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## SHARE Finance & Policy Committee Minutes

Wednesday, November 29, 2023

10:00 a.m.

### Call Meeting to Order

The meeting was called to order at 10:03 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, Leslie Bednar, Jace Cook, Shirley Paden, Bobbi Perryman with Vespasian Warner Public Library District, Ellen Popit, Dena Porter, and Cassandra Thompson.*

### Approval of November 15, 2023, Minutes

A motion and second were made to approve the Nov. 15, 2023, minutes with a correction to the spelling of an attendee's name. Motion carried unanimously by roll call vote.

### SHARE Update

Soft launch letters have been sent to member libraries in the first Aspen cohort. Members will begin transitioning to Aspen starting Dec. 18, 2023, with other members transitioning though January due to a desire for more time to prepare. Member libraries are encouraged to have staff familiarize themselves with the platform to help prepare for the transition. Various training sessions are happening in the upcoming weeks, and members are encouraged to attend and ask questions or provide suggestions. SHARE staff are also available to help members outside the training sessions. Marketing materials for Aspen are being prepared and are expected to be posted on the SHARE website today, Nov. 29, 2023.

IHLS will be closed on Dec. 22, 25, 29, 2023, and Jan. 1, 2024, in observance of the upcoming holiday season. Member libraries are encouraged to submit their holiday closures if they have not already done so. Members can also submit their 2024 closure dates if they have been determined.

Member libraries are reminded that they can receive downtime alerts for Polaris by texting "Polaris" to 84483.

Barcoder Refresher Training is required to be completed by Dec. 31, 2023. Those who do not complete the training will have their barcoding permissions turned off upon the reopening of IHLS after the holidays.

Two members are currently in suspended status. The Asian Education Media Center has decided to cancel IHLS membership and thus can no longer be a SHARE member. The Giertz Art Library has decided to remain a member and has been granted an extension in their grace period while their library undergoes renovations.

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Two school libraries have indicated the need to drop their membership due to potential closures of their libraries. The SHARE Director and IHLS Membership Coordinator School Liaison are working with said schools to find possible solutions to ensure they retain their libraries.

### **New Business**

- **Other** – None

### **Old Business**

- **SHARE Member Fee Proposals**
  - **Cataloging Fees** – The Bibliographic Services Fees proposal includes an incremental increase to the OCLC import program and original cataloging costs, the retirement of the Barcoding A program, and the start of a full-service program to replace Barcoding A. Discussion on the proposal ensued. The committee expressed concern over eliminating Barcoding A at this point, given the larger context of membership fee increases. Discussion continued. The committee wants an updated proposal based on their suggestions to specify that fees for cataloging must be increased due to the cost of cataloging services overall. They also recommended eliminating the option to add processing to the new full-service program for now, and a stipulation that migration of a collection over 30,000 items will require special consideration for pricing. **A motion and second were made to send the corrected proposal to the SHARE Executive Council for member vote. Motion carried unanimously by roll call vote.**
  - **Membership Fees** – The committee discussed the inclusive membership fee proposal with the 17% cap. The SHARE Director clarified that the 17% cap would exist for FY2025 and FY2026 to help transition the increases for member libraries hit hardest. Discussion ensued on branch fees, and the committee determined that it would be more equitable to define branches as full-service branches or limited-service branches when determining fees. Full-service branches would be defined as such library branches open more than 15 hours per week, and limited-service branches would be defined as those open 15 hours or less per week. This definition would apply to publics, specials, academics, and schools. Limited-service branches would remain at a rate of \$200.00 for membership fees. **A motion and second were made to approve and send the proposed inclusive membership fee scale to the SHARE Executive Council with an amendment to branches being defined as either full-service or limited-service with fees based on these definitions and to clarify that the 17% cap will exist for FY2025 and FY2026 with the Reserve Fund covering the deficit. Motion carried unanimously by roll call vote.**
- **Other** – None

### **Public Comment**

None

### **Announcements**

None

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**Next Meeting**

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 11:34 a.m.

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