



SHARE Finance & Policy Committee Minutes

Wednesday, March 15, 2023

10:00 a.m.

Call Meeting to Order

The meeting was called to order at 10:00 a.m. by chair Miranda Shake.

Roll Call

Members present: *Janet Cler, Esther Curry, Amanda Doherty, Betsy Mahoney, Miranda Shake, and Diane Yeoman.*

Members absent: *Jill Pifer*

Others present: *Jennifer Baugh, Danielle Beasley, Leslie Bednar, Jace Cook, Colleen Dettenmeier, Rhonda Johnisee, Dena Porter, and Cassandra Thompson.*

Approval of January 18, 2023, Minutes

A motion and second were made to approve the Jan. 18, 2023, minutes. Miranda Shake – yes, Janet Cler – abstain, Esther Curry – yes, Amanda Doherty – yes, Betsy Mahoney – yes, and Diane Yeoman – yes. Motion carried by roll call vote.

SHARE Update

SHARE is currently in the operational and budget planning process for FY2024.

Barcode Refresher Training has launched, and the feedback has been largely positive thus far. IT is working to provide completion certificates for those who have finished the training.

The end of the school year is approaching, and SHARE staff are preparing for school locations to close for the summer.

Patron records are being cleaned up regarding ZIP codes to ensure accuracy.

Reaching Forward South is on April 14, 2023, and SHARE staff will be hosting a session.

New Business

- **SHARE Financial Statement Review** – The IHLS Finance Director presented the SHARE Statement of Revenue and Expenditures for the committee. For services and materials, \$1,423,574.09 has been billed, which accounts for 94% of the total budgeted revenues. Of that, 99.6% has been collected. Illinois Funds continues to perform well at 4.6%, and the total investment income earned in February was \$7,869.79. No funds have been moved back into the operating fund at this time. Expense actuals are below the year-to-date budget by 6.5%; only two

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lines were below the targeted benchmark of 33%, which is accounted for by Polaris/software maintenance and the audit fee.

The Statement of Net Position shows a cash and cash equivalents total of \$2,750,247.77. The reserve fund is at \$1,285,058.07, and the committed fund has a balance of \$77,624.13 for cloudLibrary purchases. The unrestricted fund totals \$1,387,565.57 and would fund SHARE for 8.6 months. IHLS will make their contribution of \$300,000.00 to SHARE in May or June, which will increase the operating cash balance.

- **The New York Times** – Five of our member libraries currently have a group purchase agreement for the New York Times (NYT). In the past, the pricing model for this purchase increased significantly, but the price has since stabilized. SHARE would like to consider expanding the group purchase to allow all public libraries in the consortia to use NYT. If the cost of the group purchase were to be split amongst public libraries, those members would see an increase of about \$50.00 in their membership fees. The discussion was tabled and will be considered again when planning for FY2025.
- **Other** – None

Old Business

- **Aspen** – One hundred members signed up for Aspen during the reservation period. After analyzing the responses to the tiered price point information, about \$70,000 has been committed to the project, which exceeds the minimum threshold. Feedback from the IHLS Board of Directors indicated that they would like to see all SHARE members using Aspen, as they find the product to be advantageous in many ways. Many member libraries have indicated they cannot afford an increase in fees, which adding Aspen would do, even if the product would benefit their patrons. The committee discussed the importance of balancing the equity of technology in the system with the cost of the product.

Currently, SHARE only has the approval to move forward with Aspen for the member libraries who responded during the reservation period. In the future, offering Aspen as a consortial-wide product might be preferable, but that would need member comment and vote to proceed. SHARE can utilize the capital reserve fund to pay the implementation fee, as this fund is intended to purchase and support new ILS technology. The annual fees for Aspen would not be paid out of this fund. Consideration of the budget is a high priority, as the reserve fund is intended to pay for ILS technology. At this time, SHARE is not looking to move from Polaris to another ILS but maintains the option of seeking further information about other systems in the coming years.

To help members, SHARE could pay for Aspen for the first year, then have those member libraries who reserved a spot take over payment for the annual fee at the price point they indicated on their reservation. This might not be financially sustainable, as we already know SHARE fees will need to increase soon to prevent a deficit in the budget. SHARE's monthly expenses currently average around \$161,070.50, and in the next few fiscal years, we will be

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looking to replace hardware, which may cost upwards of \$400,000.00. Our reserve fund is at \$1,285,058.07 but cannot be used for annual fees.

IHLS may be able to help SHARE absorb the cost of Aspen so that it can be offered as a consortial product. IHLS commits \$300,000.00 of Per Capita Grant money to SHARE each year. The Executive Director would like to see this amount increase and will bring a proposal to the IHLS Board of Directors requesting that a higher amount be budgeted; the increased funds could be used to offset the cost of Aspen either fully or partially for SHARE members.

SHARE will tentatively move forward with implementing Aspen for those that reserved a spot. Further conclusions will be made about the best option for paying for Aspen once the final pricing data is analyzed, and we hear back on the Executive Director's proposal. **A motion and second were made to include Aspen in the FY2024 budget to allow for the members that reserved the product to move forward with implementation. Motion carried unanimously by roll call vote.**

- **Fee Review** – All items discussed are in reference to FY2025.
 - **Cataloging** – The import and original cataloging fees are being analyzed and will likely need to increase. Barcoding A fees are being evaluated and might move from being based on a library's collection budget to the size of the collection and usage of Barcoding A services.
 - **cloudLibrary** – The pay-per-use (PPU) program for cloudLibrary is very popular, which leads those funds to run out each month. Increasing cloudLibrary fees would help increase SHARE's purchasing ability, thus decreasing hold lengths for patrons. The SHARE E-Resources Committee meets on March 27, 2023, and will discuss the available data to suggest updated pricing.
 - **Membership** – The projections created by the IHLS Finance Department are being analyzed to help plan for increases in membership fees. Solus fees will be reflected on upcoming annual agreements, and Aspen will also be considered during this evaluation.
 - **Transitional** – Grant opportunities are under investigation to help transitional members with implementation fees. A proposal will be brought to the next committee meeting that aims to simplify the pricing structure for transitional members.
- **Policy Proposal: Polaris Logins** – **A motion and second were made to send the proposal out for member comment. Motion carried unanimously by roll call vote.**
- **Other** – The next meeting of the SHARE Finance and Policy Committee will be held in person. Committee members agreed that May 10 would be the best date and 10 a.m. to 2 p.m. would be the best time. The location is currently to be determined.

Public Comment

None

Announcements

None

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Next Meeting

SHARE Budget Review will be on Thursday, April 20, 2023, at 10:00 a.m. The next regularly scheduled meeting will be on Wednesday, May 10, 2023, at 10:00 a.m. in person at a to-be-determined location.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 11:30 a.m.

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