



APPROVED BOARD OF DIRECTORS MEETING MINUTES

February 25, 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

3.1	Approve the November 26, 2024, Minutes	Unanimous Consent
4.1	Approve the January 28, 2025, Minutes	Unanimous Consent
5.1	Approve the Department Updates	Roll Call - Carried
6.1	Accept the January 2025 Bills	Roll Call - Carried
13.1	Approve the Staff Report	Roll Call - Carried
17c	Approve Topics for the March 2025 Board Meeting Agenda	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: Emily Pickell
 Edwardsville: Linda McDonnell, Josh Short, Kristy Walker
 Effingham: Matt Greider, Sarah Hill
 ISL: Ann Chandler, Kristy Lear
 Zoom: Kim Dykstra, Mike Treece

Board Members Absent:

Samantha Carroll, Mark Decker, Ryan Johnson

Other Attendees and Guests:

Carbondale: Troy Brown, Ellen Popit
 Champaign: Laura Flessner
 Edwardsville: Leslie Bednar, Stacie Bushong, Matt Caskey, Colleen Dettenmeier, Carol Hogan-Downey,
 Rhonda Johnisee, John Kirchner, Cassandra Thompson, Jill Trevino
 ISL: Mandy Saia

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Zoom: Jennifer Baugh, Leah Gregory, Kate Kite, Casey Parr, Pamela Perkins-Grimes, Sarah Taylor

Approve November 26, 2024 Minutes ([Attachment 3.1](#))

No discussion.

Approved by unanimous consent.

Approve January 28, 2025 Minutes ([Attachment 4.1](#))

No discussion.

Approved by unanimous consent.

Department Updates [Attachment 5.1](#)

No discussion.

Josh Short moved and Emily Pickell seconded to approve the Director and Staff Activity report. The motion was carried unanimously by roll call vote.

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

A board member opposed the Ford Harrison invoice totaling \$247.50 due to the hourly rate of \$495.00.

Kim Dykstra moved and Matt Greider seconded to accept the January 2025 bills. The motion was carried by roll call vote. Loretta Broomfield – yes, Ann Chandler – no, Kim Dykstra – yes, Matt Greider – yes, Sarah Hill – yes, Kristi Lear – yes, Linda McDonnell – yes, Emily Pickell – yes, Josh Short – yes, Mike Treece – yes, Kristy Walker – yes.

2024 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 January 31, 2025, IHLS had received \$709,016 (100%) of the CMC grant, \$33,191.48 (20.06%) of the iLEAD LTT grant, and \$175,573 (100%) of the OCLC grant revenue. 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 January 31, 2025, IHLS has received \$3,536,129.81 (90.21%) of the SAPG revenue.

IHLS worked with the State Library to get the documentation needed to submit for our federal funding reimbursement before the federal funding freeze was supposed to take place last month. As a result, we received the remaining funding for the SAPG and the second quarter and the majority of January expenses for the iLEAD LTT grant. Thank you to the Illinois State Library for making this happen.

January 2025 Financial Reports

The financial reports in your board packet represent IHLS' financial activities through January 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 January 31, 2025, the target benchmark of the remaining budget should be 42% for all budget line items except "Personnel," which should be 38% based on a total of 26 payrolls for the fiscal year. All items under the target benchmark have been noted with an explanation of what is included in those expenses at the bottom of each statement.

Statement of Revenues and Expenditures

General Fund

Total Revenues year to date (YTD) Actuals are above YTD Budget by 49.3%. Total Expenses YTD Actuals are below YTD Budget by 6.1%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,699,441.79 represent 99.7% of the projection in the FY2025 budget. As of January 31, 2025, 98.6% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 5.6%.

Balance Sheets

General Fund

Cash and Cash Equivalents As of January 31, 2025, the General Fund cash balance was \$5,937,098.35. This balance would fund IHLS General Fund operations for an estimated 11.4 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 11.1 months.

SHARE

Cash and Cash Equivalents As of January 31, 2025, the SHARE cash balance of \$2,998,104.80 represents \$1,262,127.21 of SHARE Reserve Funds, \$78,769.84 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,657,207.75 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 9.0 months based on the FY2025 operations budget.

FOIA Update

Smart Procure has submitted an annual commercial FOIA request for current employee work-related contact information. This request was filled in the time allowed.

OMA Update

None

Public Comment

None

Illinois State Library Report

Mandy Saia presented the following report.

In terms of federal funding:

- Communications with the Institute of Museum and Library Services (IMLS) have all indicated that we should continue business as usual.

- ISL was successful in paying out the remaining funds to both IHLS and RAILS for FY2025 System Area and Per Capita awards.
- ISL does not know the status of IMLS funding in the FY2025 federal budget reconciliation package that Congress is working on now. As soon as information is received it will be shared with systems and their boards.

Other grant news:

- School District Library Grant award letters are being prepared and will be going out very soon.
- We are in the process of reviewing 639 Public Library Per Capita and Equalization Grants. Everyone has submitted, and they are easily three-fourths of the way through the review process, so they are in good shape there.

Illinois sales tax-exemption letters have all been issued. The expiration date is March 1, 2025. Public libraries across the state will soon be receiving an invitation to complete a Rural Library Service for Sustainability Survey. This survey is intended to explore the current rural library services that have been expanding to meet diversifying community needs and their impact on local communities. This is an IMLS-funded project that is being administered by Indiana University, and all libraries serving a population of under 25,000 are encouraged to complete the survey. The deadline to submit is March 14, 2025, and those completing the survey are entered into a drawing to receive an Amazon gift card.

Communication

Each spring, the Illinois Library Association sponsors the ILA Trustee Forum Spring Webinars. IHLS budgeted for three board members to attend. Webinar dates are March 8, April 12, and May 10. Board members interested in the training, please reach out to Stacie Bushong. IHLS staff worked with Cindy Fesemeyer, one of the two strategic planning consultants, on an Action plan for Year 1 of the Strategic plan. Using feedback gathered from members, board, and staff, activities we considered what will be incorporated into the FY2026 Operational Plan part of the System Area & Per Capita Grant application. Board members will begin review of the application in April.

Advocacy Resources for IHLS Members

The Communications and Advocacy Administrator shared a PowerPoint presentation and demonstration on using Return on Investment (ROI) templates with information from the SHARE Data Dashboard to assist libraries in advocating for themselves and shared an update on the Marketing Microgrant.

Member Day 2025 Brief Recap

Member Day had 398 registrations and became the highest attended since the event's inception in 2014. Eleven sessions were offered with eight sessions available for Professional Development Hours (PDH). This year's theme focused on growth, and those who registered before the preferred deadline received a card with flower seeds attached.

IHLS Pay Grade Assignments ([Attachment 12.1](#))

The attachment outlines the actions of the IHLS board in recent years regarding the employee compensation process. A board member expressed concern about board approval and new employee placement.

Staff Report

Staff Update ([Attachment 13.1](#))

No discussion.

Matt Greider moved and Kristy Walker seconded to approve the staff report. The motion was carried unanimously by roll call vote.

Personnel

None

Committee Reports

No discussion.

Partnership Reports

Association of Illinois School Library Educators (AISLE)

The AISLE task force succeeded in getting legislation introduced for our legislative task force to study the school librarianship situation in Illinois. Rep. William "Will" Davis filed HB 2685, and Sen. Rachel Ventura filed SB 1741. Proposed to Amend the School Code to Require the State Board of Education to establish and convene the Licensed School Librarian Task Force, which shall meet a minimum of four times and submit, no later than 12 months after the first convening of the Task Force, a report to the Governor and the General Assembly containing recommendations, including, but not limited to, recommendations on how to ensure public elementary and secondary schools consider, budget appropriate resources for, and employ licensed school librarians in future school years from available State and local resources. Sets forth provisions concerning the members of the Task Force, support for the Task Force, and other Task Force recommendations. Repeals these provisions on December 31, 2027. Effective immediately. The bill has been filed and is currently in the Assignments Committee to be assigned to a Senate committee.

The AISLE working group has approved the companion one-pager "The Value of School Librarians," which is meant to accompany the original one-pager "The Importance of School Libraries." These will be used at various advocacy events and to hand out during site visits, as well as hopefully distributed again through the Regional Office of Education (ROE).

The committee is currently in discussions with the ROE and the Illinois State Board of Education. to amend the previous Administrator's Academy that focused on student achievement to instead demonstrate the opportunity for school librarians to develop and lead school efforts to comply with the Illinois Comprehensive Literacy Plan. We plan to have the amendments done this month, with the content being created over the next few months, in order to launch an Administrator's Academy session to tie in with the Illinois School Library Workers Symposium and the next Illinois Association of School Boards and School Superintendents conference.

The next SLATE data collection effort will take place this spring, with a school building census being launched by mid-March. The data collection tool is currently being assessed.

Illinois Library Association (ILA)

No report.

Illinois State Library Advisory Committee (ISLAC)

Committee did not meet.

Unfinished Business

None

New Business

Executive Director Draft Contract

Josh Short moved and Linda McDonnell seconded to enter closed session. Entered closed session at 5:57 p.m.

Sarah Hill moved and Mike Treece seconded to return to open session. Returned to open session at 6:15 p.m.

The board discussed concerns to be addressed in a new Executive Director contract.

IHLS Board Meetings

In January, there was a request to discuss why IHLS no longer records board and committee meetings. IHLS began that practice during the COVID-19 pandemic, as instructed by the governor's disaster proclamation. The IHLS Board of Directors suspended audio recording of board meetings in October 2024. Nothing prohibits or requires recording open meetings.

A board member wants IHLS to return to the practice of recording meetings to demonstrate transparency. A few other board members indicated that as per the Open Meetings Act, anyone can attend board meetings or view posted meeting minutes, and these practices are sufficient for meeting transparency. In addition, members are encouraged to reach out to board members with any concerns via email as indicated on the board member page of the IHLS website.

Agenda Building

A full member day report, information about the April 4 Reaching Forward South Conference, a report on IHLS staffing trends, a draft executive director contract, and a timeline for board participation in the System Area & Per Capita planning process.

Josh Short moved and Kristy Walker seconded to approve topics for the March 2025 board agenda. Motion was carried unanimously by roll call vote.

Public Comment

None

Announcements

Reminder for board members to complete Citation Reviews and submit the form to Stacie Bushong. The forms are due March 25, 2025.

Adjournment

Adjourned at 6:36 p.m.