



SHARE Finance & Policy Committee

Thursday, May 14, 2020 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 10:02 a.m. by Jill Pifer.

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

Absent: Anita Driver.

IHLS Staff: Cassandra Thompson, Leslie Bednar, Colleen Dettenmeier, Rhonda Johnisee, Dena Porter, and Shelley Stone.

Approval of Minutes from the March 12, 2020 Meeting: Diane Yeoman made a motion to approve the minutes and was seconded by Esther Curry. Motion passed.

Old Business:

- **Mobile App:** The eResource Committee has been tasked with reviewing mobile apps, but the previous meeting was canceled with a lack of quorum, due to COVID19. It has been rescheduled for Wednesday, June 3, 2020 at 11:00 a.m. How will SHARE pay for this new service? This is still to be decided.
- **ChiliFresh 30% Discount:** Since the last meeting, the ChiliFresh rep has changed. Cassandra Thompson suggested tabling this decision until the eResources Committee makes a mobile app recommendation, to ensure that the systems will be compatible.
- **Children's Plus OCLC Records:** Children's Plus has been working to offer OCLC records to SHARE members to help offset cataloging costs, but have not sent example records for review. Shelley Stone will follow up with their representative.
- **FY2021 SHARE Budget:** Cassandra Thompson presented the FY2021 SHARE Budget and narrative for review. Of note, the Dell server project has been moved up to FY2020 and has been removed from the FY2021 budget. The Customer Relationship Management (CRM) module implementation and annual fees were added to the budget. In addition, the travel portions of the budget are being updated now that fall conferences are being canceled or changed to digital. The IHLS Executive Committee reviewed the comments from the previous special meeting with the SHARE Executive Council. That committee determined that they could not exclude SHARE as part of an annual increase.

Could the wording be changed to include a cap at 3% or conditions that will need to be met? Committee members stated that they did not agree to give raises right now. Leslie Bednar stated that the IHLS Executive Committee are all library representatives and understand the challenges that all libraries are facing. They have taken that into consideration, and it is still under discussion. She has not received any information about changes in our FY2021 funding, so the IHLS board will not make a final decision about raises until the System Area and Per Capita Grant has been approved by the Illinois State Library and our funding has been secured. She stated that the Illinois State Library will be involved in the conversation as well.

The committee is not asked to approve or deny the budget or staff raises. The IHLS Board of Trustees has final fiduciary responsibility, but want input from the SHARE Finance & Policy Committee and SHARE Executive Council. When IHLS approves the SHARE budget, they are in effect guaranteeing it. If there are any challenges to fee collection or budgetary shortfalls, IHLS general fund will support SHARE. One committee member stated that we are all in this together, even if we disagree, and it is nice that everyone has the opportunity to speak their mind.

One suggestion was to also include benefit information for staff, so they see their entire compensation package, including IMRF and insurance, instead of just salary. Rhonda Johnisee stated that we have discussed that in the past and will try that this year.

- **COVID19 Response:** Cassandra Thompson gave a recap of the SHARE response to member library needs, including changes to notifications, online registration, and reports.

Will SHARE allow libraries to begin interlibrary loan all at once or by region. That is still to be determined, but we are working to make sure that our software is capable of handling either scenario. Different regions opening at different times is likely, as are repeated closures for outbreaks. We will always follow state executive orders.

Will delivery drivers require changes to exchange locations? Leslie Bednar stated that some libraries may be required to adjust their exchange locations. Susan Palmer is working with committees both state and nationally and IHLS will provide further guidance when we have additional information.

IHLS is watching an IMLS (Institute of Museum and Library Services) study to examine how long the virus is viable on surfaces to help libraries make decisions using evidence-based information. Leslie Bednar also stated that a member survey will be sent to review different reopening plans. IHLS will hold Members Matter: COVID19 on Thursday, May 28 to share additional information. Please reach out with any questions.

We have received two requests to pro-rate school annual fees because libraries have been closed. The committee discussed how members are receiving full service, if they cannot place interlibrary loan requests, and if this is something to consider in the future. This topic may be revisited at a future meeting.

Will due dates be flexible? Usually we request payment “upon receipt” but will instead have a 60 day due date. The Finance Department gives libraries time before attempting contact and we also have flexible payment terms if needed. We have enough in the SHARE operating fund to carry the program through September right now.

- **Other:** Cassandra Thompson mentioned that annual agreements were sent out. There have only been two questions regarding the new fee scale. The first was just questioning the change because they were not aware of the fee increase, and the second “sticker shock” had more to do with an increase in the library’s revenue that led to a large increase, more than just the SHARE fee increase. After discussion, the library director understood.

New Business:

- **SHARE Financial Statement Review:** Rhonda Johnisee reviewed the SHARE financial statements as of April 30, 2020. The IHLS Finance Department has billed for 99.5% of projected fees, with only 2 monthly membership payments and the 4th quarter cataloging fees remaining. Of those billed, 98.9% of those fees have been collected..

The overall year to date expenditures are below the year to date budget by 7.4%. All expenditures with variances outside of the target benchmark percentages are noted at the bottom of the statement.

Based on the current budget, SHARE unrestricted funds can sustain the program for 5.1 months, or through September. Invoices for FY2021 will be sent in July, and generally payments come in very quickly.

- **SIP2 Module Fees:** Troy Brown has recommended dropping the SIP2 module fees. Originally it was charged because the SIP servers were on separate physical servers than the rest of the database. He stated that SHARE has virtualized everything now, so that is no longer the case. The revenue that will be generated from these fees are \$11,700 for FY2021. The concern was the decrease to overall SHARE revenue, since we just recently raised member fees to make up for projected shortfalls. The SHARE staff and IHLS Finance Department will review this year to see if we can comfortably cut those fees for FY2022, based on both actual spending and projections. Another consideration would be the cost of adding additional data if we move forward with a mobile app.
- **Other:** How will members get the copies of the Illinois Library Association’s *Illinois Library Laws and Rules in Effect January 2020*? They will be mailed once IHLS staff can return to the Edwardsville location.

Public Comment: Do you have a sense of whether Illinois libraries will stand united and work together during this pandemic? Leslie Bednar said that we are still learning. She thinks it is possible for all IHLS member libraries to be united. We have to be respectful of local control, as libraries as independent units of government. She stated that is both a dilemma and a solution, where we might actually discover healthier and more time-saving practices, by working collaboratively.

Announcements: This afternoon there will be a webinar, Everything Library Trustees Need to Know, at 2:00 p.m., as well as an upcoming Members Matter about COVID-19 on Thursday, May 28, and Leslie Bednar encouraged everyone to attend. Cassandra Thompson stated that there are additional upcoming demos including Patron Point, StackMaps, Innovative, and RBdigital, which now also includes unlimited magazines. She is also reviewing technology solutions for curbside service, including Libro, Capira, and Unique Management Services.

Next Meeting: Thursday, July 9, 2020 at 10:00 a.m. via Zoom.

Adjournment: Esther Curry made a motion to adjourn, and Jill Pifer seconded. The meeting adjourned at 11:32 a.m.