



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



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## SHARE Finance & Policy Committee

Wednesday, November 17, 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: Janet Cler, Esther Curry, Betsy Mahoney, Miranda Shake, and Diane Yeoman. Amy Byers arrived after roll call.*

*Absent: Jill Pifer*

*IHLS Staff: Cassandra Thompson, Colleen Dettenmeier, Rhonda Johnisee, Shirley Paden, Dena Porter, and Jacob Sedor.*

**Approval of Minutes from the September 15, 2021, Meeting:** Esther Curry made a motion to approve the minutes and was seconded by Miranda Shake. All approved and motion passed.

#### SHARE Update:

- **SHARE Mobile Library:** The SHARE Mobile Library App has launched and has generated much excitement among member libraries and patrons. Cassandra shared examples of some libraries that have customized their apps for their patrons.
- **Aspen/Vega:** The SHARE Committees have generally agreed to move forward with the pursuit of a new discovery layer in Aspen or Vega, albeit slowly. The effort is being forwarded by the SHARE Circulation and Resource Sharing Committee for a final recommendation.
- **Common Loan Guidelines:** Dena Porter presented the recommendations of the common loan focus group. To standardize loan periods, the focus group recommends forming an optional group of loaning libraries. Libraries will be able to opt in or out entirely, or selectively by material type. Books, kits, periodicals, and audiobooks will have a 3-week loan period with 2 renewals, while DVDs, music CDs, and video games

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will have a 2-week loan period with 2 renewals. Dena hopes to roll out this loan group in January of 2022

- **RAILS LLSAP Sustainability Working Group:** SHARE has been comparing LLSAP support budgets with RAILS. SHARE was asked to present to the group, which highlighted the success of the SHARE and IHLS partnership, as well as the economies of scale.
- **Other:** None.

#### **Old Business:**

- **SHARE FY2021 End of Year Financial Report:** Rhonda Johnisee presented the end-of-year financial report. Due to decreased travel expenses and hiring delays, SHARE had a larger than normal surplus from the FY2021 budget. SHARE maintained an operating fund revenue of \$200,183.07 at the end of the year after adjusting for pension and depreciation.
- **Member Comment: SHARE Data Privacy and Protection Policy:** The proposed Data Privacy and Protection Policy was sent out in a newsletter for member comment. No member comment has been received. Diane Yeoman motioned to recommend the policy to the Executive Council, seconded by Betsy Mahoney. All approved and the motion passed.
- **collectionHQ DEI Analysis Tool:** SHARE has received a quote from Baker & Taylor for the collectionHQ DEI analysis tool. After discussion, Cassandra Thompson will set up demos for members to review, in order to gauge interest.
- **Other:** None.

#### **New Business:**

- **SHARE Financial Statement Review:** Rhonda Johnisee presented the October 31, 2021, SHARE financial statement. So far, 87.2% of SHARE fees have been collected, and past due notices have been sent.

The YTD Actuals are above the YTD Budget 4.7%, which is always expected in the first part of the year, since our largest expenses (Polaris, cloudLibrary) are processed in July.

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Rhonda noted a rise in fuel expenses, indicating that things are slowly returning to pre-pandemic levels.

The Operating Fund balance is \$1,694,419.44 which will fund SHARE for approximately 10 months, based on the FY2022 budget. The Reserve Fund balance is \$1,131,706.33.

- **CARLI Project Update:** The CARLI project is underway now, with three new catalogers hired and the full \$165,000 invoiced and paid. The goal is to eliminate an estimated 10 million items. The catalogers have already merged or deleted 2 million items.
- **Other:** None.

**Public Comment:** None.

**Announcements:** None.

**Next Meeting:** Thursday, January 19, 2022, at 10:00 a.m. via Zoom.

**Adjournment:** Miranda Shake adjourned the meeting at 10:52 a.m.

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