

## BOARD OF DIRECTORS MEETING MINUTES

April 25, 2023

5:00 p.m.

3.1	Approve March 28, 2023 Minutes	Roll Call - Carried
3.2	Approve April 12, 2023 Minutes	Roll Call - Carried
3.3	Approve Director and Staff Activity Report	Roll Call - Carried
4.1	Accept the March 2023 Bills	Roll Call - Carried
5.1	Accept the March 2023 Financial Reports	Roll Call - Carried
10.1	Approve the Staff Report	Roll Call - Carried
10b	Approve Secondary Employment	Roll Call - Carried

### Call to Order

Josh Short called the meeting to order at 5:00 p.m.

### Roll Call

#### Board Members:

Loretta Broomfield, Karen Bounds, Ann Chandler, Tiffany Droege, Jenna Griffith, Sarah Hill, Kevin Kelsey, Tammy Krouse, Kevin Latoz, Linda McDonnell, Josh Short

#### Absent:

Stacey Carter, Ryan Johnson, Kelley Sullivan, Susan Tulis

#### Other Attendees:

Jennifer Baugh, Leslie Bednar, Troy Brown, Stacie Bushong, Leah Gregory, Rhonda Johnisee, Casey Parr, Ellen Popit, Rita Stephens, Pam Thomas, Cassandra Thompson, Jill Trevino, Anna Yackle

### Approve March 28, 2023, Minutes

A motion and second were made to approve the March 28, 2023, minutes. Motion carried by roll call vote. Loretta Broomfield - yes, Karen Bounds - yes, Ann Chandler - no, Tiffany Droege - yes, Sarah Hill - yes, Kevin Kelsey - yes, Tammy Krouse - yes, Kevin Latoz - yes, Linda McDonnell - yes, Josh Short - yes

### Approve April 12, 2023, Minutes

A motion and second were made to approve the April 12, 2023, minutes. Motion carried by roll call vote. Loretta Broomfield – yes, Karen Bounds – yes, Ann Chandler – no, Tiffany Droege – yes, Sarah Hill – yes, Kevin Kelsey – yes, Tammy Krouse – yes, Kevin Latoz – yes, Linda McDonnell – yes, Josh Short – yes

### Director & Staff Activity Report

A motion and second were made to approve the March Director & Staff Activity Report. Motion carried unanimously by roll call vote.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

### **Acceptance of Bills March 2023**

A motion and second were made to accept the March 2023 bills. Motion carried unanimously by roll call vote.

### **March 2023 Financial Report**

The Finance Director shared the following report.

#### **FY2023 Grants Status**

- IHLS has received written approval on the following FY2023 Special Revenue Grant Applications at the requested levels – Cataloging Maintenance Center (CMC) - \$662,783, Library Trustee Training (LTT) \$156,844, and OCLC - \$160,318. IHLS has received 100% of the funding for CMC and OCLC grants. IHLS has received reimbursement for the first and second quarter expenditures of \$61,465.77 for the LTT grant.
- IHLS has received written approval for the FY2023 System Area & Per Capita Grant (SAPG) Application at the level of \$3,919,852.02. This amount is \$147.98 less than what was budgeted. IHLS has received \$3,260,129.81 or approximately 83% of the FY2023 SAPG. We are still waiting for the LSTA payment for the remaining SAPG funding.

#### **March 2023 Financial Reports**

On the Statement of Revenues and Expenditures, the column titled, “IHLS Approved FY2023 Total Budget Remaining Percentage”, represents the remainder left (based on percentage) of the “IHLS Approved FY2023 Budget”. As of March 31, 2023, the target benchmark of the remaining budget should be 25% for all budget line items except “Personnel” which should be 23% based on the total of 26 payrolls for the fiscal year. Any line items with percentages less than the target benchmark have been noted with an explanation at the bottom of the Statement of Revenue and Expenditures.

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

##### **General Fund**

Total Revenues Year to Date (YTD) Actuals are above YTD Budget by 13.6%. Total Expenses YTD Actuals are below YTD Budget by 14.8%.

##### **SHARE**

Fees for Services and Materials YTD Actuals of \$1,424,426.26 represents 94.0% of the projection in the FY2023 budget. As of March 31, 2023, 99.9% of that amount has been collected. Total Expenses “YTD Actuals” are below “YTD Budget” by 5.6%.

#### **Balance Sheets**

##### **General Fund**

Cash and Cash Equivalents as of March 31, 2023, the General Fund cash balance was \$5,834,243.47. This balance would fund IHLS General Fund operations for an estimated 15.0 months based on the FY2023 approved expenditure levels.

##### **SHARE**

Cash and Cash Equivalents as of March 31, 2023, the SHARE cash balance of \$2,425,907.91 represents \$1,294,170.82 of SHARE Reserve Funds, \$69,744.61 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,061,992.48 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 6.6 months based on the FY2023 operations budget.

A motion and second were made to accept the March 2023 Financial Report. Motion carried unanimously by roll call vote.

**FOIA Update**

None.

**OMA Update**

None.

**Public Comment**

None.

**Communication**AISLE Partner Report

- The school library training day has been officially named the Illinois School Library Workers' Symposium. It will take place on September 23, 2023, and feature three learning tracks - for elementary, middle, and high school library staff.
- The Rapid Response team for book bans is moving ahead and we are tentatively planning to have a working model to launch in the fall.
- The AISLE partnership is watching HB 2789 and discussing what it will mean for school libraries.
- IHLS has been approved by the Illinois State Board of Education to be a professional development (PD) provider, which means we can offer school librarians PD that meets their requirements towards renewing their teaching licenses.
- IHLS and the Reaching Across Illinois Library System staff are redeveloping the Administrators' Academy which is targeted to launch in the fall. This official training for higher administration in schools is about the importance of furthering student learning via a school librarian and offers professional development hours to administrators through the Regional Office of Education.

**Additional Information**

Governor Pritzker's executive order for COVID-19 emergency declarations will expire when the federal emergency declarations expire on May 11. IHLS legal counsel will look over the current virtual meeting policy and advise of any changes if necessary.

Reaching Forward South Conference

A PowerPoint presentation with details about the conference was shared.

Statement of Economic Interest (SOEI)

The Statement of Economic Interest filings are due by May 1. The board president will be reaching out to anyone who has not completed their filing.

Delivery Service Update

Staff did not have all the information compiled so this will be tabled until the May board meeting.

**Staff Report**Staff Update

There was a motion and a second made to approve the staff report. Motion carried unanimously by roll call vote.

Secondary Employment – IHLS Staff

A motion and second were made to approve Secondary Employment. Motion carried unanimously by roll call vote.

#### Personnel

None.

#### **Illinois State Library Report**

The Secretary of State has issued his 100 days report to outline major accomplishments. The library and school grants issued were highlighted in the report. Public Library per Capita Grant information will go out soon.

#### **Committee Reports**

##### Executive

The committee met and discussed items later on in this agenda.

##### Budget and Finance

The committee met and held a routine meeting in addition to items later on in this agenda.

##### Policy and Membership

The committee discussed membership considerations. All considerations will be brought to the May board meeting for further discussion.

##### Facilities and Operations

The committee did not meet.

##### Personnel

The committee did not meet.

##### Advocacy and Education

The committee did not meet.

##### Nominating

The committee met and reviewed the results of the election and offered recommendations to improve the elections process.

#### **Unfinished Business**

##### Automatic Material Handler Next Steps

The meetings have been rescheduled and more information will be available at the May board meeting.

##### Edwardsville Roof Update

The roof replacement will begin May 1.

#### **New Business**

##### FY2024 IHLS Board Meetings

The board is encouraged to begin holding some meetings in person as other organizations in the state have begun to do so. An educational component will be included during in-person board meetings as they were prior to COVID lockdowns. It is also proposed to have a joint meeting with the RAILS board meeting next spring, most likely to be held at the state library.

##### IHLS Historical Budget vs. Actual

Board members reviewed the IHLS Historical Budget vs. Actual.

FY2024 System Area and Per Capita Grant

FY2024 Budget

The FY2024 Budget was reviewed and questions from board members were answered.

FY2024 Operational Plan

The FY2024 Operational Plan was reviewed. Board members shared feedback.

**May Agenda Building**

The board discussed topics for the May agenda.

**Public Comment**

None.

**Announcements**

IHLS is looking for a location to hold the June board meeting in-person to see off retiring board members.

**Adjournment**

Adjourned at 6:26 p.m.