

## APPROVED BOARD OF DIRECTORS MEETING MINUTES

April 22, 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 March 25, 2025 Minutes	Unanimous Consent
4.1	Approve the Director and Staff Activity Report	Roll Call - Carried
5.1	Accept the March 2025 Bills	Roll Call - Carried
12.1	Approve the Staff Report	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: Linda McDonnell, Michael Treece, Kristy Walker

Effingham: Matt Greider, Sarah Hill

C.E. Brehm: Karen Bounds

ISL: Mark Decker, Kristi Lear

Zoom: Loretta Broomfield, Samantha Carroll, Ann Chandler, Kim Dykstra

#### Board Members Absent:

Ryan Johnson, Josh Short

#### Other Attendees and Guests:

Carbondale: Dena Porter

Edwardsville: Leslie Bednar, Stacie Bushong, Matt Caskey, Colleen Dettenmeier, Leah Gregory, Rhonda Johnisee, Cassandra Thompson

C.E. Brehm: Ellen Popit

ISL: Greg McCormick

Zoom: Jennifer Baugh, Troy Brown, Jace Cook, Carol Hogan-Downey, John Kirchner, Kate Kite, Pamela Perkins-Grimes, Traci Wadsworth, Anna Wiegand

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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

No discussion.

Approved by unanimous consent.

**Director and Staff Activity Report ([Attachment 4.1](#))**

No discussion.

Kim Dykstra motioned and Matt Greider seconded to approve the Director and Staff Activity report/Department Updates. Motion carried unanimously by roll call vote.

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

A board member expressed concern about the Ford Harrison charges.

Linda McDonnell motioned and Kristi Lear seconded to accept the March 2025 bills. Motion carried by roll call vote. Loretta Broomfield – yes, Samantha Carroll – yes, Ann Chandler – no, Mark Decker – yes, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Michael Treece – yes, Kristy Walker – yes.

**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 Online Computer Library Center (OCLC) - \$175,573. As of March 31, 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 March 31, 2025, IHLS had received \$3,919,852.02 (100%) of the SAPG revenue.

IHLS will return \$43,940 in unspent CMC funds by June 30, 2025. This amount was originally allocated for personnel and grant administrative fees but remained unused due to a staff member's early resignation in the fiscal year and the delayed hiring of their replacement until November. Additionally, a staff member declined health insurance during open enrollment, contributing to the unspent funds.

March 2025 Financial Reports

On the Statement of Revenues and Expenditures, the column titled "IHLS Approved FY2025 Total Budget Remaining Percentage" represents the remainder left (based on percentage) of the "IHLS Approved FY2025 Budget". As of March 31, 2025, the target benchmark of the remaining budget should be 25% for all budget line items except "Personnel," which should be 23% based on a total of 26 payrolls for the fiscal year. All items under the target benchmark have been noted with an explanation of what is included in those expenses at the bottom of each statement.

## **Statement of Revenues and Expenditures**

### General Fund

Total Revenues year to date (YTD) actuals are above YTD Budget by 30.9%. Total Expenses YTD Actuals are below YTD Budget by 9.2%.

### SHARE

Fees for Services and Materials YTD Actuals of \$1,703,428.92 represent 99.9% of the projection in the FY2025 budget. As of March 31, 2025, 99.6% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 8.2%.

## **Balance Sheets**

### General Fund

Cash and Cash Equivalents as of March 31, 2025, the General Fund cash balance was \$5,794,739.74. Based on the FY2025 approved expenditure levels, this balance would fund IHLS General Fund operations for an estimated 11.1 months. This balance would fund the IHLS General and the iLEAD Library Trustee Training special revenue grant for an estimated 10.8 months.

### SHARE

Cash and Cash Equivalents as of March 31, 2025, the SHARE cash balance of \$2,614,610.94 represents \$1,282,191.20 of SHARE Reserve Funds, \$62,038.95 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,270,380.79 Unrestricted (SHARE operations). Based on the FY2025 operations budget, the Unrestricted Funds will fund SHARE operations for approximately 6.9 months.

## **FOIA Update**

SmartProcure is submitting a commercial FOIA request to the Illinois Heartland Library System for all purchasing records from December 20, 2024 to the present. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record-keeping system is:

1. Purchase order number (if purchase orders are not used, a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number)
2. Purchase date
3. Line-item details (detailed description of the purchase)
4. Line-item quantity
5. Line-item price
6. Vendor ID number, name, address, contact person, and their email address

## **OMA Update**

None

## **Public Comment**

None

## **Illinois State Library Report**

Greg McCormick reported that tomorrow, each of the library systems will receive information for the FY2026 System Area & Per Capita Grant application, with FY2025 funding anticipated. There are no updates on the FY2025 funding from the Institute of Museum and Library Services (IMLS). Rhode Island held a court proceeding regarding the IMLS and two other federal agencies. The Illinois Secretary of State budget hearings have concluded. It looks favorable for library and literacy funding at this time.

## **Communication**

The Executive Director shared that there have been numerous advocacy efforts regarding the Institute of Museum and Library Services (IMLS) funding. Communications created a social media video, which will be shared on the Board Intranet after the meeting. IHLS, along with the Illinois Library Association (ILA) and the Reaching Across Illinois Library System (RAILS), has had limited success meeting with legislators. Advocacy efforts will continue asking stakeholders to share information with others, including library patrons. A board member appreciates the infographic that demonstrates the savings people receive when borrowing items from their library.

## Reaching Forward South Conference Update

The SHARE Director shared a presentation on the Reaching Forward South (RFS) Conference. The evening before, the ILA fundraising committee partnered with Chili's for a dine-to-donate event, where several IHLS, RAILS, and ILA members were able to network. 17 IHLS team members worked four booths for IHLS, iLead, CMC, and SHARE. IHLS promoted both services and the upcoming member initiative, the Library Crawl! Overall, RFS was a huge success, with 252 attendees, 10 committee members, 20 exhibitors, and 26 speakers.

## Board Learning

The Executive Assistant shared a PowerPoint presentation on the IHLS Election Process.

## Automatic Materials Handling System (AMHS) Update

The Delivery and Facilities Director shared an update on the installation of the AMHS. Staff are finalizing the details for the AMHS installation. The number of members that will have their items sorted is 474. Plans were developed for the rearrangement of the sorting areas so that Lyngsoe staff can install the machine without interrupting services for members. Overall, the project is on track and proceeding as planned.

Installation start dates are planned for the following locations:

April 23 – Edwardsville

May 28 – Champaign

June 24 – Carbondale

## **Staff Report**

### Staff Update ([Attachment 12.1](#))

A board member asked if the accounting position is new or to fill a vacancy. The Executive Director answered that it is to fill a vacancy for a retiring staff member.

Ann Chandler motioned and Kristy Walker seconded to approve new hires on the staff update. Motion carried unanimously by roll call vote.

## Personnel

None

## **Committee Reports**

### Nominating

The Executive Assistant updated the board on the recently completed board elections. The IHLS Board will be asked to certify the election at the May meeting.

### **Partnership Reports**

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

The Membership Coordinator School Liaison reported that the Illinois House Bill (HB) 2685, which is asking for a task force to be formed by ISBE to investigate the need for school librarians in every school, was passed by the House and has moved to the Senate.

#### Illinois Library Association (ILA)

No report.

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

Leslie Bednar reviewed the March 27 ISLAC meeting. Agenda items included: the impact of public library per capita and equalization aid grant programs; the OCLC First/WorldCat Discovery subscription; the FY2026 Secretary of State budget proposal; the federal budget; IMLS; and future fiscal year priorities for the Illinois State Library.

## **Unfinished Business**

### Executive Director Draft Contract and Executive Director Evaluation

Kristy Walker motioned and Linda McDonnell seconded to enter closed session. Motion carried by roll call vote. Loretta Broomfield – yes, Samantha Carroll – yes, Ann Chandler – yes, Mark Decker – no, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Michael Treece – yes, Kristy Walker – yes. Entered closed session at 5:40 p.m.

Motioned and seconded to return to open session. Motion carried unanimously by roll call vote. Reentered open session at 6:05 p.m.

Board members discussed the Executive Director's salary in addition to the details and the length of the contract. No decision was reached.

## **New Business**

FY2026 System Area and Per Capita Grant ([Attachment 16.1](#)) ([Attachment 16.2](#)) Board members shared the following concerns/questions regarding the budget:

- Concern regarding public relations reduction, the Executive Director explained where those reductions will possibly be. For example, printing brochures or handouts in-house instead of outsourcing.
- There was a question about having staff members do more than one thing. The Executive Director stated that many staff members are cross trained.

Comments about the Operational Plan:

- A member does not see the necessity of outsourcing for a Grant Consultant. The Executive Director explained that this person identifies all grants that are applicable to IHLS and provides grant updates and training for members.
- A member feels there should be one staff member doing both communications and marketing. The Executive Director explained that the amount of work needed is too much for one person to take on. The number of staff in that department is less than in other organizations or companies of the same size.

#### Agenda Building

The next board meeting agenda will include an election report that the board will certify, final discussion and approval of the FY2026 System Area & Per Capita grant, membership considerations, FY2026 Holidays and Board Meeting Dates approval, the liability insurance recommendation, board survey results, and draft bylaws for consideration.

Samantha Carroll motioned and Michael Treece seconded to approve the topics for the May board meeting. Motion carried unanimously by roll call vote.

#### **Public Comment**

None

#### **Announcements**

On May 27, there will be an open house in Edwardsville to tour the new AMHS. It begins at 3:30 p.m., with a formal ribbon cutting at 4:00 p.m. The platform for text meeting reminders will change in June. Details will be sent to members soon.

#### **Adjournment**

Adjourned at 6:31 p.m.