



SHARE Finance & Policy Committee Minutes

Wednesday, May 10, 2023

10:00 a.m.

Call Meeting to Order

The meeting was called to order at 10:01 a.m. by chair Miranda Shake.

Roll Call

Members present: *Janet Cler, Esther Curry (left at 2 p.m.), Amanda Doherty (left at 2 p.m.), Betsy Mahoney, Jill Pifer, Miranda Shake, and Diane Yeoman.*

Members absent: *None.*

Others present: *Jace Cook, Colleen Dettenmeier, Rhonda Johnisee, and Cassandra Thompson.*

Approval of March 15, 2023, Minutes

A motion and second were made to approve the March 15, 2023, minutes. Motion carried unanimously by roll call vote.

SHARE Update

Annual agreements have been sent out to member libraries.

Discussions are being held with ByWater Solutions as we approach FY2024 and begin the plan to implement Aspen Discovery.

The promotion of SWANK movie licensing and the McNaughton Book Leasing program is being done to raise interest during the reservation period before the start of FY2024. The outdoor exception for SWANK will continue for the upcoming fiscal year's contract. A demo for McNaughton is in the works, and Jill Pifer is available to answer questions and discuss how McNaughton has worked at the Fairview Heights Public Library.

The SHARE Bibliographic Services Manager and Administrative Services Manager are at the Innovative Users Group (IUG) conference in Phoenix, Ariz. Barcoder refresher training is going well with minimal issues. The Schools – End of the Year forms can be filled out on the SHARE website for any school members needing to update their end-of-semester dates.

Scott Air Force Base Library is scheduled to switch to its new integrated library system (ILS) tomorrow, May 11. There is a plan for the transition, and communication will be going out to membership to inform membership of the situation.

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New Business

- **SHARE Financial Statement Review** – The IHLS Finance Director presented the SHARE Statement of Revenue and Expenditures and Statement of Net Position for the committee. For services and materials, \$1,451,994.80 has been billed, which accounts for 95.9% of the total budgeted revenues. Of that, 99.3% has been collected. Illinois Funds continues to perform well, with the total YTD investment income of \$60,490.06 earned. None of the operating funds that were transferred to Illinois Funds to gain a better interest rate have been moved back into the operating bank account at this time. IHLS will be transferring their contribution of \$300,000.00 to the SHARE operating fund soon.

Expense actuals are below the year-to-date budget by 7.2%; only one line item is over its benchmark. The Statement of Net Position shows a cash and cash equivalents total of \$2,330,245.31. The reserve fund is at \$1,303,354.11, and the committed fund has a balance of \$63,185.64 for cloudLibrary purchases. The Unrestricted Fund totals \$963,705.56 and would fund SHARE for six months based on the FY2023 budget.

- **Other** – None

Old Business

- **The New York Times** – Subscriptions to The New York Times and other similar products can often be purchased at a discounted rate for large groups such as SHARE. Discussion focused on creating a potential fund for emerging technology or products like The New York Times as part of the Reserve Fund – the funds would be dedicated to paying for group-rate products and would allow such products to be offered at no increased cost to members. For transparency, membership would be consulted before deciding the benchmark for the goal amount of the potential fund and determining what products would be purchased using the funds. Further discussion on providing access to The New York Times for all public libraries was tabled until membership fee discussions are finalized.
- **SHARE Fee Proposals**
 - **Membership** – IHLS has proposed to increase its contribution to SHARE for FY2024 from \$300,000 to \$350,000. The IHLS Board of Directors reviewed the FY2024 draft budget and increase. This amount could be used for Aspen but will be left at the discretion of the SHARE Finance & Policy Committee. Currently, SHARE will be using reserve funds for the Aspen implementation fees, and those members that made reservations for Aspen for FY2024 will be billed based on either a proposed fee scale or the amount they indicated at the time of their reservation.

In the future, the IHLS Board of Directors would like Aspen to be implemented for all SHARE members. The cost of Aspen will likely be spread out amongst members and offset by the \$50,000 increase in contributions from IHLS, but membership fees will still need to be increased to prevent a deficit in SHARE's budget due to annual expenditure increases. Discussion ensued on the pros and cons of various fee structures. Three

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options were presented: A, B, and C. Option A was ruled unviable by the committee and dropped for consideration. Options B and C were deemed more feasible, and a fourth option, option D, was tentatively constructed for evaluation by the committee that would allow schools to be charged according to cost per student. Further discussion is needed to determine the best course of action for increasing membership fees. More information will be analyzed before the next meeting. Mention of regional Q&A meetings was made as a potential need to help members navigate Aspen, proposed membership fee increases, and any other issues their library may be facing. The discussion was tabled until the next meeting.

The committee took a break from 11:30 a.m. to 12:15 p.m. for lunch.

- **Modules** – Discussion was held on whether or not to include modules within membership fees. The discussion was tabled until the next meeting, where membership fees will be discussed further.
 - **Transitional** – The discussion was tabled until the next meeting, where membership fees will be discussed further.
 - **Cataloging** – Cataloging fees will likely need to increase. The discussion was tabled until the next meeting, where membership fees will be discussed further.
 - **cloudLibrary** – cloudLibrary fees will need to increase for general operations and to help combat the long hold times patrons are seeing. Titles with expiration dates or circulation limits have contributed to the lack of appropriate funding for the program. Comparisons between cloudLibrary and other e-resources have been analyzed, and cloudLibrary still seems to be the best option available. The discussion was tabled until the next meeting, where membership fees will be discussed further.
- **Aspen** – IHLS has budgeted to increase their contribution to SHARE by \$50,000; however, final approval of the \$50,000 increase is still pending as the IHLS budget has not been finalized. Aspen will only be implemented for those that reserved or opt-in in FY2024. For those that reserved Aspen, implementation will start in July 2023 and launch in the fall, starting with cataloging libraries.

Discussion was held on the various options to pay for Aspen for the whole consortium by either absorbing the costs of Aspen via increased membership fees or by charging a fee in addition to membership fees. A fee structure will need to be set in combination with the membership fees discussion, as providing Aspen for the whole consortium will require a member vote, and libraries will need to know as much information as possible for their own budgeting purposes. **A motion and second were made to move forward with Aspen's implementation, to sign the agreement with ByWater Solutions, and to reach out to those that reserved using the proposed scale. Miranda Shake – yes, Janet Cler – yes, Betsy Mahoney – yes, Jill Pifer – yes, and Diane Yeoman – yes. Motion carried.**

- **Other** – None

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Public Comment

None

Announcements

None

Next Meeting

In-person on Wednesday, July 19, 2023, at 10:00 a.m. at Effingham Public Library.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 3:02 p.m.

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