



BOARD OF DIRECTORS MEETING MINUTES

October 28, 2025

5:00 pm

Dunn-Richmond Economic Development Center: 150 East Pleasant Hill Rd, Carbondale, IL 62901, 618-536-4451

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, 217-782-2994

Zoom

4.1	Approve the September 23, 2025 Minutes	Unanimous Consent
5.1	Approve the Director and Staff Report/Staff Activity Update	Roll Call - Carried
6.1	Accept the September 2025 Bills	Roll Call - Carried
13.1	Approve new hires in the staff report	Roll Call - Carried
16.1	Approve the FY2027 Nominating committee	Roll Call - Carried
17.1	Approve FY2026 General and iLEAD LTT Budget Amendments	Roll Call - Carried
17.2	Approve the IHLS Benefits Plan	Roll Call - Carried
17c	Approve November agenda topics	Roll Call - Carried

Call to Order

Sarah Hill called the meeting to order at 5:00 p.m.

Roll Call

Board Members Present:

Carbondale: Sarah Hill, Linda McDonnell, Nick Norovich

Champaign: Emily Pickell

Edwardsville: Ryan Johnson, Kristy Walker

Effingham: Matt Greider

ISL: Kristi Lear

Zoom: Ann Chandler, Kim Dykstra, Laura Naugle, Mike Treece

Board Members Absent:

Mark Decker, Ann-Marie Harland

Other Attendees and Guests:

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Carbondale: Jennifer Baugh, Leslie Bednar, Hannah Borowitz, Troy Brown, Stacie Bushong, Colleen Dettenmeier, Leanne Furby, Leah Gregory, Rhonda Johnisee, John Kirchner, Kate Kite, Ellen Popit, Cassandra Thompson, William Walters

Champaign: Kat Anderberg

Edwardsville: Matt Caskey

ISL: Karen Egan

Zoom: Pamela Perkins-Grimes, Traci Wadsworth

Chair's Welcome

Sarah Hill welcomed everyone to the IHLS Board meeting and covered housekeeping items. She stated that the board's role is governance and the oversight of IHLS. After stating the mission of IHLS is: IHLS empowers all types of libraries through advocacy, shared resources, and asked each board member to state, in ten words or less, what the mission means to them. Sentiments included supporting and connecting libraries, helping libraries to help their communities, speed of service to all types of libraries, maintaining financial stability, promoting access to all information, giving libraries a voice, and connecting libraries to resources.

Approve September 23, 2025 Minutes ([Attachment 4.1](#))

No discussion. The minutes stand as presented.

Director and Staff Activity Report ([Attachment 5.1](#))

No discussion.

Ryan Johnson motioned and Matt Greider seconded to approve the Director and Staff Activity Report. Motion carried unanimously by roll call vote.

Acceptance of September Bills 2025 ([Attachment 6.1](#))

No discussion.

Ann Chandler motioned and Kim Dykstra seconded to accept the September 2025 bills. Motion carried unanimously by roll call vote.

September 2025 Financial Report ([Attachment 7.1](#))

No discussion.

The Finance Director shared the following report.

FY2026 Grants Status

IHLS has received written approval on the following FY2026 Special Revenue Grant applications at the requested levels: Cataloging Maintenance Center (CMC) - \$708,181, iLEAD Library Trustee Training (LTT) \$205,932, and Online Computer Library Center (OCLC) - \$173,308, FY2026 System Area & Per Capita Grant (SAPG) application at the level of \$3,919,627.80.

September 2025 Financial Reports

The financial reports in your board packet represent IHLS' financial activities through September 30, 2025.

On the Statement of Revenues and Expenditures, the column titled "IHLS Approved FY2026 Total Budget Remaining Percentage" represents the remainder left (based on percentage) of the "IHLS Approved FY2026 Budget." As of September 30, 2025, the target benchmark of the remaining budget should be 75% for all budget line items except "Personnel," which should be 73% based on a total of twenty-six payrolls for the fiscal year.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to Date (YTD) Actuals are below YTD Budget by 87.1%. Total Expenses YTD Actuals are below YTD Budget by 0.1%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,721,614.65 represent 91.9% of the projection in the FY2026 budget. As of September 30, 2025, 90.9% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 14.4%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of September 30, 2025, the General Fund cash balance was \$2,824,381.65. This balance would fund IHLS General Fund operations for an estimated 6.2 months based on the FY2026 approved expenditure levels. This balance would fund the IHLS General and all special revenue grants for an estimated 5.2 months. IHLS Financial Reports as of September 30, 2025

SHARE

Cash and Cash Equivalents as of September 30, 2025, the SHARE cash balance of \$3,716,358.54 represents \$1,483,595.41 of SHARE Reserve Funds, \$100,896.23 of Committed Funds for eBooks Cloud Subscription purchases, and \$2,131,866.90 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 12.1 months based on the FY2026 operations budget.

FOIA Update

None

OMA Update

None

Public Comment

None

Illinois State Library Report

School district library grant applications were due October 15 and are under review. Some libraries have reported they do not have any staff, which is both a funding and membership issue. Live and Learn Construction grant applications are due January 16. Public Library Per Capita and Equalization grant applications will go out tomorrow. There are some changes to the grant, and applications are due January 30. Carnegie Library grants were originally awarded to 1,681 libraries funded from 1886-1917, each library is eligible for a \$10,000 gift, and were contacted via email. Senate resolution (SR) 104 recognizes the vital role of library trustees and the importance of training. The iLEAD portal is actively being promoted to public libraries.

Communication

SR104 regarding Public Library Trustee Training encourages all public library trustees to participate in ongoing training programs provided by the Illinois Secretary of State. The technical issues with board documents not refreshing on the IHLS website have been resolved.

Association of Illinois School Library Educators (AISLE) Conference Update

The AISLE conference held in Champaign October 5-8 was very well attended with three days of great professional development, networking, and connecting with members. The highlight was recording a live episode of Can't Shelve This! It was a pleasure to see so many member libraries and partners from the Reaching Across Illinois Library System (RAILS) and the northern area school libraries. Staff members Mary Cornell and Leah Gregory presented sessions at the conference.

Illinois Library Association (ILA) Conference Update

The ILA annual conference was held at Rosemont October 13-16. Several staff attended and appreciated the opportunity to participate. New this year: Data Preconference (well-attended). CMC project manager Dr. Pamela Thomas received the Technical Services Librarian Award. Seven IHLS staff presented at the conference on a variety of topics: Jennifer Baugh, Mary Cornell, Leanne Furby, Leah Gregory, John Kirchner, Eric McKinney, and Leslie Bednar. Our board president Sarah Hill participated in the conference as well and shared that she enjoyed the conference tremendously. Sessions combining practical strategies and new ideas were very informative.

FY2025 Highlights Presentation

The Executive Director shared a PowerPoint presentation overview on the successes and achievements of IHLS.

Automatic Material Handling System (AMHS) Update

The Delivery and Facilities Director shared an update including the new name of the machines.

[Legislative Meetups](#)

The Executive Director encourages members to attend a session if possible. To view the schedule, follow the link.

Write the Grant! Workshop

Applications are now open for the Write the Grant! Workshop. Responding to strategic plan feedback regarding additional content for members, IHLS' grants consultant designed a grant writing program for member staff at libraries with service populations under 10K. The online-only cohort will participate in a multi-session workshop designed to simplify the grant writing process. IHLS is excited to offer this collaborative opportunity.

Staff Report

Staff Update ([Attachment 13.1](#))

No discussion.

Ryan Johnson motioned and Linda McDonnell seconded to approve the new hire on the staff report. Motion carried unanimously by roll call vote.

Personnel

None

Committee Reports

No discussion.

Partnership Reports

Association of Illinois School Library Educators (AISLE)

AISLE represented Illinois at the American Association of School Librarians Conference in St. Louis by participating in the parade of states. Finally, in November, AISLE, IHLS, and RAILS will participate in the Illinois Association of School Boards and School Superintendents conference, where all will engage with decision makers about school libraries and their importance. A virtual town hall meeting will be held in January that will hopefully serve as both an educational session as well as an outreach session regarding supporting schools and their library programs.

Illinois Library Association (ILA) ([Attachment 15.1](#))

No discussion.

Illinois State Library Advisory Committee (ISLAC)

The committee met October 23. Agenda topics included a discussion of Illinois public library standards and the FY2026 Public Library Per Capita Grants; OCLC Cataloging/ILL group services for IL libraries; Institute for Museum and Library Services future funding update; E-Rate in Illinois libraries; ILA legislative agenda.

Unfinished Business

FY2027 Nominating Committee ([Attachment 16.1](#))

No discussion.

Mike Treece motioned and Nick Norovich seconded to approve the FY2027 Nominating Committee. Motion carried unanimously by roll call vote.

Advocacy and Education Committee ([Attachment 16.2](#))

No discussion.

New Business

FY2026 General and iLEAD LTT Budget Amendments ([Attachment 17.1](#))

Ann Chandler motioned and Laura Naugle seconded to approve the FY2026 General and iLead LTT Budget Amendments. Motion carried unanimously by roll call vote.

FY2026 Staff Realignment

A board member expressed concern about the increase in expenditures and feels the system is top-heavy in administration.

Other members shared appreciation for the work that went into the realignment and feel staff is doing a good job.

IHLS Benefit Plans ([Attachment 17.2](#))

A question was asked about the cost of the broker and if the service goes out for bid. The Finance Director responded that the broker is paid a percentage and the service does not go out to bid. A broker is used because insurance carriers will not bid directly with IHLS nor will they give the credits the broker offers. Another member suggested the possibility of IHLS partnering with RAILS to obtain better rates. The Finance Director shared that IHLS is looking at providing a higher percentage of fee coverage for staff who have dependent coverage. A board member said that it is not fair and equitable to all staff if some are given a higher percentage of insurance fee coverage than others. The Executive Director said the goal is to attract and retain good employees and many, unlike in the past, newer employees are younger with families, and the Finance Director explained this is a common practice among businesses.

Mike Treece motioned and Nick Norovich seconded to approve the IHLS Benefits Plans. Motion carried by roll call vote. Ann Chandler – no, Kim Dykstra – yes, Matt Greider – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonald – yes, Laura Naugle – yes, Nick Norovich – yes, Emily Pickell – yes, Kristy Walker – yes

Agenda Building

A member would like to see a 3-year forecast for the budget. Projections would be difficult to provide in one month, especially because government funding is currently up in the air. Another asked for a personnel expense projection, which is not dependent on revenue. Staff will provide this information at the January 2026 meeting.

Ryan Johnson motioned and Ann Chandler seconded to approve the agenda topics. Motion carried unanimously by roll call vote.

Public Comment

None

Announcements

The next meeting is scheduled for November 25, 2025. Please be sure to check email regularly in case of date change or cancellation. The Executive, Finance, and Personnel committees will all meet in November.

Adjournment

Adjourned at 6:27 p.m.