



BOARD OF DIRECTORS MEETING MINUTES

June 24, 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 62701-1796, 217-782-2994
Zoom

4.1	Approve the May 27, 2025 Minutes	Unanimous Consent
5.1	Approve the Director and Staff Activity Report	Roll Call - Carried
6.1	Accept the 2024 Bills	Roll Call - Carried
16a	Approve the Executive Director's Contract	Roll Call - Carried
16.1	Approve IHLS Bylaws Review	Roll Call - Carried
17.1	Approve FY2026 Pay Grade Assignments	Roll Call - Carried

Call to Order

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

Roll Call

Board Members Present:

Carbondale: Karen Bounds

Champaign: Emily Pickell

Edwardsville: Ryan Johnson, Linda McDonnell, Josh Short, Michael Treece, Kristy Walker

Effingham: Matt Greider, Sarah Hill

ISL: Ann Chandler, Kristi Lear

Zoom: Loretta Broomfield, Samantha Carroll, Kim Dykstra

Board Members Absent:

Mark Decker

Other Attendees and Guests:

Carbondale: Leslie Bednar, Troy Brown, Ellen Popit

Champaign: Pam Thomas

Edwardsville: Stacie Bushong, Matt Caskey, Colleen Dettenmeier, Rhonda Johnisee

ISL: Greg McCormick

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Zoom: Jennifer Baugh, Jace Cook, Leanne Furby, Leah Gregory, Kate Kite, Laura Naugle, Nick Norovich, Casey Parr, Pamela Perkins-Grimes, Cassandra Thompson, Jill Trevino, Traci Wadsworth, Christine Westerlund

Chair's Welcome

The Board President welcomed attendees to the June 24 IHLS Board meeting, which is the last of fiscal year 2025 and thanked everyone for taking the time to attend. A few housekeeping items were shared including asking attendees not attending via cell phone, please mute your device; and when making a motion or second, please state your name.

Approve May 27, 2025 Minutes ([attachment 4.1](#))

No discussion. The minutes stand as presented.

Staff Activity Update ([attachment 5.1](#))

No discussion.

Josh Short motioned and Ryan Johnson seconded to approve the Director and Staff Activity Update. Motion carried unanimously by roll call vote.

Acceptance of Bills 2025 ([attachment 6.1](#))

No discussion.

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

2025 Financial Report ([attachment 7.1](#))

No discussion.

The Finance Director shared the following report.

FY2025 Grants Status

IHLS has received written approval on the following FY2025 Special Revenue Grant applications at the requested levels: Cataloging Maintenance Center (CMC) - \$709,016, iLEAD Library Trustee Training (LTT) \$166,321, and Online Computer Library Center (OCLC) - \$175,573. As of May 31, 2025, IHLS received \$709,016 (100%) of the CMC grant revenue. However, \$43,940 was returned, as the funds would go unused by the end of FY2025 due to a resignation and a delay in rehiring for the position. Additionally, IHLS received \$127,590.73 (76.71%) of the iLEAD LTT grant and \$175,573 (100%) of the OCLC grant revenue. The third quarter iLEAD LTT grant expense reimbursement was received in May.

IHLS has received written approval for the FY2025 System Area & Per Capita Grant (SAPG) application at the level of \$3,919,852.02. As of May 31, 2025, IHLS has received \$3,919,852.02 (100%) of the SAPG revenue.

May 2025 Financial Reports

The financial reports in your board packet represent IHLS' financial activities through May 31, 2025. On the Statement of Revenues and Expenditures, the column titled "IHLS Approved FY2025 Total Budget Remaining Percentage" represents the remainder left (based on percentage) of the "IHLS Approved

FY2025 Budget". As of May 31, 2025, the target benchmark of the remaining budget should be 8% for all budget line items.

Statement of Revenues and Expenditures

General Fund: Total Revenues Year to Date "YTD" Actuals are above "YTD Budget" by 10.5%. Total Expenses "YTD Actuals" are below "YTD Budget" by 11.6%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,745,135.69 represent 102.4% of the projection in the FY2025 budget. As of May 31, 2025, 99.8% of that amount has been collected. Total Expenses "YTD Actuals" are below "YTD Budget" by 12.4%.

Balance Sheets

General Fund: Cash and Cash Equivalents As of May 31, 2025, the General Fund cash balance was \$5,112,749.69. This balance would fund IHLS General Fund operations for an estimated 9.8 months based on the FY2025 approved expenditure levels. This balance would fund the IHLS General and the iLEAD Library Trustee Training special revenue grant for an estimated 9.6 months.

SHARE

Cash and Cash Equivalents As of May 31, 2025, the SHARE cash balance of \$2,419,563.89 represents \$1,305,533.66 of SHARE Reserve Funds, \$48,505.18 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,065,525.05 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 5.8 months based on the FY2025 operations budget. The IHLS contribution to SHARE was made on Monday, 06/23/25, so that will change these cash balances and will be reflected in next month's financial statement.

FOIA Update

IHLS received two FOIA requests this month. The first was for IMRF Employer Information and Compensation Package, part of the Public Act 97-609 Compliance Act. The second request was for a listing of all staff positions, titles, work locations, and salaries. Both requests were filled within the time allowed.

OMA Update

None

Public Comment

None

Illinois State Library Report

The FY2026 Illinois state budget was approved and waiting for the governor's signature. New for this year is an increase in Equalization Aid, going from \$7.50/per capita to \$17.50/per capita. In addition, the state library received its final FY2025 Allocation through the Grants to States program.

Communication

Illinois State Library Technology Grants

39 public libraries in IHLS received grants for technology infrastructure improvements of \$12,500 or \$27,500, depending on their population served. There were a total of 89 libraries in Illinois that received grants from the Illinois State Library and the Secretary of State's office.

Library Internet Connectivity to Illinois Century Network

The IHLS IT Director has been working with Illinois Century Network (ICN) for many years encouraging them to include libraries in their network at a reasonable price. Around 2005, the ICN started charging an additional bandwidth charge to all the schools and libraries on the network. This extra charge priced ICN out of any practical competition locally. Even if it was the only option, it was far too expensive. Almost every library left the ICN for another option.

Public schools had a major success when the governor announced that K-12 schools would receive internet from the ICN based on enrollment of 1 GB to 10 GB. Governor Pritzker also made funding available for this service.

Recently, House Bill 1062, introduced and sponsored by Representative Katie Stuart, passed both houses and is expected to be sent to the governor. It amends the Illinois Century Act to prioritize all eRate eligible entities on the ICN. That means that it's no longer just K-12 schools, but also public libraries and library systems. This is huge and has restarted conversations with the ICN. The state has a yearlong procurement process to comply with the eRate rules. That means that connections starting today won't be installed until July 2027. There was a webinar with the ICN on June 3, 2025, to encourage libraries to join this year's procurement cycle with moderate success. However, at this time, there is still no budget allocation for these additional circuits. Based on past experiences, it's understandable that libraries are hesitant. At this time, there is no commitment, and libraries can back out if the pricing isn't better than their current rate. There is a chance more funds will be allocated from the state and this first batch of libraries will have a head start but this remains to be seen. Open conversations with the ICN continue, and hopefully this leads to better pricing for libraries.

2025 Top Workplaces

IHLS made the St. Louis Top Workplaces for the fourth consecutive year. A presentation was shared to summarize details of survey results.

2025 Delivery Survey and Delivery Guidelines Update

A presentation to summarize the 2025 Delivery Survey and Delivery Guidelines updates was shared with attendees.

Staff Report

Staff Update ([attachment 13.1](#))

No discussion.

Personnel

None

Committee Reports

No discussion.

Partnership Reports

Association of Illinois School Library Educators (AISLE)

The 2024/25 AISLE year has ended with the next meeting in August 2025 for the next school year. Planning for the conference will continue throughout the summer. The biggest drive will be moving forward with the task force to change the legislation or enforcement of the school code to require a school librarian at least in every district. It appears the Illinois State Board of Education does not plan to take any action except put together a list of grants for schools to bolster their school library program. The senate sponsors of House Bill 2685 have asked to be updated, AISLE intends to contact the legislative sponsors, the Illinois State Board of Education (ISBE), the Illinois Library Association (ILA), and the lobbyist with a letter requesting that ISBE detail the next steps in this process.

Illinois Library Association (ILA)

The fiscal year has ended, and the new fiscal year will begin in July with the newly elected president Carolyn Ciesla.

Illinois State Library Advisory Committee (ISLAC)

ISLAC members gathered twice since the May board meeting. The first was attendance at the Meeting Room designation for Governor Jim Edgar on May 28, with presentations from both sides of the aisle, where the value of libraries was noted and appreciated. ISLAC held a regular meeting June 12. Greg McCormick gave a Fiscal Year FY2026 state budget update, including federal FY2025 funding received through the Grants To States Program at the Institute of Museum and Library Services. Members were asked to share preferences for grant support if there is a decrease of federal support in FY2026, which will affect the state FY2027. The group also received legislative, EBSCO, and OCLC subscription updates.

Unfinished Business

Executive Director Annual Evaluation and Executive Director Draft Contract

Linda McDonnell motioned and Samantha Carroll seconded to enter closed session. Motion carried by roll call vote. Loretta Broomfield – yes, Samantha Carroll – yes, Ann Chandler – no, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Michael Treece – yes, Kristy Walker – yes. Entered closed session at 5:40 p.m.

Josh Short motioned and Kristy Walker seconded to return to open session. Motion carried unanimously by roll call vote. Entered open session at 6:18 p.m.

The discussion was the executive director's annual evaluation and the executive director's contract. No action was taken on the executive director's annual evaluation.

Josh Short motioned and Samantha Carroll seconded to approve an increase of 5% for the executive director for FY2026 to \$214,747.26, and a 5 year contract with annual increases not less than 4% and not more than 5.9%, Loretta Broomfield – yes, Samantha Carroll – yes, Ann Chandler – no, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Michael Treece – yes, Kristy Walker – yes. Entered closed session at 5:40 p.m.

Board Officer Nomination Committee

A slate of candidates will be shared with board members prior to the July meeting. There was discussion about using a digital vote and the possibility that it violates the OMA. The matter will be researched prior to the July meeting to determine the voting process.

IHLS Bylaws Review ([attachment 16.1](#))

A board member expressed concern about the terms for board officers. The executive director explained that the new language is meant to clarify board officer terms.

Ryan Johnson motioned and Matt Greider seconded to approve the IHLS Bylaws as presented. Motion carried unanimously by roll call vote.

New Business

FY2026 Draft Pay Grade Assignments ([attachment 7.1](#))

Ann Chandler motioned to approve the FY2026 Pay Grade Assignments without Level 17 the Executive Director. There was not a second. Motion failed.

Josh Short motioned and Kim Dykstra seconded to approve the FY2026 Pay Grade Assignments. Motion carried by roll call vote. Loretta Broomfield – yes, Samantha Carroll – yes, Ann Chandler – no, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Michael Treece – yes, Kristy Walker – yes.

July – August Board and Committee Meeting Dates ([attachment 17.2](#))

A correction to the schedule will be made.

Recognition of Retiring Board Members

Retiring board members were honored and thanked for their service to IHLS members. Samantha Carroll, Decatur Public Library, for keeping the board whole this fiscal year. Loretta Broomfield, Marion Carnegie Library, for 6 years of service. Joshua Short, Louis Latzer Public Library (Highland), for 6 years of service, and Karen Bounds (Centralia Regional Library) for 6 years of service.

Agenda Building

No discussion.

Public Comment

None

Announcements

July committee meeting schedule. Finance - July 14, Executive - TBD, Board - July 22

Adjournment

Adjourned at 6:50 p.m.