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## SHARE Finance & Policy Committee Minutes

Wednesday, May 21, 2025

10:00 a.m.

### **Call Meeting to Order**

The meeting was called to order at 10:01 a.m. by chair Betsy Mahoney.

### **Roll Call**

#### *Members present via Zoom*

Esther Curry, John Howard, Betsy Mahoney, Jill Pifer, and Diane Yeoman.

#### *Members absent*

Amanda Doherty and Miranda Shake.

#### *Others present via Zoom*

Jennifer Baugh, Rhonda Johnisee, John Kirchner, Dena Porter, Jacob Sedor, Cassandra Thompson, and Traci Wadsworth.

### **Approval of March 19, 2025, Minutes**

Action taken: Diane Yeoman motioned to approve the March 19, 2025, minutes, seconded by Esther Curry. Motion carried.

### **SHARE Update**

#### *Barcode Vendor Update*

SHARE has received numerous complaints about the current barcode vendor—ID Label Inc. SHARE is exploring alternative vendors. The committee briefly discussed alternative options.

#### *Annual Agreement*

Most SHARE members have signed their annual agreements, with the deadline upcoming. SHARE is working to finalize these agreements.

#### *Password Resets*

SHARE is considering changing password expirations. Instead of rolling expirations, the proposed change would reset all passwords on the first Monday of November each year.

#### *Group Renewals*

The Swank Movie Licensing and McNaughton Book Leasing programs are up for renewal and open for new buy-ins.

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## **New Business**

### *SHARE Financial Statement Review*

SHARE YTD actuals of \$1,745,121.18 represent 102.4% of the projected budget revenues. As of April 30, 99% of the fees for services and materials have been collected. Total YTD expenditure is below budget by 10%. SHARE has a balance of \$2,525,803.98. Of that amount, \$1,296,506.98 is in the SHARE Reserve Fund, \$56,446.70 is in committed funds for CloudLibrary e-book purchases, and \$1,172,850.30 is unrestricted operating cash, which would fund SHARE for 6.3 months, based on the FY2025 budget. IHLS will transfer the annual contribution to SHARE in June, which will increase the operating cash fund by \$350,000.

### *Proposal: Delinquent Accounts Procedure*

Recently, SHARE had an issue with a member library that had a delinquent account. This issue highlights that SHARE currently lacks a policy for addressing these situations, and this issue has the potential to recur in the future. The committee discussed ways to address this issue going forward.

John Howard motioned to advance the proposed procedure to the SHARE Executive Council, seconded by Esther Curry. Motion carried unanimously by roll call vote.

### *Policy Review: Termination of Membership*

The committee reviewed the existing Termination of Membership policy, with discussion of the deadline for annual agreements, charges for termination, and language regarding delinquent accounts. The SHARE Director will make changes to the policy for review at the next meeting.

Esther Curry motioned to table the discussion for the next meeting, seconded by Betsy Mahoney. Motion carried unanimously by roll call vote.

### *MessageBee Notifications*

MessageBee offers email notifications, including custom branding options and marketing packages, for an additional group purchase. This may require additional training to be made available for library staff members. Innovative is also developing a new email notification system, LX Starter, integrated into Polaris and offered as part of our current contract. In the 7 days before this meeting, SHARE sent 13,100 texts (through MessageBee) and 30,655 emails to patrons. The committee decided to table the discussion for the next meeting while more data is gathered.

## **Public Comment**

None.

## **Announcements**

None.

## **Next Meeting**

Wednesday, July 16, 2025, at 10:00 a.m. via Zoom.

## **Adjournment**

There being no further business to discuss, the chair adjourned the meeting at 11:12 a.m.

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