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**SHARE Executive Council Meeting**  
Thursday, April 21, 2022, at 2:00 p.m.  
Illinois Heartland Library System  
6725 Goshen Road, Edwardsville, Illinois 62025  
via [Zoom](#)

**Minutes**

**Call Meeting to Order and Roll Call:** Called to order by Sarah Hill at 2:01 p.m.

*In attendance—Danielle Cornelius, Esther Curry, Jenna Dauer, Gloria Hendrickson, Sarah Hill, Britni Hogg, Donna Schaal, Miranda Shake, and Carol Ziese.*

*Absent—Jim Bosomworth, Ryan Johnson, and Hope Kasten.*

*SHARE Finance & Policy Committee—Amy Byers and Betsy Mahoney*

*IHLS staff—Jennifer Baugh, Colleen Dettenmeier, Rhonda Johnisee, Shirley Paden, Ellen Popit, Dena Porter, and Cassandra Thompson.*

**SHARE Update:** Cassandra Thompson updated the committee on recent changes on cloudLibrary fee allocation from the recent SHARE E-Resources Committee Meeting, as well as a change to the cloudLibrary collection development policy and an addition of a reconsideration policy. She also gave updates on the status of the self-service option for SHARE Mobile Library and recent enhancement requests for Polaris. She also shared that there are opportunities for group purchases for McNaughton Book Leasing for SHARE, collectionHQ EDI Analysis Tool, and Swank Movie Licensing.

**Old Business:**

- **Other:** None.

**New Business:**

- **FY2023 Budget Review:** The SHARE Executive Council and SHARE Finance & Policy Committee reviewed the proposed budget for FY2023, including the calculations for personnel, which includes potential cost-of-living and merit-based increases up to four percent, the addition of a full-time administrative assistant, and a change in a position from part-time to full-time.

Cassandra Thompson explained that the budget shows a deficit of \$69,353.15, but SHARE generally does not spend the full budget. The deficit will be supported by previous years' accumulation of revenues over expenditures.

Rhonda Johnisee explained that SHARE is forecasted to end the year with approximately six months of available cash in the operating fund. She also contextualized the deficit that while it seems like a large number, it would be less than half of a month of normal expenditures, since SHARE costs average about \$170K per month.

There was a comment that as we consider future SHARE member fees, we need to be careful because many of our small and rural libraries are facing challenges with decreased revenue due to population changes as well as additional expenses due to the minimum wage increases.

There was clarification that increases are budgeted as only *up to* four percent, which may include cost-of-living as well as merit increases, but is still to be decided. There is a new process to alternate years of cost-of-living raises with bonuses, so that increases do not have a compounding effect on salaries every year.

There being no further discussion or comments, Esther Curry made a motion to submit the proposed budget to the IHLS Board of Trustees and was seconded by Sarah Hill. Per a roll call vote, all are in favor, and motion approved.

- **Other:** None.

**Public Comment:** None.

**Announcements:** None.

**Next SHARE Finance & Policy Committee Meeting:** Wednesday, May 18, 2022, at 2:00 p.m.

**Next SHARE Executive Council Meeting:** Thursday, June 2, 2022, at 2:00 p.m.

**Adjournment:** There being no further business, Sarah Hill adjourned the meeting at 2:38 p.m.

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