



IHLS - Board of Directors Meeting

July 25, 2017

Edwardsville Office

6725 Goshen Road, Edwardsville, IL 62025

Phone: 618-656-3216

5:00 P.M.

You may also attend the meeting via videoconference at the following locations:

Carbondale Office: 1740 Innovation Drive, Carbondale, IL 62903, 618-985-3711

Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047

Decatur Public Library: 130 North Franklin Street, Decatur, IL 62523, 217-424-2900

Effingham Public Library: 200 North Third Street, Effingham, IL 62401, 217-342-2464

Illinois State Library: Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701, 217-785-5600

Southeastern Illinois College: Melba Patton Library, 3575 College Road, Harrisburg, IL 62946, 618-252-5400

Sandy West, President

Sara Zumwalt, Secretary

Tina Hubert, Treasurer

Geoffrey Bant, Member at Large

Mary Beil

Stacey Carter

Gary Denué

Tiffany Droegge

Gary Jones

Beverly Obert

Deborah Owen

Susan Pennington

John Phillips

Mary Smith

Charlene Topel

AGENDA

- | | | |
|---------|--------|---|
| 5:00 PM | Action | 1. Call to Order |
| 5:01 PM | Action | 2. Roll Call |
| 5:05 PM | Action | 3. Welcome to New Board Members Stacey Carter and Mary Smith
(Attachment 3.1) |
| | Action | 4. Election of Officers |
| | Action | 5. Consent Agenda |

All items listed under the Consent Agenda are considered routine by the Board and will be enacted by one motion. Committee and Staff reports may also be included as information items. Detailed information on all items is included in the meeting packet. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the consent agenda for discussion.

- a. Approval of June 20, 2017 Minutes **(Attachment 5.1)**
- b. Department and Staff Activity Report **(Attachment 5.2)**
- c. Approval of June 23, 2015 Minutes **(Attachment 5.3)**

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

5:15 PM	Action	6. Acceptance of Bills June 2017 (Attachment 6.1)
	Action	7. Financial Reports (Attachment 7.1)
	Information	8. Freedom of Information Act (FOIA) Update
	Information	9. Open Meetings Act (OMA) Update
5:30 PM	Information	10. Public Comment
	Information	11. Communication
		12. Human Resources
5:45 PM	Action	a. Staff Report – (Attachment 12.1)
	Action	b. Secondary Employment – IHLS Staff (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))
5:50 PM	Action	c. Personnel (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))
5:55 PM	Information	13. Illinois State Library Report
6:05 PM	Information	14. Committee Reports
		a. Executive
		b. Budget and Finance
		c. Policy and Membership
		d. Facilities and Operations
		e. Personnel
		f. Advocacy
		15. New Business
6:40 PM	Information	a. Board Citation Reviews
	Action	b. Elect Freedom of Information Act Officer
	Action	c. Elect Open Meetings Act Officer
	Information	d. Board Training Recap
	Action	e. Destruction of Closed Session Recordings: September 25, 2013 – November 15, 2015
	Action	f. Review of Closed Session Minutes July 2011 – June 30, 2017 (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(21))
7:05 PM	Information	16. Agenda Building
	Information	17. Public Comment
7:10 PM	Information	18. Announcements
7:15 PM	Action	19. Adjournment

Times are approximate and the Board President may alter the agenda item order or times during the meeting. The Illinois Heartland Library System strives to ensure that its meetings are accessible to individuals with disabilities. If you are an individual with a disability and require assistance to observe or participate in this meeting, please contact any system office at least 48 hours prior to the start of the meeting with your specific request.



Illinois Heartland Library System

**ILLINOIS HEARTLAND LIBRARY SYSTEM
BOARD OF DIRECTORS**

BOARD MEMBER COMMITMENT TO SERVE

Recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors for the Illinois Heartland Library System, I hereby personally pledge to carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a member of the board.

My Role:

I acknowledge that my role as a board member is to (1) contribute by defining the Library System's mission and governing the fulfillment of that mission, and (2) carry out the functions of the office of board member as specified in the Library System's bylaws and policies.

My role as a board member will focus on the development of board policies that govern implementation of the institutional plans and purposes. This role is separate and distinct from the role of executive director, to whom is delegated the responsibility of determining the means of implementation of board policies.

My Commitment:

I will exercise the duties and responsibilities of this office with integrity, fairness, and due care.

My Pledge:

- 1) To establish as a high priority my attendance at all meetings of the board, committees and task forces on which I serve
- 2) To come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda, and all background material.
- 3) To represent the Library System in a positive and supportive manner at all times and in all places.
- 4) To support in a positive manner all actions taken by the board of directors even when I am in the minority position on such actions.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

- 5) To refrain from intruding in administrative issues that are the responsibility of the management, except to monitor the results and prohibit methods not in agreement with board policy.
- 6) To recognize conflicts of interest between my position as a board member and my personal and professional life. If such a conflict does arise, I will declare that conflict before the board, and refrain from voting on matters in which I have a conflict.
- 7) To observe the parliamentary procedures outlined in Roberts Rules of Order and display courteous conduct in all board, committee, and task force meetings.
- 8) To make every effort to learn the job of being a board member and seek methods to help me function better as a part of the board team.
- 9) To participate in (a) the annual strategic planning (b) board self-evaluation programs and (c) board development workshops, seminars, and other educational events that enhance my skills as a board member.
- 10) If, for any reason, I find myself unable to carry out the above duties and responsibilities, I agree to resign my position on the Board of Directors.

Signed

Date



BOARD OF DIRECTORS MEETING MINUTES

June 20, 2017
5:00 pm

Carbondale Office: 1740 Innovation Drive, Carbondale, IL 62903, 618-985-3711
Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047
Decatur Public Library: 130 North Franklin Street, Decatur, IL 62523, 217-424-2900
Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216
Effingham Public Library: 200 North Third Street, Effingham, IL 62401, 217-342-2464
Illinois State Library, Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701, 217-785-5600
Morrison-Talbott Library (Waterloo): 215 Park Street, Waterloo, IL 62298, 618-939-6232
Southeastern Illinois College, Melba Patton Library, 3575 College Road, Harrisburg, IL 62946, 618-252-5400

3	Approve the June 20, 2017 Consent Agenda a. Approval of May 25, 2017 Minutes b. HR Report c. SHARE/Dream Grant Report d. Staff Activity Report e. IT Report (Membership Report) f. Operations Report g. Approval of June 28, 2016 Minutes	Carried
4.1	Approve the May Bills	Roll Call – Carried
5.1	Accept the Financial Reports	Carried
10.1	Accept the Staff Update	Roll Call - Carried
10b	Secondary Employment – IHLS Staff	Carried
14.1	IHLS FY2018 Prevailing Wage Adoption	Carried
14.2	Surplus Items	Carried
14.5	IHLS FY2018 Ancillary Benefit Insurance Policies	Carried
14f	Destruction of Closed Session Recordings: 08-09-11 to 09-24-13	Roll Call - Carried
	Adjourn	Roll Call - Carried

Call to Order

-Sandy West called the meeting to order at 5:04 p.m.

Roll Call

Board Members:

Carbondale: Sarah Isaacs, Clyde Hall, Gary Jones, Sandy West, Tina Hubert, Bev Obert

Champaign: Geoff Bant

Edwardsville: Tiffany Droege, Debbie Owen, Gary Denué

Illinois State Library: Susan Pennington

Absent: John Phillips, Mary Beil, Charlene Topel, Sara Zumwalt

Other Attendees:

Carbondale: Stacie Bushong, Brandon Chapman, Brant Wingerter, Ellen Popit, Chris Dawdy, Leslie Bednar, Adrienne Elam, Julia Pernicka, Julie Bolts, Karen Bounds, Susan Palmer, Juliette Douglas, Lynda Clemmons, Arlanna Fries, John Pollitz

Champaign: Robert Brady, Mary Johnston

Illinois State Library: Debra Aggertt, Gwen Harrison, Tom Huber

Edwardsville: Rhonda Johnisee, Colleen Dettenmeier

Consent Agenda

Clyde Hall motion. Tina Hubert second. Motion carried.

Approval of Bills June

Tina Hubert motion. Sarah Isaacs second. Motion carried unanimously by roll call vote.

Financial Reports

Gary Jones motion. Tina Hubert second. Motion carried.

FOIA Update

None

OMA Update

None

Public Comment

None

Communication

Leslie Bednar presented a thank you from Charlene Topel. Sara Zumwalt shared an article about the 90th anniversary of the Carlinville library. Ms. Bednar presented a power point on the progress of IHLS in the past year and our plans for the future.

Staff Report**Staff Update**

Beverly Obert motion. Gary Jones second. Motion carried unanimously by roll call vote.

Secondary Employment

Gary Jones motion. Sarah Isaacs second. Motion carried.

Personnel

None

Illinois State Library Report

Debra Aggertt reported the Illinois State Library has received all three system applications by the deadline and are reviewing. Directors University was held at the library June 5-8. On June 7, the library hosted the Gwendolyn Brooks 100 birthday celebration.

Committee Reports**Executive**

Sandy West reported the committee reviewed all other committee information. Routine meeting.

Budget and Finance

Tina Hubert reported the committee met June 14, 3pm. It was a routine meeting and they reviewed the ancillary insurance report.

Membership and Policy

The committee did not meet.

Facilities and Operations

Sarah Isaacs reported the committee met twice June 12 and June 16. They discussed the delivery survey with an otherwise routine meeting.

Personnel

The committee did not meet.

Advocacy Committee

Sandy West reported the committee met via Zoom with DoGood Consulting and Laura Huth to help with her preparations for the July 18 Board and Admin team training.

Unfinished Business

Executive Director Evaluation

Sandy West will send report to the board as soon as it is completed. Report was delayed by various projects and time constraints.

July Board Training

Sandy West reported the meeting is July 18 at the Keller convention center in Effingham.

Board Officers Nomination Committee

Sarah Isaacs reported she volunteered to put together a slate of officers for the upcoming fiscal year. If you are interested please contact her.

New Business

IHLS FY2018 Prevailing Wage Adoption

Tina Hubert motion. Bev Obert second. Motion carried.

Surplus Items

Leslie Bednar stated some of the vehicles were previously approved as surplus, and are included on the updated list so members have a complete list. Sarah Isaacs motion. Clyde Hall second. Motion carried.

IHLS FY2017 Delivery Survey

Leslie Bednar explained this survey is sent out each year. Feedback has been positive especially in regard to the recent changes in delivery. There were responses from 221 members.

IHLS FY2018 Ancillary Benefit Insurance Policies

Sarah Isaacs motion. Susan Pennington second. Motion carried. Tina Hubert abstained.

July – August Meeting Dates

July and August committee meeting dates were presented. Please sign up and register on L2 for each meeting.

Destruction of Closed Session Recordings: August 9, 2011 – September 24, 2013

Tina Hubert motion. Bev Obert second. Motion carried unanimously by roll call vote.

Recognition of Retiring Board Members

The board recognizes and thanks Clyde Hall and Sarah Isaacs for their time serving the IHLS board.

Agenda Building

RAILS standards. Executive Director Evaluation. Slate of officers to present. Citation review sign up. Seating and oath for new board members.

Public Comment

None

Announcements

Board training July 18. IHLS handed out treat bags to the board members.

Adjournment

Sarah Isaacs motion. Gary Jones second. Motion carried. Adjourned 6:11 p.m.

DRAFT



DIRECTOR & STAFF ACTIVITY REPORT

JUNE 2017

Looking to FY2017 and Year 6 as a large service organization, the uncertainty of state support is ever present. Illinois Heartland Library System (IHLS) has demonstrated a capacity for providing more and better member services for our members regardless of the financial challenge. Placing member needs first allows us to improve current services and develop new services as well. To paraphrase Aristotle Onassis, *"We have freed ourselves of the hope that the sea will ever rest. We have learned to sail in high winds."*

HUMAN RESOURCES REPORT & STAFF ACTIVITIES

Submitted by Adrienne Elam, CFO

Live workshop or online training	Format	# of staff
Learning Microsoft Flow	Online	1
Motion 5.3 Essential Training	Online	1
Learning Git and GitHub	Online	1
Moodle 3.0 Essential Training	Online	2
Sharepoint Online Essential Training	Online	2

HR

Goal: Retain and attract highly qualified IHLS Staff whose focus will be to accomplish IHLS goals and objectives, seek continuous professional growth, and maintain a positive team dynamic.

- Lori Knabe processed in two new employees
- Plan Staff Day

INFORMATION TECHNOLOGY REPORT & STAFF ACTIVITIES

Submitted by Troy Brown, IT Director

SHARE and IT staff were invited by the RAILS Software Overlay Project to participate in a 3-day live demo of the three finalists in their overlay project. The three finalists were: SHARE-IT by Auto-Graphics, Relais D2D from OCLC and INN-REACH from Innovative Interfaces. Traci Edwards, Joan Bauer, and Troy Brown attended and participated in the sessions. The sessions were broadcast live by RAILS and participants online were able to participate through the chat interface. The sessions were very informative and we look forward to what comes out of this project.

IT

Goals: To provide the IT support necessary for IHLS and SHARE to function efficiently. Provide support for Core System Services.

- Brant attended ALA to represent the IT department and participate in the poster session for the delivery iPad project.
- IT Staff cleaned up internal documentation.
- Installed new office server for the Carbondale location. This server includes functionality to be the offsite backup location for SHARE.
- Spec out and purchase new laptops for CMC grant project.
- Brandon joined Leslie on her monthly video call, "Connect with Leslie". The topic was virtual reality and cybersecurity.



MEMBERSHIP REPORT & STAFF ACTIVITIES

Submitted by Ellen Popit, Membership and Grants Director

Site Visits:

- June 19: Participated in a Town Hall meeting at the Mounds Public Library. The meeting was set up with community partners to discuss the future of the library.
- July 6: Visited the Northside Community Children's Library to discuss service options for this library that is not currently a system member.
- July 6: Visited the Dry Point Township Library.

Professional Development:

- June 23-27: Attended the American Library Association Conference in Chicago. Unmatched opportunity for continuing education and networking.
- June 29: Participated in a conference call to begin planning the 2019 Illinois Youth Services Institute.
- Other:** Worked to assist libraries in completing the annual Non-Resident Fee Survey.

NETWORKING

Goals: To make IHLS an active partner in statewide and national initiatives that support enhanced library service.

- 4 IHLS Staff Members attended the American Library Association Conference
- An IHLS Staff Member participated in a planning meeting for the 2019 Illinois Youth Services Conference.
- Hosted the IHLS Annual Meeting in Carbondale, which was attended by several members.



OPERATIONS REPORT & STAFF ACTIVITIES

Submitted by Susan Palmer, Operations Director

Shared the IHLS FY17 Delivery Survey with: The IHLS Board, the Illinois State Library, CARLI and RAILS (Reaching Across Illinois Library System). Positive feedback was received from the agencies.

Coordinated a poster session at ALA, "Delivery Moves". Participants in this project shared some of the many ways that delivery is accomplished. Participating in the session with IHLS were the team from the Laboratory of Applied Spatial Analysis (LASA) headed by Dr. Randy Pearson and included Zachary Schleicher and Joshua Pritsolas; MOBIUS's Stephen Strohl and Reaching Across Illinois Library System's Mark Hatch.



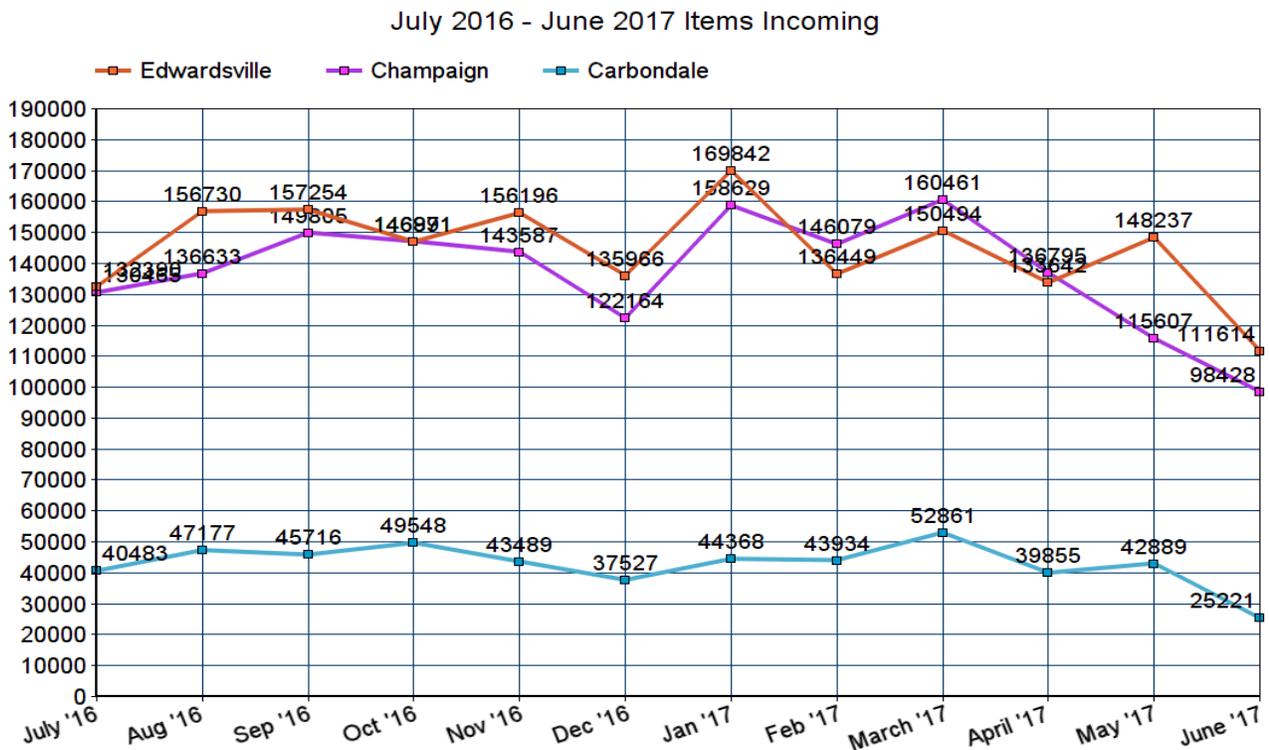
Attended American Library Association (ALA) conference in Chicago. It is always such an inspiring conference that allows networking opportunities with people across the nation. So many ideas have now been generated or discarded for taking delivery up another level. Linda Petty and myself, were fortunate to get a behind the scenes tour of the Chicago Public Library's new sorting machine.



DELIVERY

Goals: Efficient provision of delivery services designed to support resource sharing among IHLS members.

June 2017	IHLS LIBRARIES DELIVERY	IHLS HUB TO HUB DELIVERY	ILDS – CARLI DELIVERY
Carbondale	25,221	13,240	572
Champaign	98,428	24,760	1,470
Edwardsville	111,614	27,920	1,912



SHARE REPORT & STAFF ACTIVITIES

Submitted by Chris Dawdy, SHARE Director

SHARE Member fee, eResource fee, and Cataloging fee invoices for Fiscal Year 2018 are being sent to members in mid-July. For libraries that are paying their fees annually or quarterly, first payments will be due in October.

The change in cataloging standards from AACR2 (Anglo American Cataloging Rules) to RDA (Resource Description Analysis) officially occurred on July 1. Catalogers everywhere in SHARE—both at IHLS and in libraries—are working on changing existing bibliographic records to follow the new standards.

There are now five libraries joining SHARE, with assistance from the Wal-Mart grant—Jonesboro Public Library, Tilden Public Library, Ramsey Public Library, Zeigler Public Library, and Mounds Public Library. Two more are considering whether or not they can take advantage of the grant funds, and those are South County Public Library District and West Union District Library. Cutler Public Library and Witt Township Memorial Library have informed IHLS staff that they do not have the funds to participate in SHARE, even with grant funding.

GRANT DOCUMENT TRACKING

Goal: Maintain and track all grant documentation and due dates.

- Staff are working on final quarterly reports for the CMC and TMQ grants.
- Staff are working on a progress report for the Wal-Mart grant.

CATALOGING SERVICE FOR SHARE

Goals: To provide cataloging Services for SHARE member libraries. To provide a full level OCLC bibliographic record for the SHARE database. To increase usability of the SHARE database by cleaning up duplicate records and incorrect cataloging and maintaining authority files in the SHARE database.

- Staff cataloged 478 items for SHARE member libraries.
- Staff imported 181 \$3 bibs for SHARE member libraries.
- Staff created 101 on order bibs for SHARE member libraries
- Staff cataloged 78 items for new member libraries joining SHARE.
- Staff merged 593 bibliographic records, clean up/corrected 2517 bibliographic records, and corrected/cleanup 221 item records

CATALOGING MAINTENANCE CENTER (CMC)

Goals: To provide cataloging and bibliographic services for the libraries in RAILS and IHLS in order to increase access and encourage resource sharing of information resources found in Illinois libraries. To support access to digitalized information found in Illinois libraries and at IDA by providing information on formation and content of metadata.

- Staff continue editing transcriptions for scrapbooks for the Lombard College.
- CMC staff cataloged 78 items for libraries in Illinois.
- CMC staff created 19 NACO name authority records for improved user access.

CATALOG TRAINING FOR SHARE MEMBERS

Goal: To increase the understanding and skills in bibliographic services and cataloging for members libraries and to stay current with national, state and local policies such as RDA, AACR2, OCLC and Library of Congress.

- SHARE bibliographic services staff taught 7 cataloging related classes, provided 2 Cataloging workdays and hosted one Cataloger's Training Session.

LLSAP (SHARE)

Goal: Provide an innovative resource discovery, sharing and delivery system and encourage resource sharing.

	Circulation	ILL	Reciprocal Borrowing	PAC Searches	Holdings	Bibs	Patrons
<i>July - 16</i>	732,014	147,853	67,944	1,022,861	9,240,186	1,843,617	817,164
<i>Aug - 16</i>	770,064	164,585	60,333	999,263	9,270,779	1,828,926	820,638
<i>Sept - 16</i>	893,619	177,648	61,127	919,900	9,294,272	1,842,936	812,870
<i>Oct - 16</i>	856,619	171,240	56,668	881,243	9,309,983	1,845,810	814,219
<i>Nov - 16</i>	819,181	164,705	52,150	801,306	9,321,947	1,848,249	814,357
<i>Dec - 16</i>	681,303	150,605	46,402	815,326	9,323,317	1,847,422	814,693
<i>Jan - 17</i>	862,751	186,851	52,758	897,795	9,330,945	1,849,837	816,146
<i>Feb - 17</i>	801,069	171,320	51,303	809,065	9,338,607	1,842,104	815,965
<i>Mar - 17</i>	899,448	189,149	57,252	903,580	9,341,656	1,843,529	816,754
<i>Apr - 17</i>	756,642	162,917	53,731	767,834	9,359,144	1,845,711	816,719
<i>May - 17</i>	686,822	152,452	55,730	767,561	9,343,291	1,849,368	809,673
<i>June - 17</i>	774,872	157,431	78,136	713,745	9,354,324	1,848,287	812,667

LLSAP DEVELOPMENT

Goal: To increase members participating in SHARE.

- Kinmundy Public Library, Carrollton Public Library, and Golconda Public Library are scheduled to receive circulation training, in preparation for going live on Polaris.
- Northwestern Elementary School, Northwestern Junior/Senior High School, Odin Schools, Newton Community High School, and Newton Elementary School are scheduled to go live on Polaris when school starts this fall.

ERESOURCES

Goal: To increase familiarity with and utilization of eResources in SHARE member libraries including (but not limited to) eRead Illinois, eMagazines and third-party databases.

- The MyMediaMall Annual Meeting was hosted on June 14 at the IHLS-Champaign office and via Zoom and v-tel. The adoption of a new Intergovernmental Agreement by each MyMediaMall member library was discussed. The Intergovernmental Agreement will make it so each IHLS member in MyMediaMall is allowed to vote on fee increases, new features, etc.
- Cloud Library training and a patron event were provided for the Vienna Public Library on June 19.
- The Cloud Library shared collection circulated 31,518 items in the month of June and two new libraries (Vienna Public Library and Coulterville Public Library) started participation as of July 1, 2017.
- Staff spoke about SHARE and the Cloud Library Shared Collection during the Bibliotheca User IdeaExchange at the ALA Annual Conference.
- Information was sent out to Zinio participants regarding the new RBdigital App.



CONTINUING EDUCATION

Goal: To provide continuing education opportunities as allowed by ISL directive.

- SHARE staff provided eleven training sessions on cataloging and circulation.

THE MARC OF QUALITY (TMQ)

Goals: Improve the quality of the SHARE database, thus improving user access to information resources. OCLC WorldCat holdings for member libraries are updated in a timely manner, which should increase resource sharing.

- Holdings were added to OCLC for SHARE members.

ADMINISTRATIVE STAFF ACTIVITIES

COMMUNICATIONS

Goals: Effective and efficient communication with IHLS stakeholders

- Held a Connect with Leslie meeting using Zoom.
- Meetings were held on the rebranding/advocacy project.
- The new IHLS logo was revealed at the Annual Meeting.
- Updated several documents/procedures to work towards a consistent look in outgoing communications.
- Reviewed news feeds for information of interest to IHLS members such as grants, upcoming continuing education opportunities, and member news to be included in the IHLS newsletter and shared on Facebook.
- Three (3) grants/award opportunities were added to the Grants page on the IHLS website and shared through the IHLS newsletter.
- One (1) vendor discount was added to the Vendor Discount page on the IHLS website and shared through the IHLS newsletter.
- The IHLS newsletter, Moving Forward Together, sent on a regular basis to over 2,100 subscribers. The newsletter was redesigned and the name was changed from Moving Forward Together to IHLS Member Connection.
- The monthly newsletter, IHLS Staff Connection, was sent to staff.

BOARD SUPPORT

Goals: Refine process for future board and committee meetings. 100% State and Federal compliance for IHLS/Board and appropriate IHLS staff.

- Create monthly committee meeting calendar
- Streamline board packet
- Follow up with board members on OMA requirements



N.B. These previously approved minutes presented again with recommended approval of corrected name noted in bold under New Business – Executive Director’s Evaluation.



BOARD MEETING MINUTES
Illinois Heartland Library System Board
June 23, 2015 5:00 p.m.
 1704 West Interstate Drive, Champaign, IL 61822

Call to Order

President James Matthews called the meeting to order at 5:02 p.m.

Roll Call

Board Members Attending:	James Matthews Karen Bounds Lynda Clemmons James Fenton Nancy Huntley Sarah Isaacs Jacob Roskovensky Leander Spearman Sandy West
Board Members Attending by V-Tel:	Susan Justice – Marion George Trammel – Marion
Board Members Attending by Phone:	NA
Board Members Absent:	Valerie Green -- (excused) Rachel Fuller – (excused) Gary Denué – (excused)
Others Present:	Champaign: Leslie Bednar, Chris Dawdy, Kimberly Townsend, Adrienne Elam, Kathy Jackson, Susan Palmer, Alayna Davies Smith, Tina Hubert, Linda McDonnell, Britta Krabill, Geoffrey Bant, Hillary Greer, Linda Ash, Angela Thompson, Michelle Ralston. Decatur Public Library: no attendees Du Quoin: Arlanna Fries, Beverly Miller Edwardsville: Bill Pixley, Brandon Chapman Gilman-Danforth: no attendees Illinois State Library: Anne Craig, Cyndy Colletti, Beth Paoli Morrison-Talbot Public Library: no attendees

Consent Agenda:

Karen Bounds motioned to approve consent agenda, Sandy West seconded. Motion carried by roll call vote.

Approval of May Bills 2015:

Sandy West motioned to approve Bills report, seconded by Lynda Clemmons. Motion carried by roll call vote.

Financial Reports:

In the Reserve Fund Summary projection, IHLS assumed not receiving any additional Area & Per Capita Allocation Payments for FY2015 by June 30, 2015, and not receiving Special Revenue Funds for FY2016 until after December 31, 2015. Capital Project Fund projection based on forecasted expenditures for remaining of FY2015, FY2016, and historical actual expenditures. The SHARE Reserve Fund indicated is the projected reserve fund balance as of July 1, 2015 excluding any projected FY2016 SHARE Fees assessed and to be collected.

Our projections indicate that IHLS can operate:

- **16 months** under the General Fund
- **5 months** under the Capital Fund
- **5.7 months** under the SHARE fund excluding the billed SHARE fees for FY2016
- General Fund will be able to carry Special Revenue Fund projects through the end of December 2015

Karen Bounds motioned to approve the financial reports. Sandy West seconded. Motion carried by roll call vote.

Anne Craig commented: FY2015 money should come in during the lapse period. The only concern is FY2016 as there is not yet a budget in place.

FOIA

None

Public Comment

None

Communications

Received a thank you note from James Matthews.

Staff Update:

Staff Update- Jim Fenton motioned to approve. Leander Spearman seconded. Motion carried by roll call vote.

Secondary Employment – None

Personnel: Legal concern regarding former employee – they will accept cash equivalent of two months IMRF payments with board approval. Prior approval was given.

Secondary Employment Reports:

None

ISL Report:

Anne Craig reported on continuing education events at the Illinois State Library: Small Public Library Management Institute (SPLMI) concluded earlier this month with 50 attendees; ILEAD USA (Illinois Librarians Explore, Apply and Discover) begins its June session this week. Due to the current budget impasse in Springfield, IHLS has been directed to hold steady with FY2015 plans of service approved levels and activities.

Committee Reports:

- Executive Committee -- James Matthews provided a quick verbal informational report
- Finance Report – Nancy Huntley, meeting went fast there were no questions. Will provide auditor information at the July meeting.
- Long Range Planning -- Reviewed Focus Group Report, next meeting will be held July 8th and 9th.
- Membership and Policy – there was no quorum this month. Proposed revision to the bylaws was presented to the board (attachment provided).
- Personnel – not available to report

Unfinished Business:

- Closed session minutes will be completed by James Matthews and provided at the July meeting.
- Online Auction – Susan Palmer –
 - Sold 7 vehicles (3 in Champaign, 3 in Edwardsville, and 1 in DuQuion).
 - Could not use Pay Pal this time, will use in the future.
 - Total money raised: \$6415.00
 - Suggest another auction to sell the remaining seven vehicles.
- RAILS Letter: Karen Bounds and Sarah Isaacs worked together to update the letter. Motion to accept the letter made by Lynda Clemmons and seconded by Jacob Roskovensky. No discussion. Motion carried by roll call vote.

New Business:

Letter from State Library and response was included as an attachment.

Recommendations: Board discussed the FY2016 System Area & Per capita Grant (SAPG) Application and questions from the Illinois State Library regarding application components. IHLS satisfactorily responded to the concerns in writing and also determined that future SAPG applications would be reviewed by the board finance committee.

Executive Director's Evaluation -- motioned by Leander Spearman to go into close session, seconded by **Sandy West**.

- Entered into closed session at 5:35 p.m.
- Returned from closed session at 6:15 p.m.

Long Term Care Insurance – Kathy Jackson presented IMRF Long term care option that is no cost to IHLS.

- Plans are fully portable
- Spouse and extended family is eligible
- Jacob Roskovensky motioned to elect the Long Term Insurance plan, Sandy West seconded. Motion carried by roll call vote.

Bylaw change:

- Facilities adhoc committee proposed bylaw change presented by Jacob Roskovensky. He will send the information to Ellen Popit for the next committee meeting.
- Will post to web site for comments. Will post for 30 days.
- Sandy West motioned to post revised language. Karen Bounds seconded. Motion carried by roll call vote.

Focus Group Report:

- Report provided

Communication Team:

- Taking lead to make changes on how IHLS is presented.
- We want to show transparency. Information and reports from Long Range Planning process will be posted to the web site as soon as they are shared with the board.

Prevailing Wage Rate:

- Karen Bounds motioned to pass prevailing wage rate, Nancy Huntley seconded. Motion carried by roll call vote.

Approve Legal Counsel:

- Jacob Roskovensky motioned to approve legal counsel for FY2016, Sandy West seconded. Motion carried by roll call vote

FY2016 Holiday Schedule:

- Jacob Roskovensky motioned to approve the FY2016 Holiday Schedule, Jim Fenton seconded. Motion carried by roll call vote.

FY2016 Board Meeting Dates and Times:

- Sandy West motioned to accept board meeting dates and times, Nancy Huntley seconded. Motion carried by remaining roll call vote.

Acknowledgement of Retiring Board Members:

- Certificates were presented to the departing board members:
 - Jacob Roskovensky
 - Nancy Huntley
 - Karen Bounds
 - Jim Matthews

Board Officers Nomination Committee -- Jim Matthews appointed the following to the board officers nominating committee:

- Leander Spearman
- Sarah Isaacs
- Valerie Green

- Motion made by Nancy Huntley to accept, Jacob Roskovensky seconded. Motion carried by roll call vote.

Appointed Karen Bounds to Long Range Planning Committee

- Motion made Jim Fenton, seconded by Sandy West. Motion carried by roll call vote.

Public Comment:

- Bill Pixley – asked about RAILS letter. Explained that this covered the Membership standards initiated by RAILS.

Announcements:

Leslie asked board members to take a look at the schedule of July and August committee meetings that was sent recently. Hopefully this schedule will work in the interim period while we wait for new board officers and a change of committee members.

Reminder of the Long Range Planning retreat July 8-9 at the Edwardsville office.

Public comment:

None

Adjournment:

Motion made by Karen Bounds to adjourn, Jacob Roskovensky seconded. Motion carried by roll call vote. Meeting adjourned at 6:49pm.

Illinois Heartland Library System

Disbursement Summary Report

Attachment 6.1

From 06/01/2017 Through 06/30/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction Amount
				Code			
6/8/2017	18648	No	Ameren Illinois	10		CHA:Electric/Lighting Srvcs 03/20-04/18/17	607.02
6/8/2017	18649	No	Ameren Illinois	10		CHA:Gas 03/19-04/17/17	190.16
6/8/2017	18650	No	Ameren Illinois	10		EDW:Gas 04/27-05/29/17	95.88
6/8/2017	18651	No	American Heritage Life Insurance Company	85		Accident Supp Ins 05/07-06/30/17	16.64
6/8/2017	18652	No	American Pest Control	10		CHA:Monthly Extermination 05/12/17	35.00
6/8/2017	18653	No	AutoTire	10		EDW:Change Oil/Filter Lic#U29061	45.02
6/8/2017		No	AutoTire	10		EDW:Change Oil/Filter Lic#U29062	45.02
6/8/2017		No	AutoTire	10		EDW:Change Oil/Filter Lic#U8313	45.02
6/8/2017	18654	No	BayScan Technologies	10		EDW:Receipt Paper (24) for Delivery Use	172.00
6/8/2017	18655	No	Beaumont Tire & Auto Repair	10		CHA:Replace Tires(4) & Alignment Lic#U29926	689.84
6/8/2017		No	Beaumont Tire & Auto Repair	10		CHA:Rotate Tires Lic#U30759	30.00
6/8/2017	18656	No	CCR Roofing Services LLC	10		EDW:Maintenance Contract on Roof 05/22/17-01/01/18	260.00
6/8/2017		No	CCR Roofing Services LLC	10		EDW:Roof Repair on Wall Flashing & HVAC Curbs	550.00
6/8/2017	18657	No	Consolidated Communications	10		Local/Long Distance & Toll Free Line 06/01-06/30/17	36.70
6/8/2017		No	Consolidated Communications	27		Local/Long Distance & Toll Free Line 06/01-06/30/17	146.78
6/8/2017		No	Consolidated Communications	32		Local/Long Distance & Toll Free Line 06/01-06/30/17	73.38
6/8/2017		No	Consolidated Communications	85		Local/Long Distance & Toll Free Line 06/01-06/30/17	110.10
6/8/2017	18658	No	Consolidated Insurance Agency	10		FY18 Treasurer's Bond - Athena Hubert	1,750.00 A
6/8/2017	18659	No	Danville Paper & Supply, Inc	10		CHA:Bath Tissue, Paper Towels & Urinal Blocks	120.94
6/8/2017	18660	No	Dave's Precision Mowing	10		CHA:Lawn Mowing/Trimming/Blowing 05/02/17	70.00
6/8/2017		No	Dave's Precision Mowing	10		CHA:Lawn Mowing/Trimming/Blowing 05/09/17	70.00
6/8/2017		No	Dave's Precision Mowing	10		CHA:Lawn Mowing/Trimming/Blowing 05/16/17	70.00
6/8/2017		No	Dave's Precision Mowing	10		CHA:Lawn Mowing/Trimming/Blowing 05/23/17	70.00
6/8/2017		No	Dave's Precision Mowing	10		CHA:Lawn Mowing/Trimming/Blowing 05/30/17	70.00
6/8/2017	18661	No	Christine Dawdy	85		EDW:Travel to Benton PL for Site Visit 05/23/17 Dawdy,Chris	26.71
6/8/2017		No	Christine Dawdy	85		EDW:Travel to Case Halstead PL for Library Law Day 05/22/17 Dawdy,Chris	12.27
6/8/2017		No	Christine Dawdy	85		EDW:Travel to CE Brehm PL for Site Visit 05/24/17	20.97
6/8/2017		No	Christine Dawdy	85		EDW:Travel to ESTL Comm College for Site Visit 05/25/17	5.87
6/8/2017	18662	No	Colleen Dettenmeier	10		EDW:Parking-Fred Pryor & Arch Brokerage Seminars	16.00
6/8/2017	18663	No	Illinois American Water	10		CHA:Water 04/27-05/25/17	71.72
6/8/2017	18664	No	i3 Broadband - CU	10		CHA:Internet 06/01-07/01/17	6.67
6/8/2017		No	i3 Broadband - CU	27		CHA:Internet 06/01-07/01/17	6.66
6/8/2017		No	i3 Broadband - CU	85		CHA:Internet 06/01-07/01/17	6.66
6/8/2017	18665	No	King-Lar Roofing, Inc.	66		CHA:Roof Replacement - Final Installment	48,495.00 B
6/8/2017	18666	No	NCPERS Group Life Ins.	10		Supplemental Life Ins 06/01-06/30/17	97.60
6/8/2017		No	NCPERS Group Life Ins.	32		Supplemental Life Ins 06/01-06/30/17	30.40
6/8/2017		No	NCPERS Group Life Ins.	85		Supplemental Life Ins 06/01-06/30/17	48.00
6/8/2017	18667	No	Quill Corporation	10		EDW:Binders for Director's University (16)	59.04
6/8/2017		No	Quill Corporation	10		EDW:Binders for Director's University (70)	368.90
6/8/2017		No	Quill Corporation	10		EDW:Index Tabs for Director's University	175.26
6/8/2017	18668	No	Republic Services #729	10		CHA:Trash Removal 06/01-06/30/17	398.45
6/8/2017	18669	No	Republic Services #350	10		EDW:Trash Removal 06/01-06/30/17	418.31
6/8/2017	18670	No	SIUC	10		CAR:Office Leasing 06/01-06/30/17	2,083.34
6/8/2017	18671	No	Speed Lube #11	10		CHA:Change Oil/Filter Lic#U30758	40.45
6/8/2017	18672	No	Speed Lube #14	10		CHA:Change Oil/Filter Lic#U29926	54.70
6/8/2017		No	Speed Lube #14	10		CHA:Change Oil/Filter Lic#U30470	54.70
6/8/2017	18673	No	Speed Lube #9	10		CHA:Change Oil/Filter Lic#U30799	54.70
6/8/2017	18674	No	Pamela Thomas	27		EDW:Metadata Cataloging 05/16-05/31/17	2,412.41 C
6/8/2017	18675	No	Uline	10		CAR:Cable Ties & Replacement Springs for ILDS Baskets	135.70
6/8/2017	18676	No	Urbana & Champaign Sanitary District	10		CHA:Sewer 02/25-04/26/17	124.15
6/8/2017	18677	No	Verizon Wireless	10		GPS Tracking Srvcs 04/24-05/23/17	157.69
6/8/2017	18678	No	Verizon Wireless	10		Cellphone Srvcs, MIFI, USB Modem & After Hrs Line 04/24-05/23/17	367.39
6/8/2017		No	Verizon Wireless	85		Cellphone Srvcs, MIFI, USB Modem & After Hrs Line 04/24-05/23/17	368.00
6/8/2017	18679	No	Xerox Corporation	10		CAR:Base & Usage Chrg 04/22-05/21/17	131.41
6/8/2017	18680	No	Xerox Corporation	10		CHA:Base & Usage Chrg 04/22-05/21/17	131.89
6/8/2017		No	Xerox Corporation	27		CHA:Base & Usage Chrg 04/22-05/21/17	131.89
6/8/2017		No	Xerox Corporation	85		CHA:Base & Usage Chrg 04/22-05/21/17	131.88

Illinois Heartland Library System
 Disbursement Summary Report
 From 06/01/2017 Through 06/30/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction Amount
				Code			
6/8/2017	18681	No	Xerox Corporation	10		CAR:Base & Usage Chrg 04/22-05/21/17	58.29
6/8/2017		No	Xerox Corporation	27		CAR:Base & Usage Chrg 04/22-05/21/17	58.28
6/8/2017		No	Xerox Corporation	85		CAR:Base & Usage Chrg 04/22-05/21/17	58.29
6/8/2017	18682	No	Xerox Corporation	10		EDW:Base & Usage Chrg 04/22-05/21/17	119.99
6/8/2017		No	Xerox Corporation	27		EDW:Base & Usage Chrg 04/22-05/21/17	119.99
6/8/2017		No	Xerox Corporation	85		EDW:Base & Usage Chrg 04/22-05/21/17	119.99
6/8/2017	18683	No	Xerox Corporation	32		EDW:Base & Usage Chrg 04/22-05/21/17	195.10
6/21/2017	18684	No	ALA/RDA Toolkit	27		EDW:RDA Toolkit Annual Subscriptions (25)	4,075.00 D
6/21/2017	18685	No	Allstate Benefits	10		Critical Care Supp Ins 07/01-07/31/17	78.00
6/21/2017		No	Allstate Benefits	85		Critical Care Supp Ins 07/01-07/31/17	43.16
6/21/2017	18686	No	Allstate Benefits	10		Gap Supp Ins 07/01-07/31/17	166.44
6/21/2017		No	Allstate Benefits	85		Gap Supp Ins 07/01-07/31/17	17.83
6/21/2017	18687	No	Alternative Business Systems	32		EDW:Maint Agreement - Traverse 11.0 07/21/17-07/20/18	1,756.00 E
6/21/2017	18688	No	American Pest Control	10		CHA:Mnthly Extermination 06/09/17	35.00
6/21/2017	18689	No	AmTrust North America	10		FY2018 Workers Comp Ins Down Payment	4,124.56 F
6/21/2017		No	AmTrust North America	27		FY2018 Workers Comp Ins Down Payment	22.54
6/21/2017		No	AmTrust North America	32		FY2018 Workers Comp Ins Down Payment	10.63
6/21/2017		No	AmTrust North America	85		FY2018 Workers Comp Ins Down Payment	95.27
6/21/2017	18690	No	AT&T	10		EDW:Elevator Phone Line 05/05-06/04/17	19.57
6/21/2017		No	AT&T	85		EDW:Elevator Phone Line 05/05-06/04/17	19.58
6/21/2017	18691	No	AT&T	10		EDW:Fax Line 05/05-06/04/17	35.42
6/21/2017		No	AT&T	32		EDW:Fax Line 05/05-06/04/17	35.43
6/21/2017		No	AT&T	85		EDW:Fax Line 05/05-06/04/17	35.43
6/21/2017	18692	No	Beaumont Tire & Auto Repair	10		CHA:New Tires(2) Lic#U23770	175.50
6/21/2017	18693	No	Leslie M. Bednar	10		EDW:Travel to ISL for Directors University 06/05/17 Bednar,Leslie	20.32
6/21/2017		No	Leslie M. Bednar	10		EDW:Travel to ISL for Directors University 06/07 & 06/08/17 Bednar,Leslie	40.64
6/21/2017	18694	No	Bibliotheca, LLC	85		eBooks Purchased 05/01-05/31/17	22,110.27 G
6/21/2017	18695	No	Busey	10		Busey Credit Card Stmt Ending 06/01/17	4,201.88
6/21/2017		No	Busey	27		Busey Credit Card Stmt Ending 06/01/17	25.51
6/21/2017		No	Busey	32		Busey Credit Card Stmt Ending 06/01/17	804.38
6/21/2017		No	Busey	85		Busey Credit Card Stmt Ending 06/01/17	157.29
6/21/2017	18696	No	Danville Paper & Supply, Inc	10		CHA:Hand Soap (1 cs)	59.40
6/21/2017	18697	No	Christine Dawdy	85		EDW:Travel to South County PL for Walmart Grant 06/13/17 Dawdy,Chris	6.21
6/21/2017		No	Christine Dawdy	85		EDW:Travel to West Union DL & IHLS CHA for Walmart Grant 06/12/17 Dawdy	51.90
6/21/2017	18698	No	DELL MARKETING L.P.	66		CAR:PowerEdge R730xd Server	16,981.51 H
6/21/2017	18699	No	do good Consulting	10		EDW:Staff & Board Training/Planning Sessions	397.00
6/21/2017	18700	No	George Alarm Co., Inc.	10		EDW:Fire/Burglar/Elevator Alarm Monitoring 07/01-09/30/17	282.90
6/21/2017	18701	No	Illinois Correctional Industries	10		Embroidery for Shirts & Hats (205)	1,430.60
6/21/2017		No	Illinois Correctional Industries	27		Embroidery for Shirts & Hats (205)	33.80
6/21/2017		No	Illinois Correctional Industries	32		Embroidery for Shirts & Hats (205)	16.90
6/21/2017		No	Illinois Correctional Industries	85		Embroidery for Shirts & Hats (205)	126.75
6/21/2017	18702	No	Kavanagh, Scully, Sudow, White &	10		EDW:Legal Counsel re:Library Audits & Advocacy Role	262.50
6/21/2017	18703	No	Marketview Car Wash	10		CHA:Van Wash 05/17/17	7.00
6/21/2017	18704	No	Myler Automotive Repair Inc	10		CHA:Change Oil/Filter & Rotate Tires Lic#U30209	228.25
6/21/2017	18705	No	Julia A. Pernicka	10		EDW:Reimb for Employee IHLS Shirt Pernicka,Julia	38.57
6/21/2017	18706	No	Quill Corporation	10		EDW:Cardstock, Copy Paper, Paper Towel, Bath Tissue & Trash Can Liners	138.69
6/21/2017		No	Quill Corporation	85		EDW:Cardstock, Copy Paper, Paper Towel, Bath Tissue & Trash Can Liners	20.42
6/21/2017	18707	No	Reliable Plumbing & Heating Company	10		CHA:Remove Sink/Piping & Install FRP Board	467.05
6/21/2017	18708	No	Pamela Thomas	27		EDW:Metadata Cataloging 06/01-06/15/17	2,631.72 I
6/21/2017	18709	No	UHS Premium Billing	10		Health Ins 07/01-07/31/17	9,062.95
6/21/2017		No	UHS Premium Billing	27		Health Ins 07/01-07/31/17	2,663.19
6/21/2017		No	UHS Premium Billing	32		Health Ins 07/01-07/31/17	1,302.90
6/21/2017		No	UHS Premium Billing	85		Health Ins 07/01-07/31/17	8,535.24
6/21/2017	18710	No	Wex Bank	10		Fuel Charges 05/06-06/05/17	11,789.29
6/21/2017		No	Wex Bank	85		Fuel Charges 05/06-06/05/17	21.36
6/21/2017	18711	No	Lesley Zavediuk	85		EDW:Refreshments for eResources Mtg 06/14/17	17.08

Illinois Heartland Library System
 Disbursement Summary Report
 From 06/01/2017 Through 06/30/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction Amount
				Code			
6/28/2017	10886	No	Susan C. Pearson	38		EDW-Mileage:Training @ Blue Ridge Library Mansfield IL	(170.94) J
6/28/2017	15234	No	James Matthews	10		Board Member: Travel to Board Mtgs 09/15 & 09/23/14	(152.32) K
6/28/2017	15354	No	Julia A. Pernicka	10		EDW:Hand Soap	(10.00) L
6/29/2017	18712	No	Abila	10		Maint & Support Abila MIP Fund Software 07/24/17-07/23/18	7,132.00 M
6/29/2017	18713	No	Ameren Illinois	10		CHA:Electric/Lighting Srvc 04/18-05/16/17	635.63
6/29/2017	18714	No	Ameren Illinois	10		CHA:Gas 04/17-05/16/17	124.55
6/29/2017	18715	No	Ameren Illinois	10		EDW:Electric/Lighting Srvc 04/27-05/29/17	1,169.96
6/29/2017	18716	No	AT&T	10		EDW:Internet 06/10-07/09/17	88.67
6/29/2017		No	AT&T	27		EDW:Internet 06/10-07/09/17	88.67
6/29/2017		No	AT&T	32		EDW:Internet 06/10-07/09/17	88.68
6/29/2017		No	AT&T	85		EDW:Internet 06/10-07/09/17	88.68
6/29/2017	18717	No	AT&T	10		CHA:Alarm, Fax & Fire Phone Line 05/08-06/07/17	28.03
6/29/2017		No	AT&T	27		CHA:Alarm, Fax & Fire Phone Line 05/08-06/07/17	28.04
6/29/2017		No	AT&T	85		CHA:Alarm, Fax & Fire Phone Line 05/08-06/07/17	28.04
6/29/2017	18718	No	ATIS Elevator Inspections	10		EDW:Annual Elevator Inspection 06/08/17	165.00
6/29/2017	18719	No	The Auto Body Shop Inc	10		EDW:Repair Drivers Side Window Lic#U16821	93.00
6/29/2017	18720	No	AutoTire	10		EDW:Change Oil/Filter Lic#U30203	25.89
6/29/2017		No	AutoTire	10		EDW:Change Oil/Filter Lic#U30839	39.39
6/29/2017		No	AutoTire	10		EDW:Change Oil/Filter Lic#U30840	39.39
6/29/2017		No	AutoTire	10		EDW:Replace Headlight Lic#U29062	85.43
6/29/2017		No	AutoTire	10		EDW:Replace Headlight Lic#U29925	84.68
6/29/2017	18721	No	BayScan Technologies	10		CAR:Receipt Paper(48) for Delivery Use	344.00
6/29/2017		No	BayScan Technologies	85		Receipt Printers for New SHARE Members (3)	897.00
6/29/2017	18722	No	Leslie M. Bednar	10		EDW:Reimb for Greeting Cards	27.12
6/29/2017	18723	No	Bel-O Sales & Service Inc.	10		EDW:Maint of Cooling System 06/14/17	1,950.00
6/29/2017	18724	No	Charter Communications	10		EDW:Internet 06/01-06/30/17	57.42
6/29/2017		No	Charter Communications	85		EDW:Internet 06/01-06/30/17	57.41
6/29/2017	18725	No	Communication Revolving Fund	10		DUQ:VTEL 05/01-05/31/17	(270.00)
6/29/2017		No	Communication Revolving Fund	85		DUQ:VTEL 05/01-05/31/17	574.65
6/29/2017	18726	No	Christine Dawdy	85		EDW:Travel to Marion for Walmart Grant 05/10/17 Dawdy,Chris	31.20
6/29/2017	18727	No	Clyde Hall	10		Board Member:Travel to IHLS Board Mtg 06/20/17 Hall,Clyde	60.99
6/29/2017	18728	No	Athena Hubert	10		Board Member:Travel to IHLS Board Mtgs 01/24-06/20/17	205.44
6/29/2017	18729	No	JAN-PRO Commercial Cleaning Systems	10		EDW:Janitorial Srvc June 2017	610.00
6/29/2017	18730	No	Gary Jones	10		Board Member:Travel to IHLS Board Mtgs 07/21/16-06/20/17 Jones,Gary	313.82
6/29/2017	18731	No	Linda Kates	10		CHA:Reimb for Fuel Charges - Missing Card 06/21/17	15.00
6/29/2017	18732	No	Elizabeth Letterly	10		Void A/P CK#10285 - Elizabeth Letterly Board Member	4.08
6/29/2017	18733	No	James Matthews	10		Board Member: Travel to Board Mtgs 09/15 & 09/23/14	152.32
6/29/2017	18734	No	MetLife	10		Dental, AD&D, Life & Vision Ins 07/01-07/31/17	961.18
6/29/2017		No	MetLife	27		Dental, AD&D, Life & Vision Ins 07/01-07/31/17	205.15
6/29/2017		No	MetLife	32		Dental, AD&D, Life & Vision Ins 07/01-07/31/17	117.72
6/29/2017		No	MetLife	85		Dental, AD&D, Life & Vision Ins 07/01-07/31/17	618.60
6/29/2017	18735	No	Susan J. Palmer	10		EDW:Travel to IHLS CAR for Annual Mtg 06/20/17	114.49
6/29/2017		No	Susan J. Palmer	10		EDW:Travel to IHLS CHA for Site Visit 06/06/17 Palmer,Susan	40.33
6/29/2017		No	Susan J. Palmer	10		EDW:Travel to IHLS CHA for Site Visit 06/13/17 Palmer,Susan	40.33
6/29/2017		No	Susan J. Palmer	10		EDW:Valet Tips for ALA Conf 06/23-06/27/17 Palmer,Susan	31.00
6/29/2017		No	Susan J. Palmer	10		Void FY2014 A/P CK# 10794 - Susan Palmer Meal Befor Board Mtg 01/2014	11.58
6/29/2017	18736	No	Parker Kent, LLC	10		DUQ:Electric/Gas/Lighting 04/18-05/17/17	350.03
6/29/2017		No	Parker Kent, LLC	10		DUQ:Electric/Gas/Lighting 05/17-06/18/17	433.53
6/29/2017		No	Parker Kent, LLC	10		DUQ:Office Leasing 07/01-07/31/17	4,500.00
6/29/2017	18737	No	Susan C. Pearson	38		EDW-Circulation Training-Mileage:Blue Ridge Library Mansfield IL-Pearson	170.94
6/29/2017		No	Susan C. Pearson	85		EDW:Travel to Kinmundy PL for Circ Training 06/28/17 Pearson,Sue	16.55
6/29/2017	18738	No	Julia A. Pernicka	10		EDW:Hand Soap	10.00

Illinois Heartland Library System
 Disbursement Summary Report
 From 06/01/2017 Through 06/30/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
6/29/2017	18739	No	Ellen C. Popit	10	CAR:Travel to Effghm for Site Visit w/ Chris Dawdy 06/12/17 Popit,Ellen	18.10
6/29/2017		No	Ellen C. Popit	10	CAR:Travel to Mounds PL for Town Hall Mtg 06/19/17 Popit,Ellen	9.80
6/29/2017		No	Ellen C. Popit	10	CAR:Travel to Springfield for Directors U 06/05-06/08/17 Popit,Ellen	32.28
6/29/2017	18740	No	Reliable Plumbing & Heating Company	10	CHA:Adjust Inlet Valve & Flush Line on Urinal Tank 06/14/17	105.00
6/29/2017		No	Reliable Plumbing & Heating Company	10	CHA:Change Vacuum Breaker on Sink Faucet 06/14/17	29.35
6/29/2017	18741	No	Republic Services #729	10	CHA:Trash Removal 07/01-07/31/17	85.65
6/29/2017	18742	No	Republic Services #350	10	EDW:Trash Removal 07/01-07/31/17	417.45
6/29/2017	18743	No	Richards Brick	10	EDW:Bricks for Retiree(2)	53.63
6/29/2017	18744	No	Shred-it USA	10	EDW:Shredding 06/06/17	70.53
6/29/2017	18745	No	Speed Lube #11	10	CHA:Change Oil/Filter Lic#U30758	40.45
6/29/2017	18746	No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U29922	54.70
6/29/2017		No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U30472	54.70
6/29/2017		No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U30759	54.70
6/29/2017	18747	No	Staples Credit Plan	10	CHA:Duck Tape (3 cs)	54.87
6/29/2017		No	Staples Credit Plan	10	CHA:Laminating Badge ID Pouches	30.58
6/29/2017		No	Staples Credit Plan	10	CHA:Sticky Notes, Ruler, Pens & Stadium Files (2)	67.64
6/29/2017	18748	No	Pamela Thomas	27	EDW:Metadata Cataloging 06/16-06/30/17	1,660.49 N
6/29/2017	18749	No	Uline	10	CHA:Baskets(4) & Spring Lift(4) for ILDS Sorting	1,416.52
6/29/2017	18750	No	Walmart Community/RFCSELLC	10	CAR:Windshield Washer Fluid, Paper Towels & Disinfecting Wipes	43.39
6/29/2017	18751	No	Sandra West	10	Board Member:Travel to IHLS Board Mtg 06/20/17	31.03
6/29/2017	18752	No	Lesley Zavediuk	85	EDW:Travel to Vienna PL for Cloud Library Training 06/20/17 Zavediuk,Lesley	29.33
6/29/2017	ACHIMRFJune2017	No	Illinois Municipal Retirement Fund	10	June 2017 IMRF Payment-General	15,120.94 O
6/29/2017		No	Illinois Municipal Retirement Fund	27	June 2017 IMRF Payment-CMC	3,204.21
6/29/2017		No	Illinois Municipal Retirement Fund	32	June 2017 IMRF Payment-OCLC	1,571.73
6/29/2017		No	Illinois Municipal Retirement Fund	85	June 2017 IMRF Payment-SHARE	<u>12,222.42</u>
Total 1000 - US Bank-General Fund						216,254.89
6/2/2017	ACHILPR20170602	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 06/02/2017	1,905.21 P
6/2/2017		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 06/02/2017	226.19
6/2/2017		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 06/02/2017	108.09
6/2/2017		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 06/02/2017	891.20
6/2/2017	ACHIRSPR2017060	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 06/02/2017	13,517.53
6/2/2017		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 06/02/2017	1,629.68
6/2/2017		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 06/02/2017	764.84
6/2/2017		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 06/02/2017	6,543.29
6/16/2017	ACHILPR20170616	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 06/16/2017	1,800.53
6/16/2017		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 06/16/2017	226.19
6/16/2017		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 06/16/2017	108.09
6/16/2017		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 06/16/2017	891.20
6/16/2017	ACHIRSPR2017061	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 06/16/2017	12,781.88
6/16/2017		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 06/16/2017	1,629.68
6/16/2017		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 06/16/2017	764.84
6/16/2017		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 06/16/2017	6,543.29
6/30/2017	ACHILPR20170630	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 06/30/2017	1,829.29
6/30/2017		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 06/30/2017	229.01
6/30/2017		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 06/30/2017	110.51
6/30/2017		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 06/30/2017	911.50
6/30/2017	ACHIRSPR2017063	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 06/30/2017	12,959.20
6/30/2017		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 06/30/2017	1,652.41
6/30/2017		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 06/30/2017	784.39
6/30/2017		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 06/30/2017	<u>6,709.94</u>

Total 1030 - US Bank - Web Junction/(Payroll)

75,517.98

Total Disbursed

291,772.87

Illinois Heartland Library System
 Disbursement Summary Report
 From 06/01/2017 Through 06/30/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
<i>Non-routine Bill Payments Explanations</i>						
A-					<i>FY2018 Treasurer's Bond (New treasurer's name will be added when seated)</i>	
B-					<i>CHA-Final payment on roof replacement</i>	
C-					<i>CMC contracted staff for metadata cataloging (Fully funded by FY2017 CMC Grant)</i>	
D-					<i>RDA Toolkit Subscriptions (25) (Fully funded by FY2017 CMC Grant)</i>	
E-					<i>FY2018 Traverse 11.0 Maintenance Agreement (Fully funded by FY2018 OCLC)</i>	
F-					<i>FY2018 Workers' Compensation Insurance down payment</i>	
G-					<i>eBooks purchased 05/01-05/31/17 & eBooks purchases to be reimbursed by members</i>	
H-					<i>CAR-PowerEdge R730xd Server</i>	
I-					<i>CMC contracted staff for metadata cataloging (Fully funded by FY2017 CMC Grant)</i>	
J-					<i>FY2015 Stale Check voided to be reissued</i>	
K-					<i>FY2015 Stale Check voided to be reissued</i>	
L-					<i>FY2015 Stale Check voided to be reissued</i>	
M-					<i>FY2018 Abila MIP Fund Accounting Software Maintenance & Support Agreement</i>	
N-					<i>CMC contracted staff for metadata cataloging (Fully funded by FY2017 CMC Grant)</i>	
O-					<i>June 2017 IMRF Pmt.-Employee & Employer Contribution</i>	
P-					<i>June 2017 Payroll Tax Deposits</i>	

Illinois Heartland Library System
 Credit Card Transactions
 From 05/03/2017 Through 06/01/2017

Credit Card	Bill Date	Employee	Trans Date	Vendor	Description	Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code
	6/1/2017	4654 2433-Bauer Joan C	5/27/2017	HIPCAST.COM	Recording Storage 06/2017	4.95	85	5550	02	85
		Total 4654 2433-Bauer Joan C				4.95				
	6/1/2017	4654 2458-Pernicka Julia A	5/4/2017	USPS POSTAGE STAMPS.CO	EDW:Postage (OCLC) 05/2017	70.25	32	5370	01	32
	6/1/2017	4654 2458-Pernicka Julia A	5/11/2017	STAMPS.COM	EDW:Final Mnthly Srvc Fee 05/14/17	14.40	10	5370	01	10
	6/1/2017	4654 2458-Pernicka Julia A	5/25/2017	OFFICEMAX/OFFICE DEPOT	EDW:Multi-Color Dry Erase Markers 05/2017	9.23	10	5365	01	10
	6/1/2017	4654 2458-Pernicka Julia A	5/25/2017	OFFICEMAX/OFFICEDEPT#6	EDW:Badge ID Pouches (100) 05/2017	11.57	10	5385	01	20
	6/1/2017	4654 2458-Pernicka Julia A	5/26/2017	OFFICEMAX/OFFICEDEPT#6	EDW:8.5x11 Copy Paper (4cs) 05/2017	119.48	10	5360	01	10
	6/1/2017	4654 2458-Pernicka Julia A	5/26/2017	OFFICEMAX/OFFICEDEPT#6	EDW:Dry Erase Markers & Dividers 05/2017	7.18	10	5365	01	10
		Total 4654 2458-Pernicka Julia A				232.11				
	6/1/2017	4654 2466-Dawdy Christine	5/2/2017	PAYFLOW/PAYPAL	EDW:PayPal Monthly Srvc Fee 05/2017	30.00	85	5725	01	85
		Total 4654 2466-Dawdy Christine				30.00				
	6/1/2017	4654 2482-Brown Troy M	5/2/2017	DreamHost	EDW:Domain Name-Smithton Public Library 05/2017	13.95	10	5840	01	12
	6/1/2017	4654 2482-Brown Troy M	5/8/2017	MONOPRICE, INC.	EDW:Graphic Drawing Tablet 05/2017	66.82	10	5360	01	10
	6/1/2017	4654 2482-Brown Troy M	5/9/2017	Amazon.com	EDW:Keyboard(3), Mousepad(2) & Webcam 05/2017	238.09	32	5360	01	32
	6/1/2017	4654 2482-Brown Troy M	5/10/2017	AMAZON.COM	EDW:Webcam for Board Member 05/2017	21.99	10	5360	01	10
	6/1/2017	4654 2482-Brown Troy M	5/16/2017	AMAZON.COM	EDW:Keyboard 05/2017	45.95	32	5360	01	32
	6/1/2017	4654 2482-Brown Troy M	5/18/2017	Amazon.com	EDW:Return Keyboard 05/2017	(57.07)	32	5360	01	32
	6/1/2017	4654 2482-Brown Troy M	5/23/2017	APL*APPLE ONLINE STORE	EDW:Apple Developer Enterprise Program for Delivery iPad Project 05/2017	317.69	10	5360	01	20
	6/1/2017	4654 2482-Brown Troy M	5/25/2017	AMAZON MKTPLACE PMTS	CAR:iPad Case (3) 05/2017	41.97	10	5385	04	20
		Total 4654 2482-Brown Troy M				689.39				
	6/1/2017	4695 2640-Petty Linda	5/3/2017	32AUCTIONS	EDW:Auction Website for IHLS Surplus Auction 05/2017	130.00	10	5725	01	10
	6/1/2017	4695 2640-Petty Linda	5/12/2017	AMAZON MKTPLACE PMTS	EDW:Replace Lost Book 05/2017	10.86	10	5385	01	20
	6/1/2017	4695 2640-Petty Linda	5/16/2017	FIRST CLOVER LEAF BANK	EDW:Postage 05/2017	8.50	10	5370	01	20
	6/1/2017	4695 2640-Petty Linda	5/19/2017	FIRST CLOVER LEAF BANK	EDW:Postage 05/2017	49.00	10	5370	01	10
	6/1/2017	4695 2640-Petty Linda	5/25/2017	CRAIGSLIST.ORG	CAR:Job Posting - Courier Driver 05/2017	7.00	10	5070	04	20
		Total 4695 2640-Petty Linda				205.36				
	6/1/2017	5085 0664-Palmer Susan	5/5/2017	JONES T-SHIRTS INC	Shirts for Board & Staff (19) 05/2017	165.96	10	5725	01	10
	6/1/2017	5085 0664-Palmer Susan	5/5/2017	JONES T-SHIRTS INC	Shirts & Hats for Delivery Staff (160) 05/2017	1,347.67	10	5725	01	20
	6/1/2017	5085 0664-Palmer Susan	5/5/2017	JONES T-SHIRTS INC	Shirts for Staff (4) 05/2017	25.51	27	5365	01	27
	6/1/2017	5085 0664-Palmer Susan	5/5/2017	JONES T-SHIRTS INC	Shirts for Staff (2) 05/2017	17.16	32	5365	01	32
	6/1/2017	5085 0664-Palmer Susan	5/5/2017	JONES T-SHIRTS INC	Shirts for Staff (15) 05/2017	122.34	85	5365	01	85
	6/1/2017	5085 0664-Palmer Susan	5/9/2017	Amazon.com	EDW:Travel Mug 'Thank You' for ILDS Staff 05/2017	129.00	10	5385	01	22
	6/1/2017	5085 0664-Palmer Susan	5/10/2017	FIRST CLOVER LEAF BANK	EDW:Postage 05/2017	47.50	10	5370	01	10
	6/1/2017	5085 0664-Palmer Susan	5/10/2017	FIRST CLOVER LEAF BANK	EDW:Postage (OCLC) 05/2017	490.00	32	5370	01	32
	6/1/2017	5085 0664-Palmer Susan	5/12/2017	BELLA MILANO	EDW:Lunch - Mtg w/ Rep. Davis - Susan & Cheri 05/2017	27.49	10	5290	01	10

Illinois Heartland Library System
 Credit Card Transactions
 From 05/03/2017 Through 06/01/2017

Credit Card	Bill Date	Employee	Trans Date	Vendor	Description	Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code
	6/1/2017	5085 0664-Palmer Susan	5/17/2017	MARIAHS RESTAURANT	EDW:Appetizers- ILDS Mtg - 12 Attendees 05/2017	30.00	10	5290	01	22
	6/1/2017	5085 0664-Palmer Susan	5/17/2017	MARIAHS RESTAURANT	EDW:Lunch- ILDS Mtg - Linda P, Linda K, Arlanna, Angela & Susan 05/2017	95.75	10	5290	01	22
	6/1/2017	5085 0664-Palmer Susan	5/28/2017	OMNILERT LLC	EDW:Rained Out Text Alert System 05/2017	<u>29.95</u>	10	5400	01	10
		Total 5085 0664-Palmer Susan				2,528.33				
	6/1/2017	5174 4296-Bednar Leslie M	5/17/2017	AUGIES FRONT BURNER	EDW:Working Lunch - Unserved Mtg - Leslie, Ellen & Suzanne 05/2017	62.63	10	5290	01	10
	6/1/2017	5174 4296-Bednar Leslie M	5/25/2017	SQ *INCREDIBLY DELICIO	EDW:Working Lunch - Board Mtg at ISL - Leslie & Sandy 05/2017	<u>15.41</u>	10	5290	01	10
		Total 5174 4296-Bednar Leslie M				78.04				
	6/1/2017	5724 8383-Fries Arlanna	5/2/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic#U30471 05/2017	103.20	10	5210	04	20
	6/1/2017	5724 8383-Fries Arlanna	5/3/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter, Alignment & Rotate Tires Lic#U25399 05/2017	170.91	10	5210	04	10
	6/1/2017	5724 8383-Fries Arlanna	5/9/2017	USPS PO	CAR:Postage 05/2017	3.44	10	5370	04	20
	6/1/2017	5724 8383-Fries Arlanna	5/16/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic#U30469 05/2017	78.17	10	5210	04	20
	6/1/2017	5724 8383-Fries Arlanna	5/16/2017	USPS PO	CAR:Postage 05/2017	2.97	10	5370	04	20
	6/1/2017	5724 8383-Fries Arlanna	5/18/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic#U29924 05/2017	71.63	10	5210	04	20
	6/1/2017	5724 8383-Fries Arlanna	5/19/2017	USPS PO	CAR:Postage 05/2017	4.38	10	5370	04	20
	6/1/2017	5724 8383-Fries Arlanna	5/22/2017	USPS PO	CAR:Postage 05/2017	3.44	10	5370	04	20
	6/1/2017	5724 8383-Fries Arlanna	5/23/2017	USPS PO	CAR:Postage 05/2017	6.36	10	5370	04	20
	6/1/2017	5724 8383-Fries Arlanna	5/24/2017	LOWES	CAR:Nails & Link for ILDS Cart	6.06	10	5385	04	22
	6/1/2017	5724 8383-Fries Arlanna	5/24/2017	LOWES	CAR:Return Links for ILDS Cart 05/2017	(2.80)	10	5385	04	22
	6/1/2017	5724 8383-Fries Arlanna	5/24/2017	LOWES	CAR:Return Sales Tax on U-Bolt & Lock Nuts 05/2017	(0.54)	10	5385	04	22
	6/1/2017	5724 8383-Fries Arlanna	5/24/2017	LOWES	CAR:U-Bolt & Lock Nuts for ILDS Cart 05/2017	3.33	10	5385	04	22
	6/1/2017	5724 8383-Fries Arlanna	5/24/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Replace Rear Pads & Rotors Lic#U30468 05/2017	<u>656.12</u>	10	5210	04	20
		Total 5724 8383-Fries Arlanna				1,106.67				
	6/1/2017	5724 8417-Kates Linda	5/9/2017	1003 TEPPER ELECTRIC	CHA:Lamp Recycling (98) 05/2017	36.20	10	5195	02	10
	6/1/2017	5724 8417-Kates Linda	5/19/2017	PENSKE TRK LSG	CHA:Box Truck Rental Due to Breakdown 05/2017	118.92	10	5230	02	22
	6/1/2017	5724 8417-Kates Linda	5/30/2017	ADVANCE AUTO PARTS #52	CHA:Touch Up Paint for Vans 05/2017	16.34	10	5210	02	20
	6/1/2017	5724 8417-Kates Linda	5/30/2017	WM SUPERCENTER #1734	CHA:Diesel Kleen & Blue Def Lic#U30209 05/2017	43.61	10	5210	02	22
	6/1/2017	5724 8417-Kates Linda	5/30/2017	WM SUPERCENTER #1734	CHA:Storage Bags 05/2017	4.34	10	5365	02	10
	6/1/2017	5724 8417-Kates Linda	5/31/2017	WALMART.COM	CHA:Pockets for Delivery Tubs (300) 05/2017	<u>94.80</u>	10	5385	02	20
		Total 5724 8417-Kates Linda				314.21				

Report Transaction Totals

5,189.06

Non-routine Credit Card Transactions Explanations

Brown, Troy M - Apple Developer Enterprise Program Annual Subscription for delivery iPad Project
 Petty, Linda - Auction Website upgrade for IHLS Surplus Auction
 Palmer, Susan - Shirts and hats for IHLS Board & Staff with new logo
 Fries, Arlanna - CAR-Oil and filter change & replacement of rear brake pads & rotors Lic# U30468



Illinois Heartland Library System

Date: July 12, 2017

To: IHLS Finance Committee
IHLS Board of Directors

From: Adrienne L. Elam

Subject: IHLS Financial Reports as of June 30, 2017

The financial reports included represent IHLS' Financial Activities through June 30, 2017. The financial statements are based on a cash basis which do not include accruals and adjustments that will be reflected in the audit financial statement as of June 30, 2017.

General Fund cash balance of \$3,144,554 would fund an estimated 15 months of General Fund operations. The projection of estimated months of funding would be reduced, if IHLS should have to fund special revenue grants. IHLS has not received any additional FY2016-17 System Area and Per Capita Grant (SAPG) revenues since the receipt of \$626,746 received in October 2016. The \$1,362,925 of FY2016-17 SAPG awarded and not received would fund an additional 6 months of General Fund operations. General Fund operating cash balance has declined \$1,762,009 and capital projects \$351,917 since July 1, 2017.

Statement of Revenues and Expenditures

General Fund

The revenue (53.08 %) below budget is due primarily to the non-receipt of the SAPG \$1,362,925. The IHLS FY2017 annual contribution to SHARE of \$250,000 was done on June 30, 2017 and reflected in financial reports.

Special Revenue Funds

All FY2016-17 special revenue grant funds have been received. They are expected to expense all funds awarded except for \$20,719 carryforward to FY2017-18 for OCLC.

SHARE

The revenue 7.12% above budget is due mainly to the receipt of a \$75,000 Walmart Foundation Grant in FY2016-17. The actual year-to-date revenue over expense is primarily due to the resignations of staff and positions not filled and receipt of Walmart Foundation Grant.

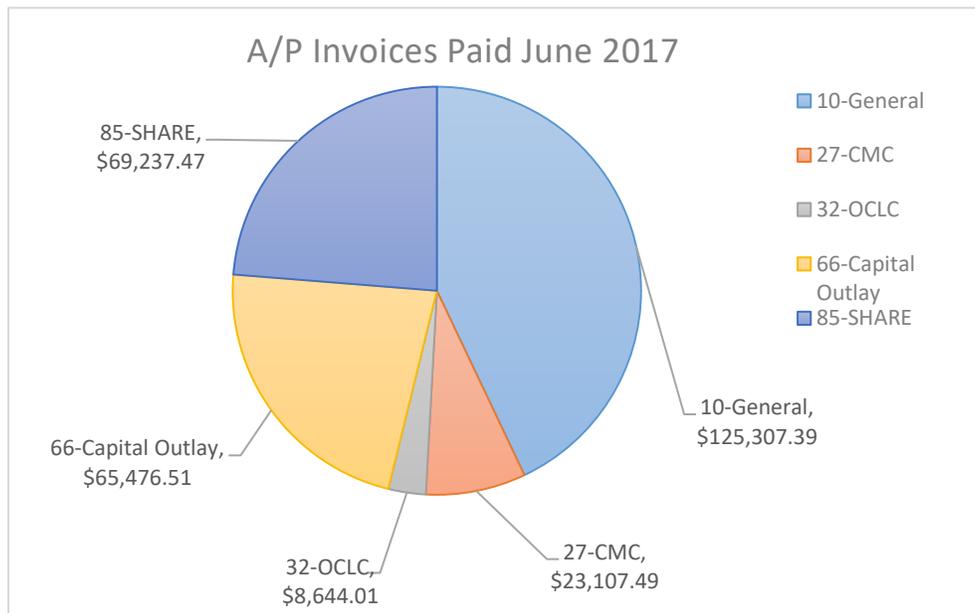
FY2017-18 Ancillary Benefit Insurances

IHLS executed a contract with MetLife to provide staff ancillary benefit insurances for FY2018 – July 1, 2017 through June 30, 2018.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Finance Team Tasks Performed in June 2017

- Prepared and processed three payrolls.
- Prepared May 2017 Bill Payment, Credit Card Transaction, Statement of Revenues and Expenditures, Balance Sheet Reports, and Cash Position Analysis for IHLS Finance Committee and Board of Directors.
- Analyzed rate proposals for FY2018 Ancillary Benefit Insurances.
- Processed staff’s enrollment forms for FY2018 Ancillary Benefit Insurances.
- Generated and mailed 252 accounts receivable invoices (OCLC – 19 Monthly and 123 Transactional; SHARE – 3 Monthly, 36 Cloud (3M) eBooks, and 51 cataloging/barcoding; General - 1 Room Rental, 1 Member Day, 17 Dreamhost, and 1 ILDS Project).
- Received and posted 110 accounts receivable cash receipts checks (OCLC – 81, SHARE – 20, and General – 9).
- Received and entered 164 accounts payable invoices.
- Disbursed 111 accounts payable checks totaling \$291,772.87.



Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #10 - General Fund

	June 2017 (06/01/2017 - 06/30/2017)	YTD Actuals FY2016-2017	Approved FY2016-17 Budget	Approved FY2016-17 Budget Percent Total Budget Remaining	Audited IHLS FY2015-2016 Total Actuals (07/01/2015 - 06/30/2016)
Revenues					
State Grants	0.00	626,746.00	1,989,670.98	(68.50)%	1,989,670.98
Fees for Services and Materials	296.80	2,674.45	0.00	0.00%	870.00
Investment Income	1,858.31	15,000.01	4,836.00	210.17%	5,005.53
Other Revenue	<u>26,909.52</u>	<u>322,436.34</u>	<u>66,026.84</u>	<u>388.34%</u>	<u>116,112.87</u>
Total Revenues	<u>29,064.63</u>	<u>966,856.80</u>	<u>2,060,533.82</u>	<u>(53.08)%</u>	<u>2,111,659.38</u>
Expenses					
Personnel	198,169.42	1,867,902.82	1,737,561.69	(7.50)%	1,749,574.33
Building and Grounds	14,714.73	210,564.84	198,222.00	(6.23)%	182,289.54
Vehicle Expenses	27,753.50	224,579.87	161,418.00	(39.13)%	157,190.97
Travel, Meetings & Continuing for Staff and Conferences & Continuing Education Meetings	7,415.08	33,895.63	28,145.00	(20.43)%	18,658.32
Public Relations	0.00	11,340.19	7,000.00	(62.00)%	16,415.61
Liability Insurance	463.86	1,756.24	2,000.00	12.19%	1,669.54
Supplies, Postage & Printing	0.00	14,782.93	16,053.00	7.91%	15,440.70
Telephone & Telecommunications	3,536.24	41,583.44	32,000.00	(29.95)%	32,879.98
Equipment Rental, Repair and Maintenance	(517.42)	22,429.54	23,200.00	3.32%	17,673.44
Professional Services	441.58	4,840.33	15,000.00	67.73%	22,358.13
Contractual Services	560.00	48,790.97	45,000.00	(8.42)%	56,417.65
Professional Membership Dues	0.00	14,839.07	15,500.00	4.26%	5,775.67
Miscellaneous	0.00	2,656.00	3,000.00	11.47%	2,498.50
Capital Outlays	3,409.84	5,036.17	3,600.00	(39.89)%	2,537.77
Total Expenses	<u>255,946.83</u>	<u>2,510,748.04</u>	<u>2,287,699.69</u>	<u>(9.75)%</u>	<u>2,281,774.60</u>
Other Financing Sources & Uses					
Transfers From Other Funds	(1,839.38)	(1,839.38)	0.00	0.00%	0.00
Transfer to Other Funds	<u>250,000.00</u>	<u>250,000.00</u>	<u>250,000.00</u>	<u>0.00%</u>	<u>202,034.09</u>
Total Other Financing Sources & Uses	<u>248,160.62</u>	<u>248,160.62</u>	<u>250,000.00</u>	<u>0.74%</u>	<u>202,034.09</u>
Other Income (Expense)					
Dreamhost	251.10	432.45	0.00	0.00%	318.40
Reimbursement	(13.95)	(432.45)	0.00	0.00%	(318.40)
Total Other Income (Expense)	<u>237.15</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Revenue Over (Under) Expense	<u>(474,805.67)</u>	<u>(1,792,051.86)</u>	<u>(477,165.87)</u>	<u>275.56%</u>	<u>(372,149.31)</u>

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #27 - Cataloging Maintenance Center (CMC)

	June 2017 (06/01/2017 - 06/30/2017)	YTD Actuals FY2016-2017	Approved FY2016-17 Budget	Approved Percent Total Budget Remaining	Audited IHLS FY2015-2016 Total Actuals (07/01/2015 - 06/30/2016)
Revenues					
State Grants	0.00	363,020.00	363,020.00	0.00%	404,346.00
Total State Grants	0.00	363,020.00	363,020.00	0.00%	404,346.00
Total Revenues	<u>0.00</u>	<u>363,020.00</u>	<u>363,020.00</u>	<u>0.00%</u>	<u>404,346.00</u>
Expenses					
Personnel	24,920.90	241,265.05	240,881.68	(0.16)%	297,671.77
Building and Grounds	11.49	11.49	0.00	0.00%	0.00
Vehicle Expenses	0.00	35.35	0.00	0.00%	0.00
Travel, Meetings & Continuing for Staff and Board	1,491.19	3,788.28	2,025.00	(87.08)%	2,190.91
Conferences & Continuing Education Meetings	0.00	0.00	0.00	0.00%	10,000.00
Supplies, Postage & Printing	12,095.67	12,326.57	3,000.00	(310.89)%	19,069.00
Telephone & Telecommunications	1,119.95	3,350.00	2,652.60	(26.29)%	5,593.14
Equipment Rental, Repair and Maintenance	310.16	3,643.90	5,200.00	29.93%	0.00
Professional Services	6,704.62	59,323.39	65,159.00	8.96%	30,387.10
Contractual Services	7,594.40	39,275.97	44,101.72	10.94%	41,405.93
Professional Membership Dues	0.00	0.00	0.00	0.00%	25.00
Total Expenses	<u>54,248.38</u>	<u>363,020.00</u>	<u>363,020.00</u>	<u>0.00%</u>	<u>406,342.85</u>
Total Revenue Over (Under) Expense	<u>(54,248.38)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>(1,996.85)</u>

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #32- Online Computer Library Center (OCLC)

	June 2017 (06/01/2017 - 06/30/2017)	YTD Actuals FY2016-2017	Approved FY2016-17 Budget	Approved Percent Total Budget FY2016-17 Budget Remaining	Audited IHLS FY2015-2016 Total Actuals (07/01/2015 - 06/30/2016)
Revenues					
State Grants	0.00	159,925.00	159,925.00	0.00%	165,901.00
Total State Grants	0.00	159,925.00	159,925.00	0.00%	165,901.00
Total Revenues	<u>0.00</u>	<u>159,925.00</u>	<u>159,925.00</u>	<u>0.00%</u>	<u>165,901.00</u>
Expenses					
Personnel	11,832.09	112,549.32	114,532.96	1.73%	112,648.25
Supplies, Postage & Printing	821.28	2,025.93	3,300.00	38.61%	3,642.55
Telephone & Telecommunications	197.49	2,348.07	2,197.20	(6.87)%	926.39
Equipment Rental, Repair and Maintenance	195.10	2,934.60	3,100.20	5.34%	3,037.80
Professional Services	0.00	0.00	15,000.00	100.00%	0.00
Contractual Services	1,211.23	18,456.00	21,794.64	15.32%	16,916.01
Capital Outlays	0.00	0.00	0.00	0.00%	29,869.96
Total Expenses	<u>14,257.19</u>	<u>138,313.92</u>	<u>159,925.00</u>	<u>13.51%</u>	<u>167,040.96</u>
Other Financing Sources & Uses					
Transfers From Other Funds	0.00	0.00	0.00	0.00%	(2,034.09)
Total Other Financing Sources & Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>(2,034.09)</u>
Total Revenue Over (Under) Expense	<u>(14,257.19)</u>	<u>21,611.08</u>	<u>0.00</u>	<u>0.00%</u>	<u>894.13</u>

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #34- The Marc of Quality (TMQ)

	June 2017 (06/01/2017 - 06/30/2017)	YTD Actuals FY2016-2017	Approved FY2016-17 Budget	Approved Percent Total Budget Remaining	Audited IHLS FY2015-2016 Total Actuals (07/01/2015 - 06/30/2016)
Revenues					
State Grants	<u>0.00</u>	<u>8,200.00</u>	<u>8,200.00</u>	<u>0.00%</u>	<u>8,200.00</u>
Total Revenues	<u>0.00</u>	<u>8,200.00</u>	<u>8,200.00</u>	<u>0.00%</u>	<u>8,200.00</u>
Expenses					
Contractual Services	<u>0.00</u>	<u>8,200.00</u>	<u>8,200.00</u>	<u>0.00%</u>	<u>8,200.00</u>
Total Expenses	<u>0.00</u>	<u>8,200.00</u>	<u>8,200.00</u>	<u>0.00%</u>	<u>8,200.00</u>
Total Revenue Over (Under) Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #66 - Capital Fund

	June 2017 (06/01/2017 - 06/30/2017)	YTD Actuals FY2016-2017	Approved FY2016-17 Budget	Approved FY2016-17 Budget Percent Total Budget Remaining	Audited IHLS FY2015-2016 Total Actuals (07/01/2015 - 06/30/2016)
Revenues					
Investment Income	620.17	4,982.46	4,299.41	15.89%	4,296.47
Other Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>20,916.55</u>
Total Revenues	<u>620.17</u>	<u>4,982.46</u>	<u>4,299.41</u>	<u>15.89%</u>	<u>25,213.02</u>
Expenses					
Capital Outlays	<u>16,981.51</u>	<u>356,899.51</u>	<u>407,000.00</u>	<u>12.31%</u>	<u>129,570.00</u>
Total Expenses	<u>16,981.51</u>	<u>356,899.51</u>	<u>407,000.00</u>	<u>12.31%</u>	<u>129,570.00</u>
Total Revenue Over (Under) Expense	<u>(16,361.34)</u>	<u>(351,917.05)</u>	<u>(402,700.59)</u>	<u>(12.61)%</u>	<u>(104,356.98)</u>

Illinois Heartland Library System

Balance Sheet
Governmental Funds
as of June 30, 2017

	Major Funds					Non-Major Governmental Funds	Total
	General Fund	CMC Fund	Plinkit	OCLC Fund	Capital Projects Fund		
Assets							
Cash and Cash Equivalents	3,144,554.44	35,325.70	41,582.86	21,053.96	983,409.18	3,764.45	4,229,690.59
Due From Other Funds	849.80	0.00	0.00	0.00	0.00	0.00	849.80
Grants Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	20,764.22	0.00	0.00	0.00	0.00	0.00	20,764.22
Prepaid Expenses	<u>12,221.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,221.00</u>
Total Assets	<u>3,178,389.46</u>	<u>35,325.70</u>	<u>41,582.86</u>	<u>21,053.96</u>	<u>983,409.18</u>	<u>3,764.45</u>	<u>4,263,525.61</u>
Liabilities							
Accounts Payable	18,572.62	14,285.75	0.00	(1,736.23)	0.00	0.00	31,122.14
Grants Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	0.00	849.80	0.00	0.00	0.00	0.00	849.80
Accrued Expenses	<u>117,054.91</u>	<u>18,914.07</u>	<u>118.86</u>	<u>6,534.71</u>	<u>0.00</u>	<u>0.00</u>	<u>142,622.55</u>
Total Liabilities	<u>135,627.53</u>	<u>34,049.62</u>	<u>118.86</u>	<u>4,798.48</u>	<u>0.00</u>	<u>0.00</u>	<u>174,594.49</u>
Deferred Inflows of Resources							
Loss Book Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Deferred Inflows	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Deferred Inflows of Resources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balances							
	<u>3,042,761.93</u>	<u>1,276.08</u>	<u>41,464.00</u>	<u>16,255.48</u>	<u>983,409.18</u>	<u>3,764.45</u>	<u>4,088,931.12</u>
Total Liabilities, Deferred Inflows, and Fund Balances	<u>3,178,389.46</u>	<u>35,325.70</u>	<u>41,582.86</u>	<u>21,053.96</u>	<u>983,409.18</u>	<u>3,764.45</u>	<u>4,263,525.61</u>

Non-Major Governmental Funds represents IMSA, TMO, SWAYS, and Dream Grant.

Illinois Heartland Library System
 Statement of Revenues and Expenditures
Fund #85 - Sharing Heartland's Available Resources Equally (SHARE)

	June 2017 (06/01/2017 - 06/30/2017)	YTD Actuals FY2016-2017	Approved FY2016-17 Budget	Approved FY2016-17 Budget Percent Total Budget Remaining	Audited IHLS FY2015-2016 Total Actuals (07/01/2015 - 06/30/2016)
Revenues					
Fees for Services and Materials	20,782.49	1,105,690.40	1,100,857.58	0.44%	1,188,690.32
Investment Income	581.09	4,466.36	1,102.25	305.20%	1,117.23
Other Revenue	<u>687.54</u>	<u>96,883.00</u>	<u>24,860.80</u>	<u>289.70%</u>	<u>61,913.96</u>
Total Revenues	<u>22,051.12</u>	<u>1,207,039.76</u>	<u>1,126,820.63</u>	<u>7.12%</u>	<u>1,251,721.51</u>
Expenses					
Personnel	101,533.59	1,050,392.98	1,092,049.49	3.81%	1,114,447.47
Vehicle Expenses	105.77	796.18	1,320.00	39.68%	960.80
Travel, Meetings & Continuing for Staff and Board	1,915.31	16,613.75	9,174.00	(81.10)%	3,333.61
Conferences & Continuing Education Meetings	0.00	300.00	100.00	(200.00)%	65.43
Public Relations	0.00	93.20	0.00	0.00%	0.00
Supplies, Postage & Printing	1,217.61	5,292.54	6,000.00	11.79%	5,533.24
Telephone & Telecommunications	3,836.55	16,502.52	16,060.00	(2.76)%	15,990.24
Equipment Rental, Repair and Maintenance	310.16	3,644.13	3,400.00	(7.18)%	280.00
Professional Services	0.00	6,000.00	7,000.00	14.29%	490.00
Contractual Services	12,009.90	207,342.86	183,824.00	(12.79)%	162,183.10
Depreciation	0.00	0.00	0.00	0.00%	188,485.34
Professional Membership Dues	0.00	100.00	0.00	0.00%	0.00
Miscellaneous	<u>60.00</u>	<u>156.52</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Expenses	<u>120,988.89</u>	<u>1,307,234.68</u>	<u>1,318,927.49</u>	<u>0.89%</u>	<u>1,491,769.23</u>
Other Financing Sources & Uses					
Transfers From Other Funds	(250,000.00)	(250,000.00)	(250,000.00)	0.00%	(200,000.00)
Transfer to Other Funds	0.00	0.00	142,500.00	100.00%	0.00
Total Other Financing Sources & Uses	<u>(250,000.00)</u>	<u>(250,000.00)</u>	<u>(107,500.00)</u>	<u>(132.56)%</u>	<u>(200,000.00)</u>
Other Income (Expense)					
Reimbursements-Restick Printers	0.00	0.00	0.00	0.00%	(11,154.75)
Reimbursements-Subscriptions	0.00	254,819.75	0.00	0.00%	267,743.32
Reimbursements-3M e-books	33,579.49	82,576.55	0.00	0.00%	53,637.90
Reimbursement:Subscriptions	(5,550.30)	(245,969.00)	0.00	0.00%	(302,932.71)
Reimbursement:3M e-books	(16,559.97)	(60,284.90)	0.00	0.00%	(53,637.58)
Reimbursement:SAM	0.00	(11,488.00)	0.00	0.00%	0.00
Pension Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>(50,867.45)</u>
Total Other Income (Expense)	<u>11,469.22</u>	<u>19,654.40</u>	<u>0.00</u>	<u>0.00%</u>	<u>(97,211.27)</u>
Total Revenue Over (Under) Expense	<u>162,531.45</u>	<u>169,459.48</u>	<u>(84,606.86)</u>	<u>(300.29)%</u>	<u>(137,258.99)</u>

Illinois Heartland Library System

Statement of Net Position

SHARE Fund

as of June 30, 2017

Computer Development Fund

Assets:

Current Assets:

Cash and Cash Equivalents	1,403,028.29
Due from Other Funds	0.00
Accounts Receivable	30,566.50
Prepaid Expenses	162,545.90
Net Pension Assets	(345,749.09)
Total Current Assets:	1,250,391.60

Capital Assets:

Depreciable Capital Assets	2,667,758.77
Accumulated Depreciation	(2,365,161.74)
Total Capital Assets:	302,597.03
Total Assets:	<u>1,552,988.63</u>

Deferred Outflows of Resources:

Deferred Outflows from Pension Contribution	
Deferred Outflows from Pension Contribution	<u>620,725.56</u>
Total Deferred Outflows of Resources:	<u>620,725.56</u>

Total Assets and Deferred Outflows of Resources 2,173,714.19

Liabilities:

Current Liabilities:

Accounts Payable	1,961.82
Due to Other Funds	0.00
Accrued Expenses	<u>77,383.34</u>
Total Current Liabilities:	79,345.16

Long-Term Liabilities:

Compensated Absences Payable	87,290.70
Other Long-Term Liabilities	<u>0.00</u>
Total Long-Term Liabilities:	<u>87,290.70</u>
Total Liabilities:	<u>166,635.86</u>

Net Position:

Unrestricted	<u>2,007,078.33</u>
Total Net Position:	<u>2,007,078.33</u>

Total Liabilities, Deferred Inflows & Net Position 2,173,714.19



Staff Report

MEMO TO: IHL S Board of Directors
FROM: Leslie Bednar
DATE: July 13, 2017
RE: Staffing Update

This month's update includes resignations only. Board acceptance is not required.

New Hires – Pending Board Approval

None

Resignations and Retirements

Classification: Courier Driver (part-time)
Project/Location: Operations/Champaign
Last Day of Employment: June 29, 2017
Salary: \$10.24/ Hour
Comment: Secured full-time employment

Classification: Sorter (part-time)
Project/Location: Operations/Champaign
Last Day of Employment: July 12, 2017
Salary: \$9.50/ Hour
Comment: Secured full-time employment

Promotions/Change in Position:

None