

APPROVED BOARD OF DIRECTORS MEETING MINUTES

January 28, 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
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

3.1	Approve Samantha Carroll for Public Library Trustee Representative	Roll Call - Carried
5.1	December 11, 2024 Minutes Approved	Unanimous Consent
6.1	Approve the Director and Staff Activity Report	Roll Call - Carried
7.1	Accept the November 2024 Bills	Roll Call - Carried
8.1	Accept the December 2024 Bills	Roll Call - Carried
12.1	Approve the Staff Report	Roll Call - Carried
18.1	Approve the IHLS Board of Directors Position Description	Roll Call - Carried
19.1	Approve the FY2025 General Fund Budget Amendment	Roll Call - Carried

Call to Order

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

Roll Call

Board Members Present:

Carbondale: Loretta Broomfield
 Champaign: Sarah Hill, Emily Pickell
 Edwardsville: Ryan Johnson, Linda McDonnell, Josh Short, Mike Treece, Kristy Walker
 Effingham: Matt Greider
 C.E. Brehm: Karen Bounds, Mark Decker
 ISL: Ann Chandler, Kristi Lear
 Zoom: Samantha Carroll, Kim Dykstra

Other Attendees and Guests:

Carbondale: Ellen Popit
 Champaign: Mary Cornell
 Edwardsville: Stacie Bushong, Matt Caskey, Colleen Dettenmeier, Rhonda Johnisee, John Kirchner,
 Cassandra Thompson, Jill Trevino
 C.E. Brehm: Leslie Bednar
 ISL: Suzanna Jones, Greg McCormick

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Zoom: Jennifer Baugh, Leah Gregory, Carol Hogan-Downey, Stephanie Hunt, Kate Kite, Casey Parr, Pamela Perkins-Grimes, Traci Wadsworth

Appoint Samantha Carroll as Public Library Trustee Representative ([Attachment 3.1](#))

No discussion.

Mark Decker motioned and Matt Greider seconded to approve Samantha Carroll as Public Library Trustee Representative. Motion carried unanimously by roll call vote.

Approve November 26, 2024 Minutes ([Attachment 4.1](#))

No discussion.

A board member asked why discussions held at the meeting were not included in the minutes. The Board member was directed to submit information about these discussions.

Approve December 11, 2024 Minutes ([Attachment 5.1](#))

No discussion.

Director & Staff Activity Report ([Attachment 6.1](#))

A board member suggested adding trustee activities to the report. Another board member suggested some trustee trainings be held later in the day to accommodate work schedules. The associate director said iLEAD Trustee Training Portal staff will travel to any library in person and will also be offering one Saturday per month to connect with trustees and walk them through training.

Mark Decker motioned and Josh Short seconded to approve the Director and Staff Activity Report. Motion carried unanimously by roll call vote.

Acceptance of November Bills 2024 ([Attachment 7.1](#))

A board member objected to the Ford Harrison bill.

Ryan Johnson motioned and Kristy Walker seconded to accept the November 2024 bills. Motion carried by roll call vote. Loretta Broomfield – yes, Samantha Carroll – yes, Ann Chandler – no, Mark Decker – yes, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Mike Treece – yes, Kristy Walker – yes.

Acceptance of December Bills 2024 ([Attachment 8.1](#))

A board member objected to the Ford Harrison bill.

Ryan Johnson motioned and Kim Dykstra seconded to accept the November 2024 bills. Motion carried by roll call vote. Loretta Broomfield – yes, Samantha Carroll – yes, Ann Chandler – no, Mark Decker – yes, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Ryan Johnson – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Mike Treece – yes, Kristy Walker – yes.

2024 Financial Report ([Attachment 9.1](#))

No discussion.

The Finance Director shared the following report. Greg McCormick also noted that the federal grant freeze does have the potential to affect funding and the Illinois State Library (ISL) will inform the system of any updates they receive.

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 \$354,508.00 (50%) of the CMC grant, \$33,191.48 (20.06%) of the iLEAD LTT grant, and \$87,786.50 (50%) of the OCLC grant revenue as of December 31, 2024 and notice that remaining 50% of the CMC and OCLC grant revenue has been issued. IHLS has received written approval for the FY2025 System Area & Per Capita Grant (SAPG) application at the level of \$3,919,852.02. IHLS has received \$3,536,129.81 (90.21%) of the SAPG revenue as of December 31, 2024.

December 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 December 31, 2024, the target benchmark of the remaining budget should be 50% for all budget line items. Any items below that target percentage are noted with an explanation of what expenses are included at the bottom of each Statement of Revenues and Expenditures.

Statement of Revenues and Expenditures

General Fund

Total Revenues Year to Date YTD Actuals are above YTD Budget by 71.5%. Total Expenses YTD Actuals are below YTD Budget by 8.4%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,657,787.46 represent 97.3% of the projection in the FY2025 budget. As of December 31, 2024, 99.8% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 4.8%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of December 31, 2024, the General Fund cash balance was \$6,375,087.65. This balance would fund IHLS General Fund operations for an estimated 12.3 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 11.9 months.

SHARE

Cash and Cash Equivalents as of December 31, 2024, the SHARE cash balance of \$3,134,464.37 represents \$1,251,095.57 of SHARE Reserve Funds, \$85,829.91 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,797,538.89 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 9.7 months based on the FY2025 operations budget.

FOIA Update

SmartProcure submitted a commercial FOIA request to the Illinois Heartland Library System for any and all purchasing records from 9/24/2024 to current.

OMA Update

None

Public Comment

None

Illinois State Library Report

Statewide Database Package with EBSCO

- Staff have just started delving into statistics and noted that LearningExpress Library had 930 people register and create accounts. The most used resources have been ACT pretests and tutorials. This was between October and December.
- The 'article' databases were accessed 1.5 million times (1,527,355 sessions) in the month of December. The top accessed databases have been Points of View, History Reference Source, and Literary Reference Source.
- Staff are hoping to identify a few metrics that will be checked every few months in addition to a plan to generate a list of libraries with zero usage and use that as a starting point for reaching out and seeing who still needs to be set up with access to these reliable resources.

Grants

- Reminder that the Public Library Per Capita and Equalization Grant applications are due Thursday, January 30th.
- The School District Library Grant awards will be announced soon to 654 school districts.
- Public Library Construction grants were due January 15th. Seventeen libraries applied, asking for a total of \$1.36 million dollars. (The appropriation for the program is just over \$870,000.)
- Applications for the Adult Literacy Grants for fiscal year 2026 are due March 15th. However, this year, March 15, falls on a Saturday, therefore, the grant applications will be accepted through the next business day, which is Monday, March 17th.

IMLS

The ISL is still closely monitoring the situation at the Federal level with Institute for Museum and Library Services (IMLS) and have yet to receive an announcement for the FY2025 Library Services and Technology Act (LSTA) award, which Illinois will use in support of services and programs in FY2026.

Chicago Auto Show

The State Library is excited to have a presence at the Chicago Auto Show on both Saturdays, February 8th and 15th and are hosting Chicago educator and author, Dwayne Reed, in the family friendly area of the McCormick Place.

Communication

Rapid Response Team (Unite Against Book Bans in Illinois)

The Regional Response Team is up and active, with more than 150 volunteers through the state of Illinois. The teams of volunteers are available in case of a book or material challenge and can offer help from just listening or making phone calls, writing letters, or attending board meetings. Volunteers are still needed in the southern half of the state. To date, the biggest case for the team was the Millburn School District's attempt to ban the Rebecca Caudill Reader's Choice program, which was successfully defended. The steering committee plans to improve communication in 2025, with newsletters to update volunteers.

IHLS Data Dashboard

Stephanie Hunt, Data Analyst, shared a presentation about the IHLS Data Dashboard, including a demonstration of the different options available. A link to the database can be found on the home page of the Sharing Heartlands Available Resources Equally (SHARE) website.

Automatic Material Handling System (AMHS) Update

An addendum addressing the fading barcode issues was sent to the members who chose Option 1 on November 1. Label protectors were offered to all libraries that selected Options 2 and 3. The decision

was made in late November to update the timeline for installation dates of the AMHS project. Communications were sent to member libraries through the IHLS member connection newsletter and a printed handout. Installation start dates are planned for the following: April 23 – Edwardsville, May 28 – Champaign, June 24 – Carbondale.

Of the 339 IGA Agreements sent to members responses received:

- Option 1 – 140 libraries or 41% of Members
- Option 2 – 56 libraries or 16% of Members
- Option 3 – 6 libraries or 2% of Members
- Option 4 – 136 libraries or 40% of Members
- No Response – 1 library or 0% of Members

As of 12/31/2024, IHLS staff have duplicated 50,919 barcodes, which is 18% of the total estimated barcodes to duplicate, label protectors are also being applied. Overall, the project is on-track and proceeding as planned.

FY2026 IHLS Board Elections Update

Communications and Marketing created and distributed an updated Nomination Survey at the end of November. Communication to members about nominations have included: the Member Connection newsletter, a soon-to-be-published press release, a letter to public library directors, and a flyer for their trustees. The first Zoom board member meet and greet held on December 4th was hosted by Sarah Hill and Kristy Walker and attended by 5 system members. A newly created social media reel will be posted at the end of the week.

Staff Report

Staff Update ([Attachment 12.1](#))

A board member inquired about the salary schedule levels of the two staff members who received increases based on completing degree programs. IHLS staff answered and referred board members to the salary schedule paygrades approved by the board of directors June 25, 2024.

There was a discussion about the board never approving the document used by the director to determine upgrades in salary due to completion of degrees.

Sarah Hill motioned and Josh Short seconded to approve new hires on the Staff Update. Motion carried unanimously by roll call vote.

Personnel

None

Committee Reports

No discussion.

Partnership Reports

Association of Illinois School Library Educators (AISLE)

SLATE (School Library Advocacy Through Education) data is no longer being collected during certification and will be collected on a building-by-building census later this year.) Thanks to a successful appearance in the IASB (Illinois Association of School Boards) Conference in 2024, AISLE Partnership members are planning a larger and more cohesive presence at 2025's event. The Administrator's Academy is being updated to tie to new literacy laws in the state and the group will see if this can be offered to superintendents to sign up at next year's event. Can't Shelve This! Podcast, featuring Mychal Threats and A Love Letter to Libraries, releases on February 11, 2025.

Illinois Library Association (ILA)

Regarding the Illinois Youth Services Institute for February, there is an issue with the union at the venue but after consideration ILA decided to continue. Candidates were announced mid-December for open board positions. Registration for Reaching Forward South in April opened this week.

Illinois State Library Advisory Committee (ISLAC)

Committee did not meet.

Unfinished Business

IHLS Board of Directors Position Description ([Attachment 18.1](#))

No discussion.

Kristy Walker Motioned and Mark Decker seconded to approve the IHLS Board of Directors Position Description. Motion carried unanimously by roll call vote.

New Business

FY2025 General Fund Budget Amendment ([Attachment 19.1](#))

No discussion.

Mark Decker motioned and Josh Short seconded to approve the FY2025 General Fund Budget Amendment. Motion carried unanimously by roll call vote.

FY2026 Planning

No discussion.

Staff has begun evaluating the status of FY2025 planning activities and looking ahead to FY2026. The federal budget decision will impact how plans to move forward are made. Staff meet in February to put the new strategic plan into actionable steps. The board will see the draft budget and Operational plan in April.

Destruction of Closed Session Recordings & Review of Closed Session Minutes

No discussion.

Linda McDonnell motioned and Ryan Johnson seconded to approve the destruction of the closed Session Recordings, May 23, 2023, June 19, 2023 and June 20, 2023 and to leave closed Session Minutes from July 10, 2024 and July 23, 2024 closed. Motion carried by roll call vote. Loretta Broomfield – yes, Samantha Carroll – yes, Ann Chandler – yes, Mark Decker – 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, Mike Treece – yes, Kristy Walker – yes.

Agenda Building

Board members discussed potential topics for the February 2025 board meeting agenda, including equal opportunity support for all IHLS staff, pay grade assignments, executive director contract and recording board meetings, directors' salary, Equal Opportunity, Compensation Salary Schedule, and recording of the minutes.

Public Comment

Greg McCormick announced that Meghan Harmon, ISL Library Program Specialist, passed away recently and the ISL will share information about her celebration of life when it becomes available.

Announcements

Please complete board citation review by March 25th and submit to the executive assistant. The Nominating committee needs assistance identifying potential nominees for the FY2026 board elections. Please share recommendations for library trustee representative with the Nominating committee.

Adjournment

Adjourned at 6:35 p.m.