



SHARE Finance & Policy Committee

Wednesday, September 15, 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 10:01 a.m. by Chair Miranda Shake.

In Attendance: Amy Byers, Esther Curry, Betsy Mahoney, Jill Pifer, Miranda Shake, and Diane Yeoman.

Absent: Janet Cler

Other Attendees: Jane Herb (Baker & Taylor collectionHQ)

IHLS Staff: Jennifer Baugh, Rhonda Johnisee, Dena Porter, Jacob Sedor, Shelley Stone, and Cassandra Thompson.

Approval of Minutes from the July 13, 2021, Meeting: Esther Curry made a motion to approve the minutes and was seconded by Miranda Shake. All approved and motion passed.

collectionHQ Demo: Diversity, Equity, and Inclusion (DEI) Analysis Tool: Jane Herb from Baker & Taylor gave a demonstration of the collectionHQ software to analyze collection diversity. She will also give a demonstration for the SHARE Circulation and Resource Sharing Committee to review and consider for group purchase.

SHARE Update: Cassandra Thompson introduced Jennifer Baugh, who will replace Shelley Stone as SHARE Bibliographic Services Manager when she retires at the end of October.

Old Business:

- **New Committee Member:**
 - Betsy Mahoney has volunteered to join the SHARE Finance and Policy Committee. Jill Pifer made a motion to seat her on the committee, seconded by Esther Curry. All approved and motion passed. Welcome Betsy!

- **SHARE Data Privacy and Protection Policy:**
 - After reviewing the new Student Online Personal Protection Act (SOPPA), SHARE and IHLS staff started discussing the security of SHARE data and realized that a new policy would be helpful. The committee discussed how often patron data is purged, which is up to each individual library. The committee requested minor changes to the specific wording of the policy. Esther Curry motioned to accept the policy with the recent changes and to present the policy for member comment, seconded by Jill Pifer. All approved and the motion passed.
- **Committee Meeting Date:**
 - The committee discussed moving the meeting date to the third Wednesday of every odd month at 10:00 a.m. This topic will be tabled until the next meeting, in order for all committee members to review. Due to the Veterans Day holiday, the next meeting date will be November 17, 2021, at 10:00 a.m.
- **SHARE Mobile Library App:**
 - The SHARE Mobile Library App is still in development. The committee discussed a few of their concerns on the integration of e-resources and cloudLibrary. The next SOLUS review will be on Thursday, September 23, 2021, at 2:30 p.m.
- **Other:** None.

New Business:

- **SHARE Financial Statement Review:**
 - Rhonda Johnisee presented SHARE's financial statements. IHLS has billed 90.8% of the budgeted amount for fees and materials, with 80.3% of that amount collected. This is lower than last year, simply because the bills were sent later than normal in July, due to a change in the billing process. The invoices were sent electronically this year, which took some initial setup. Several of the major expenses for SHARE have been paid at the start of the fiscal year, such as the Polaris subscription and the cloudLibrary platform fee. SHARE has enough reserves to operate for 10.6 months. The FY2021 audit has been completed and will be presented to the IHLS Board of Trustees at their next board meeting on September 28, 2021. Rhonda Johnisee will provide the complete FY2021 end of year financial report at the next meeting.

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- **CARLI Project update:**
 - Dr. Pamela Thomas has moved quickly to hire three new Catalogers to support the CARLI project. In coordination with CARLI, the CMC will work to merge or de-duplicate records after the recent transition to Alma. CARLI has over 10 million records that need to be reviewed. A total of \$165,000 has been billed to CARLI, per the new contract.
- **Polaris Remote Access:**
 - Internet Explorer is being retired, and this will interfere with how the RemoteApp accesses Polaris. SHARE recommends switching to LEAP as the end-of-life for Internet Explorer approaches. A banner has been added as a reminder for libraries that are using Internet Explorer.
- **Aspen/Vega Demos:**
 - Aspen and Vega have presented new discovery layers for consideration. The committee was hesitant to commit to a new discovery layer while the SOLUS app is still in development. Aspen has provided a quote for their service, while Vega has not. The discussion has been tabled until early next year, after the SOLUS app is fully functional. Cassandra Thompson noted that the whole process of the SOLUS app has taken over 2 years, and the pursuit of a new discovery layer will likely take a while.
- **McNaughton Book Leasing:**
 - Cassandra Thompson has been discussing leasing McNaughton books from Brodart as a means to reduce hold times and increase the circulation of books that are in high demand. She will continue to investigate this program.
- **Other:** None.

Public Comment: None.

Announcements: Jill Pifer announced a pilot project for libraries to participate in low-cost virtual programming.

Next Meeting: Wednesday, November 17, 2021, at 10:00 a.m. via Zoom.

Adjournment: Miranda Shake adjourned the meeting at 11:24 a.m.

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