

APPROVED BOARD OF DIRECTORS MEETING MINUTES

March 28, 2023

5:00 p.m.

3	Appoint Susan Tulis to Open Board Seat	Roll Call - Carried
4.1	Approve Feb. 28, 2023 Minutes	Roll Call - Carried
4.2	Director and Staff Activity Report	Roll Call - Carried
5.1	Accept the February 2023 Bills	Roll Call - Carried
6.1	Accept the February 2023 Financial Reports	Roll Call - Carried
11.1	Approve the Staff Report	Roll Call - Carried
16.1	Approve the Investment Update	Roll Call - Carried

Call to Order

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

Roll Call

Board Members:

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

Absent:

Tiffany Droege

Other Attendees:

John Becker, Leslie Bednar, Troy Brown, Stacie Bushong, Carol Hogan-Downey, Rhonda Johnisee, Shirley Paden, Casey Parr, Rita Stephens, Cassandra Thompson, Jill Trevino, Anna Yackle

Appoint Susan Tulis (Carbondale Public Library) to the IHLS Board of Directors

A motion and second were made to appoint Susan Tulis to fill the open seat on the board of directors. Motion carried unanimously by roll call vote.

February 28, 2023 Minutes

A motion and second were made to accept the Feb. 28, 2023 minutes with the Aspen discussion added. Motion carried by roll call vote. Loretta Broomfield - yes, Karen Bounds - yes, Stacey Carter - yes, Ann Chandler - yes, Jenna Griffith - yes, Sarah Hill - no, Ryan Johnson - yes, Kevin Kelsey - yes, Tammy Krouse - yes, Kevin Latoz - yes, Linda McDonnell - yes, Josh Short - yes, Kelley Sullivan - yes, Susan Tulis - abstain

Director and Staff Activity Report

A motion and second were made to accept the Director and Staff Activity report. Motion carried by roll call vote. Loretta Broomfield - yes, Karen Bounds - yes, Stacey Carter - yes, Ann Chandler - yes, Jenna

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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, Susan Tulis - abstain

Acceptance of Bills February 2023

A motion and second were made to accept the February 2023 bills. Motion carried unanimously by roll call vote.

February 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 100% of the funding for CMC and OCLC grants. IHLS has received reimbursement for the first and second quarter expenditures of \$61,465.77 for the LTT grant. The 2nd quarter expenditure reimbursement was received in February and reflected in this month's financial statement.
- 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. IHLS has received \$3,260,129.81 or approximately 83% of the FY2023 SAPG. The last Live and Learn allocation payment was received in February and we are now waiting for the LSTA portion to be received in the next month. After that payment is received, we will have 100% of our FY24 SAPG collected.

February 2023 Financial Reports

The financial reports included in your board packet represent IHLS' financial activities through Feb. 28, 2023.

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 Feb. 28, 2023, the target benchmark of the remaining budget should be 33% for all budget line items except "Personnel" which should be 35% based on the total of 26 payrolls for the fiscal year.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to Date (YTD) Actuals are above YTD Budget by 26.0%. Total Expenses YTD Actuals are below YTD Budget by 17.6%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,423,574.09 represents 94.0% of the projection in the FY2023 budget. As of Feb. 28, 2023, 99.6% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 6.5%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of Feb. 28, 2023, the General Fund cash balance was \$6,209,430.19. This balance would fund IHLS General Fund operations for an estimated 15.9 months based on the FY2023 approved expenditure levels.

SHARE

Cash and Cash Equivalents as of Feb. 28, 2023, the SHARE cash balance of \$2,750,247.77 represents \$1,285,058.07 of SHARE Reserve Funds, \$77,624.13 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,387,565.57 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 8.6 months based on the FY2023 operations budget.

A motion and second were made to accept the February 2023 Financial Report. Motion carried unanimously by roll call vote.

FOIA Update

A commercial FOIA request from Smart Procure was received for current employee/staff contact information. This is a regular annual request, and it was filled within the time allowed.

Original Request

SmartProcure is submitting a commercial FOIA request to the Illinois Heartland Library System for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by Illinois Heartland Library System)
7. Email Address
8. Office Address (Address, City, State, Zip)

OMA Update

None

Public Comment

None

Communication

The Executive Assistant gave the presentation, Board and Committee Meeting Preparation Process.

Staff Report

Personnel

None

Staff Update

There was a motion and second to approve the Staff Report. Motion carried unanimously by roll call vote.

Secondary Employment – IHLS Staff

None

Illinois State Library Report

Rita Stephens reported the Illinois State Library Advisory Committee (ISLAC) meeting items discussed were House Bill 4016, which includes the Secretary of State budget, and sustained funding for literacy and libraries. House Bill 2789 regarding Library Systems-Book Banning for public and school libraries is being debated in the legislature. However, the administrative rules have not yet been written and ISL will work with ISLAC on those rules. Senate Bill 2419, which would allow the Secretary of State to negotiate with publishers of e-books and audiobooks on behalf of libraries, passed the Senate and now heads to the House.

Committee Reports

Executive

The committee held a routine meeting and also discussed items later on this agenda.

Budget and Finance

The committee met and held a routine meeting and discussed investing \$240,000 into a CD or an alternative option.

Policy and Membership

The committee met and discussed certification with an upcoming deadline of March 31. It was noted that possibly three libraries will no longer qualify to maintain their membership. The committee will meet later than usual in April to give staff time to prepare the draft FY2024 Operational Plan.

Facilities and Operations

The committee did not meet.

Personnel

The committee met and went over the Great Places to Work 2023 staff survey.

Advocacy and Education

The committee met and discussed the Association of Illinois School Library Educators (AISLE) working group and state training event for school librarians in September. Updates were given on the ILA (Illinois Library Association) Public Policy Committee (PPC), House Bill 2789, and Legislative meetups. A rapid response group has been formed to assist libraries with book challenges.

Nominating

The committee met and finalized the ballot.

Partnership Reports

Association of Illinois School Library Educators (AISLE)

Leah Gregory is participating in a banned books forum at SIUE (Southern Illinois University Edwardsville). There was a discussion about the planned training for school library staff and the rapid response team. House Bill 2789 has AISLE's full support.

Illinois Library Association (ILA)

Ryan Johnson mentioned the Reaching Forward South conference that is coming up in April. He asked all to consider nominating someone for a scholarship. It is also time for ILA elections, and he encouraged all to participate in the vote. ILA is launching a mentorship program and they are looking for mentors and mentees. A call for proposals for the annual fall conference has been made for programs that are not necessarily unique but unique in their presentation. Please share all the information with your colleagues.

Illinois State Library Advisory Committee (ISLAC)

Stacey Carter reported a lot of time was spent on House Bill 2789, House Bill 4016, and Senate Bill 2419. The budget was discussed at length in addition to the minimum amount currently given to public and school libraries which has not changed, and exploration into how increases would affect their budget. The committee has asked that the increased amount to school libraries takes effect every year. Also discussed was the \$5 million dollars budgeted for e-resources and using Michigan as a model.

Unfinished Business

Aspen for SHARE

SHARE Finance & Policy Committee reviewed the favorable response to Aspen, including from IHLS trustees.

They are considering a group purchase for Aspen, but also evaluating projected deficits. The committee asked for an IHLS contribution increase. In the past, the system has contributed \$300,000, approximately 9% of the System Area and Per Capita grant funds. The SHARE, Finance, and Executive directors all discussed a possible increase in funds from IHLS that would raise the annual contribution to \$350,000, an additional \$50,000 per year, which would cover a large portion of the annual Aspen fee. The program will not replace Polaris, only the visual catalog that patrons will see.

New Business

Investment Update

A motion and second were made to approve a CD in the amount of \$240,000 at Busey Bank. Motion carried unanimously by roll call vote.

FY2023 Budget and Operational Plan Review

The group reviewed the FY2023 Budget and Operational Plan. It was noted that the planned remodel to the second floor has been put on hold due to the need to purchase vehicles and the increased cost.

FY2024 System Area and Per Capita Grant Timeline

The group reviewed the FY2024 System Area and Per Capita Grant Timeline.

IHLS Executive Director: Review Process

The IHLS Executive Director review process was shared with the board. Board members held a discussion about the history of the process.

Agenda Building

The board discussed the April agenda.

Public Comment

None

Announcements

The board president reminded members to complete their Statement of Economic Interest (SOEI) filing and complete citation reviews.

Adjournment

A motion and second were made to adjourn. Adjourned at 6:08 p.m.