

## APPROVED BOARD OF DIRECTORS MEETING MINUTES

Feb. 28, 2023

5:00 p.m.

3.1	Approve the Jan. 24, 2023 Minutes	Roll Call - Carried
3.2	Accept the Director and Staff Activity Report	Roll Call - Carried
4.1	Accept the January 2023 Bills	Roll Call - Carried
5.1	Accept the January 2023 Financial Reports	Roll Call - Carried
10.1	Approve the Staff Report	Roll Call - Carried
15.1	Approve the FY2024 Vehicle Assessment	Roll Call - Carried

### Call to Order

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

### Roll Call

#### Board Members:

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

#### Other Attendees:

John Becker, Leslie Bednar, Troy Brown, Stacie Bushong, Leanne Furby, John Howard, Rhonda Johnisee, Greg McCormick, Shirley Paden, Casey Parr, Ellen Popit, Dena Porter, Cassandra Thompson, Jill Trevino

### Consent Agenda

#### Jan. 24, 2023 Minutes

A motion and second were made to accept the Jan. 24, 2023 minutes. Motion carried by roll call vote.

Karen Bounds – yes, Loretta Broomfield – yes, Stacey Carter – yes, Ann Chandler – no, Tiffany Droege – yes, 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 and Staff Activity Report

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

### Acceptance of January Bills 2023

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

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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## **January 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 quarter expenditures of \$27,556.76 for the LTT grant. IHLS received the second half of the CMC and OCLC funding in January, making their funding 100% received. In February, we received the last Live and Learn allotment payment of the FY23 SAPG and the second quarter expense reimbursement for the Library Trustee Training grant. These two payments will be reflected in next month's 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 \$2,894,963.15, or approximately 74% of the FY2023 SAPG.

### **January 2023 Financial Reports**

The financial reports included in your board packet represent IHLS' financial activities through Jan. 31, 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 Jan. 31, 2023, the target benchmark of the remaining budget should be 42% for all budget line items.

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

#### **General Fund**

Total Revenues Year to Date (YTD) Actuals are above YTD Budget by 27.5%. Total Expenses YTD Actuals are below YTD Budget by 16.5%.

#### **SHARE**

Fees for Services and Materials YTD Actuals of \$1,422,901.09 represent 93.9% of the projection in the FY2023 budget. As of Jan. 31, 2023, 98.5% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 7.1%.

### **Balance Sheets**

#### **General Fund**

Cash and Cash Equivalents as of Jan. 31, 2023, the General Fund cash balance was \$6,066,130.50. This balance would fund IHLS General Fund operations for an estimated 15.6 months based on the FY2023 approved expenditure levels.

#### **SHARE**

Cash and Cash Equivalents as of Jan. 31, 2023, the SHARE cash balance of \$2,825,985.72 represents \$1,277,230.54 of SHARE Reserve Funds, \$85,864.09 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,462,891.09 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 9.1 months based on the FY2023 operations budget.

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

#### **FOIA Update**

None

#### **OMA Update**

None

#### **Public Comment**

None

#### **Communication**

##### Board Learning – Trustee Resources

The Executive Assistant shared a PowerPoint presentation on trustee resources.

#### **Staff Report**

##### Staff Update

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

##### Secondary Employment – IHLS Staff

None

##### Personnel

None

#### **Illinois State Library Report**

ISL Director Greg McCormick reported ISL staff has been very busy with the transition of the new Secretary of State. At the Illinois State Library Advisory Committee (ISLAC) meeting on Jan. 26, the Secretary of State announced that although his budget has not yet been submitted to the general assembly, he is committed to \$5M in funding for databases for Illinois libraries.

#### **Committee Reports**

##### Executive

The committee held a routine meeting in addition to meeting to receive information on Aspen Discovery, the Edwardsville roof, vehicles, the Champaign construction, and an open board position.

##### Budget and Finance

The committee chair reported a routine meeting.

##### Policy and Membership

The committee did not meet. The committee will be meeting in March.

##### Facilities and Operations

The committee did not meet.

### Personnel

The committee did not meet.

### Advocacy and Education

The committee did not meet.

### Nominating

The Executive Director reported the committee met and confirmed nominee eligibility and will meet in March to finalize the ballot.

## **Partnership Reports**

### Association of Illinois School Library Educators (AISLE)

The Membership Director reported they received an update from the Illinois State Library that included \$5 million for online resources in the Secretary of State's budget, 676 school district library grants were funded for FY2023 in a 30-year program that started at \$0.25 per student, which is now funded at \$0.885 per student. A round-robin was held about intellectual freedom issues, and information about legislative updates was shared. Planning is underway for a statewide training day for school libraries in September 2023.

### Illinois Library Association (ILA)

Ryan Johnson reported ILA held two library advocacy events recently. These were Get Ready to Advocate, which prepared library advocates to meet with their legislators, and Library 101 for Legislators, a statewide, virtual event that focused on bringing together newly elected legislators, and library advocates. Both events were both well attended. Reaching Forward South is about six weeks away and is a great resource for all library types. Greg McCormick shared that House Bill 2789 has been introduced and states the State Librarian will create rules concerning public libraries or library systems to develop a written policy to prohibit the practice of banning specific books or resources if they want to continue to receive state funding. This would be similar to the American Library Association bill of rights.

### Illinois State Library Advisory Committee (ISLAC)

Stacey Carter reported there will be another meeting at the end of March. Some items being considered for the agenda are edatabase access and the unserved, Illinois residents who do not have access to a library.

## **Unfinished Business**

### CARLI Office Construction

The Executive Director shared an overview of the project.

### Automatic Material Handler Next Steps

The Executive Director reported the AMH working group went on three site visits to observe how an AMH machine functions. At the next meeting, the committee will discuss how IHLS might implement an AMH.

## **New Business**

### FY2023 Vehicle Assessment

A motion and second were made to approve the purchase of delivery vehicles under the emergency purchase method. Motion carried unanimously by roll call vote.

#### Open Board Position

The Board President reported the resignation of a board member, and he is currently reaching out for a replacement. If board members have any suggestions, please email him with contact information.

#### Aspen Discovery for SHARE

The SHARE Director shared a PowerPoint with information about Aspen Discovery. Board members discussed options for the implementation of the Aspen Discovery layer for all SHARE member libraries.

#### Agenda Building

The board members discussed items for the March agenda.

#### **Public Comment**

None

#### **Announcements**

Josh Short shared the news that Louis Latzer Memorial Public library is now a fine-free library.

#### **Adjournment**

Adjourned at 6:02 p.m.