BOARD OF DIRECTORS MEETING MINUTES
February 27, 2024
5:00 pm

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

Roll Call
Board Members Present:
Carbondale: Jenna Griffith
Champaign: Sarah Hill, Emily Pickell
Edwardsville: Frank Buckingham, Ryan Johnson, Linda McDonnell, Josh Short, Kristy Walker
C.E. Brehm: Karen Bounds, Tammy Krouse
ISL: Ann Chandler
Zoom: Loretta Broomfield, Kristi Lear, Chastity Mays

Other Attendees and Guests:
Carbondale: Troy Brown, Ellen Popit, Anna Yackle

3.1 Approve the January 23, 2024, Minutes  Roll Call – Carried
4.1 Appoint Chastity Mays to Open Board Position  Roll Call – Carried
5.1 Approve the Director and Staff Activity Report  Roll Call – Carried
6.1 Accept the January 2024 Bills  Roll Call – Carried
7.1 Accept the January 2024 Financial Reports  Roll Call – Carried
13.1 Approve the Staff Report  Roll Call – Carried
16.1 Approve FY2024 IHLS Draft Bylaws  Roll Call – Carried
16b Approve Closed Session Minutes February 16, 2010 – June 21, 2023  Roll Call – Carried
16.2 Approve Destruction of Closed Session Minutes Recordings February 16, 2010 – June 21, 2022  Roll Call – Carried
17b Approve Closed Session Minutes May 23, 2023 – June 19, 2022  Roll Call – Carried
17.1 Approve the Edwardsville Parking Lot Request for Proposal  Roll Call – Carried
17.2 Approve the FY2024 Budget Amendment  Roll Call – Carried
17.3 Approve the Edwardsville Tuckpointing Request for Proposal  Roll Call – Carried
17.4 Approve the Vehicle Surplus  Roll Call – Carried

Attachment 3.1
Approve January 23, 2024, Minutes
No discussion.

A motion and second were made to approve the January 23, 2024, minutes [Attachment 3.1]. Motion carried unanimously by roll call vote.

Appoint Chastity Mays to Open Board Position
No discussion.

A motion and second were made to approve the appointment of Chastity Mays to the open board seat [Attachment 4.1]. Motion carried unanimously by roll call vote.

Director & Staff Activity Report
No discussion.

A motion and second were made to accept the Director & Staff Activity Report [Attachment 5.1]. Motion carried unanimously by roll call vote.

Acceptance of January Bills 2024
No discussion.

A motion and second were made to accept the January 2024 bills [Attachment 6.1]. Motion carried unanimously by roll call vote.

January 2024 Financial Report
The Finance Director shared the following report.

FY2024 Grants Status
• IHLS has received written approval on the following FY2024 Special Revenue Grant applications at the requested levels – Cataloging Maintenance Center (CMC) - $686,693, iLEAD Library Trustee Training (LTT) $269,900, and Online Computer Library Center (OCLC) - $168,532. IHLS has received $335,000 or 48.78% of the CMC grant funds and 100% of the OCLC grant funds. IHLS has received reimbursement for the first quarter expenditures of $59,084.15 for the iLEAD LTT grant.
• IHLS has received written approval for the FY2024 System Area & Per Capita Grant (SAPG) application at the level of $3,919,852.02. IHLS has received $3,464,159.81 or 88.37% of the FY2024 SAPG.
• IHLS received the second portion of the FY2024 CMC grant funds ($329,390.00) and the 2nd quarter reimbursement for the iLEAD LTT grant funds ($87,628.05) in February. These were recorded in February so they will be reflected in the financial statements in next month's packet.
The financial reports included in the board packet represent IHLS’ financial activities through January 31, 2024.

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 January 31, 2024, the target benchmark of the remaining budget should be 42% for all budget line items.

Statement of Revenues and Expenditures

General Fund
Total Revenues: Year-to-Date (YTD Actuals) are above YTD Budget by 50.7%. Total Expenses: YTD Actuals are below YTD Budget by 13.1%.

SHARE
Fees for Services and Materials: YTD Actuals of $1,446,127.89 represent 93.1% of the projection in the FY2024 budget. As of January 31, 2024, 98.7% of that amount has been collected. Total Expenses: YTD Actuals are above YTD Budget by 3.6%.

Balance Sheets

General Fund
Cash and Cash Equivalents As of January 31, 2024, the General Fund cash balance was $6,119,402.53. This balance would fund IHLS General Fund operations for an estimated 15.1 months based on the FY2024 approved expenditure levels. This balance would fund the IHLS General and the iLEAD LTT grant for an estimated 14.3 months.

The transfer of the audited surplus amount of revenue over expenditure balance from the FY2023 General fund was transferred to the Capital Projects fund in January. That amount transferred was $423,703.

SHARE
Cash and Cash Equivalents As of January 31, 2024, the SHARE cash balance of $2,681,702.73 represents $1,061,964.42 of SHARE Reserve Funds, $88,595.97 of Committed Funds for eBooks Cloud Subscription purchases, and $1,531,142.34 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 8.5 months based on the FY2024 operations budget.

No discussion.

A motion and second were made to accept the January 23, 2024, Financial Report (Attachment 7.1). Motion carried unanimously by roll call vote.

FOIA Update
On February 5, 2024, a commercial FOIA request from Smart Procure was received for all current employee/staff contact information. This is a regular annual request and was filled within the time allowed.

SmartProcure is submitting a commercial FOIA request to the Illinois Heartland Library System for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.
The specific information requested from your record keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by Illinois Heartland Library System)
7. Email Address
8. Office Address (Address, City, State, Zip)

**OMA Update**
Members reviewed IHLS procedures to comply with the Open Meetings Act (OMA) ([Attachment 9.1](#))

**Public Comment**
None

**Illinois State Library Report**
The E-Resources package for official procurement through the Secretary of State’s office has begun. The vendor responses are due March 25. Implementation is targeted for the spring. Email messages were sent earlier in the day to each of the regional library systems with an invitation to appoint a staff member to join the review committee for responses to the RFP.

Each of the library systems has received the FY2025 Area and Per Capita Grant application that will be due by May 31, 2024. There are no substantive changes to the application.

The State Library has received and is reviewing 637 grant applications for funding under the Public Library Per Capita and Equalization Grant applications. The target to award this funding is April.

ISL received 28 Public Library Construction Grant applications, what used to be called the Live & Learn Construction Grant program. The grant awards will be announced in April.

The Secretary of State’s FY2024 budget included $3 million for the implementation of Open Educational Resources (OER) in academic institutions. Applications are due April 1, 2024. Grant awards will be made prior to June 30, 2024. The State Library is working with University of Illinois/CARLI for administration of this program and building upon the $2 million that they received from the US Department of Education for this purpose several years ago.

The Illinois State Library is accepting applications for the Public Library Construction Act program, and they are due by April 15, 2024. In 2023 public libraries completed the Capital Needs Assessment Survey as part of the IPLAR. 623 libraries reported 913.9 million in capital needs such as general work, building construction, etc.

All libraries should be looking for other announcements regarding the availability of grants for FY2025.

The USDA Forestry Service is celebrating the 80th birthday of Smokey Bear. They’ve created a reading program with materials for public libraries. The State Library will be mailing those out soon.

**Communication**
The St. Louis best workplace survey will be sent to staff soon. The IHLS/RAILS joint board meeting will be held on April 30th at the McLean County Museum of History in Bloomington, Illinois.

**Automatic Materials Handler System (AMHS) Update**
The RFP has been released and site visits were set up for vendors. Four vendors responded and attended site visits. A survey to member libraries will be issued regarding the barcoding process. The plan is to prepare a Return on Investment (ROI) to present at the April board meeting.

**Broadband For Illinois Libraries Update**
The IT director shared an informational presentation with members.

**iLEAD Trustee Portal Presentation**
Members watched an introductory presentation on the iLead Trustee Portal.

**Staff Report**

**Staff Update**
No discussion.

A motion and second were made to approve the Staff Report [Attachment 13.1]. Motion carried unanimously by roll call vote.

**Personnel**
None

**Committee Reports**

**Executive**
The committee met and held a routine meeting.

**Budget and Finance**
The committee met, held a routine meeting, and discussed the Budget Amendment later on this agenda.

**Policy and Membership**
The committee met and discussed the withdrawal of one member in addition to the applications of two libraries. The committee received correspondence regarding ineligibility to run in the spring board elections. This will be reviewed at the March committee meeting.

**Facilities and Operations**
The committee met and discussed items later on this agenda.

**Personnel**
The committee did not meet.

**Advocacy and Education**
The committee met and discussed public input at a Metropolis Public Library meeting.

**Nominating Committee**
The committee met to confirm the eligibility of nominees.

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

- The 2024 School Library Workers Symposium has been scheduled for September 25, 2024. IHLS is chairing this event this year and is well underway with planning.
- The Administrator’s Academy course is scheduled to take place on April 25, 2024, and the Madison County Regional Office of Education will promote it and supply the Professional Development Hours (PDH).
- The first meeting of the AISLE task force on the state law to require a certified librarian in schools took place. The AISLE partnership is entertaining the idea of jointly sponsoring a booth at the Illinois Association of School Boards conference.

Illinois Library Association (ILA)

The nominations are now open for awards, grants, and scholarships. Conference program proposals are open for the fall conference in Peoria, IL. The diversity committee is trying to get more participation on their online group. The small and rural libraries forum is sponsoring several learning opportunities to be offered in upcoming months. The board has a strategic planning workshop planned. Reaching Forward South will be April 19 in Collinsville.

Illinois State Library Advisory Committee (ISLAC)

The committee did not meet.

Unfinished Business

FY2024 IHLS Draft Bylaws

Discussion of reviewing committee structure in bylaws.


Review and Approval of Closed Session Minutes February 16, 2010 – June 21, 2022

No discussion.

A motion and second were made to approve Closed Session Minutes February 16, 2010 – June 21, 2022 [Attachment 16.2]. Motion carried unanimously by roll call vote.

Destruction of Closed Session Recordings February 16, 2010 – June 21, 2022

No discussion.

A motion and second were made to approve Destruction of Closed Session Recordings February 16, 2010 – June 21, 2022. Motion carried unanimously by roll call vote.

New Business

Appoint Sarah Hill IHLS Board Treasurer

Ms. Hill replaces Kevin Kelsey who resigned from the board.

A motion and second were made to appoint Sarah Hill IHLS Board Treasurer. Motion carried by roll call vote.

Review and Approval of Closed Session Minutes May 23, 2023 – June 19, 2023

No discussion.
A motion and second were made to approve Closed Session Minutes May 23, 2023 – June 19, 2023. Motion carried unanimously by roll call vote.

Update on Public Library Compliance with PA 103-100
This topic was discussed under the committee reports earlier in the meeting.

Edwardsville Parking Lot Request for Proposal
No discussion.

A motion and second were made to approve the Edwardsville Parking Lot Request for Proposal (Attachment 17.1). Motion carried unanimously by roll call vote.

FY2024 Budget Amendment
No discussion.

A motion and second were made to approve the FY2024 Budget Amendment (Attachment 17.2). Motion carried unanimously by roll call vote.

Edwardsville Tuckpointing Request for Proposal
Question regarding timing of tuckpointing and parking lot projects.

A motion and second were made to approve the Edwardsville Tuckpointing Request for Proposal (Attachment 17.3). Motion carried unanimously by roll call vote.

Vehicle Surplus
No discussion.

A motion and second were made to approve the Vehicle Surplus (Attachment 17.4). Motion carried unanimously by roll call vote.

Agenda Building
A motion and a second were made to add a report on staff turnover and agenda topics for the IHLS/RAILS joint staff meeting. Motion carried unanimously by roll call vote.

Public Comment
None

Announcements
Reminder to complete the board citation review process, fill out the form and send to Stacie Bushong by March 26.

Adjournment
Adjourned at 6:32 p.m.