Call to Order
Karen Bounds called the meeting to order at 5:00 p.m.

Roll Call
Board Members Present:
Carbondale: Loretta Broomfield
Champaign: Sarah Hill, Kevin Kelsey, Kevin Latoz, Emily Pickell
Edwardsville: Frank Buckingham, Ryan Johnson, Linda McDonnell
C.E. Brehm: Tammy Krouse
ISL: Ann Chandler, Kristi Lear
Zoom: Jenna Griffith

Board Members Absent:
Karen Bounds, Joshua Short, Kristy Walker

Other Attendees and Guests:
Carbondale: Anna Yackle
Champaign: Mary Cornell
Edwardsville: Leslie Bednar, Scott Biggers, Colleen Dettenmeier, Larry Ingram, Sarah Taylor, Jill Trevino
Approve November 8, 2023, Minutes
A motion and second were made to approve the minutes as corrected. Motion carried unanimously by roll call vote.

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

Acceptance of October Bills 2023
A motion and second were made to accept the October 2023 bills. Motion carried unanimously by roll call vote.

October 2023 Financial Report
The Finance Director shared the following report.

FY2024 Grants Status
No additional grant funds were received during October, but as of yesterday, we received a check for the General Revenue portion of the FY2024 of the System Area & Per Capita Grant of $3,260,129.81. We have not yet received the 1st quarter LTT reimbursement, and the half of OCLC funding that we expect to be coming very soon, but we did receive notice today that the OCLC portion was issued.

October 2023 Financial Reports
The financial reports included in your board packet represent IHLS’ financial activities through Oct. 31, 2023.

On the Statement of Revenues and Expenditures, the column titled “IHLS Approved FY2024 Total Budget Remaining Percentage” represents the remainder left (based on percentage) of the “IHLS Approved FY2024 Budget.” As of Oct. 31, 2023, the target benchmark of 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 those target percentages have an explanation of what is included in those expense lines at the bottom of each Statement of Revenue and Expenditure.

Statement of Revenues and Expenditures
General Fund
Total Revenues Year to Date (YTD) Actuals are below YTD Budget by 85.6%. Total Expenses YTD Actuals are below YTD Budget by 7.1%.

SHARE
Fees for Services and Materials YTD Actuals of $1,417,548.81 represents 91.2% of the projection in the FY2024 budget. As of Oct. 31, 2023, 97.3% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 19.3%

Balance Sheets
General Fund
Cash and Cash Equivalents as of Oct. 31, 2023, the General Fund cash balance was $4,199,049.52. This balance would fund IHLS General Fund operations for an estimated 10.3 months based on the FY2024 approved expenditure levels. This balance would fund the IHLS General and Special Revenue Funds, excluding CMC, for an estimated 9.5 months.

SHARE
Cash and Cash Equivalents as of Oct. 31, 2023, the SHARE cash balance of $2,825,739.26 represents $1,033,857.28 of SHARE Reserve Funds, $101,992.78 of Committed Funds for eBooks Cloud Subscription purchases, and $1,689,889.20 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 9.3 months based on the FY2024 operations budget.

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

FOIA Update
None

OMA Update
None

Public Comment
Larry Ingram from Collinsville gave public comment regarding drag queen story hour and issues he sees with having this at libraries.

Illinois State Library Report
Greg McCormick provided an update on programs and grant opportunities. 682 schools applied for the FY2024 school library grants, which have been awarded and will be announced soon. Public library and construction grants will be announced soon. Procurement of e-Resources for Illinois libraries which is supported by $5M in the budget. The package is being created and is in review with the Secretary of State. Book banning legislation (PA 100-103) becomes effective January 1, 2024. Joint Committee on Administrative Rules will hold a hearing December 12. Reminds libraries to have their policies or statements in place before applying for grants with the Illinois State Library.

Communication
IHLS asks board members to save the date of April 30, 2024, to have a joint board meeting with RAILS. A draft agenda and schedule are being put together and those will be shared as soon as it is available. We are looking for the meeting to convene at 10:15 a.m. to 2 p.m. The Bloomington Public Library has been chosen as the first location, with the Peoria Public Library as the second. A poll with preferences about the annual meeting will be sent to the board.

Member Day 2024
An update was shared regarding the annual Member Day 2024 conference. This year's theme is Libraries: The Heart of the Community and is scheduled for Feb. 8, 2024.

Automatic Materials Handler System Update
The Operations and Facilities Director shared a presentation about the Automatic Materials Handler System that was also shared at the October Members Matter meeting and to the AMHS Planning Team.

**Staff Report**

**Staff Update**

There was a motion and second to approve the Staff Report. Motion carried unanimously by roll call vote.

**Secondary Employment – IHLS Staff**

None

**Personnel**

None

**Committee Reports**

**Executive**

The committee met on November 14. There were updates for SHARE and administrative updates. There was also discussion about the annual meeting, bylaws, membership considerations, and the executive director review process.

**Budget and Finance**

The committee met on November 13 and held a routine meeting.

**Policy and Membership**

The committee met on November 20, 2023, and held a routine meeting with discussion about the Big Muddy Correctional Center joining as members.

**Facilities and Operations**

Committee did not meet.

**Personnel**

Committee did not meet.

**Advocacy and Education**

Committee did not meet.

**Partnership Reports**

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

Planning for ISLWS 2024 is underway and has been moved to IHLS for management due to the reorganization of duties at RAILS.

The SLATE dashboard is going to be unveiled soon, first to the dashboard development team and then publicly.

United Against Book Bans Regional Response team needs more volunteers, especially from the southern part of the state, so we are running the call for volunteers in our newsletters again.
AISLE has formed a task force to work on pushing forward the requirement of a certified librarian in every school.

Illinois Library Association (ILA)
Ryan Johnson thanked those who were able to attend ILA’s Annual Conference. At the conference, ILA received $10K grant from the secretary’s office for a toolkit called More Than a Building that will help libraries with a variety of challenges. ILA has initiated strategic planning for the first time in a number of years. Have had the first two legislative meetups and have more scheduled throughout the state. Discussed a more equitable price for e-resources. Announcement that there will be an HR and administrative forum that will be helpful for those who work around the state who are in the library world and work in different roles.

Illinois State Library Advisory Committee (ISLAC)
ISLAC met Thursday, November 1. Discussion and agenda topics included: prison libraries and their receipt this year of per capita funding, Open Education Resources (or OER) grant to CARLI, the plan for databases for Illinois libraries, the FY2024 SOS budget, and an Administrative Rules update for PA 100-103.

Unfinished Business
None

New Business

FY2024 Draft IHLS Bylaws
The draft shared at tonight’s board meeting was discussed first with the Executive Committee at their meeting earlier this month. The most significant change impacts IHLS board committees. The FY2024 DRAFT IHLS Bylaws will be approved at the board meeting in January 2024.

Membership Considerations
A motion and second were made to accept Membership Considerations. Motion carried unanimously by roll call vote.

Resolution Adopting the American Library Association Bill of Rights Pursuant to Public Act 100-103
A motion and second were made to accept the Resolution Adoption of the American Library Association Bill of Rights Pursuant to Public Act 100-103. Motion passed unanimously by roll call vote.

Additional Bank Signer
A motion and second were made to accept Additional Bank Signer. Motion carried unanimously by roll call vote.

Executive Director Review Process
Executive Committee has been discussing options for quarterly and annual reviews of the Executive Director. Beginning with Quarter 3, we will send a review questionnaire to the board. Once responses are received, the Board President will synthesize the results using Teamflect.

Agenda Building
None

Public Comment
None

Announcements
None

Adjournment
Adjourned at 6:53 p.m.