



SHARE Finance & Policy Committee Minutes

Wednesday, November 15, 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 via Zoom: *Janet Cler, Esther Curry, Amanda Doherty, Betsy Mahoney, Jill Pifer, Miranda Shake, and Diane Yeoman.*

Members absent: *None.*

Others present via Zoom: *Jennifer Baugh, Jace Cook, Lisa Grover with Stonington Township Public Library, Rhonda Johnisee, Bobbi Perryman with Vespasian Warner Public Library District, Ellen Popit, Dena Porter, and Cassandra Thompson.*

Approval of August 23, 2023, Minutes

Approval of September 12, 2023, Minutes

Approval of September 13, 2023, AM Minutes

Approval of September 13, 2023, PM Minutes

A motion and second were made to approve the Aug. 23, 2023, minutes, the Sept. 12, 2023, minutes, the Sept. 13, 2023, AM minutes, and the Sept. 13, 2023, PM minutes. Motion carried unanimously by roll call vote.

SHARE Update

Aspen implementation is progressing, and the first cohort is scheduled to go live in December. Trainings have been set up to instruct member libraries on how to use the new discovery layer. SHARE staff continues to meet with ByWater Solutions to cover administrative tasks and settings to ensure a smooth transition.

During the annual Illinois Library Association (ILA) conference in October, a Polaris outage affected services to members. SHARE staff worked from the conference and hub locations to restore service. Notifications about service outages were also interrupted, as the server that hosts Polaris also hosts the SHARE listserv. A solution for this issue is in the works. As a reminder, member libraries can text POLARIS to 84483 to receive alerts about service outages from SHARE.

IHLS will be closed on Nov. 23 and 24, 2023, in observance of Thanksgiving. Additional closure dates in December and January include Dec. 22, 25, and 29, 2023, and Jan. 1, 2024.

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The Cataloging Maintenance Center (CMC) has new trainings available in L2.

Barcode Refresher Training must be completed by Dec. 31, 2023, for barcoders to retain their permissions. Member libraries that are uncertain about who on their staff needs to complete the training can reach out to the SHARE Bibliographic Services Manager for more information.

ILA is hosting Library Legislative meetings throughout the next few weeks. For information specific to your location, visit the ILA website.

New Business

- **SHARE Financial Statement Review** – The IHLS Financial Director presented the SHARE Statement of Revenue and Expenditures and Statement of Net Position for the committee. For total services and materials, \$1,417,548.81 has been billed, which accounts for 91.2% of the total budgeted revenues for FY2024. Of that, 97.3% has been collected. Year-to-date actuals are above the year-to-date budget by 19.3%, which is expected at the beginning of each fiscal year, as large fees for items like Polaris are due. At this time in the fiscal year, the target benchmark for IHLS Approved FY2024 Total Budget Remaining is 67%, and any under this benchmark were explained by the IHLS Financial Director. The budgeted \$142,000.00 was transferred to the reserve fund at the end of September when the audit by Scheffel Boyle was completed. Capital outlays had \$400,000.00 budgeted for servers, and the actual purchase cost totaled \$388,996.09.

The Statement of Net Position shows a cash and cash equivalents total of \$2,825,739.26. The unrestricted fund is at \$1,689,899.20 and would fund SHARE for 9.3 months based on the FY2024 budget. The reserve fund is \$ 1,033,857.27, and the committed fund has a balance of \$101,992.78. Accounts receivable has an outstanding balance of \$41,394.36, and the IHLS Finance Department will contact those with outstanding balances. Investment income amounts to \$39,267.32, with \$38,933.40 generated from Illinois Funds and \$330.92 generated from US Bank.

The audit for FY2023 shows a balance of -\$66,513.69 and accounts for many non-operating expenditures such as pensions, compensated absences, and appreciation expenses. SHARE had an operating surplus of \$23,733.07 rather than the budgeted amount of -\$69,353.00. The reserve fund ended at \$191,767.35 rather than the budgeted \$107,378.00.

- **OMA Requirements** – Due to the ending of the COVID-19 emergency order, committee members can no longer join public meetings, such as committee meetings, from private residences via Zoom or other telecommunications methods. Committee members must join meetings from public spaces, such as their libraries, to be counted towards quorum.
- **Annual Meeting** – The Annual SHARE Member Meeting is regularly held in January. Two dates, Jan. 11 and 24, 2024, are contenders for the meeting. The SHARE Executive Council will set the date at their next meeting on Dec. 7, 2024.
- **Other** – None

Old Business

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- **SHARE Member Fee Proposals**

- **Cataloging Fees** – Cataloging fees have never been increased, and after review, it was concluded that the fees collected for cataloging do not cover the salaries of SHARE cataloging staff. The SHARE Bibliographic Services Manager created a proposal with two options for cataloging fee increases. A comparison was made to those set by Backstage Library Works to ensure SHARE is charging comparable fees. The first proposal is a more moderate increase that does not fully cover the costs, and the second proposal is more aggressive in minimizing the difference. Discussion ensued over both proposals in combination with the upcoming membership fee increases.

The Barcoding A fees are currently skewed, and a potential solution would be to revise the program and move many members to Barcoding B status. Discussion ensued on the possible solutions. The discussion was tabled to help committee members view the problem in context with membership fee increases.

- **Membership Fees** – After the town hall meetings and further polling of member library directors, membership is still split on the traditional fee scale versus the all-inclusive proposal. Graduated increases or caps were desired by many. The SHARE Director evaluated the traditional model with an increase cap of 17% per year, and the deficit would be \$42,779.93. The all-inclusive model with a cap of 17% per year would leave SHARE with a deficit of \$115,917.62. Discussion ensued over the two proposals and how to make up the deficits, such as potentially making smaller contributions to the reserve fund annually.

When communicating with members about the value of SHARE, the SHARE Director will use the committee members to showcase the difference between fees for SHARE membership versus being a standalone library. **A motion and second were made to accept the Fee Increase Proposal to allow the SHARE Finance and Policy Committee to implement up to a 5% membership fee increase annually. Motion carried unanimously by roll call vote.**

Further discussion on the membership fee increases will happen at a special meeting on Nov. 29, 2023, at 10 a.m. The SHARE Director will prepare a final proposal to compare the traditional model, the all-inclusive model, and the models with a 17% fee cap to allow the committee to view the data directly and make the best decision for membership.

- **cloudLibrary Fees** – The discussion was tabled until the next meeting.
- **Other** – None

Public Comment

None

Announcements

None

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Next Meeting

The committee will hold a special meeting on Wednesday, Nov. 29, 2023, at 10 a.m. via Zoom. The next regularly scheduled meeting will be on Wednesday, Jan. 17, 2024, at 10:00 a.m. via Zoom.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 12:23 p.m.

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