

## APPROVED BOARD OF DIRECTORS MEETING MINUTES

April 26, 2022  
5:00 p.m.

**Zoom due to Shelter-in-Place**

3.1	Approve the April 26, 2022 Consent Agenda a. Approval of March 22, 2022 Minutes b. Approval of April 18, 2022 Minutes c. Director and Staff Activity Report	Roll Call - Carried
4.1	Accept the March 2022 Bills	Roll Call - Carried
5.1	Accept the March 2022 Financial Reports	Roll Call - Carried
10.1	Approve the Staff Report	Roll Call - Carried
10b	Approve Secondary Employment	Roll Call - Carried
14.2	Approve the Vehicle Surplus List	Roll Call - Carried
	Adjourn	Roll Call - Carried

**Call to Order**

Josh Short called the meeting to order at 5:02 p.m.

**Roll Call**

Board Members:

Karen Bounds, Loretta Broomfield, Stacey Carter, Tiffany Droege, Jenna Griffith, Ryan Johnson, Tammy Krouse, Kevin Latoz, Chastity Mays, Zach Newell, Bev Obert, Josh Short, Kelley Sullivan

Absent:

Ann Chandler, Kris Lundquist

Other Attendees:

Jennifer Baugh, Danielle Beasley, Leslie Bednar, Troy Brown, Stacie Bushong, Colleen Dettenmeier, Leah Gregory, Tina Hubert, Rhonda Johnisee, Greg McCormick, Shirley Paden, Susan Palmer, Casey Parr, Ellen Popit, Jessica Short, Cassandra Thompson, Jill Trevino, Anna Yackle

**Consent Agenda**

Ryan Johnson motioned to accept the consent agenda. Karen Bounds seconded. Motion carried unanimously by roll call vote.

**Acceptance of Bills March 2022**

Bev Obert motioned to accept the March 2022 bills. Kevin Latoz seconded. Motion carried unanimously by roll call vote.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

## **March 2022 Financial Report**

Rhonda Johnisee shared the following report.

### **FY2022 Grants Status**

- IHLS has received written approval on all FY2022 Special Revenue Grant amendments at the requested levels – Cataloging Maintenance Center (CMC) - \$405,697 and Online Computer Library Center (OCLC) - \$149,513. IHLS has received 100% of the CMC and OCLC grant funding.
- IHLS has received written approval for the FY2022 System Area & Per Capita Grant (SAPG) application at the requested level of \$3,400,700.32. IHLS has received 81% or \$2,740,978.11 of the SAPG funding. This is the General Revenue and the Live and Learn allotments of the SAPG funds. We are still waiting for the federal LSTA portion \$659,722.21.
- IHLS has received written approval for the Road to Recovery Grant application at the requested level of \$25,000. IHLS did submit for some reimbursement on this month's grant report, and we expect to expend all the funds within this next quarter.

### **March 2022 Financial Reports**

The financial reports included in your board packet represent IHLS' financial activities through March 31, 2022.

On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2022 Total Budget Remaining Percentage," represents the remainder left (based on percentage) of the "IHLS Approved FY2022 Budget" as of March 31, 2022, the target benchmark of the remaining budget should be 25% for all budget line items except "Personnel" which should be 27% based on a total of 26 payrolls for the fiscal year. Any items with percentages less than those amounts are noted with an explanation at the bottom of the Statement of Revenues and Expenditures.

### **Statement of Revenues and Expenditures**

#### **General Fund**

Total Revenues Year to Date (YTD) Actuals are above YTD Budget by 6.6%. Total Expenses YTD Actuals are below YTD Budget by 12.7%.

#### **SHARE**

Fees for Services and Materials YTD Actuals of \$1,401,819.33 represents 95.6% of the projection in the FY2022 budget. As of March 31, 2022, 99.3% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 6.2%.

### **Balance Sheets**

#### **General Fund**

Cash and Cash Equivalents as of March 31, 2022, the General Fund cash balance was \$5,603,901.33. This balance would fund IHLS General Fund operations an estimated 16.0 months based on the FY2022 approved expenditure levels.

#### **Capital Projects Fund**

IHLS has disbursed the balance of the "Reserve Funds" from the Live & Learn Construction Grant so there will no longer be a separate Capital Projects Fund Balance Sheet showing the reserved amount.

## **SHARE**

Cash and Cash Equivalents as of March 31, 2022, the SHARE cash balance of \$2,306,440.70 represents \$1,098,414.46 of SHARE Reserve Funds, \$68,963.43 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,139,062.81 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 6.7 months based on the FY2022 operations budget.

Karen Bounds motioned to accept the March 2022 Financial Report. Zach Newell seconded. Motion carried unanimously by roll call vote.

## **FOIA Update**

The FOIA officer reported there was a quarterly request for information, and it was processed within the required time period.

## **OMA Update**

None

## **Public Comment**

Ann Chandler requested the following concerns and points be read during Public Comment:

- Requests an anonymous survey of all stakeholders, staff, membership, and the IHLS board as part of the plan.
- Recommends not hiring an ergonomic consultant for Carbondale and Champaign.
- Does not support a \$1.35 M budget deficit.
- Recommends cutting the General Fund deficit.
- Recommends looking at different investment options.

Members have informed Ms. Chandler of the following concerns:

- Lack of feeling they have service, and that if they openly respond there will be retaliation.
- Parties at IHLS.
- A lack of openness by the system and lack of visibility of the director.
- IHLS not supporting RAILS database for the State of Illinois.
- Members need to go to RAILS for professional development.

## **Communication**

The Executive Director commended Jenna Griffith for doing an excellent job presenting on the Lincoln Teen Readers Award at ILA at Noon. The IHLS Associate Director will present at ILA at Noon on April 27. Zach Newell, along with colleagues, shared information at Members Matter, about their broadband grant and community outreach.

## **Delivery On the Go Service (DOGS)**

The Executive Director presented on the DOGS service for member libraries.

## **Board Learning**

The Executive Assistant presented on the board section of the IHLS Bylaws, and their roles as defined by the Bylaws.

### Statement of Economic Interest (SOEI)

Statements of Economic Interest are due on May 1 to Madison County and there are a few board members who have not completed the form.

### **Staff Report**

#### Staff Update

Ryan Johnson motioned to approve the staff report. Kevin Latoz seconded. Motion carried unanimously by roll call vote.

#### Secondary Employment

Bev Obert motioned to approve Secondary Employment. Zach Newell seconded. Motion carried unanimously by roll call vote.

#### Personnel

None

### **Illinois State Library Report**

The Illinois State Library Director shared good news regarding the state budget which sustains funding for library systems in addition to an increase of \$2.9 M for library systems. Also included in legislation: Senate Bill 3497 regarding expanded library services passed unanimously and waits for the governor's approval. House Bill 5283 which allows public library districts to hire a treasurer and gives authority to the state librarian to fill vacancies within public library districts after 90 days. Looking forward to the following upcoming activities: the Secretary of State will be at the State Library on May 11 to honor three students in the Letters About Literature contest. Spotlight on Literacy awards will be given to 10 students and 10 tutors. Directors University in June will return in-person at the Illinois State Library with a second session in August for those who have previously gone through the program.

### **Committee Reports**

#### Executive

The Board President reported the committee met and discussed all items listed on this agenda under Old Business and New Business.

#### Budget and Finance

A committee member reported the committee met and held a routine meeting in addition to receiving an update on the Edwardsville remodel and discussing all items under New Business.

#### Policy and Membership

The committee chair reported the committee met and discussed membership considerations and reviewed the FY2023 Operational Plan and asked for a few clarifications.

#### Facilities and Operations

The committee chair reported the committee did not meet.

#### Personnel

The Board President reported the committee did not meet and received a written report.

### Advocacy and Education

The committee chair reported the committee met and heard the new School Membership Coordinator has been successful in reaching out to members.

### Nominating

The Executive Director reported the committee has finished their work and are contacting all nominees. Results of the election will be brought to the board at the May meeting.

### **Unfinished Business**

#### Automatic Material Handler

The Executive Director reported a Request for Information (RFI) was posted on Friday, April 22 and has a May 23 deadline. Once all responses are in, the staff will analyze results, and a report will be given to the board.

#### FY2022 Champaign Restroom Improvements

The Executive Director reported restrooms are fully functional. Project architect is reviewing site this week. There will be a full report at the May board meeting.

#### Edwardsville Building Update

The Executive Director reported that as IHLS approaches the end of this fiscal year a proposal has been requested from Color Art to turn the first-floor kitchen/staff break room into a small meeting/training room.

### **New Business**

#### Illinois Funds Investments

The Executive Director said this information was requested at the March board meeting. The Finance Director reviewed the information with the board.

#### Vehicle Surplus List

Zach Newell motioned to approve the Vehicle Surplus List. Chastity Mays seconded. Motion carried unanimously by roll call vote.

#### IHLS Historical Budget vs. Actual

The Executive Director shared this report to demonstrate IHLS budget philosophy and practices. IHLS has maintained a consistent pattern of including services and projects to achieve in the coming year while also being able to respond to the library environment.

#### FY2023 System Area and Per Capita Grant

The Board President reported this is a first read and will be posted on the website for member comment.

#### FY2023 Budget

The Executive Director stated the FY2023 Budget was shared on the Board Intranet and includes a form for questions and concerns. Board members decided to review comments and concerns on the intranet.

### FY2023 Operational Plan

The Executive Director stated the FY2023 Operational Plan was shared on the Board intranet and includes a form for questions and concerns. Submissions were reviewed with the board.

### FY2023 Board Meetings

Board members decided to continue to hold meetings via Zoom and to meet in person at the annual meeting and one other time to be determined.

### Agenda Building

No topics were suggested.

### **Public Comment**

None

### **Announcements**

The Board President thanked board members for completing the board citation process. There are a handful of board members who need to submit their Statement of Economic Interest (SOEI) for Madison County.

### **Adjournment**

Karen Bounds motioned to adjourn. Zach Newell seconded. Motion carried unanimously by roll call vote. Adjourned at 6:12 p.m.