



## APPROVED BOARD OF DIRECTORS MEETING MINUTES

November 22, 2022  
5:00 p.m.

3.2	Approve the October 25, 2022, Minutes	Roll Call - Carried
3.3	Approve the Director and Staff Activity Report	Roll Call - Carried
4.1	Accept the October 2022 Bills	Roll Call - Carried
5.1	Accept the October 2022 Financial Reports	Roll Call - Carried
10.1	Approve the Staff Report	Roll Call - Carried
14.1	Approve the Nominating Committee	Roll Call - Carried
15.1	Approve Membership Considerations	Roll Call - Carried

### Call to Order

Josh Short called the meeting to order at 5:00 p.m.

### Roll Call

#### Board Members:

Karen Bounds, Stacey Carter, Ann Chandler, Jenna Griffith, Sarah Hill, Ryan Johnson, Kevin Kelsey, Tammy Krouse, Kevin Latoz, Linda McDonnell, Josh Short, Kelley Sullivan

#### Absent:

Loretta Broomfield, Tiffany Droege, Chastity Mays

#### Other Attendees:

Jennifer Baugh, John Becker, Leslie Bednar, Troy Brown, Stacie Bushong, Brandon Chapman, Leanne Furby, Leah Gregory, Rhonda Johnisee, Greg McCormick, Shirley Paden, Casey Parr, Ellen Popit, Pam Thomas, Cassie Thompson, Anna Yackle

### October 25, 2022, Minutes

A motion and second were made to accept the October 17, 2022, minutes. Motion carried by roll call vote. Karen Bounds - yes, Stacey Carter- yes, Ann Chandler - no, Jenna Griffith - yes, Sarah Hill - yes, Ryan Johnson - yes, Kevin Kelsey - yes, Tammy Krouse - yes, Kevin Latoz -yes, Linda McDonnell - yes, Josh Short - yes, Kelley Sullivan - yes

### Director & Staff Activity Report

A motion and second were made to accept the Director and Staff Activity Report. Motion carried unanimously by roll call vote.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

## **Acceptance of October Bills 2022**

A motion and second were made to accept the October 2022 bills. Motion carried unanimously by roll call vote.

## **October 2022 Financial Report**

The Finance Director shared the following report.

### **FY2023 Grants Status**

- IHLS has received written approval on the following FY2023 Special Revenue Grant Applications at the requested levels – Cataloging Maintenance Center (CMC) - \$662,783, Library Trustee Training (LTT) \$156,844, and Online Computer Library Center (OCLC) - \$160,318.
- IHLS has received written approval for the FY2023 System Area & Per Capita Grant (SAPG) Application at the level of \$3,919,852.02. This amount is \$147.98 less than what was budgeted. As of October 31, 2022, IHLS has received \$2,164,629.82 or approximately 55% of the FY2023 SAPG.

This month, IHLS has received another \$365,166.67 from the FY2023 SAPG grant and the first 50% of the CMC and OCLC grant revenues. We got notice that the reimbursement check for the 1<sup>st</sup> quarter Library Trustee Training grant expenses was issued today. These revenues will all be reflected in next month's financial statements.

### **October 2022 Financial Reports**

The financial reports included in your board packet represent IHLS' financial activities through October 31, 2022.

On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2023 Total Budget Remaining Percentage," represents the remainder left (based on percentage) of the "IHLS Approved FY2023 Budget." As of October 31, 2022, the target benchmark of the remaining budget should be 67% for all budget line items except "Personnel" which should be 65% based on total of 26 payrolls for the fiscal year.

Any items with percentages less than those amounts are noted with an explanation at the bottom of the Statement of Revenues and Expenditures.

### **Statement of Revenues and Expenditures**

#### **General Fund**

Total Revenues Year to Date (YTD) Actuals are above YTD Budget by 61.4%. Total Expenses YTD Actuals are below YTD Budget by 8.8%.

#### **SHARE**

Fees for Services and Materials YTD Actuals of \$1,387,016.71 represents 91.6% of the projection in the FY2023 budget. As of October 31, 2022, 96.3% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 8.1%.

### **Balance Sheets**

#### **General Fund**

Cash and Cash Equivalents as of October 31, 2022, the General Fund cash balance was \$5,776,237.36. This balance would fund IHLS General Fund operations an estimated 14.8 months based on the FY2023 approved expenditure levels. This balance would fund the IHLS General and Special Revenue Funds for an estimated 12.3 months.

### **SHARE**

Cash and Cash Equivalents as of October 31, 2022, the SHARE cash balance of \$3,055,948.36 represents \$1,254,910.18 of SHARE Reserve Funds, \$109,938.29 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,691,099.89 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 10.5 months based on the FY2023 operations budget.

A motion and second were made to accept the October 2022 Financial Report. Motion carried unanimously by roll call vote.

### **FOIA Update**

None

### **OMA Update**

None

### **Public Comment**

None

### **Communication**

The Executive Director introduced two new staff members, Facilities and Delivery Director, John Becker, and Project Coordinator, Leanne Furby.

The Executive Assistant gave a presentation on Eli Mina's recommendations for minute taking.

The Associate Director gave an update on Member Day and thanked all who participated in preparing for the event.

The Executive Director shared an update on the Association of Illinois School Library Educators (AISLE) conference.

### **Staff Report**

#### Personnel

None

#### Staff Update

A motion and second were made to approve the staff report. Motion carried unanimously by roll call vote.

#### Secondary Employment

None

### **Illinois State Library Report**

Greg McCormick reported the state has elected a new Secretary of State and State Librarian who is currently working with a transition team. Secretary White and Angela Jackson will host a ceremony for the winners of the 2022 Illinois Emerging Risers poetry writing contest. Public Act 102-0977 regarding library trustee vacancies has had some necessary modifications that were presented in House Bill 4073

which has passed the senate and now returns to the house. The modifications are to address vacancies that were present on May 27, 2022. There is an updated search and compare tool available from the Institute of Museum and Library Services for public library service survey data. Joe Natale has retired effective December 31, 2022, questions can be directed to Greg McCormick or Karen Egan.

## **Committee Reports**

### Executive

The committee met and reviewed items later on this agenda.

### Budget and Finance

The committee met and held a routine meeting in addition to discussing items later on this agenda.

### Policy and Membership

The committee met and reviewed two membership applications.

### Facilities and Operations

The committee did not meet.

### Personnel

The committee did not meet.

### Advocacy and Education

The committee did not meet.

## **Partnership Reports**

### Association of School Library Educators (AISLE)

The group discussed plans to hold an event similar to Directors University for school librarians. Please share with librarians who would like to participate in the program with Leah Gregory.

### ILA (Illinois Library Association)

Ryan Johnson reported ILA has a theme for the 2023 conference, Connect, Cultivate, Collaborate. ILA staff is currently reaching out to speakers. The committee is preparing for elections to fill open board seats.

## **Unfinished Business**

### Nominating Committee

A motion and second were made to approve the nominating committee as presented with an additional member to be recommended at the January board meeting. Motion carried unanimously by roll call vote.

### CARLI Office Construction

The Facilities and Delivery Director reported the construction at the Champaign office should be complete by the end of December and the tenant will be able to move in earlier than planned.

### Automatic Material Handler Next Steps

The Executive Director reported there continue to be members interested in being part of the AMH working group. The Illinois State Library is interested in being part of the discussion.

Edwardsville Roof Update

The Facilities and Delivery Director reported the work will begin in the spring. There was a change order to address the issue of certified payroll to comply with the prevailing wage.

**New Business**

Membership Considerations

A motion and second were made to approve Mulberry Grove CUSD #1 and Buncombe Grade School for system membership. Motion carried unanimously by roll call vote.

Agenda Building

No items added.

**Public Comment**

None

**Announcements**

None

**Adjournment**

Adjourned at 5:43 p.m.