



## BOARD OF DIRECTORS MEETING MINUTES

September 24, 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

**Illinois State Library:** Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701-1796, 217-782-2994

**Zoom**

3.1	Approve the August 27, 2024 Minutes	Roll Call - Carried
4.1	Approve the Department Updates	Roll Call - Carried
5.1	Accept the August 2024 Bills	Roll Call - Carried
7.2	Approve the FY2024 Audited Financial Statements	Roll Call - Carried
7.3	Approve the (Annual Report) Narrative	Roll Call - Carried
13.1	Approve the Staff Report	Roll Call - Carried

### Call to Order

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

### Roll Call

#### Board Members Present:

Edwardsville: Josh Short, Kristy Walker

Effingham: Karen Bounds, Loretta Broomfield, Ann Chandler, Matthew Greider, Sarah Hill, Ryan

Johnson, Linda McDonnell, Emily Pickell, Michael Treece

ISL: Kristi Lear

Zoom: Kim Dykstra

#### Other Attendees and Guests:

Carbondale: Casey Parr

Champaign: Laura Flessner

Edwardsville: Matt Caskey, Colleen Dettenmeier, Pamela Perkins-Grimes, John Kirchner, Jill Trevino

Effingham: Leslie Bednar, Stacie Bushong, Rhonda Johnisee, Ellen Popit

Zoom: Jennifer Baugh, Karen Egan, Leah Gregory, Linda Johnson, Michael Kanallakan, Robin Klingler,

Pamela Thomas, Traci Wadsworth

### Approve August 2024 Minutes ([Attachment 3.1](#))

No discussion.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Linda McDonnell motioned and Matt Greider seconded to approve the August 27, 2024 minutes. Motion carried unanimously by roll call vote.

#### **Department Updates** ([Attachment 4.1](#))

A question was asked about barcodes being placed in the wrong location on books. IHLS staff responded that this problem has been resolved.

Ann Chandler motioned and Ryan Johnson seconded to approve the Department Updates. Motion carried unanimously by roll call vote.

#### **Acceptance of August Bills 2024** ([Attachment 5.1](#))

No discussion.

Josh Short motioned and Kristy Walker seconded to accept the August 2024 bills. Motion carried unanimously by roll call vote.

#### **2024 Financial Report** ([Attachment 6.1](#))

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.

IHLS has received written approval for the FY2025 System Area & Per Capita Grant (SAPG) application at the level of \$3,919,852.02.

IHLS received notice that the CMC and OCLC will be on the same payment schedule as in prior years with the first half issued on Nov. 15 and the second half on Jan. 15. The iLEAD LTT grant will continue to be a reimbursable grant, and we haven't received information on the SAPG grant payments.

#### **August 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 August 31, 2024, the target benchmark of the remaining budget should be 83% for all budget line items except "Personnel" which should be 81% 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 87.3%. This is due to no grant funds being received to date. Total Expenses: YTD Actuals are above YTD Budget by 13.1%.

## **SHARE**

Fees for Services and Materials YTD Actuals of \$1,608,250.62 represent 94.3% of the projection in the FY2025 budget. As of August 31, 2024, 85.2% of that amount has been collected. Total Expenses YTD Actuals are above YTD Budget by 40.5%.

Both General and SHARE expenditures are higher than budgeted at this time due to annual payments, such as insurance and Polaris, along with the reversal of prepaid expenses.

## **Balance Sheets**

### **General Fund**

Cash and Cash Equivalents as of August 31, 2024, the General Fund cash balance was \$4,235,324.17. This balance would fund IHLS General Fund operations for an estimated 8.1 months based on the FY2025 approved expenditure levels. This balance would fund the IHLS General and the special revenue grants for an estimated 7.0 months.

### **SHARE**

Cash and Cash Equivalents as of August 31, 2024, the SHARE cash balance of \$3,273,527.27 represents \$1,096,247.96 of SHARE Reserve Funds, \$104,911.11 of Committed Funds for cloudLibrary eBooks Subscription purchases, and \$2,072,368.20 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 11.2 months based on the FY2025 operations budget.

## **FY2024 Annual Report**

### **Audit Synopsis ([Attachment 7.1](#))**

No discussion.

### **Audited Financial Statements ([Attachment 7.2](#))**

No discussion.

### **Narrative ([Attachment 7.3](#))**

No discussion.

### **Components ([Attachment 7.4](#))**

No discussion.

The auditors reviewed the Audit Synopsis and Finance Statements. The executive director reported that this year staff created an additional short overview of the entire annual report. The shorter format allows it to stand alone as an item for IHLS members and other stakeholders as a return on investment report. Members should receive a copy within the next two weeks, and it will also be posted to the website. There were no questions. Sarah Hill thanked staff for their hard work on the report.

Matthew Greider motioned and Michale Treece seconded to approve the FY2024 Audited Financial Statements and Narrative. Motion carried unanimously by roll call vote.

## **FOIA Update**

None

## **OMA Update**

None

## **Public Comment**

None

## **Illinois State Library Report**

The State Library website is undergoing significant design changes along with the entire Secretary of State agency. The secretary announced \$28 million in grant awards; \$18 million in system grants, \$5.8 million in literacy grants, \$5 million for Project Next Generation, \$500,000 in Radio Information Services, and \$50,000 for the Veteran's Home Library. The EBSCO database project includes service to those who do not live in a public library district or service area. Over 500 librarians have already attended training for setting up the database package locally. ISL is now accepting applications for the school district library grants.

## **Communication**

The Executive Director introduced the new HR Coordinator Pamela Perkins-Grimes.

The Delivery and Facilities Director shared a PowerPoint on highlights from the IHLS 2024 Delivery Survey.

Earlier this month, staff attended the Association for Rural and Small Libraries Conference (ARSL) conference in Springfield, Massachusetts, and found it helpful networking with staff from other states. Given IHLS membership demographics, this was an excellent learning opportunity for staff.

## **Staff Report**

### Staff Update

No discussion.

Sarah Hill motioned and Ryan Johnson seconded to approve the Staff Report. Motion carried unanimously by roll call vote.

### Personnel

None

## **Committee Reports**

### Executive

The committee did not meet.

### Budget and Finance

The committee met and held a routine meeting.

### Policy and Membership

Committee did not meet.

### Facilities and Operations

The committee met and held a routine meeting.

## Personnel

The committee met and discussed the delivery coordinator job description, and several SHARE and CMC job descriptions.

## Advocacy and Education

Committee did not meet.

## **Partnership Reports**

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

There are 291 school library workers registered to attend the School Partnership Symposium on Sept. 25. The 2024 AISLE conference takes place in early November and planning for the 2025 conference is underway. The second session of the podcast will air soon.

### Illinois Library Association (ILA)

The board met last week and focused mostly on the upcoming conference. Work has begun on the Nominating Committee. The goal is a slate of 10 candidates. A new Retired Members forum has been created to share experiences or help navigate the Illinois Municipal Retirement Fund (IMRF). ILA has formally supported the Consortia of Academic and Research Libraries in Illinois (CARLI) statement regarding the library staff layoffs at Western Illinois University.

### Illinois State Library Advisory Committee (ISLAC)

The committee is scheduled to meet Thursday, Sept. 26.

## **Unfinished Business**

### 2024 IHLS Strategic Planning

Today, the IHLS board strategic planning retreat was held. Upcoming events include: Oct. 24: Check-in with IHLS staff; Nov. 12: Check-in with IHLS members; Dec.10, at 5 p.m.: Special IHLS Board Meeting focused on the 2024 Strategic Plan; Feb. 24: Staff in-person retreat.

### Annual Meeting

Reminder: the meeting is scheduled for Oct.22 from 2:30 - 4:30 p.m. at the Champaign hub. There will be speaker presentations, food, and refreshments.

## **New Business**

### Open Board Position

No discussion.

Staff are developing targeted communications to help fill two open positions on the board. Both are Public Library Trustee spots, with one term expiring June 30, 2025, and one ending June 30, 2026. If you have recommendations, please reach out to board president Karen Bounds.

### FY2026 Nominating Committee

Next month, the board will approve the Nominating Committee, giving that committee as much time as possible to complete its task.

### Parliamentary Training

The Executive Committee will be recommending changes to implement.

### Agenda Building

The board members discussed items for the October agenda. One request was to alter how board members are reminded of meetings.

### **Public Comment**

None

### **Announcements**

In the coming weeks, board members will receive the Executive Director's quarterly report along with a link to the quarterly questionnaire to complete. Board members were reminded to register in L2 for all committee and board meetings.

### **Adjournment**

Adjourned at 5:55 p.m.

Recommended motion to approve the September 24, 2024 meeting minutes.