

BOARD OF DIRECTORS MEETING MINUTES

September 28, 2021
5:00 p.m.

Zoom due to Shelter-in-Place

	Add an Item to New Business	Carried
3.1	Approve the September 28, 2021, Consent Agenda a. Approval of August 24, 2021, Minutes b. Approval of September 9, 2021, Minutes c. Director and Staff Activity Report	Carried
4.1	Accept the August 2021 Bills	Roll Call - Carried
5.1	Accept the August 2021 Financial Reports	Carried
6.2	Approve FY2021 Audited Financial Statements	Roll Call – Carried
6.3	Approve Narrative	Roll Call - Carried
11.1	Approve the Staff Report	Carried
11b	Approve Secondary Employment	Carried
	Approve the Appointment of Chastity Mays as Treasurer	Carried
	Adjourn	Carried

Call to Order

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

Roll Call

Board Members:

Loretta Broomfield, Stacey Carter, Ann Chandler, Tammy Krouse, Kevin Latoz, Kris Lundquist (exited 5:35 p.m.), Chastity Mays (entered 5:21 p.m.), Lupe Mejia (entered 5:02 p.m.), Zach Newell, Bev Obert, Josh Short

Absent:

Karen Bounds, Jenna Griffith, Ryan Johnson, Jill Shelton

Other Attendees:

Josh Andres, Jennifer Baugh, Danielle Beasley, Leslie Bednar, Stacie Bushong, Jay Gensert, Rhonda Johnisee, John Knirr, Greg McCormick, Shirley Paden, Susan Palmer, Casey Parr, Ellen Popit, Cassandra Thompson, Jill Trevino, Anna Yackle

Change to Agenda

Josh Short asked to add the resignation of the Treasurer and the appointment of a new Treasurer to New Business.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Stacey Carter motioned to add an item to New Business. Tammy Krouse seconded. Motion carried.

Consent Agenda

Bev Obert motioned to accept the consent agenda. Kevin Latoz seconded. Motion carried.

Ann Chandler motioned to approve the August 24, 2021, minutes with corrections as stated. Bev Obert seconded. Loretta Broomfield - yay, Stacey Carter - nay, Ann Chandler - yay, Tammy Krouse - yay, Kevin Latoz – yay, Kris Lundquist - yay, Lupe Mejia - yay, Zach Newell - yay, Bev Obert - yay, Josh Short – yay. Motion carried.

Ann Chandler motioned to approve the September 9, 2021, minutes. Zach seconded. Motion carried.

Acceptance of August Bills 2021

Stacey Carter motioned to accept the August 2021 bills. Zach Newell seconded. Motion carried unanimously by roll call vote.

August 2021 Financial Reports

Rhonda Johnisee reported

FY2022 Grants Status

- IHLS has received written approval on all FY2022 Special Revenue Grant Amendments at the requested levels – Cataloging Maintenance Center (CMC) - \$405,697 and Online Computer Library Center (OCLC) - \$149,513. IHLS has received 100% of the CMC and OCLC grant funding.
- IHLS has received written approval for the FY2022 System Area & Per Capita Grant (SAPG) Application at the requested level of \$3,400,700.32. IHLS received notice from the IL Comptroller's site today that the General Revenue payment of \$549,978.11 of the FY2022 SAPG was released. We hope to have the check by the end of the week.

August 2021 Financial Reports

The financial reports included in your board packet represent IHLS' financial activities through August 31, 2021.

On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2022 Total Budget Remaining Percentage," represents the remainder left (based on percentage) of the "IHLS Approved FY2022 Budget." As of August 31, 2021, the target benchmark of the remaining budget should be 83% for all budget line items except "Personnel" which should be 85% based on a total of 26 payrolls for the fiscal year. Any expenditures under those percentages have been 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 90.2%. Total Expenses YTD Actual are below YTD Budget by 4.9%.

SHARE

Fees for Services and Materials YTD Actuals of \$1,330,831.25 represents 90.8% of the projection in the FY2022 budget. As of August 31, 2021, 80.3% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 20.8%.

Balance Sheets

General Fund

Cash and Cash Equivalents as of August 31, 2021, the General Fund cash balance was \$4,597,368.61. This balance would fund IHLS General Fund operations an estimated 13.1 months based on the FY2022 approved expenditure levels.

Capital Projects Fund

The \$25,501.09 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 August 31, 2021, the SHARE cash balance of \$2,893,330.74 represents \$989,164.82 of SHARE Reserve Funds, \$103,588.89 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,800,577.03 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 10.6 months based on the FY2022 operations budget.

Stacey Carter motioned to accept the Financial Reports. Kris Lundquist seconded. Motion carried.

Annual Report

Financial Audit

Josh Andres and Jay Gensert from Scheffel Boyle gave an overview of the FY2021 Audit Synopsis and Audited Financial Statements.

Narrative

Leslie Bednar explained this is the text only of the Narrative and the final Annual Report will have a much different look and feel.

Kevin Latoz motioned to accept the Financial Audit and Narrative. Stacey Carter seconded. Motion carried unanimously by roll call vote.

Tabular Reports

Leslie Bednar asked if there were any questions about the Tabular Reports. No questions were presented.

FOIA Update

None

OMA Update

None

Public Comment

None

Communication

Leslie Bednar reported IHLS and the Reaching Across Illinois Library System (RAILS) will receive the Pillar Award at the AISLE Conference this November. This designation is for an exhibit vendor for their continued support of the organization, of school library or of school library professionals.

In addition, IHLS submitted a proposal to ILA PPC (Illinois Library Association Public Policy Committee) to expand broadband to all public libraries in the state including library systems. IHLS staff have had promising introductory meetings with some state agencies regarding the proposal which was favorably received by the committee. If ILA determines to move forward, IHLS staff will work to support the effort.

Ellen Popit, Membership Director, reported Public Act 101-0632, legislation to amend the Local Library Act and the Library District Act to allow for Cards for Kids, passed unanimously. The non-resident fee shall not apply to any of the following: A nonresident in an unincorporated area in Illinois who is a student whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines. During the December 11, 2020, Member Matters Meeting, Greg McCormick and Joe Natale guided a discussion about the changes to the non-resident rules. The meeting can be viewed on the system's YouTube channel at: [Members Matters 12 11 20 - YouTube](#).

IHLS at ILA (Illinois Library Association Conference)

Leslie Bednar highlighted upcoming presentations by IHLS members and staff.

Staff Report

Staff Update

Bev Obert motioned to approve the staff report. Stacey Carter seconded. Motion carried.

Secondary Employment

Chastity Mays motioned to approve secondary employment. Lupe Mejia seconded. Motion carried.

Personnel

None

Illinois State Library Report

No report

Committee Reports

Executive

Josh Short reported the committee met and discussed items later in this agenda.

Budget and Finance

Bev Obert reported the committee met and held a routine meeting and heard a review of the audit.

Policy and Membership

No meeting. Stacey Carter announced the next meeting will be October 4 at 4:00 p.m.

Facilities and Operations

None

Personnel

Josh Short reported the committee met and went over some legal updates and policies. No action was taken.

Advocacy and Education

None

Unfinished Business

None

New Business

Member Day 2021

Danielle Beasley shared an onscreen review of the Member Day website.

IHLS Staff Health and COVID-19

Leslie Bednar shared the procedure for COVID-19 testing/vaccinations along with Frequently Asked Questions (FAQ's) to accompany the procedure. This is a dynamic procedure we may change based on best practices.

SHARE Overview

Leslie Bednar, Executive Director, and Cassandra Thompson, SHARE Director, were asked by the RAILS Consortia Local Library System Automation Program (LLSAP) Sustainability Working Group to provide some insight into the SHARE Consortium's success. Leslie shared an overview and Cassandra presented a PowerPoint presentation.

Treasurer Appointment

Josh Short reported Karen Bounds has resigned as Treasurer, and he recommended Chastity Mays to fill the vacant position.

Stacey Carter motioned to approve the appointment of Chastity Mays to fill the vacant position of Treasurer. Bev Obert seconded. Motion carried.

Agenda Building

Board members discussed topics for the October agenda.

Public Comment

None

Announcements

Stacey Carter announced that Rachel Miller the Director of Forsyth Public Library retired today. Josh reminded board members to check their IHLS email on a regular basis.

Adjournment

Ann Chandler motioned to adjourn. Kevin Latoz seconded. Motion carried. Adjourned at 6:41 p.m.