



## APPROVED BOARD OF DIRECTORS MEETING MINUTES

November 25, 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**

4.1	Approve October 28, 2025, Annual Meeting Minutes	Unanimous Consent
5.1	Approve October 28, 2025, Minutes	Unanimous Consent
6.1	Appoint Amanda Crider as Public Library Trustee Representative	Roll Call – Carried
7.1	Approve the Staff Activity Update	Roll Call – Carried
8.1	Accept the 2025 Bills	Roll Call – Carried
19.1	Approve the 2026 Employee Handbook Policy Updates	Roll Call – Carried
19.2	Approve the Special Resolution	Roll Call – Carried

### Call to Order

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

### Roll Call

#### Board Members Present:

Edwardsville: Ryan Johnson, Mike Treece, Kristy Walker  
 Effingham: Matt Grieder, Sarah Hill  
 C.E. Brehm: Amanda Crider, Mark Decker, Ann-Marie Harland  
 ISL: Ann Chandler, Kristi Lear

#### Board Members Absent:

Kim Dykstra, Linda McDonnell, Laura Naugle, Nick Norovich, Emily Pickell

#### Other Attendees and Guests:

Carbondale: Leslie Bednar, Hannah Borowitz, Troy Brown, Carol Hogan-Downey, Leah Gregory, John Kirchner, Kate Kite, Ellen Popit  
 Champaign: Eric McKinney  
 Edwardsville: Stacie Bushong, Matt Caskey, Colleen Dettenmeier, Rhonda Johnisee  
 ISL: Greg McCormick  
 Zoom: Jace Cook, Casey Parr, Pamela Perkins-Grimes, Cassandra Thompson, Traci Wadsworth

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**IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!**

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### **Chair's Welcome**

The Chair welcomed everyone and asked board members to share what they are thankful for about their library. There were a variety of answers, including cooperation between the city and the library, the variety of services offered, and interlibrary loan.

### **Approve October 28, 2025 Annual Meeting Minutes ([Attachment 4.1](#))**

No discussion. The minutes stand as presented.

### **Approve October 28, 2025 Minutes ([Attachment 5.1](#))**

No discussion. The minutes stand as presented.

### **Appoint Amanda Crider Attachment 6.1**

Amanda introduced herself to attendees.

Mark Decker motioned, and Matt Greider seconded to approve Amanda Crider for Public Library Trustee Representative. Motion carried unanimously by roll call vote.

### **Staff Activity Update ([Attachment 7.1](#))**

No discussion.

Mark Decker motioned, and Mike Treece seconded to approve the Staff Activity Update. Motion carried unanimously by roll call vote.

### **Acceptance of October Bills 2025 ([Attachment 8.1](#))**

There was concern raised about expenses spent on food for SHARE staff.

Kristi Lear motioned, and Kristy Walker seconded to accept the October 2025 bills. Motion carried unanimously by roll call vote.

### **October 2025 Financial Report ([Attachment 9.1](#))**

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 Online Computer Library Center (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. As of October 31, 2025, IHLS has received \$3,306,686.80 (84.36%) of the SAPG revenue. IHLS received notice today that the first half of the CMC and OCLC grant funds were issued.

#### **October 2025 Financial Reports**

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 October 31, 2025, the target benchmark for the remaining budget should be 67% for all budget line items except "Personnel," which should be 65% based on a total of 26 payrolls for the

fiscal year. Any items under that percentage are noted with what is included in that expense category on the bottom of each fund's statements.

#### Statement of Revenues and Expenditures

##### General Fund

Total Revenues year to date (YTD) Actuals are above YTD Budget by 132.5%. Total Expenses YTD Actuals are below YTD Budget by 5.2%.

##### SHARE

Fees for Services and Materials YTD Actuals of \$1,767,059.34 represent 94.3% of the projection in the FY2026 budget. As of October 31, 2025, 95.5% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 3.7%.

#### Balance Sheets

##### General Fund

Cash and Cash Equivalents: As of October 31, 2025, the General Fund cash balance was \$5,788,882.85. This balance would fund IHLS General Fund operations for an estimated 12.7 months based on the FY2026 approved expenditure levels. This balance would fund the IHLS General and all special revenue grants for an estimated 10.6 months.

##### SHARE

Cash and Cash Equivalents: As of October 31, 2025, the SHARE cash balance of \$3,725,470.76 represents \$1,496,077.60 of SHARE Reserve Funds, \$90,852.42 of Committed Funds for eBooks Cloud Subscription purchases, and \$2,138,540.74 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 12.1 months based on the FY2026 operations budget.

#### FOIA Update

None

#### OMA Update

None

#### Public Comment

None

#### Illinois State Library Report

Greg McCormick wished Ellen Popit well and thanked her for her service to libraries. He announced that Laura Keyes has joined ISL as the state data coordinator. School District Library Grant applications are currently under review, and staff are reaching out to those who did not apply. Public library Equalization Aid Grants are now available to all public libraries. The new application aligns with public standards. The number of libraries that now qualify has risen from 17 to 108. State Library staff have begun library site visits with the goal of visiting 120 libraries. Since the reopening of the federal government, funding from the Institute of Museum and Library Services has been released. Plaintiffs prevailed in the lawsuit against the federal administration for closing the Institute of Museum and Library Services (IMLS). Still to be resolved is future funding for IMLS, which has passed the Senate and House appropriations committees. ISL anticipates reauthorization of the entire federal program. Illinois Senate Bill (SB) 1550, to improve safety and security in libraries, was signed into law and goes into effect January 1, 2026.

## **Communication**

### Board Networking Events

Each event will include a short learning session for attendees and light refreshments. This activity was referred to in the IHLS Strategic Plan, and staff are pleased with member participation at the 3 events this year.

### Board Attendance Email

Board members were asked to discontinue use of the attendance email to report meeting absences and instead to use the new “can’t attend” feature in L2 for meeting registration.

### CARLI (Consortium of Academic and Research Libraries in Illinois) Audiovisual Lease Update

The audio-visual equipment installed at the IHLS Champaign hub is owned by CARLI and is maintained by the University of Illinois and IHLS technology support. Last summer, CARLI had problems with the equipment at one of their board meetings because the Zoom software and CARLI’s hardware are not compatible with each other. The IHLS IT team worked to troubleshoot the issue, and CARLI proposed another solution. An addendum to the five-year lease was added, whereby CARLI pays IHLS an additional \$650/month for audiovisual technology support. IHLS purchased updated equipment and will maintain it.

## **Staff Report**

### Staff Update ([Attachment 15.1](#))

No discussion.

### Personnel

None

## **Committee Reports**

No discussion.

## **Partnership Reports**

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

AISLE attended every ILA legislative session and used the time to speak with legislators about advancing the legislation that died last year regarding requiring school librarians in every district or enforcing the current requirements in the library code. The committee is also working to have the Illinois Library Standards potentially reviewed and adopted by the Illinois State Board of Education in an ongoing campaign to address the fact that school librarians are the only professional positions in schools to be considered optional by the Illinois State Board of Education. AISLE, Reaching Across Illinois Library System (RAILS), and IHLS all attended the Illinois Association of School Boards and School Superintendents conference on November 21 and 22. The conference was successful with constant booth activity, lots of meaningful conversations, and all swag items and information sheets being distributed due to the high interest. The upcoming Town Hall meeting on January 20 was announced.

### Illinois Library Association (ILA) ([Attachment 17.1](#))

No discussion.

## Illinois State Library Advisory Committee (ISLAC)

Committee did not meet.

### **Unfinished Business**

None

### **New Business**

#### 2026 Employee Handbook Policy Updates ([Attachment 19.1](#))

There was discussion about probationary time for new employees being extended. The executive director explained that extensions are only for extenuating circumstances such as an accident, illness, or family emergency. Also discussed were the fairness and equity of IHLS's contribution to staff benefits and the auditors' feedback on personnel costs. A request was made for a report on remote workers.

Matt Greider motioned, and Mike Treece seconded to approve the 2026 Employee Handbook Policy Updates. Motion carried by roll call vote. Ann Chandler – no, Amanda Crider – abstain, Mark Decker – no, Ann-Marie Harland – yes, Matt Greider – yes, Ryan Johnson – yes, Kristi Lear – yes, Mike Treece – yes, Kristy Walker – yes, Sarah Hill – yes.

#### Special Resolution ([Attachment 19.2](#))

Ellen Popit expressed her appreciation and gratitude for the time she has spent serving libraries, a career that began 50 years ago. She was there for the beginning of library systems' merging and has valued working with such a diverse pool of library types. Ellen will miss the multitude of friends and "family" she has gained in her library world experience.

Ann Chandler motioned, and Mike Treece seconded to approve the Special Resolution. Motion carried unanimously by roll call vote.

#### Agenda Building

A report on remote workers was added to the agenda topics.

Ann Chandler motioned, and Ryan Johnson seconded to approve topics for the agenda. Motion carried unanimously by roll call vote.

### **Public Comment**

None

### **Announcements**

The next meeting is scheduled for January 28. Please be sure to check email regularly in case of date change or cancellation.

### **Adjournment**

Adjourned at 6:02 p.m.