

---

## SHARE Finance & Policy Committee Minutes

Wednesday, November 20

10:00 a.m.

### Call Meeting to Order

The meeting was called to order at 10:05 a.m. by Chair Betsy Mahoney.

### Roll Call

*Members present via Zoom:* Esther Curry, John Howard, Betsy Mahoney, Jill Pifer, Miranda Shake, and Diane Yeoman.

*Members absent:* Amanda Doherty

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

### Approval of September 18, 2024, Minutes

Action taken: Jill Pifer motioned, seconded by John Howard, to approve the September 20, 2024, minutes. The motion carried unanimously after a roll call vote.

### SHARE Update

All remaining schools have gone live on Aspen. A few transitional libraries are still waiting to go live. Bywater is still working on the e-pay system for Aspen.

SHARE is looking for members to highlight in the newsletter. If you have any interesting events or programs coming up, please contact SHARE staff.

The State Library has changed meeting rules regarding audio/video recording of official meetings.

SHARE has hired Charlie Jorgenson as a new cataloger in the Edwardsville hub and Ryan Rafferty as a CMC CARLI cataloger.

### New Business

*SHARE Financial Statement Review:* The IHLS Finance Director delivered a review of the SHARE financial statement. As of October 31, 2024, SHARE has collected 96.4% of the \$1,646,311.44 that has been invoiced for fees for services and materials. At the end of September, \$142,500 was transferred to the reserve fund from the operating fund. \$600,000 of operating cash was transferred to the Illinois Funds account from the checking account. Expenses have exceeded the YTD budgeted amount by 10.2%, which is normal for this time of year. The total cash balance is \$3,249,907.37, with \$1,228,637.05 in the Reserve Fund, \$100,262.20 committed for e-book purchases, and \$1,921,008.12 of unrestricted funds, which would fund 10.4 months of operating expenses, based on the FY2025 budget.

---

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

---

*SHARE Member Report:* SHARE has released an annual report of statistics and data for members. This report will also be sent out alongside the SHARE annual agreements.

*Other:* None

### **Unfinished Business**

*Polaris Permissions Policy:* SHARE has encountered a significant amount of shared logins among library staff. This can cause issues with member library staff that have higher-level permissions. To that end, the committee is changing the Polaris Permissions Policy to prevent circumventing permission requirements and protect data from tampering. This policy change will be sent for a membership vote. **John Howard made a motion to send the policy for member comment, seconded by Esther Curry. Motion passed unanimously after a roll call vote.**

*Financial Transfers Procedure:* SHARE is considering a procedure to clarify when funds will be transferred to a higher-interest account. Based on previous discussion, SHARE will keep 2 months of cash on hand, and funds exceeding 4 months of cash will be transferred to a higher-interest savings account. An earlier version of the procedure was sent to the committee, so the SHARE Director will send the most up-to-date version to the committee. **John Howard made a motion to table the discussion, seconded by Betsy Mahoney. Motion passed unanimously after a roll call vote.**

*Other:* None.

**Public Comment:** None.

**Announcements:** None.

### **Next Meeting**

Wednesday, January 15, 2025, at 10:00 a.m. via Zoom.

### **Adjournment**

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

---

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

---

1840 Innovation Drive, Carbondale, IL 62903 ■ 618.985.3711  
1704 West Interstate Drive, Champaign, IL 61822 ■ 217.352.0047  
6725 Goshen Road, Edwardsville, IL 62025 ■ 618.656.3216  
www.share.illinoisheartland.org ■ 618.656.9401 Fax