

APPROVED BOARD OF DIRECTORS MEETING MINUTES

September 23, 2025

5:00 pm

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, 217-782-2994

Zoom

3.1	Approve August 26, 2025 Minutes	Unanimous Consent
4.1	Approve the Staff Activity Update	Roll Call - Carried
6.1	Accept the August 2025 Bills	Roll Call - Carried
8	Approve the FY2025 Annual Report	Roll Call - Carried
14.1	Approve the Staff Report	Roll Call - Carried
18.1	Approve the SHARE Budget Amendment	Roll Call - Carried
18.2	Approve Membership Considerations	Roll Call - Carried
18.3	Approve the Advocacy & Education Committee	Roll Call - Carried
18.4	Approve the Executive Director Goals	Roll Call - Carried
18f	Approve the Agenda	Roll Call - Carried

Call to Order

Sarah Hill called the meeting to order at 5:00 p.m.

Roll Call

Board Members Present:

Carbondale: Nick Norovich

Champaign: Sarah Hill, Emily Pickell

Edwardsville: Linda McDonnell, Mike Treece, Kristy Walker

Effingham: Matt Greider

C.E. Brehm: Ann-Marie Harland

ISL: Ann Chandler, Kristi Lear

Zoom: Kim Dykstra, Ryan Johnson, Laura Naugle

Board Members Absent:

Mark Decker, Christine Westerlund

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Other Attendees and Guests:

Carbondale: Hannah Borowitz, Ellen Popit

Champaign: Pam Thomas

Edwardsville: Leslie Bednar, Stacie Bushong, Matt Caskey, Colleen Dettenmeier, Rhonda Johnisee, Jenni Lemp

ISL: Rita Stephens

Zoom: Jennifer Baugh, Jace Cook, Emily Evans, Gale Harper, Michael Kanalakan, John Kirchner, Kate Kite, Robyn Klingler, Casey Parr, Pamela Perkins-Grimes, Cassandra Thompson, Traci Wadsworth

Approve August 26, 2025 Minutes ([Attachment 4.1](#))

The minutes stand as presented with corrections.

Staff Activity Update ([Attachment 5.1](#))

Ann Chandler motioned and Laura Naugle seconded to approve the Staff Activity Update. Motion carried unanimously by roll call vote.

Acceptance of Bills August 2025 ([Attachment 6.1](#))

A board member objected to the expense of attorney fees for benchmarking staff positions, noting that pay grades had already been established for FY2026.

Mike Treece motioned and Kristi Lear seconded to accept the August 2025 bills. Motion carried by roll call vote. Ann Chandler – no, Kim Dykstra – yes, Ann-Marie Harland – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Laura Naugle – yes, Nick Norovich – yes, Emily Pickell – yes, Mike Treece – yes, Kristy Walker – yes

2025 Financial Report ([Attachment 7.1](#))

No discussion.

The Finance Director shared the following report.

FY2026 Grants Status

IHLS has received written approval on the following FY2026 Special Revenue Grant applications at the requested levels: Cataloging Maintenance Center (CMC) - \$708,181, iLEAD Library Trustee Training (LTT) \$205,932, and (OCLC) - \$173,308. IHLS has received written approval for the FY2026 System Area & Per Capita Grant (SAPG) application at the level of \$3,919,627.80.

The federal allowance changed from 10% to 15% on grant administration fees so iLEAD and General fund will have a budget amendment next month to reflect this change. The grant agreements noted that the CMC and OCLC will be on the same payment schedule as in prior years with the first half issued on November 15th and the second half on January 15th. The iLEAD LTT grant will continue to be a reimbursable grant and we haven't received a payment schedule for the SAPG grant payments.

August 2025 Financial Reports

The financial reports in your board packet represent IHLS' financial activities through August 31, 2025. On the Statement of Revenues and Expenditures, the column titled "IHLS Approved FY2026 Total Budget Remaining Percentage" represents the remainder left (based on percentage) of the "IHLS Approved FY2026 Budget". As of August 31, 2025, the target benchmark of the remaining budget should be 83% for all budget line items except "Personnel," which should be 81% based on a total of 26 payrolls for the fiscal year.

Any items under the target percentage are highlighted at the bottom of the Statement of Revenue and Expenditures, noting what expenditures are included in those categories.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to Date (YTD) Actuals are below YTD Budget by 87.7%. This is due to no grant funds being received to date. Total Expenses YTD Actuals are above YTD Budget by 8.7%. As previously noted, both General and SHARE expenditures are higher than budgeted at this time due to annual payments, such as insurance and Polaris, along with the reversal of prepaid expenses.

SHARE

Fees for Services and Materials YTD Actuals of \$1,722,003.36 represent 91.9% of the projection in the FY2026 budget. As of August 31, 2025, 83.6% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 32.8%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of August 31, 2025, the General Fund cash balance was \$3,227,649.71. This balance would fund IHLS General Fund operations for an estimated 7.1 months based on the FY2026 approved expenditure levels. This balance would fund the IHLS General and all special revenue grants for an estimated 5.9 months.

SHARE

Cash and Cash Equivalents as of August 31, 2025, the SHARE cash balance of \$3,716,938.37 represents \$1,331,163.62 of SHARE Reserve Funds, \$97,942.79 of Committed Funds for eBooks CloudLibrary Subscription purchases, and \$2,287,831.96 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 13.0 months based on the FY2026 operations budget.

FY2025 Annual Report

No discussion.

FY2025 Audit Synopsis ([Attachment 8.1](#)) and FY2025 Audited Financial Statements ([Attachment 8.2](#))

Scheffel Boyle auditors reviewed the audit. The single audit is not finalized due to delays with the federal government and will be sent when complete.

Narrative ([Attachment 8.3](#))

No discussion.

The executive director reported that this narrative is reflective of what the system accomplished in FY2025 in tandem with the strategic plan.

Ann Chandler motioned and Kim Dykstra seconded to approve the FY2025 Annual Report. Motion carried unanimously by roll call vote.

FOIA Update

Two commercial FOIA requests were received this month. The first was from SmartProcure for business contact information for all current IHLS staff. The second was from The Data Breach for purchase records from January 1, 2021. Both requests were filled within the time allowed.

OMA Update

None

Public Comment

None

Illinois State Library Report

- The Illinois State Library has been sharing information regarding the Driving Change Town Hall meetings that Secretary Giannoulis is having around the state in order that public library staff, patrons, or board members might participate. The latest has been for Peoria, with anticipated Town Halls yet to occur for the greater Rockford and Springfield regions. Public libraries within the same county as the Town Hall and within surrounding counties are receiving the notices.
- Secretary Giannoulis and the State Library recently awarded \$28.3 million in grants for library and literacy services across the state – this includes funding for the regional library systems.
- The State Library is currently reviewing 47 Project Next Generation Grant applications for FY2026. These were delayed because of the federal funding delay earlier this year and not knowing whether it would be feasible to fund such.
- The State Library is closely monitoring the federal funding situation; both the Senate and House appropriations committees have included funding for the Institute of Museum and Library Services in their most recent proceedings. Further action will be required within Congress, whether through a reconciliation or continuing resolution process. Under the measure approved by the House appropriations committee –
 - IMLS is funded at \$291.8 million.
 - Grants to States Program (funding received by the State Library for granting/expenditure) received a \$400K increase for all state library agencies.
 - Note that America 250 is prioritized with a callout to libraries – but we do not know exactly what that shall mean.
- The State Library is currently receiving and processing applications for School District Library grants; to date, 266 applications have been received. The application due date is October 15, 2025.
- The new application for Public Library Per Capita and Equalization Grant funding has been finalized with an anticipated announcement in October. The new application was required because of the change in the Illinois Public Library Standards, which were recently adopted by the Illinois Library Association.
- Many learned about the recent death of Governor Edgar, who also served as Secretary of State and State Librarian from 1981 to 1991. Earlier this summer, the State Library's Illinois Authors Room was rededicated as the Jim Edgar Reading Room. On Saturday, the State Library had the honor of hosting the Edgar family and guests for a gathering following his funeral services.
- The Illinois State Library Advisory Committee will meet on October 23, 2025.

Communication

The executive director thanked board member Mark Decker for setting up a meeting with Katie Main, district manager for Representative Mike Bost, on September 3 in Mt. Vernon. There was honest conversation about library concerns as the FY2026 Federal budget is being debated in the US House of Representatives. There were six library directors, one board member, and a handful of IHLS staff present. Threats to library-related funding in the administrative budget proposal were discussed. Despite differing objectives, everyone in attendance expressed the value of strong public libraries.

Annual Meeting and Celebration

The annual meeting and regular board meeting will be on October 28 at the Carbondale office. Everyone was reminded to register for both events separately in L2.

Meet Our New Staff

The executive director introduced new staff members: cataloger Emily Evans, lead sorter Jenni Lemp, and digital marketing specialist Hannah Borowitz.

Ellen Popit, Associate Director, announced her upcoming retirement on November 29, 2025, after 34 years with Illinois library systems. Many in attendance expressed appreciation for Ellen's work and noted she will be greatly missed.

Staff Report

Staff Update ([Attachment 14.1](#))

No discussion.

Linda McDonnell motioned and Mike Treece seconded to approve new hires and rehires on the staff report. Motion carried unanimously by roll call vote.

Personnel

None

Committee Reports

No discussion.

Partnership Reports

Association of Illinois School Library Educators (AISLE)

The board has approved the letter to legislative sponsors about HB 2685 and the Illinois State Board of Education's lack of action. Together with the Reaching Across Illinois Library System (RAILS) and the Illinois State Library (ISL), planning is underway for the Illinois Association of School Boards and Superintendents conference to be held November 21-23 in Chicago. Staff from all involved organizations will meet after the Illinois Library Association (ILA) conference.

Illinois Library Association (ILA) ([Attachment 16.1](#))

No discussion.

Illinois State Library Advisory Committee (ISLAC)

None

Unfinished Business

None

New Business

FY2027 Nominating Committee

The board president has recruited four of five committee members and will bring the full committee recommendation to the board at the October meeting.

FY2026 SHARE Budget Amendment ([Attachment 18.1](#))

A board member expressed appreciation for the Mobile Memory Lab.

Linda McDonnell motioned and Mike Treece seconded to approve the SHARE Budget Amendment. Motion carried unanimously by roll call vote.

Membership Considerations ([Attachment 18.2](#))

No discussion.

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

Advocacy & Education Committee ([Attachment 18.3](#))

No discussion.

Kristi Lear motioned and Emily Pickell seconded to approve the Advocacy and Education Committee structure and implementation. Motion carried unanimously by roll call vote.

IHLS Executive Director Goals ([Attachment 18.4](#))

A board member suggested that goal three includes the evaluation of expenditures in addition to revenue streams and fiscal strategies.

Mike Treece motioned and Linda McDonnell seconded to approve the Executive Director Goals. Motion carried by roll call vote. Ann Chandler – no, Kim Dykstra – yes, Ann-Marie Harland – yes, Matt Greider – no, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Laura Naugle – yes, Nick Norovich – yes, Emily Pickell – yes, Mike Treece – yes, Kristy Walker – yes

Mike Treece motioned, and Linda McDonnell seconded to approve the Executive Director Goals with the amendment of adding the word "expenditures" after revenue streams in Goal 3. Motion carried unanimously by roll call vote.

Agenda Building

No discussion.

Ann Chandler motioned and Laura Naugle seconded to approve topics for the agenda. Motion carried unanimously by roll call vote.

Public Comment

None

Announcements

Personnel committee members need to respond to the poll so the October calendar can be completed. The next meeting is scheduled for October 28, following the Annual Meeting & Celebration in Carbondale. Please be sure to check email regularly in case of date change or cancellation.

Adjournment

Adjourned at 6:12 p.m.