



SHARE
SHARING HEARTLAND'S AVAILABLE
RESOURCES EQUALLY



SHARE Finance & Policy Committee

Thursday, July 13, 2021 at 10:00 a.m.

Illinois Heartland Library System
6725 Goshen Road, Edwardsville, Illinois 62025
(618) 656-3216
via [Zoom](#)

Minutes

Call Meeting to Order and Roll Call: The meeting was called to order at 10:05 a.m. by chair Miranda Shake.

In Attendance: Amy Byers, Janet Cler, Anita Driver, Jill Pifer, and Miranda Shake.

Absent: Esther Curry and Diane Yeoman.

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

Approval of Minutes from the March 11, 2021 Meeting: Miranda Shake made a motion to approve the minutes and was seconded by Jill Pifer. All approved and motion passed.

Old Business:

- **E-Books Grant Update:** Cassandra Thompson updated the committee on the status of the E-Books Grant. The purchases were completed in May 2021, for a total of \$125,000.00. We purchased 4,342 titles and will submit the final report and reimbursement request this week.
- **SHARE App Template Fees:** The committee reviewed the revised Solus customization fees, which include \$100 implementation and \$250 annual fee for a custom template, \$250 for patron self-service, and \$500 for patron self-service with RFID. Jill Pifer made a motion to accept those customization fees and was seconded by Anita Driver. Per a roll call vote, all were in favor.
- **Other:** None.

New Business:

- **SHARE Financial Statement Review:** Rhonda Johnisee reviewed the SHARE Statement of Revenues and Expenditures and the SHARE Balance Sheet as of June 30, 2021. This is a preliminary report until the audited amounts are presented in September.

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In the Statement of Revenues and Expenditures, our revenues were over by 1.15%. This was due to additional members. This was even with a loss of anticipated investment income. Expenses were 7.8% under budget, due to the impact of COVID-19, including hiring delays, reduced travel, and no need for public relations materials for conferences. The capital improvement, server replacement project, also came in under budget, from a planned \$69,500 to \$38,080.50 with a bundled deal.

The current cash balance (unrestricted funds) is \$1,983,643.76 and will fund SHARE for 6.3 months, based on the FY2021 budget. That was a target for the committee to review fees, but Rhonda Johnisee stated that it will change next month, when the projections begin basing that cash flow on FY2022 expenditures.

The Reserve Fund has a current balance of \$989,131.08. The IHLS Finance Department will complete the annual transfer of \$142,000.00 after the audit, in September.

SHARE does still have committed funds of \$39,567.05 for e-book purchases. There is also \$62,542.89 in accounts receivable encumbered at the year-end-closing, anticipating reimbursement from the state library for the e-books grant in about four weeks.

- **SOPPA & SHARE Data Privacy and Protection Policy:** Cassandra Thompson explained that with a recent amendment to the Student Online Privacy Protection Act (SOPPA) school library members were requesting a data privacy agreement. Phil Lenzini reviewed the agreement and concluded that while SHARE is not an “operator” based on the legal definition, which is a company that primarily serves K-12 schools. He recognized that there would be pressure to comply and recommended supporting members with this agreement, with a few modifications.

At the same time, we also had a member ask about our data security protocols. That prompted SHARE to consider implementing a data privacy and protection policy, outlining the different data that is collected, how it is used, Illinois library law regarding library confidentiality, ownership of data, and general information about security protocols. Cassandra Thompson will make some adjustments to the language, continue to research prior policy, and bring this back to the committee.

- **Committee Meeting Date:** When the second Thursday falls early in the month, the SHARE Finance & Policy Committee meeting sometimes falls before the IHLS Finance Committee, when financial statements are not yet ready to be reviewed. This will happen again in September. The committee determined an alternative date for the September meeting, and will consider a permanent change to the schedule at the next meeting.
- **Other:** A question was asked in relation to the data privacy discussion. Can the patron driver’s license number be partially masked? Dena Porter will research the feasibility of this and report back to the group.

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Public Comment: None.

Announcements: Anita Driver is resigning due to time constraints with an upcoming capital improvements project. Cassandra Thompson will search for a replacement committee member.

Next Meeting: Wednesday, September 15, 2021 at 11:00 a.m. via Zoom.

Adjournment: Miranda Shake adjourned the meeting at 10:58 a.m.

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