



SHARE Finance & Policy Committee

Thursday, September 12, 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, Janet Cler, Esther Curry, Anita Driver, and Diane Yeoman.

Absent: Amy Byers and Miranda Shake.

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

Approval of Minutes from the July 11, 2019 Meeting: Janet Cler made a motion to approve the minutes and was seconded by Anita Driver. Motion passed.

Old Business:

- **FY21 SHARE Fee Increase:** The committee reviewed forecast documents and potential fee scale changes. Cassandra Thompson will update data based on FY20 fees. The committee will meet again September 20 to discuss further.
- **Establishing or Changing SHARE Policies:** The committee reviewed member comments. There were 12 respondents, with all in agreement of the policy to streamline the SHARE workflow, as long as the committee does not change the intent of the policy. Esther Curry made a motion to recommend the change move to review by the SHARE Executive Council. Diane Yeoman seconded. By a roll call vote all yeses, no noes, and the motion passed.
- **Voting Process Review:** At the SHARE Executive Council meeting, the group reviewed the existing voting process. One suggestion was a tiered system, where changes that only affect a sub-group would then be eligible to vote. The committee reviewed this idea decided that this may work well for cataloging libraries. Jill Pifer made a motion to send this initiative for member comment. Esther Curry seconded. Motion passed.
- **Other:** None.

New Business:

- **SHARE Budget Update:** Rhonda Johnisee reviewed the SHARE budget as of August 31, 2019. She stated that 92.8% of revenues had been billed with 87.2% paid. The program's YTD expenses are (40.4)% below YTD budget projections. This is mainly due to Polaris and the cloudLibrary platform fee, our largest payments, had already been paid at the first of the fiscal year. The supplies line item is over the target benchmark, due to a purchase of a UPS battery backup in Champaign. The cost was split between SHARE, CMC, and IHLS. When reviewing the statement, the numbers can be somewhat misleading, due to audit requirements. This statement

includes the Reserve Fund transfer from one cash account to another, as well as investment income that would go directly towards reserves. In addition, SHARE is required to list depreciation expenses and pension expenses under an adjustment journal entry. These are not really part of the existing cash flow. They are trying to find a fix so that the financial statement more accurately reflects the cash balance. The true end of year balance was \$104,264.77, which will remain in the Operating Fund. This balance should fund SHARE 10.1 months, or to the end of July 2020. This is helpful because the largest invoices will be due in July 2020. Current projections show SHARE ending with a balance of \$37,119 in FY20 after the IHLS transfer. The FY2020 budgeted Reserve Fund transfer of \$142,500 is planned at the end of September.

- **Solus Web App:** The committee discussed the recent demo of the Solus Web App for libraries. The eResources committee will also discuss at their next meeting September 23, 2019. Cassandra Thompson will reach out to other existing customers to review how the app integrates with Polaris and cloudLibrary, as well as how the implementation process went. The cost was reviewed in comparison to added service. One suggestion was to subsidize the first year via the Reserve Fund, then absorb the cost into membership fees for the following years. Diane Yeoman made a recommendation to pursue an app service based on positive reviews from existing customers. Esther Curry seconded. Motion passed.
- **Chilifresh PAC Enhancements:** The committee discussed changing the existing Syndetics subscription to Chilifresh, which would include book lists and patron driven reviews, in addition to cover art. The cost is above the current subscription to Syndetics. The committee agreed that it would not offer enough of a service upgrade to justify the cost at this time. The issue may be revisited at a later date once integration with other products can be determined.
- **Membership Levels:** Cassandra Thompson asked the committee to consider adding an additional membership level for partnerships with other consortia or libraries. One example specifically was Scott Air Force Base. This discussion was tabled until the next regular meeting.
- **Committee Level Expectations:** Cassandra Thompson asked the committee to consider a policy to set expectations for all SHARE Committee Member volunteers. Diane Yeoman made a motion to send a recommendation to the SHARE Executive Council to ask each committee to add a guideline for participation and report that decision back to the Executive Council and the SHARE Director. Esther Curry seconded. Motion passed.

Public Comment: None.

Announcements: Cassandra Thompson announced that we have another new member joining SHARE! She also gave the committee a preview of upcoming IHLS offers available.

Next Meeting: Special meeting Friday, September 20, 2019 at 10:00 a.m. with the next regular meeting Thursday, November 14, 2019 at 10:00 a.m. via Zoom.

Adjournment: Esther Curry made a motion to adjourn, and Jill Pifer seconded. The meeting adjourned at 12:11 p.m.