

SHARE Finance & Policy Committee Meeting

Thursday, November 8, 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 10:00 a.m. by Jill Pifer.

In attendance: Janet Cler, Esther Curry, Jill Pifer, Miranda Shake, and Diane Yeoman.

Absent: Amy Byers and Anita Driver.

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

Approval of Minutes from the July 12, 2018 Meeting: A motion to approve the minutes was made by Janet Cler and seconded by Esther Curry. Motion passed.

Old Business:

- **Cataloging Back to Books Grant:** Shelley Stone gave an update on the Back to Books limited free cataloging program. So far there have been 40 \$3 records and 20 \$10 records created for a total of 60 items. The cost waived has totaled \$320. Three libraries have participated, and the program will continue until the end of this calendar year.
- **FY20 Fee Scale:**
 - **FY18 Review**—Adrienne Elam gave a year end overview of FY18. The total revenue was \$1,370,087.44, which was a 3.33% increase over the FY18 budget. Actual expenses were \$1,399,603.46, which was a .5% decrease from the FY18 budget. After transfers from IHLS and from SHARE to the Reserve Fund, SHARE ended the year over expenses by \$54,900.58.
 - **FY19 Projections**—Adrienne also gave the committee projections for FY19 cashflow, with SHARE having enough cash to operate for 8.7 months. The current unrestricted operation fund is at \$1,202,934.36, with 92.7% of revenues collected for this fiscal year. She also confirmed that \$142,500 has also been transferred to the Reserve Fund for FY19. Janet Cler asked why the supplies and contractual expenses were decreased this year, when they were higher than the current budgeted amount last year. Adrienne explained that they are anticipated to be lower this year.

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- **FY20 Fee Scale**—Cassandra Thompson recommended a review of the SHARE Fee Scale, since the expenses were actually over revenues (-29,516.02) before a transfer from IHLS. Cassandra stated that she would like to be very thoughtful in planning any changes, and suggested using the next year to explore a new scale and/or increase, since we would like to plan for any changes to last at least 3-5 years. She hopes that we can get to a balanced budget from membership fees.

Janet asked to clarify if the concern was due to having to rely on system funds? Cassandra explained that was not the concern, and that IHLS will continue to support SHARE, but wants to make sure that we are not consistently spending more than we are receiving from members. She also explained that the fee scale is based on percentages, so if revenues increase each year, SHARE fees will also increase. The problem is when revenues from local governments decrease, in the event of a bad economy. It is just an effort to be proactive.

Janet also wanted to confirm that any fee increase would be announced by the finance committee, and Esther Curry confirmed that was how it worked in the past. She also stated that planning 3-5 years out has been typical of past increases. She was also glad to hear we have 8.7 cash on hand, which is an improvement on prior years. She also stated that personnel is the largest cost for the program, and wants to make sure that remains in balance.

Diane Yeoman stated that she did not think self-sustaining should necessarily be a goal, since the program has always been in conjunction with IHLS. Jill agreed that if we try to reach self-sustaining, we might price out members. Cassandra confirmed that she would like to balance expenses with revenues, not necessarily try to price to transfer to reserves. Jill stated that it is a very fine line, because some libraries may get a better price outside the program.

Janet asked if any additional libraries have expressed interest. Cassandra has had several requests from schools and is planning on reaching out to the standalone publics for a fresh quote. She also stated that the system is always looking for funding sources to help transition new members.

Diane suggested an in-person meeting to discuss a new fee scale. Cassandra will prepare several options, working with the finance committee to determine ideal projections for 3 – 5 year sustainability. Cassandra will send a survey for the best location for the

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committee and a doodle poll to schedule an in-person meeting in the spring. The group discussed the fee increase and vote process.

- **Other:** None.

New Business:

- **SHARE Budget Update**—This topic was discussed earlier in the meeting.
- **SHARE Voting Process**—A request was brought to the committee to discuss a change in the SHARE Membership Voting Process. As SHARE has expanded it has become incredibly difficult to get quorum of members. The SHARE Executive Council would like to consider voting rules to change from a majority of quorum (50 percent plus 1 of the SHARE full membership) to a majority of members that participate in the vote. Discussion ensued. Janet did not think lowering our standards would be the appropriate response. Cassandra stated that improvement in communication might be the next step versus changing the policy. Current suggestions are direct emails with a subject of “Action Required” versus a listserv announcement. Jill suggested adding a field to list the best contact for votes. The committee will brainstorm, discuss with colleagues, and bring any additional suggestions to the next meeting.
- **eResource Fee Schedule:** The eResource Committee has proposed a change to their fee schedule. They sent different options to the membership for comment, and based on that information, they have recommended changing the fee schedule. The recommended fee schedule, option 1, will be based on population, calculated from census data. The committee discussed both options and member comments. The committee noticed a gap in both scales for libraries with both larger populations and larger revenues. Cassandra will modify the scales and the group will review the difference at the next meeting.
- **Other:** Cassandra has met with several outside organizations to discuss potential opportunities, including Find More Illinois (RAILS) and PrairieCat for contract cataloging. These are still in discussion at IHLS and she will update the committee as needed.

Public Comment: None.

Announcements: None.

Next Meeting: Thursday, January 10, 2019 at 10:00 a.m.

Adjournment: The meeting adjourned at 11:43 a.m.

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