



APPROVED FINANCE COMMITTEE MEETING MINUTES

Date: September 8, 2025

Time: 4:00 p.m.

Call to Order

Michael Treece called the meeting to order at 4:00 p.m.

Roll Call

Committee Members Present: Ann Chandler, Kristi Lear, Linda McDonnell, Nick Norovich, Michael Treece, and Christine Westerlund.

Other Attendees & Guests: Rhonda Johnisee, Ryan Johnson, and Michael Kanallakan.

Public Comment

None

Auditor's Presentation – FY2025 Audited Draft Financial Statements ([Attachment 4.1](#))

Michael Kanallakan from Scheffel Boyle provided a summary of the Fiscal Year 2025 draft audit. He reported that the audit resulted in a clean, unmodified opinion. Mr. Kanallakan noted a delay in the issuance of the audit compliance supplement by the Office of Management and Budget, which is required prior to the release of the single audit statements. Should the supplement remain unavailable by the time of the board meeting, the single audit will be finalized upon its subsequent release.

During the discussion, a committee member inquired about Mr. Kanallakan's perspective on the growing deficit. In response, Mr. Kanallakan indicated that the conclusion of mandated minimum wage increases may alleviate financial pressure in future fiscal years. However, he emphasized the continued need for and importance of investment in both personnel and system operations.

Approval of Minutes ([Attachment 5.1](#))

No discussion. The minutes stand as presented.

Unfinished Business

None

New Business

Acceptance of August 2025 Bills ([Attachment 7.1](#))

Prior to the meeting, the Finance Director provided written responses via email to a committee member's inquiries regarding the following: the origin of attorney-related charges, clarification

of expenditures associated with the board meet-and-greet event, details concerning a working lunch, and the scheduling of benchmarking activities.

During the meeting, a board member raised concerns about the Executive Director's communication with system attorneys to seek clarification on her employment contract and the legal costs incurred for employment-related matters. Additionally, the board member expressed apprehension regarding the initiation of benchmarking for certain positions prior to those roles being formally presented to the board for review and recommendation.

A board member opposed the two Ford Harrison invoices due to the amount.

Linda McDonnell motioned, and Christine Westerlund seconded to move the August 2025 bills to the full board for review. The motion was carried by a roll call vote. Ann Chandler – no, Kristi Lear – yes, Linda McDonnell – yes, Nick Norovich – yes, Michael Treece – yes, and Christine Westerlund - yes.

Review of August 31, 2025, Financial Reports ([Attachment 7.2](#))

The Finance Director presented the financial statements to the committee for review. It was noted that formal confirmation of grant approvals from the Illinois State Library has not yet been received. However, the Finance Director reported that the Illinois State Library had contacted her regarding an increase in the Federal grant administration fee from 10% to 15%. This adjustment will necessitate a budget amendment, which is scheduled to be presented to the board in October.

The committee was informed that actual expenditures for both the General and SHARE funds have exceeded budgeted amounts, primarily due to large annual expenditures that occur early in the fiscal year. The FY2025 Actuals column in the Statement of Revenue and Expenditures remains labeled "Unaudited" pending completion of the audit and incorporation of any required adjustments.

Current cash balances are projected to sustain operations as follows: General Fund operations for approximately 7.1 months, General and Special Revenue Grant operations for 5.9 months, and SHARE Fund operations for 13 months. These projections are based on FY2026 budgeted expenditure levels for each respective fund.

FY2026 SHARE Budget Amendment ([Attachment 7.3](#))

The Finance Director reported that Illinois Heartland Library System (IHLS) has received its second grant from Illinois Humanities in support of the Mobile Memory Lab initiative. The grant award totals \$7,344. These funds will be allocated to cover travel expenses for SHARE staff conducting Digitization Days, as well as the production of promotional materials for the associated events.

Ann Chandler motioned, and Nick Norovich seconded to approve the FY2026 SHARE Budget Amendment to be moved to the full board for approval. Motion carried unanimously by roll call

vote.

Public Comment

None

Announcements

The Finance Director announced that the next Finance Committee meeting will be held on Monday, October 13, 2025, at 4:00 pm. The committee concurred with maintaining its established monthly meeting schedule and time.

Adjournment

Adjourned at 4:44 p.m.