

## BOARD OF DIRECTORS MEETING MINUTES

February 23, 2021  
5:00 p.m.

**Zoom due to Shelter-in-Place**

	Change Agenda Item 14a from Information to Action	Roll Call - Carried
3.1	Approve the February 23, 2021 Consent Agenda a. Approval of January 26, 2021 Minutes b. Director and Staff Activity Report	Carried
4.1	Accept the January 2021 Bills	Roll Call - Carried
5.1	Accept the January 2021 Financial Reports	Carried
10.1	Approve the Staff Report	Carried
14.1	Approve Investment Report	Roll Call - Carried
	Adjourn	Carried

**Call to Order**

Stacey Carter called the meeting to order at 5:00 p.m.

**Roll Call**

Board Members:

Frank Bandre, Karen Bounds, Loretta Broomfield, Stacey Carter, Tina Hubert, Janet Jenkins, Tammy Krouse, Chastity Mays, Lupe Mejia, Zach Newell, Bev Obert, Jill Shelton (entered 5:07 p.m.), Josh Short, Charlene Topel, Bill Wagner

Other Attendees:

Leslie Bednar, Troy Brown, Stacie Bushong, Rhonda Johnisee, Greg McCormick, Shirley Paden, Susan Palmer, Ellen Popit, Rita Stephens, Ashley Stewart, Cassandra Thompson, Jill Trevino, Anna Yackle

**Stacey Carter Requested to Change Item 14a (Investment Update) From Information to Action**

Bill Wagner motioned to change item number 14a from an information item to an action item. Tina Hubert seconded. Motion carried unanimously by roll call vote.

**Consent Agenda**

Frank Bandre motioned to accept the consent agenda. Josh Short seconded. Motion carried.

**Acceptance of Bills January 2021**

Tina Hubert motioned to accept the 2020 bills. Zach Newell seconded. Motion carried unanimously by roll call vote.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

## **January 2021 Financial Report**

Rhonda Johnisee provided an overview of the Financial Reports. IHLS has received 100% of the FY2021 CMC Grant funds and OCLC Grant funds.

Financial reports included in the board packet represent IHLS' financial activities through January 31, 2021. As of January 31, 2021, the target benchmark of the remaining budget should be 42% for all budget line items.

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

#### **General Fund**

Total Revenues Year to Date (YTD) Actuals are below YTD Budget by 67.0%, which is primarily due to having received only 16% of the FY2021 SAPG approved allocation. Total Expenses YTD Actuals are below YTD Budget by 15.4%.

#### **SHARE**

Fees for Services and Materials YTD Actuals \$1,369,640.97 represents 99.1% of the projection in the FY2021 budget. As of January 31, 2021, 96.4% of that amount has been collected. Total Expenses YTD Actuals are below YTD Budget by 5.0%.

### ***Balance Sheets***

#### **General Fund**

Cash and Cash Equivalents as of January 31, 2021, the General Fund cash balance was \$3,903,518.72. This balance would fund IHLS General Fund operations an estimated 11.6 months based on the FY2021 approved expenditure levels.

#### **Capital Projects Fund**

The \$25,500.40 indicated under "Reserve Funds" represents the amount received from the Live & Learn Construction Grant plus the interest earned on those funds.

#### **SHARE**

Cash and Cash Equivalents as of January 31, 2021, the SHARE cash balance of \$2,324,750.33 represents \$1,024,018.11 of SHARE Reserve Funds, \$40,247.09 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,260,485.13 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 9.2 months based on the FY2021 operations budget.

Bill Wagner motioned to accept the Financial Reports. Lupe Mejia seconded. Motion carried.

### **FOIA Update**

IHLS received a Freedom of Information Act request early in the month from a vendor. The routine request was handled promptly by our finance staff.

### **OMA Update**

None

### **Public Comment**

None

## **Communication**

Susan Palmer shared the names of the recipients of the IHLS Surplus Delivery Grant. In all there were 15 applicants. The libraries who were awarded a grant were: Crab Orchard Public Library, Danville Public Library, East St. Louis Public Library, Jerseyville Public Library, and Rochester Public Library District.

A brief overview of some of the services that will be enhanced/created by having a vehicle:  
Crab Orchard Public Library plans to provide mobile WiFi access as well as materials to all in their service area. They will partner with local government and organizations to enhance the already established Book Stop visits. Also, they will be doing outreach to the underserved patrons in the community.

Danville Public Library will partner with the 3 local area high schools to establish mobile WiFi and share resources and knowledge with high school age community members. Community events would be another area that this van would be used to share WiFi and resources.

East St. Louis Public Library will partner with the East St. Louis School District 189, the City Mayor and Councilmen, and the newly formed Rotary Club to provide WiFi access to all residents of the community.

Jerseyville Public Library will provide homebound services as well as provide a mobile "Little Free Library" to residents of Jersey County. Also, they will partner with St. Francis/Holy Ghost School with a mobile collection in addition to providing enhanced WiFi access for their residents.

Rochester Public Library District plans to expand upon "In YOUR Community" grant outreach program and partner with local businesses and organizations as well as the Rochester CUSD #3 to provide WiFi access. Homebound outreach will be expanded as well as story time to preschools.

### ILA Legislative Meet-ups

Josh Short reported on his experience with the Legislative Meet-Up that he attended. He had mixed feelings about it and said many who attended miss the in-person events. None of the representatives from his area attended and the meeting was short. There was some discussion about the continued lack of internet access for Illinois residents.

### Kahok Community Reads -- presentation by Ashley Stewart, Caseyville Public Library

Leslie Bednar introduced Ashley Stewart, the Director of the Caseyville Public Library. In addition to bringing a small library into the center of the Caseyville community, Ashley is active at a broader level. Statewide, she is one of the dedicated library staff supporting summer reading programs through ILA's iREAD program. Ashley, and her colleague Lindsey Herron (Director, Wood River PL), are presenting Adding Color to your 2021 Summer Reading Program. Thursday, March 11, 10 a.m. to noon, via Zoom.

Ashley shared a Power Point presentation about the Kahok Community Reads program. Highlights include, community professionals coming together to provide continuity of services for the students and families in Collinsville Unit 10 School District. This includes creating a uniform library card application, building library programming into school curriculums, homework help stations at public libraries, accessibility to internet, and libraries providing volunteer opportunities for students to earn service hours. The presentation will be emailed to the board to share with their library boards.

## **Staff Report**

### Staff Update

Bev Obert motioned to accept the staff report. Lupe Mejia seconded. Motion carried.

### Secondary Employment

None

### Personnel

None

## **Illinois State Library Report**

Greg McCormick updated everyone on the FY2022 budget. The state library is pleased to report the secretary's request for funding will remain steady. This week staff are working on the finalization of the FY2022 System Area and Per Capita grant requirements, and they do not expect any significant changes. Public Library Construction Act Grant applications are due April 15, 2021. They are still reviewing the Library Live and Learn Grant applications.

## **Committee Reports**

### Executive

Josh Short reported the committee met and held a routine meeting. In addition, they covered the items listed later in this agenda.

### Budget and Finance

Bill Wagner reported the committee met and held a routine meeting. The committee also received updates on the Edwardsville building and Investment Update.

### Policy and Membership

Loretta Broomfield reported the committee did not meet and will meet next on March 1<sup>st</sup>.

### Facilities and Operations

Bev Obert reported the committee met and received an update from Susan Palmer, Operations Director, on the Edwardsville building remodel and the Champaign restroom request for proposal (RFP).

### Personnel

Josh Short reported the committee met and discussed the salary benchmark project. Jill Trevino, HR Coordinator, updated the committee on her responsibilities and activities.

### Advocacy and Education

Josh Short reported the committee met and received updates on school library advocacy and the first legislative meet-up. There has been a lot of positive feedback on the letter templates the Illinois Library Association created for members to use to advocate for the vaccine.

### Nominating

Leslie Bednar reported the committee continues to make progress in the election nominations process.

## **Unfinished Business**

### Edwardsville Building Update

Leslie Bednar reported she and other staff met with Color Art to discuss a post COVID office space plan for the Edwardsville remodel.

### Citations Review

Stacey Carter thanked all board members who have completed their Citations Review and reminded everyone of the March 23<sup>rd</sup> deadline.

## **New Business**

### Investment Update

Tina Hubert motioned to accept the Investment Update and open a CD at Scott Credit Union. Bill Wagner seconded. Motion carried unanimously by roll call vote.

### FY2022 System Area & Per Capita Grant Timeline

Leslie Bednar reviewed the timeline with board members.

### FY2021 Budget and Operational Plan Review

Leslie Bednar indicated a written version will be shared when it is complete. The FY2021 General Fund Budget shows a surplus of approximately \$400,000.00 - \$500,000.00 vs. the approved budget. The approved budget is approximately \$305,000.00 revenue under expenditures. If we continue in this direction, we will end the fiscal year with revenue over expenditures. At this point in the fiscal year, shifted priorities due to the pandemic and other unexpected savings will allow IHLS to end the year conservatively around \$100,000.00 revenue over expenditures.

## **Agenda Building**

The board discussed items for the March agenda.

## **Public Comment**

None

## **Announcements**

Stacey Carter reminded everyone that the Statement of Economic Interest filing emails will be coming from Madison County in early March.

## **Adjournment**

Karen Bounds motioned to adjourn. Josh Short seconded. Motion carried. Adjourned 6:12 p.m.