



**SHARE**  
SHARING HEARTLAND'S AVAILABLE  
RESOURCES EQUALLY



## SHARE Finance & Policy Committee

Thursday, July 11, 2019 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/724769668>

### Minutes

**Call Meeting to Order and Roll Call:** The meeting was called to order at 10:00 a.m. by Jill Pifer.

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

*Absent:* None.

*IHLS Staff:* Cassandra Thompson, Colleen Dettenmeier, Rhonda Johnisee, and Shirley Paden.

**Approval of Minutes from the March 14, 2019 Meeting:** Esther Curry made a motion to approve the minutes with a minor grammar correction and was seconded by Miranda Shake. Motion passed.

**Approval of Minutes from the April 10, 2019 Special Meeting:** Esther Curry made a motion to approve the minutes and was seconded by Jill Pifer. Motion passed.

#### Old Business:

- **FY20 eResource Opt-in Program Results:** Cassandra Thompson advised the committee that five libraries opted to add funds for cloudLibrary purchasing, including one library that added the same amount of funds to match the library's estimated FY21 fee.
- **FY21 eResource Fee Scale:** There were no comments about estimates for FY21 that were sent to cloudLibrary participants as part of the current renewal process. Anita Driver made a motion to recommend changing the eResource Fee Scale, based on revenue. Esther Curry seconded. All yeses by roll call vote. The recommendation will be sent to the SHARE Executive Council to consider for member vote in November.
- **FY21 SHARE Fee Increase:** This topic will be tabled until the next meeting.
- **Minor Changes to Voting Process:** This still needs to go through the member comment process. Ms. Thompson also recommended that the committee discuss this in-depth during the Membership Meeting, to provide transparency. This topic will be tabled until the next meeting.
- **Voting Process Review:** The committee discussed the results from the previous SHARE Executive Council elections, with the different processes that were taken to get additional participation. With those additional efforts, SHARE did not meet quorum without additional follow up calls to member libraries. The committee recommended sending a notice via delivery that elections are ongoing, with a longer voting period. They do not recommend changing the existing policy at this time. This will be discussed further with the SHARE Executive Council.

- **Reserve Fund Analysis:** Ms. Thompson stated that after discussion with Troy, the existing transfer to the reserve fund should remain at the current level. After learning more about Innovative's future plan for Polaris, the committee may consider dedicating additional funds. Further data will be needed before a proposal to increase the annual transfer to the Reserve Fund will be submitted.
- **Other:** None.

**New Business:**

- **IHLS Staff Changes:** Rhonda Johnisee continues to lead the IHLS Finance Department, as Adrienne Elam is no longer with IHLS. The Finance staff continues to provide exceptional service to both IHLS and SHARE.
- **SHARE Budget Update:** Ms. Johnisee reviewed the approved FY20 SHARE budget. There were no changes from the previous draft budget presented on April 10, 2019 to the SHARE Executive Council. Cassandra Thompson confirmed that the increase to travel was due to two additional conferences in FY20, ARSL and PLA. She also explained that she wants to encourage additional SHARE staff participation for professional development.

She also stated that the planned transfer of \$142,500 has been completed and the Reserve Fund is expected to increase, since there are no planned expenditures at this time. The \$300,000 IHLS transfer has also been completed. The SHARE Fund has a cash balance to operate for approximately 4.3 months, but will receive a sharp increase when billing is sent later in July, since payment for annual membership fees are paid promptly.

Ms. Johnisee wanted to clarify that the provided June financial statement is a draft until the audit is completed in August, since there will still be additional end of year adjustments. She also stated the end of the year balance is also somewhat misleading, due to the transactions from the Reserve Fund, including the planned transfer (\$142,500) and expenditures (\$109,681.93). The Reserve Fund also participates in the Illinois Funds Account, which saw a very good return, with approximately \$17,000 in interest in FY19. When removing those transactions, the SHARE Fund ended the year at approximately \$83,851.63 positive.

**Public Comment:** None.

**Announcements:** Cassandra Thompson announced that we have two new members joining SHARE! In addition, SHARE staff have been working with Polaris for the 6.3 upgrade to accommodate the switch to JetPay. There are also several events of note, including a demo for a product called Solus on August 13, followed by a webinar "Security for Rural Librarians" later that day. There will be a town hall to discuss the pros/cons of auto-renewal immediately following the next SHARE Circulation Committee Meeting on August 8. The SHARE Executive Council will have an in-person meeting at Member Day, and Ms. Thompson invited the committee to attend.

**Next Meeting:** Thursday, September 12, 2019 at 10:00 a.m. via Zoom.

**Adjournment:** Janet Cler made a motion to adjourn, and Esther Curry seconded. The meeting adjourned at 11:15 a.m.