



## APPROVED BOARD OF DIRECTORS MEETING MINUTES

Sept. 26, 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, Ill. 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 (ISL): Gwendolyn Brooks Building, 300 South Second Street, Springfield, Ill. 62701-1796, 217-782-2994**  
**Zoom**

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|------|--|---------------------|
| 3.1  | Approve the August 22, 2023, Minutes             | Roll Call – Carried |
| 3.2  | Approve the Director and Staff Activity Report   | Roll Call – Carried |
| 4.1  | Accept the August 2023 Bills                     | Roll Call – Carried |
| 5.1  | Accept the August 2023 Financial Reports         | Roll Call – Carried |
| 6    | Approve the FY2023 Financial Audit and Narrative | Roll Call – Carried |
| 12.1 | Approve the Staff Report                         | Roll Call – Carried |

### Call to Order

Karen Bounds called the meeting to order at 5:01 p.m.

### Roll Call

#### Board Members Present:

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

#### Board Members Absent:

Kristy Walker

#### Other Attendees and Guests:

Carbondale: Colleen Dettenmeier, Ellen Popit, Anna Yackle  
 Champaign: Leslie Bednar, Linda Kates  
 Edwardsville: Stacie Bushong, Matt Caskey, Rhonda Johnisee, Jill Trevino  
 ISL: Mark Schaffer  
 Zoom: Josh Andres, Jennifer Baugh, Leah Gregory, Kelda Habing, Alex Hoffman, Kate Kite, Shirley Paden, Casey Parr, Cassandra Thompson

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**IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!**

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### **Approve August 22, 2023, Minutes**

A motion and second were made to approve the Aug. 22, 2023, minutes. Motion carried by roll call vote. Karen Bounds – yes, Loretta Broomfield – yes, Frank Buckingham – yes, Ann Chandler – no, Sarah Hill – yes, Ryan Johnson – yes, Kevin Kelsey – yes, Tammy Krouse – yes, Kevin Latoz – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes.

### **Approve the 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 August Bills 2023**

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

### **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. As of Aug. 31, 2023, IHLS has received \$335,000, or 48.8% of the CMC grant funds.
- IHLS has received written approval for the FY2024 System Area & Per Capita Grant (SAPG) Application at the level of \$3,919,852.02.

#### **August 2023 Financial Reports**

The financial reports included in the board packet represent IHLS' financial activities through Aug. 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 Aug. 31, 2023, the target benchmark of the remaining budget should be 83% for all budget line items except "Personnel," which should be 85% based on a total of 26 payrolls for the fiscal year.

Any expenditures with percentages lower than the target benchmarks are noted with an explanation at the bottom of each Statement of Revenue and Expenditures.

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

##### **General Fund**

Total Revenues Year to Date (YTD) Actuals are below YTD Budget by 84.3%. Total Expenses YTD Actuals are below YTD Budget by 12.1%.

##### **SHARE**

Fees for Services and Materials YTD Actuals of \$1,387,528.77 represents 89.3% of the projection in the FY2024 budget. As of Aug. 31, 2023, 83.9% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 44.5%.

## **Balance Sheets**

### **General Fund**

Cash and Cash Equivalents as of Aug. 31, 2023, the General Fund cash balance was \$4,892,783.74. This balance would fund IHLS General Fund operations for an estimated 12.0 months based on the FY2024 approved expenditure levels. This balance would fund the IHLS General and Special Revenue Funds, excluding CMC, for an estimated 11.0 months.

### **SHARE**

Cash and Cash Equivalents as of Aug. 31, 2023, the SHARE cash balance of \$2,905,280.75 represents \$924,098.03 of SHARE Reserve Funds, \$107,235.01 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,873,947.71 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 10.3 months based on the FY2024 operations budget.

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

## **FY2023 Annual Report**

### **Financial Audit**

Josh Andres from Scheffel Boyle gave an overview of the audit.

A motion and second were made to approve the FY2023 Financial Audit and Narrative. Motion carried unanimously by roll call vote.

### **Narrative**

Members reviewed the Narrative. Clarification was made on where to find salary information on the website.

### **Components**

Members reviewed the components. No questions were asked.

## **FOIA Update**

None

## **OMA Update**

None

## **Public Comment**

None

## **Illinois State Library Report**

Mark Schaffer presented the following report:

- The Administrative Rules concerning Public Act 103-0100, which amends the Illinois Library System Act to help protect against attempts to ban, remove, or otherwise restrict access to books or other materials, have been published in the Illinois Register (Issue 36) and the public comment period is now open. The comment period will be open until Oct. 25. Any public comments must be sent and addressed to the Secretary of State's General Counsel and not the Illinois State Library.

- The State Library’s grant offerings for the annual public library construction grant program (FKA Live & Learn Construction Grant Program) along with the Public Library Per Capita grant will be announced in the near future. Both grants are due after the first of the year, which happens to be the enactment date of Public Act 103-0100. Libraries need to have the appropriate policies addressing the Act in place prior to the submission of those applications.
- The School District Per Capita Grants are due by Oct. 15. To date, 391 applications from 721 eligible school districts, which equates to 54%, have been submitted. The State Library will be sending out a submission reminder and will be working with the Systems in contacting schools to ensure that they apply for these grant funds.
- The State Library is excited to announce that during the ILA conference in Springfield at the end of October, Secretary Giannoulis will be addressing the conference and will also be holding a reception for attendees at the Illinois State Library on the evening of Oct. 25. More information on the reception will be forthcoming.

**Communication**

Libraries as Partners for Emergency Preparedness and Response in Times of Crisis: Illinois Fire Service Institute Grant Project

Kelda Habing from the University of Illinois shared a presentation with the board on Libraries as Partners for Emergency Preparedness and Response in Times of Crisis.

Illinois School Library Workers Symposium Update

The Illinois School Library Workers Symposium took place on Sept. 20, 2023, with amazing attendance. Out of 305 people registered, more than 250 people were online at all times during the day. Illinois Heartland issued over 300 professional development hours to more than 60 people. There was great engagement and appreciative feedback from attendees. Planning for the 2024 Symposium begins Nov. 13, 2023.

Board Learning: Board Intranet Overview

The Executive Assistant shared an overview of the Board Intranet.

**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

**Committee Reports**

Executive

The committee met and discussed items later on this agenda, in addition to a report from the auditor.

Budget and Finance

The committee met and held a routine meeting in addition to a presentation from the auditor.

#### Policy and Membership

The committee met and discussed the public comment policy, which is tabled until other policies are revised. Also discussed was the Meetings via Electronic means policy.

#### Facilities and Operations

The committee met and heard updates on the Edwardsville roof repair, information on a Request for Proposal (RFP) for the Automatic Material Handler, reviewed the new bed bug procedure, a surplus vehicle, Edwardsville tuckpointing RFP, and vehicle ordering.

#### Personnel

The committee met and reviewed new and revised job descriptions for FY2024 and salary upgrades.

#### Advocacy and Education

The committee did not meet.

### **Partnership Reports**

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

AISLE is updating its library standards booklet titled *Linking for Learning* in 2024. They have invited IHLS to submit an article stressing the importance of schools, systems, and standards for the booklet. They are also looking for ways to get endorsements from the systems, Regional Offices of Education, and the Illinois Secretary of State office.

The one-pager of library data and advocacy is in its final stage and will be voted on at October's partnership meeting in preparation for submission to ISBE.

#### Illinois Library Association (ILA)

Early bird registration for the conference ends Oct. 2. The conference is Oct. 24-26; there is a reception, ghost tours, and trivia night planned in addition to charitable events. There has been a buddy system implemented to assist first-time conference attendees in navigating the event.

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

The committee did not meet.

### **Unfinished Business**

#### FY2024 Annual Meeting

Staff is looking forward to the meeting, and there are four speaker presentations lined up. Please let the executive assistant know if you plan to attend.

### **New Business**

#### Hiring Procedure

After consulting with legal counsel, there will be a change in hiring procedures to ensure key staff positions are kept filled.

Meetings via Electronic Means Policy Update (First Read)

Members received an overview of the Meetings via Electronic Means Policy Update first read and discussed the information and changes to language.

FY2025 Nominating Committee

The nominating committee will be presented a month earlier than in the past at the October 31 meeting. This is with the intention of giving the committee more time to recruit quality candidates.

Agenda Building

Topics were discussed for the October board meeting agenda. The bylaw changes will be discussed beginning at the November board meeting.

**Public Comment**

None

**Announcements**

None

**Adjournment**

Adjourned at 6:34 p.m.