

## **APPROVED 2024 ANNUAL MEETING**

October 22, 2024  
2:30 p.m.

**Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047**

### Attendees:

Kat Anderberg, Leslie Bednar, Karen Bounds, Chet Brandt, Troy Brown, Stacie Bushong, Jace Cook, Mark Decker, Colleen Dettenmeier, Laura Flessner, Travis Givens, Leah Gregory, John Howard, Shandi Greve Penrod, Sarah Hill, Sarah Isaacs, Rhonda Johnisee, Linda Johnson, Ryan Johnson, John Kirchner, Kate Kite, Constance Lee, Linda McDonnell, Casey Parr, Emily Pickell, Ellen Popit, Andrea Sellars, Erin Steinsultz, Jill Thompkins, Angela Thompson, Mike Treece, Jill Trevino, Karen Waters, Anna Weigand

### **Appetizers and Refreshments**

Attendees enjoyed a taco bar and soft drinks while networking and socializing.

### **Presentations**

Leslie Bednar, IHLS Director, opened up the evening with the State of the System.

Keynote Speaker: Sarah Isaacs, Library Director, Illinois Early Intervention Clearinghouse (EI) gave a presentation on EI history and services.

Troy Brown, IHLS IT Director, gave a presentation on Broadband Services.

Leah Gregory, IHLS School Library Membership Liaison, gave a presentation on the School Partnership Symposium.

Kat Anderberg, IHLS Metadata Cataloger, gave a presentation on the Mobile Memory Lab.

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**IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!**

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## APPROVED BOARD OF DIRECTORS MEETING MINUTES

October 22, 2024  
5:00 p.m.

**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**  
**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**  
**Zoom**

9.1	Appoint Mark Decker to the Open Public Library Trustee Seat	Roll Call - Carried
10.1	Approve the September 24, 2024 Strategic Planning Minutes	Roll Call - Carried
11.1	Approve the September 24, 2024 Minutes	Roll Call - Carried
12.1	Approve the Director and Staff Activity Report	Roll Call - Carried
13.1	Accept the September 2024 Bills	Roll Call - Carried
23c	Approve members of the Nominating Committee	Roll Call - Carried
24.1	Approve the Statement of Support for Academic Librarians	Roll Call - Carried

### Call to Order

Karen Bounds called the meeting to order at 5:04 p.m.

### Roll Call

#### Board Members Present:

Carbondale: Loretta Broomfield

Champaign: Karen Bounds, Mark Decker, Sarah Hill, Ryan Johnson, Linda McDonnell, Emily Pickell, Mike Treece

Edwardsville: Josh Short, Kristy Walker

Effingham: Matt Greider

Zoom: Ann Chandler, Kim Dykstra

#### Board Members Absent:

Kristi Lear

#### Other Attendees and Guests:

Carbondale: Dena Porter

Champaign: Leslie Bednar, Troy Brown, Stacie Bushong, Colleen Dettenmeier, Rhonda Johnisee, Ellen Popit, Erin Steinsultz, Jill Trevino

Edwardsville: Matt Caskey

Zoom: Jennifer Baugh, Linda Johnson, Casey Parr, Pamela Perkins-Grimes, Andrea Sellars, Traci Wadsworth

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### **Appoint Mark Decker as Public Library Trustee Representative ([Attachment 9.1](#))**

Ann Chandler motioned and Matt Greider seconded to Appoint Mark Decker from Bryan-Bennett Public Library (Salem) as a Public Library Trustee Representative. Motion carried unanimously by roll call vote.

### **Approve September 24, 2024 Strategic Planning Retreat Minutes ([Attachment 10.1](#))**

Ann Chandler motioned and Matt Greider seconded to approve the Sept. 24, 2024, Strategic Planning retreat minutes. Motion carried by roll call vote. Karen Bounds – yes, Loretta Broomfield – yes, Ann Chandler – yes, Mark Decker – abstain, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Mike Treece – yes, Kristy Walker – yes.

### **Approve September 24, 2024 Minutes ([Attachment 11.1](#))**

Linda McDonnell motioned and Josh Short seconded to approve the Sept. 24, 2024 minutes. Motion carried by roll call vote. Karen Bounds – yes, Loretta Broomfield – yes, Ann Chandler – yes, Mark Decker – abstain, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Mike Treece – yes, Kristy Walker – yes.

### **Director & Staff Activity Report ([Attachment 12.1](#))**

Ryan Johnson motioned and Matt Greider seconded to accept the Director & Staff Activity Report. Motion carried by roll call vote. Karen Bounds – yes, Loretta Broomfield – yes, Ann Chandler – yes, Mark Decker – abstain, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Mike Treece – yes, Kristy Walker – yes.

### **Acceptance of September Bills 2024 ([Attachment 13.1](#))**

Josh Short motioned and Emily Pickell seconded to accept the Sept. 2024 bills. Motion carried by roll call vote. Karen Bounds – yes, Loretta Broomfield – yes, Ann Chandler – yes, Mark Decker – abstain, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Mike Treece – yes, Kristy Walker – yes.

### **September 2024 Financial Report ([Attachment 14.1](#))**

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.
- IHLS has received written approval for the FY2025 System Area & Per Capita Grant (SAPG) application at the level of \$3,919,852.02.
- We expect to see reimbursements by the end of November for the first half of CMC and OCLC funding, along with the first quarter iLEAD LTT grant expenditures.

#### **September 2024 Financial Reports**

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 Sept. 30, 2024, 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 26 payrolls for the fiscal year.

#### **Statement of Revenues and Expenditures**

General Fund: Total Revenues Year to Date “YTD” Actuals” are below YTD Budget by 86.8%. This is attributed to no SAPG funding received yet. Total Expenses YTD Actuals are above YTD Budget by 2.4%.

## **SHARE**

Fees for Services and Materials YTD Actuals of \$1,608,963.13 represent 94.4% of the projection in the FY2025 budget. As of September 30, 2024, 96.3% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 16.2%.

## **Balance Sheets**

General Fund: Cash and Cash Equivalents As of Sept. 30, 2024, the General Fund cash balance was \$3,844,498.32. This balance would fund IHLS General Fund operations for an estimated 7.4 months based on the FY2025 approved expenditure levels. This balance would fund the IHLS General and the special revenue grants for an estimated 6.3 months.

## **SHARE**

Cash and Cash Equivalents As of Sept. 30, 2024, the SHARE cash balance of \$3,344,865.79 represents \$1,247,755.59 of SHARE Reserve Funds, \$107,679.93 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,989,430.27 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 10.8 months based on the FY2025 operations budget.

The \$142,500 transfer to the SHARE reserves was made so this has increased the reserve amount and lowered the unrestricted (operating) cash.

## **FOIA Update**

A commercial FOIA request from Smart Procure was received for purchase records information. This is a regular quarterly request, and it was filled within the time allowed.

## **OMA Update**

None

## **Public Comment**

None

## **Illinois State Library Report**

SOS Web Redesign: As part of the modernization efforts of the Office of the Secretary of State (SOS), the SOS website is being redesigned. SOS staff agency-wide, including Illinois State Library staff, are currently reviewing every webpage and every document to ensure accuracy and timeliness. Additional points to mention include:

- Grants: FY2025 Public Library Construction Grant Program applications are due Jan. 15, 2025.
- Public libraries should watch for an email regarding the availability of the FY2025 Public Library Per Capita and Equalization Aid Grants. Applications are due Jan. 30, 2025.
- Oct. 15 was the deadline to apply for the FY2025 School District Library Grant.
- FY2024 Illinois Public Library Annual Report (IPLAR): All due dates for public libraries to submit the FY2024 IPLAR have passed.
- E-Resources: Implementation of the EBSCO resources in the statewide database package is moving forward. 741 members have attended sessions, trainings, office hours, and update meetings. More direct training is being scheduled, and the next outreach will be at the Illinois Association of Teachers of English 2024 Conference at Millikin University and the 2024 Association of Illinois School Library Educators Conference.
- Family Reading Night is scheduled for Thursday, Nov. 21, 2024.
- Letters About Literature: In September, public libraries and schools received an email regarding Letters About Literature, a statewide reading and writing program.

## **Communication**

[FY2024 Highlights Presentation](#)

A slide show presentation on the FY2024 Highlights was shared with attendees.

#### Illinois Library Association (ILA) Annual Conference Update

IHLS had 28 staff and three board members in attendance at this year's conference. IHLS received the Hugh C. Atkinson Award for resource sharing along with our colleagues from the Association of Illinois School Library Educators (AISLE), the Illinois Library Association (ILA), Illinois State Library (ISL), and the Reaching Across Illinois Library System (RAILS) for the School Library Workers Symposium. IHLS, SHARE, the Cataloging Maintenance Center (CMC), and the iLEAD Trustee Training platform were represented in the exhibit booth. Fourteen staff presented sessions, and others were there to support various ILA committees and forums.

#### Automatic Material Handling System (AMHS) Update

Lyngsoe staff met with IHLS staff in July to negotiate the contract details, discuss the equipment layout of the Edwardsville hub, and discuss equipment add-on features for the three machines. They will send the final Edwardsville design specifications this week for approval, and once approved, they will order the machine. The total contract purchase price will be \$723,514, within the IHLS board-approved total purchase price of up to \$725,000.

As of Oct. 18, 2024, IHLS staff have duplicated 24,182 barcodes, 9% of the total estimated barcodes to duplicate.

Of the 339 Intergovernmental Agreements we sent to members we have received responses for

- o Option 1 – 136 libraries or 40% of Members
- o Option 2 – 56 libraries or 17% of Members
- o Option 3 – 5 libraries or 1% of Members
- o Option 4 – 128 libraries or 38% of Members
- o No Response – 14 libraries or 4% of Members

Overall, the project is on track and proceeding as planned. A few problems were discovered in the duplication process, and staff has been communicating with members as they occur. Label protectors will now be applied on top of the duplicate barcodes to prevent any possible scratching or rubbing off of the barcodes.

#### School Library Symposium Update

The 2024 School Library Symposium hosted 219 live attendees with 181 school districts represented, 495 hours of Illinois State Board of Education (ISBE) Professional Development Hours (PDH) issued, five main sessions, two breakouts by grade level, and three small group discussion breaks for networking and discussing other topics.

#### **Staff Report**

##### Staff Update

None

##### Personnel

None

#### **Committee Reports**

##### Budget and Finance

The committee held a routine meeting.

##### Policy & Membership

The committee did not meet.

#### Facilities and Operations

The committee did not meet.

#### Personnel

The committee met and discussed AI, Drug Testing, Compensation, and handbook updates.

#### Advocacy and Education

The committee discussed what they want the committee to look like and will wait until the Operational plan is complete to create a committee charge.

### **Partnership Reports**

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

The School Library Symposium hosted 219 live attendees with 181 school districts represented, 495 hours of the Illinois State Board of Education (ISBE) Professional Development hours (PDH) issued, five main sessions, two breakouts by grade level, and three small group discussion breaks for networking and discussing other topics.

#### Illinois Library Association (ILA)

ILA is thankful to everyone who attended the conference. Thanks to Kate Kite for participating in a breakout session presentation regarding volunteering with ILA. The Call for Nominations for ILA's Executive Board closes on Friday, Oct. 25. Thanks to Leah Gregory who is serving on that Nominating Committee. Next up for ILA is Legislative Meetups. The two most relevant to IHLS's service area are on Dec. 9 (one in Edwardsville, the other in Effingham). Details for both can be found on the ILA website. These meetups are great opportunities to get facetime with elected officials, network with library professionals, and receive both Federal and State updates from ILA leadership.

#### Illinois State Library Advisory Committee (ISLAC)

The committee met on Sept. 26, 2024, and received numerous updates from the state library, an update on EBSCO statewide databases, and implementation. The state library sought input on goals for discretionary grant funding.

### **Unfinished Business**

#### 2024 IHLS Strategic Planning

Following the board retreat in September, IHLS received the first draft of the strategic plan based on member feedback and the activities during the retreat. There is a staff feedback session scheduled for this Thursday afternoon, and then an all-member feedback session on Nov. 12. After the staff and member sessions, IHLS will receive a final draft of the strategic plan that will be discussed by the board on Dec. 11 at the special meeting.

#### Open Board Position(s)

Tonight, one vacant position was filled and the search for someone to fill the other open board position is underway.

#### FY2026 Nominating Committee

Mark Decker motioned and Ann Chandler seconded to approve Ingrid Minger, Leander Spearman, and Erin Steinsultz for the Nominating Committee. Motion carried unanimously by roll call vote.

#### Parliamentary Training

The Executive Committee discussed which additional procedures IHLS will implement based on the training. Recommendations will be brought to the board in November.

**New Business**

Support for Academic Libraries ([Attachment 24.1](#))

Sarah Hill motioned and Mike Treece seconded to approve the Support for Academic Libraries statement. Motion carried unanimously by roll call vote.

**FY2025 Capital Projects Budget**

The contractor identified additional needs for the tuckpointing project, in addition to savings from not needing to replace steel. Costs are still within the budget approved by the board.

**Executive Director Quarterly Evaluation**

The Executive Director will be evaluated annually and will submit quarterly reports. Goals for the Executive Director will be discussed at the November board meeting.

**Agenda Building**

The board discussed topics for the November board meeting.

**Public Comment**

None

**Announcements**

Linda McDonnell shared her gratitude for Ellen Popit who was awarded the ILA Library Luminary award.

**Adjournment**

Adjourned at 5:50 p.m.