SHARE Finance & Policy Committee Minutes
Wednesday, November 16, 2022
10:00 a.m.

Call Meeting to Order
The meeting was called to order at 10:02 a.m. by Chair Miranda Shake.

Roll Call
Members present: *Janet Cler (left at 12:31 p.m.), Esther Curry, Amanda Doherty (left 10:55 a.m.), Betsy Mahoney, Jill Pifer, Miranda Shake, and Diane Yeoman.*
Members absent: *None*
Others present: *Jace Cook, Colleen Dettenmeier, Rhonda Johnisee, Bill Kessler, Shirley Paden, Dena Porter, and Cassandra Thompson.*

Approval of September 21, 2022, Minutes
A motion and second were made to approve the September 21, 2022, minutes. Motion carried unanimously by roll call vote.

Demo: Aspen Discovery with Bill Kessler, ByWater Solutions

Bill Kessler with ByWater Solutions joined the meeting to present a demonstration on Aspen Discovery. The goal of Aspen Discovery is to make using library catalog resources easier for patrons and to integrate all resources offered by the library into one search engine. Currently, when patrons search in the OPAC, they are not able to see available e-resources from OverDrive and Hoopla, for example. Aspen aims to make using a library catalog like searching in Google or Netflix to allow patrons to find what they want faster by typing in only one phrase. Searches can be filtered by material type and patrons can choose to search from more specific sections such as in the catalog, archives, and in the library's website directly. Combined results will show you catalog results, archives, databases, the Digital Public Library of America, which is included with Aspen, and any other resources a specific library may have. Search results can also come from the system level or patrons can search for resources specifically at their home library.

78 library systems participate with Aspen to support over 1,000 libraries. Calendar events can also be added to the search layer at no extra cost. Patrons can browse categories, library-curated searches, and placards that advertise resources, events, databases, and more. Record sets can be created to allow all member libraries to promote the same lists of books if desired. FRBRization helps to group records of the same book with all available formats for the patron to view in one location. There is a companion app that works with Aspen, but SHARE currently utilizes Solus for its mobile app.

At this time, Solus pulls from Polaris directly and thus Aspen cannot be integrated with the SHARE mobile library app. While a solution is in the works, until found, patrons would only be able to use Aspen to search across resources via the web. SHARE has put Aspen out for member comment and so far, there

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have been six libraries that want to move forward with the customizable form of Aspen and one or two that are interested at the base level. SHARE continues to promote Aspen to receive input and will begin to ask members to indicate which level they would be more likely to opt in at to help see what price points we will be looking at in the end. Issues with Polaris need to be made more transparent to member libraries so they can make a more informed opinion on the level they would choose, as some might feel the $2,500.00 price point is too high for a product that does not completely integrate with Polaris and Solus at the time of launch.

Member libraries are emailing often with questions about Aspen. If SHARE receives enough interest and Aspen is pursued, a staff member would need to be hired temporarily on either a short- or long-term basis to help with implementation for libraries doing customization, and the cost to SHARE would need to be considered. The extra features of Aspen might be too much work for some libraries to handle on top of their current workloads, but ultimately the search engine is the most important aspect of Aspen and would help our patrons in the long run.

More demos will be available to help members continue to gather information on Aspen for discussion in January at the SHARE Annual Member's Group Meeting.

SHARE Update

Freeburg CHSD 77 is considering membership and are taking inventory of their library, as it has not been functioning in quite some time.

The McNaughton Book Leasing Program enrollment will open again in January for a six-month term. There have not been any additional members to sign up for the program, but SHARE remains hopeful with more promotion, this will change.

On December 1, the SHARE Director will give a presentation about SHARE for the Southern Illinois Librarians Together Networking Group. The presentation will emphasize that joining SHARE means joining a community rather than just purchasing software. Aspen will also be discussed to show the group future projects being worked on.

A former SHARE member currently using Follett has expressed they are not happy with the services they receive from Follett, but that they require an all-in-one solution for their school. Their biggest concern lies with barcoding of their collection, and this could be addressed by the affiliate program if a third level of cataloging was introduced to offer barcoding services of processed materials for a fee. The SHARE Bibliographic and Cataloging Standards Committee expressed interest in a third level and a proposal is in the works. Once it is ready, it will be brought to the SHARE Finance and Policy Committee. SHARE is of interest to many school libraries but is less accessible without barcoding support. While barcoding support is worth exploring to help such school libraries join SHARE, there are concerns over turnaround time and the overall cost to SHARE for the endeavor.

New Business

- **SHARE Financial Statement Review**
    - The Finance Director provided the FY2022 Financial Statement Review now that the fiscal year has been completed and audited. The SHARE Unrestricted Fund revenue over expenditures amounted to a positive $515,892.20; however, the adjusting entries for depreciation and pension obligations are included in that figure. The total prior to these adjusting entries was $64,281.20. The Reserve Fund revenue over expenditures was $116,604.97 and the committed funds overspent by $2,125.54, which was absorbed by the Operating Fund. Combined, the Unrestricted and Committed Funds amount to $62,155.66, and the Unrestricted, Reserve, and Committed Funds combined totaled to $178,760.53 in FY2022. Overall, the year was consistent with expectations.
    - The Finance Director shared financial statements through October 31, 2022. So far, 91.6% of fees have been billed out for a total of $1,387,016.71 and 96.3% of that amount has been collected. Actuals are above the year-to-date budget by 8.1%, which is expected and relates to platform fees being expended at the beginning of the fiscal year. This is standard for this time of year and actuals are expected to decrease as the fiscal year moves forward. The IHLS approved FY2023 target benchmark of the remaining budget should be 67% while the personnel amount should be 65%. Any amounts under said percentages can be accounted for by expenditures such as fuel being higher than last year, but we remain in budget. The Unrestricted Fund cash balance is $1,691,099.89, the Reserve Fund sits at $1,254,910.18, and the Committed Funds are at $109,938.29. Altogether, the funds amount to $3,055,948.36 with $56,975.83 expected in Accounts Receivable.
    - One million dollars has been moved from U.S. Bank to Illinois Funds as discussed at the last committee meeting. In one month, the interest generated amounted to $5,826.41 and accounts for almost half of the total interest accrued in FY2023, which is a much better rate of return than what was offered through U.S. Bank.
    - As of October 31, 2022, the amount in the Unrestricted Fund would fund SHARE for 10.5 months based on the FY2023 budget, which would fund SHARE through the beginning of the next fiscal year. There are still some fees that need to be billed and revenue to collect. In June, IHLS will make the planned contribution of $300,000.

- **Fee scale review**
    - **Cataloging –** SHARE staff are evaluating the cataloging fee scale to determine if the fees are adequate to help with SHARE staffing costs. SHARE catalogers perform many tasks outside of cataloging and it is important to reflect said tasks, so that will have to be taken into account. Barcoding A libraries pay a flat fee based on a percentage of their collection, and the Barcoding B pay-as-you-go libraries have never seen an increase in their fees. More data will be collected to ensure our fees are adequately covering costs for staff and brought back to the committee for discussion in January.
    - **cloudLibrary –** The pay-per-use (PPU) program for cloudLibrary is consistently going over the budget each month. The SHARE E-Resources Committee is collecting more

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data but has opted to limit the amount of PPU titles a patron can check out each month from six to four in hopes to stretch the monthly budget out further.

- o **Membership –** The IHLS Finance Department has been working to project future expenditures and revenues and is in the early stages of their projections and analysis. Based on previous benchmarks, we want to maintain three to six months of operating cash at the beginning of a fiscal year. Based on the previous year, SHARE might be able to continue absorbing the cost of the SHARE mobile library app rather than increasing member fees, but we will review in detail at the next meeting.

- **Logins: volunteers, students, board members –** Currently, there is no policy in place that states who in member libraries can be given Polaris logins, whether they be given to staff only, or if they should be available for volunteers, student workers, and board members. There are also no guidelines on the permissions that should be available to such people. Some libraries have reached out to SHARE to receive Polaris logins for their board members and there are concerns over data privacy when such instances occur. Integrity of the database is important and anyone utilizing Polaris that is not properly trained could cause issues for the system if they log in and change item records, look at other patron checkout histories, or attempt to maliciously change patron information and records. Leap can be logged into from anywhere there is an internet connection and not just in the library itself. SHARE requests libraries to contact staff when a library employee leaves or is terminated from their position for this reason.

  Privacy laws are at the center of this issue and training for those who receive Polaris logins is necessary. SHARE staff are trained upon hire to protect data privacy and to understand the importance of maintaining confidentiality. Libraries are also responsible for training their staff in the same laws, but students, volunteers, and board members might not receive the same training. Polaris accounts can be restricted to only allow the user to function as necessary for their role, such as only checking in or out items, so there might be cause to give such people accounts and ways to do so in a safe manner. Access to patron data is a huge responsibility, which is why this issue has been brought up.

  The SHARE Administrative Services Supervisor will draft a proposal that addresses all three groups to outline the need for databases integrity and security and to state that only those working in a library, whether on a paid or volunteer basis, can be given a Polaris login. These logins will be restricted to only allow functions necessary for the volunteer or student worker to perform the tasks required of them to limit the risk to confidentiality for patrons. Training requirements will also be outlined.
- **Other –** None

Old Business

- **Affiliate Expansion Proposal –** The proposal was updated to reflect the discussion held at the previous committee meeting. Changes were highlighted within the document to showcase the differences between the versions. A stipulation was added to state that the affiliate members

would be required to present the benefits of SHARE to their administration and to advocate for membership. SHARE staff can send a representative to help the librarian with this endeavor and will collect statistics for the librarian to show to their administration datapoints to support the benefits of joining.

After discussion, wording in the proposal will be changed to stipulate that at the end of three years from the date the library joins the affiliate program, the affiliate member will be expected to join SHARE or will be dropped from the program. Additional changes will be made to provide more details about the transition process and to state that affiliate members will be responsible for adding their own collections via barcoding when they become a full member. If grant money is secured to help such members with this, that would be great, but grants are not guaranteed and thus are not included in the document in the event the library misunderstands their commitments and responsibilities. The current transitional team would handle these new affiliate members. A motion and second were made to start a pilot program for the affiliate expansion proposal. Miranda Shake – yes, Esther Curry – yes, Betsy Mahoney – yes, Jill Pifer – yes, and Diane Yeoman – yes. Motion carried.

- **Other –** None

Public Comment – None

Announcements – None

Next Meeting
Wednesday, January 18, 2023, at 10:00 a.m. via Zoom.

Adjournment
There being no further business to discuss, the chair adjourned the meeting at 12:33 p.m.

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