



APPROVED BOARD OF DIRECTORS MEETING MINUTES

March 25, 2025
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
Decatur Public Library: 130 N Franklin St, Decatur, IL 62523, 217-424-2900
Effingham Public Library: Effingham Public Library: 200 N 3rd St, Effingham, IL 62401, 217-342-2464
C.E. Brehm Memorial Public Library: 101 South Seventh Street, Mount Vernon, IL 62864-4114, 618-242-6322
Illinois State Library: Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701-1796, 217-782-2994
Zoom

3.1	Approve the February 25, 2024 Minutes	Unanimous Consent
4.1	Approve the Department Update	Roll Call - Carried
5.1	Accept the February 2025 Bills	Roll Call - Carried
12.1	Approve the Staff Report	Roll Call - Carried
16.3	Approve the Vehicle Surplus	Roll Call - Carried

Call to Order

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

Roll Call

Board Members Present:

Champaign: Emily Pickell
 Edwardsville: Ryan Johnson, Linda McDonnell, Michael Treece, Kristy Walker
 Effingham: Matt Greider
 C.E. Brehm: Karen Bounds
 ISL: Ann Chandler, Kristi Lear
 Zoom: Samantha Carroll, Kim Dykstra, Josh Short

Board Members Absent:

Loretta Broomfield, Mark Decker, Sarah Hill

Other Attendees and Guests:

Carbondale: Troy Brown
 Champaign: Pam Thomas
 Edwardsville: Leslie Bednar, Stacie Bushong, Matt Caskey, Colleen Dettenmeier, Leah Gregory, Rhonda Johnisee, Cassandra Thompson
 ISL: Greg McCormick

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Zoom: Jennifer Baugh, Jace Cook, Joe Filapek, Laura Flessner, Danielle Horton, John Kirchner, Shirley Paden, Casey Parr, Ellen Popit, Sarah Taylor, Jill Trevino

Approve Feb 25, 2025 Minutes ([Attachment 3.1](#))

No discussion.

Approved by unanimous consent.

Department Updates ([Attachment 4.1](#))

No discussion.

Ryan Johnson motioned and Kim Dykstra seconded to approve the Department Updates. Motion carried unanimously by roll call vote.

Acceptance of Bills February 2025 ([Attachment 5.1](#))

No discussion.

Ann Chandler motioned and Josh Short seconded to accept the February 2025 bills. Motion carried unanimously by roll call vote.

February 2025 Financial Report ([Attachment 6.1](#))

No discussion.

The Finance Director shared the following report.

FY2025 Grants Status

IHLS has received written approval on the following FY2025 Special Revenue Grant applications at the requested levels: Cataloging Maintenance Center (CMC) - \$709,016, iLEAD Library Trustee Training (LTT) \$166,321, and OCLC - \$175,573. With the remaining LSTA funding received in the SAPG in February, along with the second quarter and the majority of January expenses received in the iLEAD LTT grant, our grant receipts are currently: As of February 28, 2025, IHLS had received \$709,016 (100%) of the CMC grant, \$96,624.46 (58.10%) of the iLEAD LTT grant, and \$175,573 (100%) of the OCLC grant revenue. IHLS has received written approval for the FY2025 System Area & Per Capita Grant (SAPG) application at the level of \$3,919,852.02. As of February 28, 2025, IHLS has received \$3,919,852.02 (100%) of the SAPG revenue.

February 2025 Financial Reports

The financial reports in your board packet represent IHLS' financial activities through February 28, 2025. On the Statement of Revenues and Expenditures, the column titled IHLS Approved FY2025 Total Budget Remaining Percentage represents the remainder (based on percentage) of the IHLS Approved FY2025 Budget. As of February 28, 2025, the target benchmark of the remaining budget should be 33% for all budget line items except "Personnel," which should be 31% based on a total of 26 payrolls for the fiscal year.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to Date (YTD Actuals) are above the YTD Budget by 45.3%. Total Expenses YTD Actuals are below the YTD Budget by 7.8%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,700,154.30 represent 99.7% of the projection in the FY2025 budget. As of February 28, 2025, 99.4% of that amount has been collected. Total Expenses YTD Actuals are below the YTD Budget by 3.7%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of February 28, 2025, the General Fund cash balance was \$6,088,784.32. Based on the FY2025 approved expenditure levels, this balance would fund IHLS General Fund operations for an estimated 11.7 months. This balance would fund the IHLS General and the iLEAD Library Trustee Training special revenue grant for an estimated 11.4 months.

SHARE

Cash and Cash Equivalents as of February 28, 2025, the SHARE cash balance of \$2,912,084.02 represents \$1,272,012.62 of SHARE Reserve Funds, \$70,755.30 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,569,316.10 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 8.5 months based on the FY2025 operations budget.

FOIA Update

None

OMA Update

None

Public Comment

None

Illinois State Library Report

Legislative season has been busy with library legislation being closely followed. Secretary of State budget hearings will be held April 9 and April 15. Public Library per capita grants are under review with 100% participation. Much of the current focus is on the Institute of Museum and Library Services (IMLS) and what the continuing resolution and executive order will bring. The state library is not dependent on this funding but the library community as a whole is impacted. A direct message from the Secretary of State is expected in the coming days.

Communication

In addition to the ISL update regarding IMLS, IHLS is creating an issues page on the website to serve as a point of information on this fast-moving story. Looking toward FY2026, there are two objectives: reauthorization of the Museum and Library Services Act (MLSA) and IMLS financial support in the federal FY2026 budget. Staff are collaborating with partner organizations in the state on a unified and consistent message to state and federal representatives and to stakeholders as well.

Can't Shelve This Podcast

The Membership Coordinator School Liaison shared a PowerPoint presentation outlining the podcast from an idea to reality.

Member Day Report ([Attachment 11.1](#))

The Membership Services Assistant shared a PowerPoint presentation on Member Day 2025.

Board Learning

The Executive Assistant shared a PowerPoint presentation demonstrating how to utilize the Board Intranet.

Reaching Forward South Conference

The committee has planned another great year. This year's theme is Librarians of the Round Table. The conference will be held Friday, April 4, in Effingham at the Thelma Keller Convention Center. Registration closed on March 24, and at the last count, there were 240 attendees registered, with 17 organizations exhibiting or sponsoring the conference. One different idea for this year is that the committee will also bring newer donated titles to develop a little free library for members to browse and take a book. The night before, attendees are invited to a Dine-to-Donate event at the Chili's near the conference hotel, with a portion of the proceeds going back to ILA.

Staff Report

Personnel

Matt Greider motioned and Linda McDonnell seconded to enter closed session. Entered closed session at 5:54 p.m.

Ryan Johnson motioned and Linda McDonnell seconded to reenter open session. Motion carried unanimously by roll call vote. Reentered open session at 6:19 p.m.

The discussion was regarding the termination of an employee.

Staff Update

Michael Treece motioned and Josh Short seconded to approve the termination of an employee on the staff report. Motion carried unanimously by roll call vote.

Committee Reports

No discussion.

Partnership Reports

Association of Illinois School Library Educators (AISLE)

SLATE School Library Census forms have been sent to all school library buildings in Illinois. Committee members are navigating questions about those forms, but overall, the responses are coming in.

The Unite Against Book Bans Regional Response Team had its first submission in the IHLS region. Committee members are working with a school that has revoked its policy complying with the American Library Association (ALA) Library Bill of Rights. The submitter was a parent in the school district.

Illinois Library Association (ILA)

ILA is monitoring the situation with IMLS. The ILA 2025 Annual Conference will be held October 14-16, 2025, at the Donald E. Stephens Convention Center in Rosemont. Staff is accepting ILA award nominations until May 15. Voting for new board members begins in April. Two candidates are from the IHLS service area.

Illinois State Library Advisory Committee (ISLAC)
Committee did not meet.

Unfinished Business

Executive Director Draft Contract
No discussion.

The Executive Director review will take place before the executive director contract is reviewed.

New Business

IHLS Staff Analysis
No discussion.

The HR director shared a PowerPoint presentation.

FY2026 System Area and Per Capita Grant Timeline ([Attachment 16.1](#))

The Executive Director reviewed the FY2026 System Area and Per Capita Grant Timeline to demonstrate the process of submitting the grant application. A board member asked if there is much comment from members. Staff responded that comments are minimal, but beneficial to the planning process and transparency.

Investment Update ([Attachment 16.2](#))

No discussion.

The Finance Director reviewed the Investment Update.

Vehicle Surplus ([Attachment 16.3](#))

A board member asked when the Enterprise contract will expire. The Facilities and Delivery Director stated no sooner than FY2027.

Ann Chandler motioned and Matt Greider seconded to approve the Vehicle Surplus. Motion carried unanimously by roll call vote.

IHLS Bylaws Review

The annual bylaws review will take place this spring. This is an Executive Committee function and the evaluation will begin with that committee and then move to the board.

Executive Director Evaluation

The Executive Director's annual evaluation will take place next month to proceed with the draft employment contract development. All board members will receive a copy of the Executive Directors' 9-month annual report to be completed on April 15 and the evaluation tool via email. Please complete

your evaluation by April 21. The board president will analyze the results and share them at the April 22 board meeting.

Agenda Building

Reaching Forward South Conference update, FY2026 draft budget and budget narrative, draft operational plan, and Executive Director Evaluation and Contract.

Public Comment

None

Announcements

Statement of Economic Interest (SOEI) filing is due by May 1 to avoid penalties. Email a copy of your statement to the Executive Assistant.

Adjournment

Adjourned at 6:42 p.m.