:00 a.m. via Zoom.

**Adjournment:** Miranda Shake adjourned the meeting at 11:30 a.m.