



## APPROVED BOARD OF DIRECTORS MEETING MINUTES

August 22, 2023  
5:00 p.m.

**Carbondale Office: 1840 Innovation Drive, Carbondale, Ill. 62903, 618-985-3711**  
**Champaign Office: 1704 West Interstate Drive, Champaign, Ill. 61822, 217-352-0047**  
**Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216**  
**C.E. Brehm Memorial Public Library: 101 South Seventh Street, Mount Vernon, Ill. 62864-4114, 618-242-6322**  
**Illinois State Library: Gwendolyn Brooks Building, 300 South Second Street, Springfield, Ill. 62701-1796, 217-782-2994**  
**Zoom**

3.1	Appoint Emily Pickell as School Library Representative	Roll Call – Carried
4.1	Approve July 25, 2023, Minutes	Roll Call – Carried
4.2	Approve Director and Staff Activity Report	Roll Call – Carried
5.1	Accept the July 2023 Bills	Roll Call – Carried
6.1	Accept the July 2023 Financial Reports	Roll Call – Carried
11.1	Approve the Staff Report	Roll Call – Carried
15.1	Approve Board Committees	Roll Call – Carried
16.1	Approve Ethics Commission	Roll Call – Carried
16.2	Approve Membership Considerations	Roll Call – Carried

### Call to Order

Karen Bounds called the meeting to order at 5:00 p.m.

### Roll Call

#### Board Members:

Carbondale: Loretta Broomfield  
 Champaign: Sarah Hill, Kevin Kelsey, Kevin Latoz, Emily Pickell  
 Edwardsville: Frank Buckingham, Josh Short, Kristy Walker  
 C.E. Brehm: Karen Bounds, Tammy Krouse  
 Illinois State Library: Ann Chandler, Kristi Lear  
 Zoom: Jenna Griffith, Linda McDonnell

#### Absent:

Ryan Johnson

#### Other Attendees:

Carbondale: Troy Brown, Ellen Popit, Anna Yackle  
 Champaign: Colleen Dettenmeier, Angela Thompson, Jill Trevino  
 Edwardsville: Leslie Bednar, Stacie Bushong, Leah Gregory, Rhonda Johnisee, Cassandra Thompson  
 Illinois State Library: Karen Egan

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**IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!**

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Zoom: Jace Cook, Casey Parr, Anna Yackle

### **Approve July 25, 2023 Minutes**

A motion and second were made to approve the July 25, 2023, minutes. Motion carried by roll call vote. Karen Bounds – yes, Loretta Broomfield – yes, Ann Chandler – no, Jenna Griffith – yes, Sarah Hill – yes, Kevin Kelsey – yes, Tammy Krouse – yes, Kevin Latoz – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Kristy Walker – yes.

### **Approve Director and Staff Activity Report**

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

### **Acceptance of July Bills 2023**

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

### **July 2023 Financial Report**

The Finance Director shared the following report.

#### **FY2024 Grants Status**

- IHLS has received written approval on the following FY2024 Special Revenue Grant Applications at the requested levels – Cataloging Maintenance Center (CMC) – \$686,693, iLEAD Library Trustee Training (LTT) \$269,900, and OCLC – \$168,532.
- IHLS has received written approval for the FY2024 System Area & Per Capita Grant (SAPG) Application at the level of \$3,919,852.02.

In July, IHLS received approval for the FY2024 grant applications for the requested funding. As of July 31, no grant revenue had been received, but this past week, we did receive the FY2023 4th quarter iLEAD LTT grant reimbursement amount of \$60,016.13 and payments totaling \$335,000 for the FY2024 CMC grant. The receipt of these payments will be reflected in next month's financial reports. Thank you to the Illinois State Library for issuing those payments to us.

### **July 2023 Financial Reports**

The financial reports included in your board packet represent IHLS' financial activities through July 31, 2023.

On the Statement of Revenues and Expenditures, the column titled "IHLS Approved FY2024 Total Budget Remaining Percentage" represents the remainder left (based on percentage) of the "IHLS Approved FY2024 Budget." As of July 31, 2023, the target benchmark of the remaining budget should be 92% for all budget line items. Any line items with percentages under that target benchmark are noted with an explanation as to what was included in those expenditures at the bottom of the Statement of Revenue and Expenditures.

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

#### **General Fund**

Total Revenues Year to Date (YTD) Actuals are below YTD Budget by 82.8%. Total Expenses YTD Actuals are below YTD Budget by 2.6%.

## SHARE

Fees for Services and Materials “YTD Actuals” of \$1,386,954.60 represents 89.3% of the projection in the FY2024 budget. As of July 31, 2023, 33.3% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 85.9%. This has to do with the large Polaris expense, annual subscriptions, and Cloud Platform fee that we have billed for all being recorded at the beginning of the year.

The last column of each Statement of Revenues and Expenditures is titled Unaudited FY2023 Actuals because the audit is not complete, and any final adjusting journal entries resulting from the audit have not been made. Once the audit is complete and those entries have been made, that title will change to Audited FY2023 Actuals.

## **Balance Sheets**

### General Fund

Cash and Cash Equivalents as of July 31, 2023, the General Fund cash balance was \$5,052,854.19. This balance would fund IHLS General Fund operations for an estimated 12.4 months based on the FY2024 approved expenditure levels. This balance would fund the IHLS General and Special Revenue Funds for an estimated 10.1 months.

## **SHARE**

Cash and Cash Equivalents as of July 31, 2023, the SHARE cash balance of \$2,745,112.38 represents \$1,302,847.53 of SHARE Reserve Funds, \$54,503.27 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,387,761.58 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 7.7 months based on the FY2024 operations budget.

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

## **FOIA Update**

There was one commercial FOIA request, and it was answered in the time allowed.

## **OMA Update**

The Executive Director reviewed the OMA update with the board members and answered questions.

## **Public Comment**

None

## **Communication**

The new Facilities and Delivery Director was introduced. The tri-annual member survey will be posted in mid-September.

## Board Learning: Board and Staff Collaboration

The Executive Assistant shared the Board and Staff Collaboration presentation.

## PLAW (Paid Leave for All Workers Act)

The Human Resources Director gave an overview of the Paid Leave for All Workers Act (PLAW), which goes into effect on Jan. 1, 2024.

#### HR Source Grant for IHLS Members

Public libraries can apply for a grant to fund an HR Source membership. Applications will be accepted through the end of September 2023.

#### **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**

The state library is honored to be one of the sites for monthly board meetings. FY2024 grants were recently announced. School library grants are currently open, and applications are coming in fast. The response to the ISL tent at the Illinois State Fair was overwhelming. Authors handed out over 100 books in an hour.

#### **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 met and discussed the Open Meetings Act and policy changes that the board will be working on in the future. Membership applications were approved and submitted to the full board for approval.

##### 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)

The Illinois School Library Workers Symposium is coming up quickly – there are currently 230 applicants for the program! It's about 55/40 split between the Reaching Across Illinois Library System (RAILS) and IHLS attendees. Some attendees are not members of a system. Most attendees have about four years of experience, and most are non-certified.

IHLS partnered with AISLE and the Library Book Selection Service (LBSS) to provide a Grant Writing Workshop on Aug. 10 with 19 attendees.

IHLS and RAILS are collaborating on a one-pager, which the AISLE representative to the Illinois State Board of Education has agreed to help disseminate to all Illinois Superintendents through their communication system. It addresses the differences between what certified school librarians can do vs. certified teachers vs. paraprofessionals. It also includes data from various research published about the impact of a school library on a school's academic achievements.

At the AISLE conference, taking place Oct. 1-3, IHLS is presenting jointly with RAILS about the symposium and the school library data project, which has been renamed SLATE – School Library Advocacy through Education, and on the first day, IHLS will take part in a session split three ways between IHLS, RAILS, and Chicago Public Schools, about how we serve our school libraries.

Ongoing efforts include fighting book bans and challenges, setting up regional response teams, and continued advocacy for school libraries in Illinois.

#### Illinois Library Association (ILA)

No report this month.

#### Illinois State Library Advisory Committee (ISLAC)

The committee did not meet.

### **Unfinished Business**

#### Board Committees

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

#### FY2024 Board Meeting Attendance

The board members reviewed the information regarding attending board meetings in person to comply with OMA.

### **New Business**

#### FY2024 Member-at-Large Recommendation

The board president recommends Josh Short be the Member-at-Large.

#### Ethics Commission

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

The Ethics Commission members are Jenna Griffith, Kevin Kelsey, and Kevin Latoz.

### Membership Considerations

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

### FY2024 Board Mentors and Mentees

Mentors and mentees were reminded about the program.

### FY2024 Annual Meeting

The annual meeting will be held Oct. 31 from 3:00– 5:00 p.m. prior to the regular board meeting at the Edwardsville hub. Light refreshments and soft drinks will be provided in addition to featured speakers.

### Agenda Building

Board members discussed topics for the September board meeting.

### **Public Comment**

None

### **Announcements**

None

### **Adjournment**

Adjourned at 6:08 p.m.