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## SHARE Finance & Policy Committee Minutes

Wednesday, Sept. 18, 2024

10:00 a.m.

### Call Meeting to Order

The meeting was called to order at 10:07 a.m. by Miranda Shake.

### Roll Call

Members present via Zoom: *Amanda Doherty, John Howard, Jill Pifer, and Miranda Shake. Diane Yeoman arrived after the roll call.*

Members absent: *Betsy Mahoney and Esther Curry*

Others present via Zoom: *Jennifer Baugh, Rhonda Johnisee, John Kirchner, Shirley Paden, Dena Porter, Jacob Sedor, Cassandra Thompson, Traci Wadsworth, and Anna Wiegand.*

### Approval of July 17 Minutes

**John Howard motioned, and Amanda Doherty seconded to approve the July 17, 2024, minutes. Motion carried unanimously.**

### SHARE Update

SHARE is rolling out the new MessageBee texting service. MessageBee recommends additional lines to support the outgoing volume but will be ready to start with just one line. Some long library names will be shortened in outgoing messages to avoid additional charges. SHARE will notify members when this service is working as expected.

The last cohort of public libraries has gone live on Aspen. SHARE continues to work with school libraries to go live. Aspen has recently integrated the EBSCO database and the Illinois Digital Archives. These features can be added to Aspen by reaching out to SHARE staff.

SHARE is working on updating cataloging policies and training, as well as offering ongoing barcoding refresher training.

IHLS is hosting a "Weeding with Friends" workshop over Zoom on Wednesday, Nov. 13, at 10 a.m.

SHARE is working to schedule optional Aspen Web Builder training for all interested members.

### New Business

SHARE Financial Statement Review

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The IHLS Finance Director reviewed the SHARE Financial Statement through Aug. 31, 2024. In the Statement of Revenues and Expenditures, SHARE is on track with most items around the 83% benchmark or 81% benchmark for personnel expenses, with personnel a little different since it is split into 26 pay periods rather than 12 months. Exceptions are due to large annual expenses at the beginning of the year, and those generally start to even out at the beginning of the calendar year.

So far, IHLS has billed \$1,608,250.62 for member fees, which is 94.3% of projected revenues, with 85.2% of that amount collected. There has been \$19,090.97 in interest income through Illinois Funds, which is above the projected revenue.

SHARE has a balance of \$3,273,527.27, which includes \$1,096,247.96 in the Reserve Fund, \$104,911.11 in Committed Funds for cloudLibrary, and \$2,072,368.20 in Unrestricted Funds, which would fund SHARE 11.2 months based on the FY2025 budget.

The FY2024 audit report will be presented to the IHLS Board of Trustees and then reviewed at the next SHARE Finance & Policy Committee meeting.

The committee discussed the best way to manage SHARE's cash and cashflow to get the best rate of return, as well as how often to move the money into another, higher-interest account, based on the current capacity of the IHLS Finance Department. The SHARE Director and IHLS Finance Director will continue to discuss, with a revised proposal for the next meeting.

#### Polaris Permissions

SHARE has been reviewing database security policies. In this process, SHARE has come across users allowing others to log in with their credentials, potentially allowing them to use higher-level permissions, such as barcoding or cataloging. In a proposed revision, the issue is addressed but could also be interpreted as shared workstations in a busy library, which is common. The SHARE Director will continue to refine the language to emphasize the need for security, especially keeping login information private, while also allowing for some flexibility for normal workflows.

Jill Pifer motioned and Amanda Doherty seconded to table the discussion until the next meeting. Motion carried by unanimous vote.

#### Note on Unfinished Business

SHARE is reworking the format of agendas and minutes. "Old Business" will now be "Unfinished Business" and will only include tabled discussions.

#### Mobile App

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Several libraries and SHARE staff have received questions on incorporating Aspen into a mobile app. SHARE currently uses Solus for the SHARE Mobile Library App. There is an Aspen mobile app available through Bywater, but it is not set up for SHARE at this time.

**Public Comment:** None.

**Announcements:** None.

**Next Meeting**

Wednesday, Nov. 20, 2024, at 10:00 a.m. via Zoom.

**Adjournment**

There being no further business to discuss, Miranda Shake adjourned the meeting at 11:28 a.m.

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