

ANNUAL MEETING MINUTES

October 25, 2022

3:00 p.m.

Roll Call

Attendees:

Jennifer Baugh, Leslie Bednar, Karen Bounds, Ceili Boylan, Loretta Broomfield, Troy Brown, Stacie Bushong, Brandon Chapman, Carol Hogan-Downey, Leah Gregory, Rhonda Johnisee, Linda Johnson, Kevin Kelsey, Casey Parr, Ellen Popit, Dena Porter, Josh Short, Kelley Sullivan, Sarah Taylor, Cassandra Thompson, Jill Trevino, Anna Weigand, Patrick Windhorst

Appetizers and Refreshments

Attendees enjoyed a variety of appetizers and refreshments while networking and socializing.

Presentations

Anna Yackle, Membership Coordinator and Leah Gregory, Membership Coordinator Schools Liaison gave the presentation, *Grants: Follow the Money*.

Illinois State Representative Patrick Windhorst spoke to attendees about current topics of importance to Illinois citizens in addition to his ongoing efforts to improve support to libraries and demonstrate their value.

BOARD OF DIRECTORS MEETING MINUTES

October 25, 2022

5:00 pm

3.1	Approve the October 25, 2022, Consent Agenda a. Approval of September 20, 2022, Minutes b. Approval of September 27, 2022, Minutes b. Director and Staff Activity Report	Roll Call - Carried
4.1	Accept the September 2022 Bills	Roll Call - Carried
5.1	Accept the September 2022 Financial Reports	Roll Call - Carried
10b	Approve Secondary Employment	Roll Call - Carried
17c	Approve withholding names in motions in meeting minutes	Roll Call - Carried
15.1	Approve the IHLS Financial Policy Proposed Changes	Roll Call - Carried
15.2	Approve the IHLS Benefits Plan	Roll Call - Carried
	Adjourn	Roll Call - Carried

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Call to Order

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

Roll Call

Board Members:

Karen Bounds, Loretta Broomfield, Stacey Carter, Ann Chandler, Jenna Griffith, Sarah Hill, Ryan Johnson, Kevin Kelsey, Tammy Krouse, Chastity Mays, Linda McDonnell, Josh Short, Kelley Sullivan

Absent:

Tiffany Droege, Kevin Latoz

Other Attendees:

Jennifer Baugh, Leslie Bednar, Tracie Berrie, Ceili Boylan, Troy Brown, Stacie Bushong, Brandon Chapman, Carol Hogan-Downey, Leah Gregory, Rhonda Johnisee, Linda Johnson, Greg McCormick, Casey Parr, Shandi Greve Penrod, Ellen Popit, Dena Porter, Sarah Taylor, Cassandra Thompson, Jill Trevino, Anna Weigand

Consent Agenda

A motion was made to pull the September 20, 2022, minutes for correction because names are not listed with motions

- Members discussed the need to record names with motions.
- Staff consultation with Eli Mina determined this is not a recommended practice.

There was not a second. Motion disposed.

A motion and second were made to approve the September 20, 2022, minutes. Motion carried by roll call vote. Loretta Broomfield – yes, Karen Bounds – yes, Stacey Carter – yes, Ann Chandler – no, Jenna Griffith – yes, Sarah Hill – yes, Ryan Johnson – yes, Tammy Krouse – yes, Kevin Kelsey – yes, Chastity Mays – yes, Linda McDonnell – yes, Josh Short – yes, Kelley Sullivan – yes.

A motion was made to pull the September 27, 2022, minutes for correction because names are not listed with motions. There was not a second. Motion disposed.

A motion and second were made to approve the September 27, 2022, minutes. Motion carried by roll call vote. Loretta Broomfield – yes, Karen Bounds – yes, Stacey Carter – yes, Ann Chandler – no, Jenna Griffith – yes, Sarah Hill – yes, Ryan Johnson – yes, Tammy Krouse – yes, Kevin Kelsey – yes, Chastity Mays – yes, Linda McDonnell – yes, Josh Short – yes, Kelley Sullivan – yes.

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

Acceptance of Bills 2022

A motion and second were made to accept the September 2022 bills. Motion carried unanimously by roll call vote.

October 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 Online Computer Library Center (OCLC) - \$160,318.

- 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. As of September 30, 2022, IHLS has received \$730,333.34 or approximately 19% of the FY2023 SAPG.

IHLS received two additional checks this month. One was the third Live and Learn payment for \$365,166.67 and the second was the General Revenue payment for \$1,069,129.81. These payments will be reflected in next month's financial statements. This will bring our percentage up to 55% collected of the grant.

September 2022 Financial Reports

The financial reports included in your board packet represent IHLS' financial activities through September 30, 2022.

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 September 30, 2022, the target benchmark of the remaining budget should be 75% for all budget line items except "Personnel" which should be 73% based on total of 26 payrolls for the fiscal year.

Any items with percentages less than those amounts are noted with an explanation at the bottom of the Statement of Revenues and Expenditures.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to Date (YTD) Actuals are below YTD Budget by 22.8%. Total Expenses YTD Actuals are below YTD Budget by 4.8%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,360,450.92 represents 89.8% of the projection in the FY2023 budget. As of September 30, 2022, 88.3% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 17.9%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of September 30, 2022, the General Fund cash balance was \$4,666,827.92. This balance would fund IHLS General Fund operations an estimated 12.0 months based on the FY2023 approved expenditure levels. This balance would fund the IHLS General and Special Revenue Funds for an estimated 9.8 months.

SHARE

Cash and Cash Equivalents as of September 30, 2022, the SHARE cash balance of \$3,038,761.35 represents \$1,249,087.42 of SHARE Reserve Funds, \$112,088.06 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,677,585.87 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 10.4 months based on the FY2023 operations budget. The budgeted reserve transfer of \$142,500 was made in September.

We had a request at last month's meeting to include a Statement of Cash Flows. The statement shows the September activities that affected the cash balances.

A motion and second were made to accept the September 2022 Financial Report. Motion carried unanimously by roll call vote.

FOIA Update

The FOIA Officer shared an incoming request from SmartProcure that was replied to within the required time.

OMA Update

None

Public Comment

None

Communication

The Executive Director thanked everyone who attended the Annual Meeting. She shared a slideshow on the Illinois Library Association conference that was attended by 20 staff and 3 board members. Board members shared their experiences and complimented IHLS staff and their booth. They appreciated the opportunity to network in addition to giving their library staff an opportunity to attend.

Sarah Taylor, Project Manager for Member Day shared an update. There are currently 293 registrants excluding system staff and non-member speakers. Agencies represented are: 7 academic libraries, 41 school districts, 99 public libraries, and 6 special libraries. 153 distinct member agencies have registered to participate, which is significantly higher than any other year. Many public libraries have registered several staff members (some up to 10!) with the expectation that this will serve as a quality staff development opportunity. This year there are 12 exhibitors and 5 partner agencies, including RAILS (Reaching Across Illinois Library System) and ILA (Illinois Library Association). Staff is looking forward to Member Day on November 17 and the opportunities that this event brings IHLS member libraries.

The Executive Director reported on the state of the System. She mentioned the original IHLS values of service to all member libraries through good stewardship of public funds, equity, transparency, and innovation. IHLS achievements in FY2022 and significant goals for FY2023 speak to the connection between 521 independent and patron-driven agencies in central and southern Illinois.

Staff Report

Personnel

None

Staff Update

The board reviewed the staff update.

Secondary Employment

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

Illinois State Library Report

Greg McCormick reported ISL staff is currently reviewing the system annual reports and will make contact if there are any questions. The Try-it database is open through November 30, 2022. The Association of Illinois School Library Educators (AISLE) conference is next week, and Secretary White will be in attendance. The FY2024 budget process has begun. There will be a new administration after the first of the year and this will determine what the future holds. ISL received over 400 applications for school library funding. Public Library Per Capita grants are available online and open through January 30, 2023. Live and Learn grant applications are available and due January 15, 2023. The Illinois State Library Advisory Committee (ISLAC) meeting was cancelled for this week.

Committee Reports

Executive

A committee member shared there were three areas discussed: proposed changes to the financial policy, Edwardsville roof update, and Consortium of Academic and Research Libraries in Illinois (CARLI) construction in Champaign.

Budget and Finance

The committee chair reported a routine meeting in addition to discussing the Finance Policy proposed changes.

Policy and Membership

The committee did not meet but will meet in November.

Facilities and Operations

The committee chair reported a routine meeting in addition to discussing the Champaign building construction for CARLI and Edwardsville roof repairs.

Personnel

The committee chair reported the committee met, and the HR Director made a presentation on the top workplaces survey recommendations that have been implemented.

Advocacy and Education

The committee did not meet.

Partner Reports

Association of Illinois School Library Educators (AISLE)

No report.

Illinois Library Association (ILA)

Ryan Johnson reported they finalized preparation for the 2022 conference and have an upcoming follow-up meeting. He reminded everyone to consider joining the Trustee Forum and they can reach out to him if interested.

Illinois State Library Advisory Committee (ISLAC)

No report.

Unfinished Business

CARLI Office Construction

The Executive Director reported the project is back on track for completion. After consulting with the city, the go ahead was given without the need to build an additional wall.

Automatic Material Handler Next Steps

The Executive Director reported last week staff updated members on the timeline of the project in addition to requesting members to volunteer to participate in the working group to analyze the project.

IHLS Board of Directors Meeting Minutes

A motion and second were made to withhold listing names with motions in meeting minutes. Motion carried by roll call vote. Loretta Broomfield – yes, Karen Bounds – yes, Stacey Carter – yes, Ann Chandler – no, Jenna Griffith – yes, Sarah Hill – yes, Ryan Johnson – no, Tammy Krouse – yes, Kevin Kelsey – yes, Chastity Mays – yes, Linda McDonnell – yes, Josh Short – yes, Kelley Sullivan – yes.

New Business

Nominating Committee

The Board President indicated the committee will be appointed at the November board meeting. The open seats: academic library representative, special library representative, school library representative, and two public library trustee representatives.

IHLS Financial Policy Proposed Changes

A motion and second were made to approve the IHLS Financial Policy Proposed Changes. Motion carried unanimously by roll call vote.

IHLS Benefits Plan

A motion and second were made to approve the IHLS Benefits Plan. Motion carried unanimously by roll call vote.

Agenda Building

No topics were added.

Public Comment

None

Announcements

Loretta Broomfield announced that she, Ryan Johnson, and Cassandra Thompson are serving on the Reaching Forward South (RFS) planning committee. The committee just put out a call for proposals on the website. If anyone is interested in presenting or suggesting program ideas, they can locate the form online [Reaching Forward South Call for Program Proposals - Illinois Library Association \(ila.org\)](https://ila.org) or reach out to Loretta, Ryan, or Cassandra. The 2023 conference will be held April 14, 2023, in O'Fallon, Illinois.

Adjournment

A motion and second were made to adjourn. Motion carried unanimously by roll call vote. Adjourned at 6:03 p.m.