



APPROVED BOARD OF DIRECTORS MEETING MINUTES

July 25, 2023
5:00 p.m.

Carbondale Office: 1840 Innovation Drive, Carbondale, IL 62903, 618-985-3711
Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047
Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216

4.1	Appoint Kristi Lear as Special Library Representative	Roll Call – Carried
5.1	Elect Board Officers	Roll Call – Carried
6.1	Approve the June 20, 2023 Minutes	Roll Call – Carried
6.2	Approve Director & Staff Activity Report	Roll Call – Carried
7.1	Accept the June 2023 Bills Minus the Ford Harrison Bill	Roll Call – Carried
	Accept the Ford Harrison Bill	Roll Call – Carried
14b	Approve Secondary Employment	Roll Call – Carried
18a	Approve Josh Short as FOIA Officer	Roll Call – Carried
18b	Approve Ryan Johnson as OMA Officer	Roll Call – Carried
18e	Approve Destruction of Minutes: November 23, 2021 & January 25, 2022	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, Frank Buckingham, Ann Chandler, Sarah Hill, Kevin Kelsey, Tammy Krouse, Kristi Lear, Linda McDonnell, Josh Short, Melissa Tedesco, Kristy Walker

Absent:

Jenna Griffith, Ryan Johnson, Kevin Latoz

Other Attendees:

Jennifer Baugh, Leslie Bednar, Troy Brown, Stacie Bushong, Rhonda Johnisee, Kate Kite, Shirley Paden, Casey Parr, Ellen Popit, Mandy Saia, Pam Thomas, Cassandra Thompson, Jill Trevino, Anna Yackle

Welcome New Board Members

Frank Buckingham (Case-Halstead Public Library, Carlyle), Melissa Tedesco (O’Fallon Township High School District #301), and Kristy Walker (Bethalto Public Library District); and Returning Board Member: Sarah Hill (Lake Land College, Mattoon). All agreed to the Commitment to Serve.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Appoint Kristi Lear

A motion and second were made to appoint Kristi Lear as special library representative to fill the vacant seat. Motion carried unanimously by roll call vote.

Election of Officers

The slate of officers was presented.

A motion and second were made to close the FY2024 board officers' nominations ballot. Motion carried unanimously by roll call vote.

- President: Karen Bounds
- Vice President: Linda McDonnell
- Secretary: Tammy Krouse
- Treasurer: Kevin Latoz

The slate was elected via online Survey Monkey Ballot.

Approve June 20, 2023, Minutes

A motion and second were made to approve the minutes. Motion carried by roll call vote. Karen Bounds - yes, Loretta Broomfield - yes, Frank Buckingham - yes, Ann Chandler - no, Sarah Hill - yes, Kevin Kelsey - yes, Tammy Krouse - yes, Kristi Lear - yes, Linda McDonnell - yes, Josh Short - yes, Melissa Tedesco - yes, Kristy Walker - yes

Director & Staff Activity Reports

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

Acceptance of June Bills 2023

A motion and second were made to accept the June bills with the Ford Harrison bill removed. Motion carried unanimously by roll call vote.

Acceptance of Ford Harrison Bill

A motion and second were made to approve the Ford Harrison bill. Motion carried by roll call vote. Karen Bounds - yes, Loretta Broomfield - yes, Frank Buckingham - yes, Ann Chandler - no, Sarah Hill - yes, Kevin Kelsey - yes, Tammy Krouse - yes, Kristi Lear - yes, Linda McDonnell - yes, Josh Short - yes, Melissa Tedesco - yes, Kristy Walker - yes

June 2023 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 returned \$22,303 of the CMC grant funds to the Illinois State Library. This amount was the remaining FY2022 Consortium of Academic and Research Libraries in Illinois (CARLI) cataloging contract that was absorbed in the

FY2023 CMC grant. IHLS has received reimbursement for the first, second, and third quarter expenditures of \$96,827.87 for the LTT grant. We submitted a request for reimbursement of \$60,016.13 in the 4th quarter grant report.

- 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 100% of the FY2023 SAPG.

June 2023 Financial Reports

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 June 30, 2023, the target benchmark of the remaining budget should be 0% for all budget line items.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to Date (YTD) Actuals are above YTD Budget by 4.1%. Total Expenses YTD Actuals are below YTD Budget by 15.2%. The YTD Actuals revenue over expenditures is \$426,582.61 before any necessary audited adjusting entries. The Executive Director originally reported a few months ago that it was estimated to be around \$300,000. We will wait until after the audit is complete in September and recommend moving the final balance into the Capital Projects Fund.

SHARE

Fees for Services and Materials YTD Actuals of \$1,470,438.04 represents 97.1% of the projection in the FY2023 budget. As of June 30, 2023, 99.2% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 8.0%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of June 30, 2023, the General Fund cash balance was \$5,486,700.62. This balance would fund IHLS General Fund operations for an estimated 14.1 months based on the FY2023 approved expenditure levels.

SHARE

Cash and Cash Equivalents as of June 30, 2023, the SHARE cash balance of \$2,410,880.16 represents \$1,292,369.97 of SHARE Reserve Funds, \$46,777.66 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,071,732.53 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 6.7 months based on the FY2023 operations budget.

FOIA Update

Two requests were received. The first was from SmartProcure requesting the quarterly purchasing records. The second was from NBC Chicago requesting information on any requests regarding book bans received. Both requests were answered in the time allowed.

OMA Update

None

Public Comment

None

Illinois State Library Report

Secretary Giannoulis recently sent award letters for FY2024 grant funding. The following were approved: System Area & Per Capita Grant, Cataloging Maintenance Center, LSTA Grant to Support Trustee Training, and the Technology Grant to Support OCLC Services. The System Area and Per Capita grant payment schedule will be considerably different this year. There is no longer a Live and Learn fund, so payments are expected to be issued much faster.

- 10 IHLS member public libraries were awarded just over \$180,000 for Project Next Generation grants.
- Five radio stations in Belleville, Carbondale, Godfrey, Mount Carmel, and Urbana received \$190,972 for Talking Book and Braille/Radio Information Services grants to support content for people of all ages with a vision disability and who are eligible for talking books services. The stations read content that is not normally heard on local news broadcasts.
- Literacy grants: Mattoon Public Library and many academic agencies and organizations within IHLS were awarded adult volunteer literacy grants, Penny Severns family literacy grants, and workplace skills enhancement literacy grants. The grant at academic institutions goes to the adult education department rather than the library.

Other statewide projects funded to member libraries within IHLS include:

- CARLI and the University of Illinois for the Illinois Library Delivery Services
- Illinois Department of Veterans Affairs to support for the libraries at 4 Veterans' Homes statewide
- Illinois Department of Corrections to support collection development for 28 libraries in correctional facilities statewide

The Illinois State Library Advisory Committee meeting scheduled this month was regrettably cancelled due to technology issues. Currently this is being addressed by the Secretary of State's Information Technology staff.

Staff is looking forward to Director's University next week in Springfield. We support this continuing education activity with grant funds as well as look forward to meeting the participants and sharing information about the State Library's grants and services.

Information about the FY2023 System Annual Report has been emailed to the system with reports due September 30.

We have been working with Illinois Reads of which Secretary Giannoulis is the honorary chair to schedule authors reading at the Secretary of State's tent at the Illinois State Fair in Springfield.

Communication

IHLS has returned to holding Members Matter sessions in-person with online attendance also available. Sessions are held on the third Thursday of each month. The August 17 session is the Paid Leave for All Workers (PLAW) Act in person at the Herrin City Library with Karen Milner from the Ford Harrison law firm presenting.

American Library Association (ALA) Conference Update

One board member and several staff attended the conference. The board member felt it was very beneficial and the expo was amazing and enjoyed the dinner event and an after-conference party put on by one of the vendors. An IHLS staff member felt there was a good selection of sessions and topics. It was an incredible opportunity to network with Illinois library staff in addition to library staff from other states.

Board Learning

The executive assistant shared a presentation on the Commitment to Serve.

Staff Report

Staff Update

The promotion of a staff member to the Director of Facilities was announced.

Secondary Employment – IHLS Staff

A motion and second were made to approve secondary employment. Motion carried unanimously by roll call vote.

Personnel

None

Committee Reports

Executive

The committee met and discussed items later on this agenda.

Budget and Finance

The committee met and held a routine meeting.

Policy and Membership

The committee did not meet.

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 Illinois School Library Educators (AISLE)

No report this month.

Illinois Library Association (ILA)

No report this month.

Illinois State Library Advisory Committee (ISLAC)

No report this month.

Unfinished Business

FY2024 IHLS Board Meeting Dates

Board members discussed meeting in physical locations vs attending via Zoom. A survey will be sent to the board to determine in-person location options and meeting start time.

New Business

Election of Freedom of Information (FOIA) Officer

A motion and second were made to elect Josh Short as FOIA Officer. Motion carried unanimously by roll call vote.

Elect Open Meetings Act (OMA) Officer

A motion and second were made to elect Ryan Johnson as OMA Officer. Motion carried unanimously by roll call vote.

August Committee & Board Meeting Dates

August meeting dates were shared, and members are encouraged to attend meetings for committees they are interested in joining.

Board Committees

Board members are asked to let the board president know which 2 committees they would like to serve on. The list will be presented at the August board meeting for approval.

Destruction of Closed Session Recordings: November 23, 2021 & January 25, 2022

A motion and second were made to approve the destruction of closed session recordings: November 23, 2021 & January 25, 2022. Motion carried unanimously by roll call vote.

August Board Meeting

Board members discussed items for the August agenda.

Public Comment

None

Announcements

None

Adjournment

Adjourned at 6:21 p.m.