



## IHLS - Board of Directors Meeting

August 22, 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

Geoffrey Bant, Vice-President

Tiffany Droege, Secretary

Sara Zumwalt, Treasurer

Mary Beil

Stacey Carter

Gary Denue

Tina Hubert

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. Recognize Chris Dawdy, SHARE Director |
|         | Action | 4. 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 July 18, 2017 Minutes ( <b>Attachment 4.1</b> )    |
|         |             | b. Approval of July 25, 2017 Minutes ( <b>Attachment 4.2</b> )    |
|         |             | c. Department and Staff Activity Report ( <b>Attachment 4.3</b> ) |
| 5:15 PM | Action      | 5. Acceptance of Bills July 2017 ( <b>Attachment 5.1</b> )        |
|         | Action      | 6. Financial Reports ( <b>Attachment 6.1</b> )                    |
|         | Information | 7. Freedom of Information Act (FOIA) Update                       |

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

5:30 PM	Information Information Information	8. Open Meetings Act (OMA) Update 9. Public Comment 10. Communication 11. Human Resources
5:45 PM	Action Action	a. Staff Report ( <b>Attachment 11.1</b> ) 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	12. Illinois State Library Report
6:05 PM	Information	13. Committee Reports a. Executive b. Budget and Finance c. Policy and Membership d. Facilities and Operations e. Personnel f. Advocacy
		14. Unfinished Business a. Board Citation Reviews b. Board Training Recap
		15. New Business
6:40 PM	Action Action Action Information	a. FY2018 Board Committee Appointments ( <b>Attachment 15.1</b> ) b. Personnel (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1)) c. IHLS Ethics Commission d. IHLS Board Networking Event
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.*



## BOARD OF DIRECTORS SPECIAL MEETING MINUTES

July 18, 2017  
10:00 a.m.

Keller Convention Center, 1202 North Keller Drive, Effingham, IL 92401 Phone: 217-347-5115

### Call to Order

-Sandy West called the meeting to order at 10:05 a.m..

### Roll Call

#### Board Members:

Sandy West, Sara Zumwalt, Beverly Obert, Stacey Carter, Mary Smith, Gary Jones

#### Other Attendees:

Susan Palmer, Troy Brown, Adrienne Elam, Chris Dawdy, Ellen Popit, Leslie Bednar, Laura Huth

### Board Training with Laura Huth

Laura Huth of dogood Consulting provided a workshop on marketing and outreach tools IHLS can utilize as part of its advocacy project.

### Lunch

Motion to adjourn meeting for lunch at 12:02 p.m. by Sara Zumwalt, second by Beverly Obert. Motion carried by voice vote.

### Call to Order

Sandy West called the meeting to order at 1:18 p.m.

### Roll Call

#### Board Members:

Sandy West, Sara Zumwalt, Beverly Obert, Stacey Carter, Gary Jones

#### Other Attendees:

Susan Palmer, Troy Brown, Adrienne Elam, Chris Dawdy, Ellen Popit, Leslie Bednar, Laura Huth

### Board Training with Laura Huth

Ms. Huth continued her presentation, with a focus on activity development.

### Adjourn

Sara Zumwalt to adjourn at 3:04, second by Gary Jones. Motion carried by roll call vote.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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## BOARD OF DIRECTORS MEETING MINUTES

July 25, 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**

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

4	Close nominations	Motion – carried
4	Certify board officer nomination results	Motion - carried
5	Approve the July 25, 2017 Consent Agenda b. Department and Staff Activity Report c. Approve the June 23, 2015 Minutes	Motion – carried
5	a. Approve June 20, 2017 Minutes with changes	Motion – carried
6	Accept the June 2017 Bills	Roll Call – carried
7	Accept the June 2017 Financial Reports with correction	Roll Call - carried
15b	Elect Freedom of Information Act Officer	Motion - carried
15c	Elect Open Meetings Act Officer	Motion - carried
15d	Approve Destruction of Closed Minutes Recordings	Motion - carried
15f	Review Closed Session Minutes	Motion - carried
	Adjourn	Roll Call - carried

### Call to Order

-Sandy West called the meeting to order at 5:00 p.m.

### Roll Call

#### Board Members:

Carbondale Office: Sandy West

Champaign Office: Geoff Bant, Bev Obert (entered at 5:06 pm)

Decatur Public Library: Stacey Carter, John Phillips

Edwardsville Office: Gary Denué, Sara Zumwalt, Mary Beil, Tina Hubert, Mary Smith

Southeastern Illinois College: Gary Jones

Absent, Excused: Tiffany Droege, Debbie Owen, Susan Pennington, Charlene Topel

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Other Attendees:

Carbondale Office: Ellen Popit, Troy Brown

Champaign Office: Mary Johnston, David Lottes

Decatur Public Library: Leslie Bednar

Edwardsville Office: Adrienne Elam, Chris Dawdy, Susan Palmer, Stacie Bushong, Colleen Dettenmeier, Shirley Paden, Julie Pernicka, Brandon Chapman

Illinois State Library: Greg McCormick, Deb Aggertt

**Welcome New Board Members**

Sandy West and the current board welcomed the new board members. Stacey Carter, Special Library Representative, Decatur Correctional Center and Mary Smith, Trustee Representative, Belleville Public Library. Ms. Carter and Ms. Smith accepted their positions and agreed to honor the commitment to serve.

**Elect Officers**

Sara Zumwalt motioned to close nominations. Mary Beil seconded. Motion carried.

New officers were elected:

President – Sandy West

Vice President – Geoff Bant

Secretary – Tiffany Droege

Treasurer – Sara Zumwalt

Stacey Carter motioned to certify the board officer election results. Sara Zumwalt seconded. Motion carried.

**Approve Consent Agenda**

Tina Hubert moved to remove the June 20, 2017 minutes. John Phillips moved to approve the consent agenda minus the June 20 minutes. Gary Denué seconded. Motion carried.

Bev Obert motioned to accept changes to June 20 minutes. Gary Jones seconded. Motion carried.

**Accept June 2017 Bills**

Tina moved to accept June bills. Mary Beil seconded. Motion carried unanimously by roll call vote.

**Accept June 2017 Financial Reports**

Tina Hubert moved to accept financial reports with correction. Mary Smith seconded. Motion carried.

**FOIA Update**

None

**Open Meetings Act**

Reminder for open mics and side discussions to be kept minimal.

**Public Comment**

None

## **Communication**

Leslie Bednar reported a link was sent to the all directors list for the surplus auction sale to members. The online auction is open July 25 to July 30. Any items remaining after the member sale will be offered to public and staff August 1 to August 4.

## **Staff Report**

### Staff Update

Leslie Bednar reported two staff members have resigned to take full time positions elsewhere. The positions will be filled.

### Secondary Employment

None

### Personnel

None

## **Illinois State Library Report**

Greg McCormick reported there is an FY2018 budget. They are in the process of finishing allocations and announcement to libraries and literacy programs. An initial review of the System Area and Per Capita Grant (SAPG) has been made and they have asked for additional information to complete the process. Illinois Heartland Library System sent their requested information today. Illinois State Library (ISL) is well aware the state owes IHLS \$1.3 M from the FY2017 SAPG allocation. At this point in time the ISL is not requesting a revision for the funding amount requested by IHLS in their FY2018 application. Sandy West inquired about the RAILS (Reaching Across Illinois Library System) draft membership standards. Mr. McCormick replied RAILS is currently in a testing phase and ISL is monitoring closely.

## **Committee Reports**

### Executive

Sandy West reported there was a discussion about the Executive Director evaluation and a link was sent to board members to complete their evaluation by July 28. Otherwise a routine meeting.

### Finance

Tina Hubert reported a routine meeting was held. Tina appreciates everyone who has been part of the finance committee and recommends the new chair to look over the packet in advance and always make the motion for acceptance. Next meeting scheduled for August 9<sup>th</sup>.

### Membership & Policy

Sara Zumwalt reported the committee did not meet.

### Facilities & Operations

Sara Zumwalt reported the committee did not meet.

### Personnel

Geoff Bant reported the committee did not meet.

### Advocacy

Sandy West reported the committee did not meet in lieu of board training.

## **New Business**

### Board Citation Reviews

Sandy West stated a new method of providing board citation review is being completed and will report back to the full board in August.

### Elect Freedom of Information Act Officer

Sara Zumwalt motioned to accept Gary Denué as FOIA Officer. Bev Obert seconded. Motion carried.

### Elect Open Meetings Act Officer

Sara Zumwalt motioned to accept Tina Hubert as OMA Officer. Bev Obert seconded. Motion carried.

### Board Training Recap

Sandy West reported the 3-hour long session was recorded to allow those who could not attend to participate. Laura Huth worked with the board to develop an advocacy plan to assist in moving forward with the advocacy campaign. After the training the board members in attendance had a new perspective on how they each will personally proceed. Overall there was positive feedback.

### Approve Destruction of Closed Session Recordings: September 25, 2013 – November 15, 2015

Bev Obert approved the destruction of closed session recordings September 25, 2013 – November 15, 2015. Tina Hubert seconded. Motion carried.

### Review Closed Session Minutes

Tina Hubert motioned to accept Sandy West's recommendation that closed session minutes from July 2011 – June 30, 2017 remain closed. John Phillips seconded. Motion carried.

### Agenda Building

It was recommended for library representatives be present at meetings to share information with the board. Possibly replace citation review time with these type of presentations. Greg McCormick cautioned taking more time from members who already have to travel long distances. Other suggestions: committee appointments for FY2018; Executive Director evaluation recap; Laura Huth training recap; board citation review process.

### Public Comment

None

### Announcements

Sandy West asks all board members to indicate their committee preference for FY2018. She will email details to members soon after meeting.

New and reelected board members must take OMA training and send copy of certificate to Stacie Bushong.

Please check IHLS board email on a regular basis and also register in L2 for all committee and board meetings. We all volunteer to be on this board and need to respect each other's commitments by ensuring we can reach quorums in advance of meetings.

### Adjournment

Gary Denué motioned to adjourn. May Beil seconded. Adjourned 6:15 unanimously by roll call vote.



## Department & Staff Activity Report

JULY 2017

Reflecting on FY2017 and Year 6 as a large service organization, we evaluate the efficacy of improved services to members and internal workflows. Placing member needs first allows us to improve current services and develop new services as well. In our first six years as an agency, IHL S utilized creativity and prudent business practices to develop innovative services and grow a strong financial foundation. FY2017 marked the second year of operating with less than normal funding while providing the same service levels--or more! We are able to withstand a few years of financial uncertainty thanks to modest cash reserves and continued innovation.

### HUMAN RESOURCES REPORT & STAFF ACTIVITIES

*Submitted by Adrienne Elam, CFO*

Live workshop or online training	Format	# of staff
Learning Slack	online	1
Advanced iOS Development: Working with APIs	online	1
Drawing Vector Graphics: Iconography	online	1
Drawing Vector Graphics Laboratory	online	1
Moodle 3.2	online	2
Social Media Marketing Strategy	Live	2
Outlook 2013 Part 1 – Print Your Contacts	online	1
Outlook 2013 Part 2 – Sort Messages	online	1
Working in Adversarial Relationships	online	1
Communication Skills for Women	Live	2
Making the Transition from Staff to Supervisor	Live	1
Vocabulary Dynamics: How It Works	online	1
When Change Isn't a Choice – Follower	online	1
Illustrator Creative Cloud 2014 Training	online	1
Barriers to Communication Success, Part 1	online	1
Barriers to Communication Success, Part 2	online	1





# Department & Staff Activity Report

## 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.**

- *Planned and executed Staff Day with the assistance of a staff committee*



Staff Day Planning Committee



Laura Huth – DoGood Consulting



# Department & Staff Activity Report

## INFORMATION TECHNOLOGY REPORT & STAFF ACTIVITIES

*Submitted by Troy Brown, IT Director*

As summer draws to a close, the IT department has worked diligently behind the scenes to make our systems even better. Staff have been included in many of the projects going on at IHLS including website rebranding, staff day, staff photos, video production, board training, surplus, inventory, programming the reports for the delivery software, and upgrading key systems. IT staff have also taken advantage of a lot of online training courses. Everything from programming to graphic design and a whole lot in-between.

Security has been a big concern for us this summer and we've taken leaps forward in keeping our users as well as our data safe. We are looking forward to the mad rush of support calls that always accompany the schools coming back into session, and also all the great projects and ideas that just seem to flow out of the minds of the great people at IHLS.

### IT

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

- *Prepared surplus items for sale*
- *Installed wireless access point mounting system in Champaign*
- *Installed new laptops for several SHARE staff*
- *Answered over 200 technical request calls and emails from member libraries*
- *Took new photos of staff and drivers for the website*
- *Attended and supported IHLS Staff Day*
- *Attended and videoed the IHLS Board Training with Laura Huth*





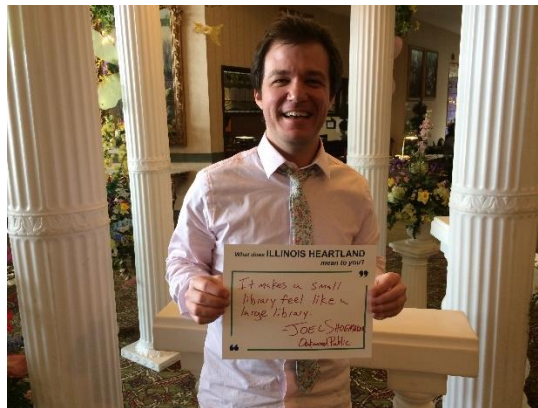
# Department & Staff Activity Report

## MEMBERSHIP REPORT & STAFF ACTIVITIES

Submitted by Ellen Popit, Membership and Grants Director

Site Visits with Chris Dawdy:

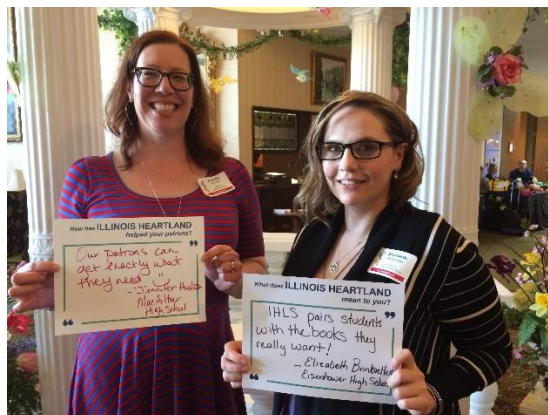
- July 11<sup>th</sup> Met with new director at the Taylorville Public Library
- July 27<sup>th</sup> Met with new directors at the Sidney and Newman Libraries
- July 31<sup>st</sup> Met with directors at the Sullivan, Blue Mound and Stonington Libraries
- August 7<sup>th</sup> Met with new directors at the Lincoln (Springfield), Riverton and Sherman Libraries
- August 9<sup>th</sup> Met with new directors at the Charleston and Mattoon Libraries



## NETWORKING

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

- July 11<sup>th</sup> Facilitated a Members Matter Meeting at the Decatur Public Library
- July 14<sup>th</sup> and 26<sup>th</sup> Participated in planning meetings for the statewide ELEVATE program
- August 3<sup>rd</sup> Attended a planning meeting for the [Southern Illinois Reading Festival](#) in DuQuoin





# Department & Staff Activity Report

## OPERATIONS REPORT & STAFF ACTIVITIES

*Submitted by Susan Palmer, Operations Director*

Participated in IHLS Staff Day

Attended conference call with Illinois State Library and RAILS. Determined that IHLS will be allowed to use actual data pulls from SHARE + IHLS ipad counts for a more accurate yearly count.

Attended training given by Laura Huth in Effingham.

Met with the night time ILDS (state route) staff at the Champaign hub. Held a small meeting to gather feedback with how the staff felt the ILDS exchange was going. Also determined some needs and looked at future goals such as having a new entry into the Champaign garage. Shared timelines for projects to be done. Input was given from the RAILS employees as well as the IHLS employees.

Surplus auction was conducted. First the auction for member libraries only was held. 3 vehicles were purchased by the member libraries plus various other items. The member library only auction brought in \$4,621.50.

Next, the leftover items from the member library only auction were offered to member library staff, system staff and the public for personal use. This auction netted \$20,864.25. The grand total for the complete auction was \$25,485.75. Yay! This money will be used to purchase at least one delivery van and the remaining portion will be used to offset the budgeted other delivery vehicle.

The "leftover" items will either be added to the next auction in October (which will include the IT items and items in the Du Quoin building) or will be disposed of in a way that will yield the most financial gain for the system.

## DELIVERY

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

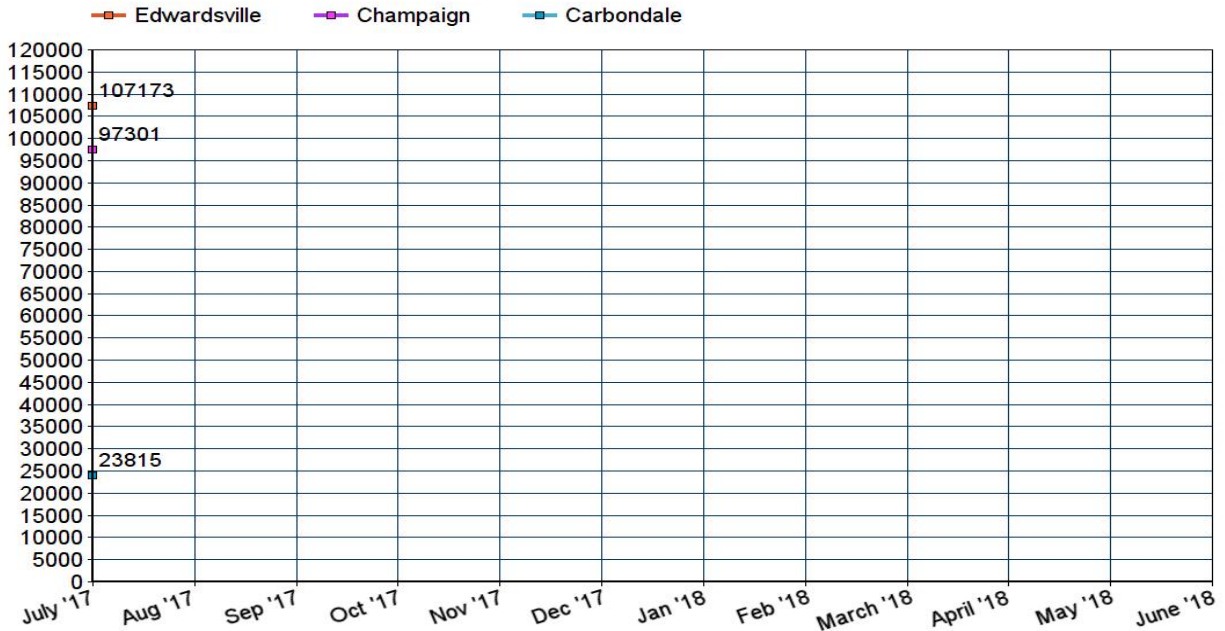
July 2017	IHLS LIBRARIES DELIVERY	IHLS HUB TO HUB DELIVERY	ILDS – CARLI DELIVERY
Carbondale	33,815	13,520	516
Champaign	97,031	24,760	1,351
Edwardsville	107,173	26,640	1,913



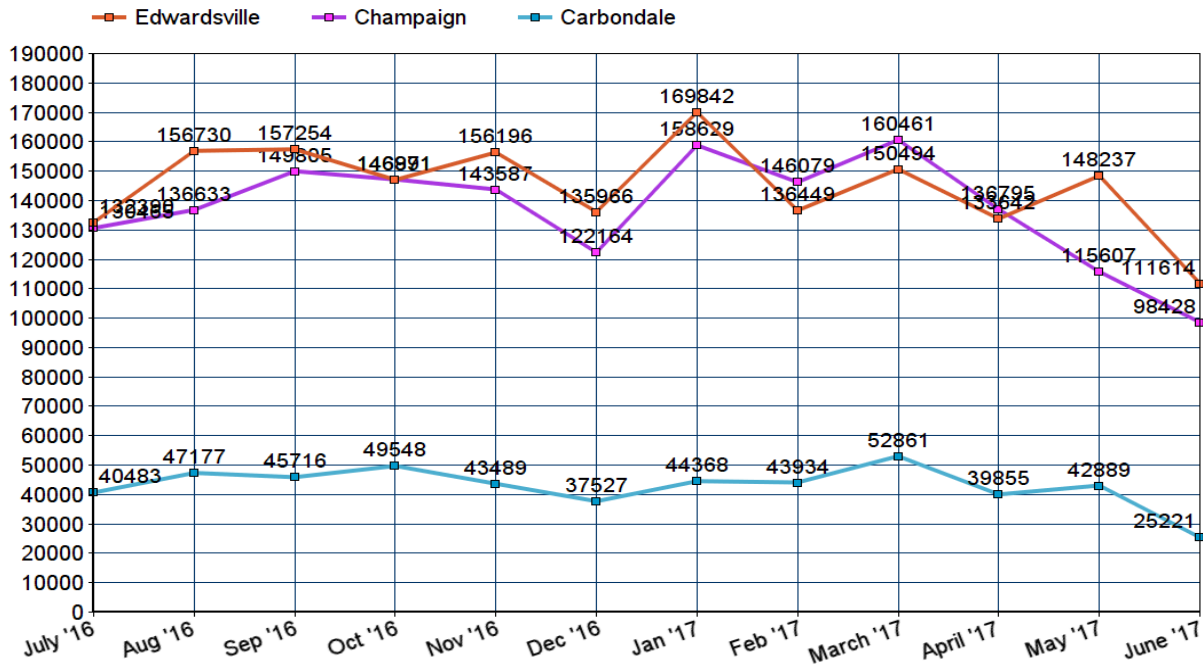


# Department & Staff Activity Report

### July 2017 to June 2018 Items Incoming



### July 2016 - June 2017 Items Incoming





# Department & Staff Activity Report

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## SHARE REPORT & STAFF ACTIVITIES

*Submitted by Chris Dawdy, SHARE Director*

At their next meeting, the SHARE Circulation and Resource Sharing Committee will be discussing implementing a pilot project for common loan rules.

The SHARE eResource Committee will now be meeting twice a year, with additional meetings scheduled as needed. User Groups will be established for the CloudLibrary and Zinio consortia. The User Groups will determine loan rules, fees, and other appropriate rules for members of each consortia, and the eResource Committee will provide oversight.

The SHARE Bibliographic and Cataloging Standards Committee is working on developing standards and best practices for the implementation of RDA (Resource Description and Access) cataloging standards, which replaces AACR2 (Anglo-American Cataloging Rules 2<sup>nd</sup> Edition).

The SHARE Finance/Policy Committee has no new current projects or policies under consideration.

The SHARE Executive Council approved a change in the definition of "Full member" of SHARE, which provides a clearer understanding of how many votes can be counted per library agency (one) instead of library building. This recommended change will be presented to the full membership at the next semi-annual meeting.

## GRANT DOCUMENT TRACKING

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

- *Submitted the required progress report for the Wal-Mart State Grant.*
- *Submitted the final quarterly report for the CMC and TMQ grants.*

## 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 782 items for SHARE member libraries.*
- *Staff imported 214 \$3 bibs (bibliographic records) for SHARE member libraries.*
- *Staff created 136 on-order bibs for SHARE member libraries*
- *Staff cataloged 211 items for new member libraries joining SHARE.*
- *Staff merged 317 bibliographic records, clean up/corrected 2,399 bibliographic records, and corrected/cleanup 200 item records.*

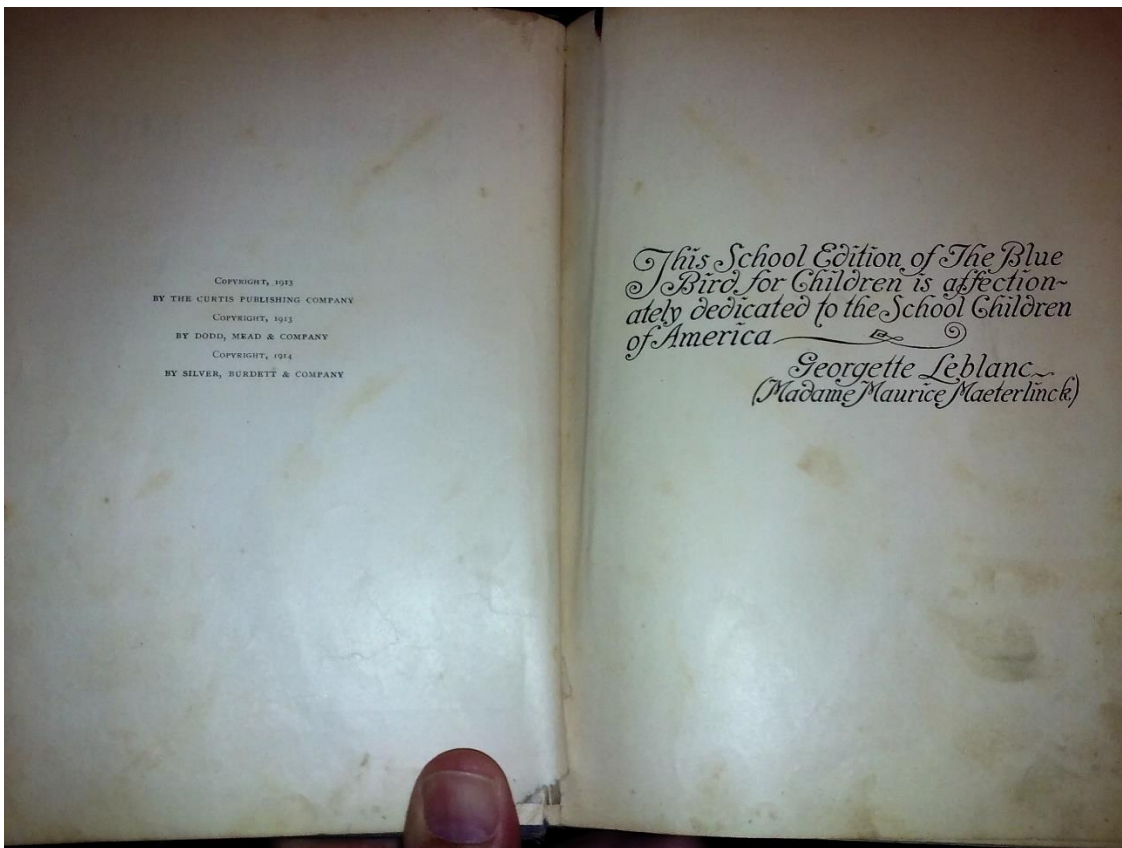


# Department & Staff Activity Report

## CATALOGING MAINTENANCE CENTER (CMC)

**Goals: To provide cataloging and bibliographic services for the libraries in RAILS and IHL S 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 taught one Book RDA class for Copy Catalogers to catalogers in Illinois.*
- *Staff continue editing transcriptions for scrapbooks for the Lombard College collection.*
- *CMC staff cataloged 211 items for libraries in Illinois.*
- *CMC staff created 14 NACO name authority records for improved user access.*



103 year-old book cataloged by IHL S staff

## 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 1 cataloging related class, trained one school library who is joining SHARE, and hosted one Cataloger's Training Session.*



# Department & Staff Activity Report

## 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
<b>June – 17</b>	774,872	157,431	78,136	713,745	9,354,324	1,848,287	812,667
<b>July – 17</b>	720,641	153,978	60,811	714,687	9,355,933	1,847,100	814,428

## LLSAP DEVELOPMENT

**Goal: To increase members participating in SHARE.**

- *The South County Public Library District (Brussels) board of directors voted to join SHARE, with assistance from the Wal-Mart grant.*

**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.**

- *On August 1, three school libraries and two public libraries will start participation in the Cloud Library shared collection, bringing the total number of library agencies up to 208 (161 public, 38 school, 5 academic, and 3 special). Many smaller libraries that were able to join SHARE due to the Dream Grant are now able to participate.*
- *A Cloud Library demo was provided for staff at Coulterville Public Library on August 11. In the afternoon, a launch event was held for patrons.*
- *The first edition of the IHLS eResources Newsletter (formerly SHARE) went out July 19 to better inform all of our members about eResource Group Purchases and Vendor Discounts.*
- *Vandalia High School Library and Auburn Public Library will be joining their respective Zinio groups as of August 1, 2017.*







# Department & Staff Activity Report

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## CONTINUING EDUCATION

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

- *SHARE staff conducted eight classes for member library staff during July. Classes included cataloging and circulation training.*

## 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**

- *Meetings were held on the rebranding/advocacy project*
- *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.*
- *Six (6) grant/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, IHLS Member Connection, sent on a regular basis to over 2,100 subscribers.*
- *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.**

- Introduced new Department & Staff Activity Report
- Sent August committee meeting calendar
- Coordinate onboarding of new board members
- Verify new and reelected board members have been OMA certified

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

Attachment 5.1

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction Amount
				Code			
7/7/2017	18753	No	American Heritage Life Insurance Company	85		Accident Supp Ins 06/04-07/01/17	16.64
7/7/2017	18754	No	AutoTire	10		EDW:Change Oil/Filter & Air Filter Lic#U29923	76.48
7/7/2017		No	AutoTire	10		EDW:Change Oil/Filter & Air Filter Lic#U29925	76.48
7/7/2017	18755	No	Joan C Bauer	85		CHA:Travel to Effghm for SHARE Training 06/28/17	12.75
7/7/2017		No	Joan C Bauer	85		CHA:Travel to Jonesboro PL for SHARE Training 06/22/17	38.58
7/7/2017		No	Joan C Bauer	85		CHA:Travel to St. Elmo for SHARE Training 06/27/17	13.31
7/7/2017	18756	No	Belleville Public Library	10		Reimb for USP Marion Lost Book 'Crochet Stitch Dictionary'	27.95
7/7/2017	18757	No	CE Brehm Memorial PLD	10		Reimb for USP Marion Lost Book 'Falling Away'	19.00
7/7/2017	18758	No	Consolidated Communications	10		Local/Long Distance & Toll Free Line 07/01-07/31/17	109.83
7/7/2017		No	Consolidated Communications	27		Local/Long Distance & Toll Free Line 07/01-07/31/17	73.20
7/7/2017		No	Consolidated Communications	32		Local/Long Distance & Toll Free Line 07/01-07/31/17	73.20
7/7/2017		No	Consolidated Communications	85		Local/Long Distance & Toll Free Line 07/01-07/31/17	109.83
7/7/2017	18759	No	David Coogan	10		Refund July 2017 Pmt-Dental Ins(Retiree/Spouse)	46.40
7/7/2017	18760	No	Dave's Precision Mowing	10		CHA:Lawn Mowing/Trimming Blowing 06/06/17	70.00
7/7/2017		No	Dave's Precision Mowing	10		CHA:Lawn Mowing/Trimming Blowing 06/13/17	70.00
7/7/2017		No	Dave's Precision Mowing	10		CHA:Lawn Mowing/Trimming Blowing 06/19/17	70.00
7/7/2017		No	Dave's Precision Mowing	10		CHA:Lawn Mowing/Trimming Blowing 06/25/17	70.00
7/7/2017	18761	No	DELL MARKETING L.P.	27		EDW:Docking Stations for Laptops (5)	749.95 <b>A</b>
7/7/2017	18762	No	Forsyth Public Library	10		Reimb for USP Marion Lost Book '750 Knitting Stitches'	29.99
7/7/2017	18763	No	Harrisburg Public Library District	10		Reimb for USP Marion Lost Book 'Flip'	26.95
7/7/2017	18764	No	Illinois Office of the State Fire Marshal	10		EDW:Annual Renewal - Elevator Operations Certificate	75.00
7/7/2017	18765	No	Larry Jones	10		EDW:Fuel - Issue w/ Gas Card 06/28/17 Jones,Larry	39.20
7/7/2017	18766	No	Metropolis Public Library	10		Reimb for USP Marion Lost Book 'Foreclosure Investing for Dummies'	27.00
7/7/2017	18767	No	NCPERS Group Life Ins.	10		Supplemental Life Ins 07/01-07/31/17	97.60
7/7/2017		No	NCPERS Group Life Ins.	32		Supplemental Life Ins 07/01-07/31/17	30.40
7/7/2017		No	NCPERS Group Life Ins.	85		Supplemental Life Ins 07/01-07/31/17	48.00
7/7/2017	18768	No	Randy Pearson	10		EDW:Meals, Lodging & Hotel Parking - ALA Conf - Randy Pearson SIUE LASA	364.80 <b>B</b>
7/7/2017	18769	No	Linda S. Petty	10		EDW:Cab Fare - ALA Conf - Linda, Susan & Brant 06/25-06/26/17	36.74
7/7/2017	18770	No	Josh Pritsolas	10		EDW:Meals & Lodging - ALA Conf - Josh Pritsolas SIUE LASA	409.67 <b>C</b>
7/7/2017	18771	No	Quest Diagnostics	10		CHA:Preemployment Drug Screen	30.50
7/7/2017	18772	No	Quill Corporation	10		EDW:Coffee Filters, Binders, Clear Protectors, Bath Tissue & Paper Towels	145.90
7/7/2017	18773	No	Safelite Fulfillment, Inc.	10		EDW:Replace Windshield Lic#U30203	371.12
7/7/2017	18774	No	Zach Schleicher	10		EDW:Meals & Lodging - ALA Conf - Zach Schleicher SIUE LASA	307.88 <b>D</b>
7/7/2017	18775	No	Southern Illinois University Edwardsville	10		EDW:Fuel, Rental & Printing for SIUE LASA - ALA Poster	481.49
7/7/2017	18776	No	Speed Lube #14	10		CHA:Change Oil/Filter Lic#U29926	54.70
7/7/2017	18777	No	Staples Credit Plan	10		CHA:Carpet Tape	18.59
7/7/2017		No	Staples Credit Plan	27		CHA:Bungee Cord Set	14.16
7/7/2017		No	Staples Credit Plan	27		CHA:Bungee Cord Set(2)	28.58
7/7/2017		No	Staples Credit Plan	27		CHA:Expo Markers, Highlighters, Shipping Tape, Folding Caddys(3)	540.26
7/7/2017		No	Staples Credit Plan	27		CHA:Folding Caddy(2)	67.98
7/7/2017		No	Staples Credit Plan	27		CHA:Headsets(3), AA Batteries, Tape, Folders, Pens, Storage Boxes & Rulers	468.11
7/7/2017		No	Staples Credit Plan	27		CHA:Parmanent Markers & Plastic Knife	26.77
7/7/2017		No	Staples Credit Plan	27		CHA:Sticky Note Tabs	5.77
7/7/2017		No	Staples Credit Plan	27		CHA:Storage Bins (2 cs)	135.57
7/7/2017		No	Staples Credit Plan	27		CHA:Wireless Mouse	8.99
7/7/2017	18778	No	Verizon Wireless	10		GPS Tracking Srvc 05/24-06/23/17	142.94
7/7/2017	18779	No	Verizon Wireless	10		Cellphone Srvc, MIFI, USB Modem & After Hrs Line 05/24-06/23/17	364.78
7/7/2017		No	Verizon Wireless	85		Cellphone Srvc, MIFI, USB Modem & After Hrs Line 05/24-06/23/17	368.08
7/17/2017	18780	No	Alternative Business Systems	32		EDW:Setup New Year Conversions & Update New Logo .5/hrs 07/03 & 07/07/17	87.50
7/17/2017	18781	No	AT&T	10		EDW:Elevator Phone Line 06/05-07/04/17	21.03
7/17/2017		No	AT&T	85		EDW:Elevator Phone Line 06/05-07/04/17	21.03
7/17/2017	18782	No	AT&T	10		EDW:Fax Line 06/05-07/04/17	37.00
7/17/2017		No	AT&T	32		EDW:Fax Line 06/05-07/04/17	37.00
7/17/2017		No	AT&T	85		EDW:Fax Line 06/05-07/04/17	37.00

**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			
7/17/2017	18783	No	Leslie M. Bednar	10		EDW:Tip for Bellhop - ALA Conf - 18 Bags 06/23-06/27/17 Bednar,Leslie	20.00
7/17/2017		No	Leslie M. Bednar	10		EDW:Travel to CAR for IHLS Annual Mtg 06/20/17 Bednar,Leslie	103.26
7/17/2017		No	Leslie M. Bednar	10		EDW:Travel to Centralia PL for Supervisor's Mtg 07/12/17 Bednar,Leslie	67.52
7/17/2017	18784	No	Busey	10		Busey Credit Card Stmt Ending 07/03/17	7,707.66
7/17/2017		No	Busey	27		Busey Credit Card Stmt Ending 07/03/17	3,111.95
7/17/2017		No	Busey	85		Busey Credit Card Stmt Ending 07/03/17	1,818.63
7/17/2017	18785	No	Stacie Bushong	10		EDW:Reimb for Refreshments for Board Mtg 05/25/17 Bushong,Stacie	42.16
7/17/2017	18786	No	do good Consulting	10		EDW:Staff & Board Training/Planning Sessions	425.00
7/17/2017	18787	No	Adrienne Elam	10		EDW:Travel to Centralia PL for Supervisors Mtg 07/12/17 Elam,Adrienne	71.37
7/17/2017	18788	No	First Mid-Illinois Bank & Trust	10		Safe Deposit Box 08/01/17-08/01/18	60.00
7/17/2017	18789	No	H&H Health Associates	10		EAP Services 07/01/17-06/30/18	2,434.32
7/17/2017	18790	No	Illinois American Water	10		CHA:Water 05/26-06/26/17	71.30
7/17/2017	18791	No	Innovative Interfaces, Inc	85		EDW:Screwdriver Subscription Renewal 07/01/17-06/30/18	2,565.93
7/17/2017	18792	No	i3 Broadband - CU	10		CHA:Internet 07/01-08/01/17	6.66
7/17/2017		No	i3 Broadband - CU	27		CHA:Internet 07/01-08/01/17	6.67
7/17/2017		No	i3 Broadband - CU	85		CHA:Internet 07/01-08/01/17	6.66
7/17/2017	18793	No	Kavanagh, Scully, Sudow, White &	10		EDW:Legal Counsel re:OMA & Meeting Minutes 06/14/17	297.50
7/17/2017	18794	No	Kodiak Equipment Services, Inc	10		EDW:2 Doors Lubed, Adjusted & Tested	172.50
7/17/2017	18795	No	Marketview Car Wash	10		CHA:Van Washes(3) 06/06-06/12/17	21.00
7/17/2017	18796	No	Missouri Library Association	85		EDW:Job Posting - SHARE Director	40.00
7/17/2017	18797	No	Monoprice, Inc.	10		CAR:12V Battery, USB Cables & Chargers for iPads	44.87
7/17/2017	18798	No	Julia A. Pernicka	10		EDW:Reimb for Ziplock Bags, AA & 9V Batteries Pernicka,Julia	51.34
7/17/2017	18799	No	SIUC	10		CAR:Office Leasing 07/01-07/31/17	2,083.34
7/17/2017	18800	No	Speed Lube #9	10		CHA:Change Oil/Filter Lic#U30799	54.70
7/17/2017	18801	No	Wex Bank	10		Fuel Charges 06/06-07/05/17	10,775.82
7/17/2017		No	Wex Bank	85		Fuel Charges 06/06-07/05/17	84.41
7/17/2017	18802	No	Xerox Corporation	10		CAR:Base Chrg July 2017	49.74
7/17/2017		No	Xerox Corporation	10		CAR:Usage Chrg 05/21-06/25/17	52.22
7/17/2017	18803	No	Xerox Corporation	10		CHA:Base & Usage Chrg 05/21-06/21/17	67.72
7/17/2017		No	Xerox Corporation	27		CHA:Base & Usage Chrg 05/21-06/21/17	67.73
7/17/2017		No	Xerox Corporation	85		CHA:Base & Usage Chrg 05/21-06/21/17	67.73
7/17/2017	18804	No	Xerox Corporation	10		CAR:Base & Usage Chrg 05/21-06/21/17	92.92
7/17/2017		No	Xerox Corporation	85		CAR:Base & Usage Chrg 05/21-06/21/17	92.93
7/17/2017	18805	No	Xerox Corporation	10		EDW:Base & Usage Chrg 05/21-06/21/17	631.69
7/17/2017		No	Xerox Corporation	27		EDW:Base & Usage Chrg 05/21-06/21/17	162.76
7/17/2017		No	Xerox Corporation	85		EDW:Base & Usage Chrg 05/21-06/21/17	162.75
7/17/2017	18806	No	Xerox Corporation	32		EDW:Base & Usage Chrg 05/21-06/21/17	210.85
7/28/2017	18807	No	Allstate Benefits	10		Critical Care Supp Ins 08/01-08/31/17	78.00
7/28/2017		No	Allstate Benefits	85		Critical Care Supp Ins 08/01-08/31/17	43.16
7/28/2017	18808	No	Allstate Benefits	10		Gap Supp Ins 08/01-08/31/17	166.44
7/28/2017		No	Allstate Benefits	85		Gap Supp Ins 08/01-08/31/17	17.83
7/28/2017	18809	No	Ameren Illinois	10		EDW:Gas 05/29-06/27/17	83.07
7/28/2017	18810	No	Ameren Illinois	10		EDW:Electric/Lighting Srvcs 05/29-06/27/17	1,902.47
7/28/2017	18811	No	American Pest Control	10		CHA:Mnthly Extermination 07/14/17	35.00
7/28/2017	18812	No	AT&T	10		EDW:Internet 07/10-08/09/17	88.68
7/28/2017		No	AT&T	27		EDW:Internet 07/10-08/09/17	88.68
7/28/2017		No	AT&T	32		EDW:Internet 07/10-08/09/17	88.67
7/28/2017		No	AT&T	85		EDW:Internet 07/10-08/09/17	88.67
7/28/2017	18813	No	AT&T	10		CHA:Alarm, Fax & Fire Phone Line 06/08-07/07/17	28.11
7/28/2017		No	AT&T	27		CHA:Alarm, Fax & Fire Phone Line 06/08-07/07/17	28.12
7/28/2017		No	AT&T	85		CHA:Alarm, Fax & Fire Phone Line 06/08-07/07/17	28.12
7/28/2017	18814	No	AutoTire	10		EDW:Change Oil/Filter & Service A/C Lic#U16821	128.89
7/28/2017		No	AutoTire	10		EDW:Change Oil/Filter Lic#U30203	36.39
7/28/2017		No	AutoTire	10		EDW:Change Oil/Filter Lic#U30841	39.39
7/28/2017		No	AutoTire	10		EDW:Replace Tires(4) & Alignment Lic#U30203	1,186.91
7/28/2017	18815	No	Joan C Bauer	10		CHA:Travel to Centralia PL for Supervisors Mtg 07/12/17 Bauer,Joan	9 20.35

**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
7/28/2017	18816	No	Leslie M. Bednar	10	EDW:Travel to Decatur PL for Board Mtg 07/25/17 Bednar,Leslie	29.27
7/28/2017		No	Leslie M. Bednar	10	EDW:Travel to Litchfield PL for Board Member Orientation 07/24/17 Bednar	9.04
7/28/2017	18817	No	Bibliotheca, LLC	85	eBooks Purchased to be Reimb by Members 06/01-06/30/17	28,682.00 <i>H</i>
7/28/2017	18818	No	Troy Brown	10	CAR:Travel to Carlyle for IHLS Staff Day 07/20/17 Brown,Troy	68.48
7/28/2017		No	Troy Brown	10	CAR:Travel to IHLS Member Day for Photos 04/17-04/18/17 Brown,Troy	130.54
7/28/2017	18819	No	City of Edwardsville	10	EDW:Water & Sewer 04/16-06/15/17	126.80
7/28/2017	18820	No	CNA Surety Direct Bill	10	Employee Dishonesty Bond/Policy Coverage 08/06/17- 08/05/18	2,299.70 <i>I</i>
7/28/2017	18821	No	Continental Western Insurance Company	10	Ins 20% Down & Pmt 1 of 10	13,598.00 <i>J</i>
7/28/2017	18822	No	Christine Dawdy	85	EDW:Travel to Decatur PL & Taylorville PL for Mtgs 07/11/17 Dawdy,Chris	24.58
7/28/2017	18823	No	DELL MARKETING L.P.	27	EDW:Laptops(5)	9,150.20
7/28/2017	18824	No	do good Consulting	10	EDW:Staff & Board Training/Planning Sessions	3,143.00 <i>K</i>
7/28/2017	18825	No	Edith A. Elliott	10	EDW:Travel to Centralia PL for Supervisors Mtg 07/12/17 Elliott,Edie	12.04
7/28/2017	18826	No	Grace Findley	10	SWAT Team Barcoding 05/22-06/01/17 Findley,Grace	332.00
7/28/2017		No	Grace Findley	10	SWAT Team Barcoding 06/21/17 Findley,Grace	64.25
7/28/2017	18827	No	Illinois Library Association	10	EDW:2017 Registration- ILA Membership Zavediuk,Lesley	0.00
7/28/2017	18828	No	Susan Landreth	10	SWAT Team Barcoding 05/23-06/07/17 Landreth,Susan	899.62
7/28/2017		No	Susan Landreth	10	SWAT Team Barcoding 06/13-06/22/17 Landreth,Susan	783.96
7/28/2017	18829	No	LibrariesFirst	85	MyMediaMall Subscriptions to be Reimb by Member Libraries 07/01/17-06/30/18	33,007.00 <i>L</i>
7/28/2017	18830	No	LIMRICC Unemployment Compensation	10	2nd Qtr 2017 Unemployment Ins	3,321.42
7/28/2017		No	LIMRICC Unemployment Compensation	27	2nd Qtr 2017 Unemployment Ins	182.71
7/28/2017		No	LIMRICC Unemployment Compensation	32	2nd Qtr 2017 Unemployment Ins	122.07
7/28/2017		No	LIMRICC Unemployment Compensation	85	2nd Qtr 2017 Unemployment Ins	590.69
7/28/2017	18831	No	Marketview Lube	10	CHA:Change Oil/Filter & Van Wash Lic#30758	45.42
7/28/2017	18832	No	MetLife - Group Benefits	10	Dental, AD&D, Life & Vision Ins 08/01-08/31/17	961.14
7/28/2017		No	MetLife - Group Benefits	27	Dental, AD&D, Life & Vision Ins 08/01-08/31/17	169.17
7/28/2017		No	MetLife - Group Benefits	32	Dental, AD&D, Life & Vision Ins 08/01-08/31/17	117.72
7/28/2017		No	MetLife - Group Benefits	85	Dental, AD&D, Life & Vision Ins 08/01-08/31/17	654.56
7/28/2017	18833	No	Beverly J. Obert	10	Board Member:Travel to IHLS Board Mtg 06/20-07/18/17 Obert,Bev	265.90
7/28/2017	18834	No	Shirley Paden	10	EDW:Reimb for Napkins,Utencils, Ziplock & Card for Staff Day 07/20/17 Paden	15.68
7/28/2017		No	Shirley Paden	10	EDW:Reimb for Pastries & Candy for IHLS Staff Day 07/20/17 Paden,Shirley	22.26
7/28/2017	18835	No	Parker Kent, LLC	10	DUQ:Electric/Gas/Lighting 05/17-06/18/17	433.53
7/28/2017		No	Parker Kent, LLC	10	DUQ:Office Leasing 08/01-08/31/17	4,500.00
7/28/2017	18836	No	Susan C. Pearson	85	EDW:Travel to Kinmundy PL for 'Go Live' 07/13/17	16.62
7/28/2017		No	Susan C. Pearson	85	EDW:Travel to Kinmundy PL for Circ Training 07/12/17	16.62
7/28/2017	18837	No	Recorded Books, Inc	85	Credit on Zinio Subscriptions to be Reimb by Members	(15.23)
7/28/2017		No	Recorded Books, Inc	85	Zinio Subscriptions to be Reimb by Member Libraries 07/01/17- 06/30/18	43,178.04 <i>M</i>
7/28/2017	18838	No	Reliable Plumbing & Heating Company	10	CHA:Adjust Flow Rate on Urinal Tank 07/21/17	105.00
7/28/2017	18839	No	Shred-it USA	10	EDW:Shredding 07/18/17	70.20
7/28/2017	18840	No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U30129	41.70
7/28/2017		No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U30470	55.95
7/28/2017		No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U30759	55.95
7/28/2017	18841	No	Staples Advantage	10	CAR:8.5x11 Copy Paper, Laminating Pouches & Padded Mailers	195.14
7/28/2017	18842	No	Pamela Thomas	27	CHA:Travel to Effghm PL for RDA Book Training 07/12/17 Thomas,Pam	163.71
7/28/2017		No	Pamela Thomas	27	EDW:Metadata Cataloging 07/03-07/14/17 77.5/hrs Thomas,Pam	2,596.25 <i>N</i>
7/28/2017	18843	No	Angela Thompson	10	CHA:Reimb for Fuel-Missing Gas Card 07/20/17 Thompson,Angela	31.52
7/28/2017	18844	No	Travelers CL Remittance Center	10	Employment Practices/Mgmt Liability Ins 07/01/17-06/30/18	5,108.00 <i>O</i>
7/28/2017	18845	No	Tyco Integrated Security LLC	10	CHA:Regular Security Monitoring 08/01-10/31/17	385.00

**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
7/28/2017	18846	No	UHS Premium Billing	10	Health Ins 08/01-08/31/17	8,989.68
7/28/2017		No	UHS Premium Billing	27	Health Ins 08/01-08/31/17	2,019.68
7/28/2017		No	UHS Premium Billing	32	Health Ins 08/01-08/31/17	1,376.17
7/28/2017		No	UHS Premium Billing	85	Health Ins 08/01-08/31/17	9,178.75
7/28/2017	18847	No	Vienna Public Library	85	Reimb for Install Electrical Wiring & Recepticals for Fiber Optic Internet	322.18
7/28/2017	18848	No	Sandra West	10	Board Member:Travel to IHLS Board Mtg 07/25/17 West,Sandy	46.01
7/28/2017	18849	No	Lesley Zavediuk	85	EDW:Travel to ISU for ILA Best Practices Cmtee 07/20/17 Zavediuk,Lesley	157.29
7/31/2017	ACHIMRFJuly2017	No	Illinois Municipal Retirement Fund	10	July 2017 IMRF Payment-General	10,057.34 P
7/31/2017		No	Illinois Municipal Retirement Fund	27	July 2017 IMRF Payment-CMC	1,514.52
7/31/2017		No	Illinois Municipal Retirement Fund	32	July 2017 IMRF Payment-OCLC	1,092.18
7/31/2017		No	Illinois Municipal Retirement Fund	85	July 2017 IMRF Payment-SHARE	<u>8,775.95</u>

**Total 1000 - US Bank-General Fund**

**244,109.21**

7/14/2017	ACHILPR20170714	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 07/14/2017	1,785.12 Q
7/14/2017		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 07/14/2017	173.56
7/14/2017		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 07/14/2017	113.18
7/14/2017		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 07/14/2017	945.06
7/14/2017	ACHIRSPR2017071	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 07/14/2017	12,703.22
7/14/2017		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 07/14/2017	1,222.85
7/14/2017		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 07/14/2017	798.39
7/14/2017		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 07/14/2017	6,959.42
7/28/2017	ACHILPR20170728	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 07/28/2017	2,546.90
7/28/2017		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 07/28/2017	225.88
7/28/2017		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 07/28/2017	147.78
7/28/2017		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 07/28/2017	1,243.18
7/28/2017	ACHIRSPR2017072	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 07/28/2017	13,738.89
7/28/2017		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 07/28/2017	1,222.85
7/28/2017		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 07/28/2017	798.39
7/28/2017		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 07/28/2017	<u>6,966.59</u>

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

**51,591.26**

**Total Disbursed**

**295,600.47**

**Non-routine Bill Payments Explanations**

- A-** Laptop Docking Stations (5) (Fully funded by FY2017 CMC Grant)
- B-** Lodging, Meals & Parking ALA Conference - Randy Pearson (SIUE LASA Presentation w/IHLS)
- C-** Lodging, Meals & Parking ALA Conference - Josh Pritsolas (SIUE LASA Presentation w/IHLS)
- D-** Lodging, Meals & Parking ALA Conference - Zach Schleicher (SIUE LASA Presentation w/IHLS)
- E-** Staff & Board Planning / Training Sessions Down Payment - do good Consulting
- F-** Employee Assistance Program Services Annual Renewal 07/01/17-06/30/18
- G-** Screwdriver Annual Subscription Renewal for Polaris (07/01/17-06/30/18) (Fully funded by SHARE)
- H-** eBooks purchased 06/01-06/30/17 & eBooks purchases to be reimbursed by members
- I-** Employee Dishonesty Bond / Policy Annual Coverage 08/06/17-08/05/18
- J-** Auto, Property, General Liability and Umbrella Insurance Coverages (20% Down & 1st Payments)
- K-** Staff & Board Planning / Training Sessions Final Payment - do good Consulting
- L-** MyMedia Mall Annual Subscriptions (To be Reimbursed by Participating Members)
- M-** Zinio Annual Subscriptions(To be Reimbursed by Participating Members)
- N-** CMC contracted staff for metadata cataloging (Fully funded by FY2018 CMC Grant)
- O-** Employment Practices and Management Liability Insurance Policy Annual Renewal 07/01/17-06/30/18
- P-** July 2017 IMRF Pmt.-Employee & Employer Contribution
- Q-** July 2017 Payroll Tax Deposits

**Illinois Heartland Library System**  
 Credit Card Transactions  
 From 06/02/2017 Through 07/03/2017

Credit Card	Bill Date	Employee	Trans Date	Vendor	Description	Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code
	6/30/2017	4654 2433-Bauer Joan C	6/7/2017	DRI*AMERICANLIBRARY	EDW:RDA Toolkit Annual Subscriptions (4) 06/2017	769.25	27	5550	01	27
	6/30/2017	4654 2433-Bauer Joan C	6/22/2017	AMAZON MKTPLACE PMTS	EDW:Dewey Decimal Classification Books (2) 06/2017	63.73	27	5360	01	27
	6/30/2017	4654 2433-Bauer Joan C	6/22/2017	AMERICAN LIBRARY ASSN	EDW:Cataloging Books (9) 06/2017	784.03	27	5360	01	27
	6/30/2017	4654 2433-Bauer Joan C	6/27/2017	HIPCAST.COM	Recording Storage 07/2017	4.95	85	5550	02	85
		Total 4654 2433-Bauer Joan C				1,621.96				
	6/30/2017	4654 2458-Pernicka Julia A	6/2/2017	4IMPRINT	EDW:Tote Bags(120) & Mugs (120) for Annual Mtg Handouts 05/2017	944.92	10	5290	01	10
	6/30/2017	4654 2458-Pernicka Julia A	6/9/2017	SCHNUCKS	EDW:Hand Soaps(8) & Large Hand Soap Refills(3) 06/2017	31.94	10	5190	01	10
	6/30/2017	4654 2458-Pernicka Julia A	6/13/2017	VISTAPR*	EDW:Business Cards (7 Staff) 06/2017	198.11	10	5330	01	10
	6/30/2017	4654 2458-Pernicka Julia A	6/14/2017	VISTAPR*	EDW:Refund on Sales Tax Charge 06/2017	(11.61)	10	5330	01	10
	6/30/2017	4654 2458-Pernicka Julia A	6/22/2017	OFFICEMAX/OFFICEDEPOT	EDW:Mounting & Laminating - Map of Unserved Population 06/2017	31.42	10	5330	01	10
	6/30/2017	4654 2458-Pernicka Julia A	6/27/2017	SAMS CLUB #4878	EDW:Sam's Club Membership 06/2017	45.00	10	5365	01	10
		Total 4654 2458-Pernicka Julia A				1,239.78				
	6/30/2017	4654 2466-Dawdy Christine	6/2/2017	PAYFLOW/PAYPAL	EDW:PayPal Monthly Srvc Fee 06/2017	30.00	85	5725	01	85
	6/30/2017	4654 2466-Dawdy Christine	6/19/2017	AMER LIB ASSOC-CAREER	EDW:Registration- IL Literacy Foundation Luncheon-Leslie 06/2017	35.00	27	5290	01	27
	6/30/2017	4654 2466-Dawdy Christine	6/20/2017	ILLINOIS LIBRARY ASSOC	EDW:Job Posting SHARE Director 06/2017	100.00	85	5070	01	85
	6/30/2017	4654 2466-Dawdy Christine	6/26/2017	AMER LIB ASSOC-CAREER	EDW:Registration- ALA Conf - Non Member - Linda 06/2017	90.00	10	5290	01	20
		Total 4654 2466-Dawdy Christine				255.00				
	6/30/2017	4654 2482-Brown Troy M	6/2/2017	AMAZON MKTPLACE PMTS	EDW:Fuser Kit for Upstairs Printer 06/2017	109.00	10	5360	01	10
	6/30/2017	4654 2482-Brown Troy M	6/5/2017	AMAZON MKTPLACE PMTS	EDW:Transfer Kit for Upstairs Printer 06/2017	146.96	10	5360	01	10
	6/30/2017	4654 2482-Brown Troy M	6/5/2017	SP*FCPEFFECTS LLC	EDW:Skin Smoother Application for Annual Mtg Video 06/2017	17.15	10	5360	01	10
	6/30/2017	4654 2482-Brown Troy M	6/7/2017	AMAZON MKTPLACE PMTS	EDW:VR Headsets (2) for Connect with Leslie 06/2017	40.98	10	5360	01	10
	6/30/2017	4654 2482-Brown Troy M	6/14/2017	AmazonPrime Membership	EDW:Annual Amazon Prime Membership 06/2017	99.00	10	5360	01	10
	6/30/2017	4654 2482-Brown Troy M	6/22/2017	INTEREST REVERSAL	EDW:Refund Interest on Fradulent Chrg 06/2017	(0.36)	10	5725	01	10
		Total 4654 2482-Brown Troy M				412.73				
	6/30/2017	4695 2640-Petty Linda	6/8/2017	FIRST CLOVER LEAF BANK	EDW:Postage 06/2017	51.10	10	5370	01	10
	6/30/2017	4695 2640-Petty Linda	6/8/2017	FIRST CLOVER LEAF BANK	EDW:Postage (SHARE) 06/2017	51.10	85	5370	01	85
	6/30/2017	4695 2640-Petty Linda	6/9/2017	THE HOME DEPOT #1973	EDW:Screws (4pks) 06/2017	5.05	10	5195	01	10
	6/30/2017	4695 2640-Petty Linda	6/15/2017	THE HOME DEPOT #1973	EDW:Return Screws (3pks) 06/2017	(3.80)	10	5195	01	10
	6/30/2017	4695 2640-Petty Linda	6/15/2017	THE HOME DEPOT #1973	EDW:Threadlocker & Screws 06/2017	8.19	10	5195	01	10
	6/30/2017	4695 2640-Petty Linda	6/24/2017	WM SUPERCENER #256	EDW:Velcro for ALA Poster Presentation 06/2017	19.97	10	5365	01	20
	6/30/2017	4695 2640-Petty Linda	6/27/2017	ARBY'S #7018	EDW:Lunch-ALA Conf-Linda 06/2017	8.25	10	5260	01	20
	6/30/2017	4695 2640-Petty Linda	6/27/2017	ARBY'S #7018	EDW:Lunch-ALA Conf-Lesley Z 06/2017	8.25	85	5260	01	85
		Total 4695 2640-Petty Linda				148.11				



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Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	Code
6/30/2017	5042 9006-Popit Ellen C	6/9/2017	AMTRAK	CAR:Train Fare-ALA Conf-Ellen 06/2017	84.15	10	5255	04	10	
6/30/2017	5042 9006-Popit Ellen C	6/10/2017	ILLINOIS LIBRARY ASSOC	EDW:Registration - Final Booth Pmt - FY18 ILA Conf 06/2016	650.00	10	1600			
6/30/2017	5042 9006-Popit Ellen C	6/15/2017	AMER LIB ASSOC-CAREER	EDW:Registration- IL Literacy Foundation Luncheon-Lesley Z 06/2017	35.00	85	5290	01	85	
6/30/2017	5042 9006-Popit Ellen C	6/20/2017	ARNOLD'S MARKET	CAR:Bottled Water & Ice for IHLS Annual Mtg 06/2017	21.65	10	5290	04	10	
6/30/2017	5042 9006-Popit Ellen C	6/20/2017	SQ*LARRY'S HOUSE OF C	CAR:Snacks for IHLS Annual Mtg 06/2017	61.34	10	5290	04	10	
6/30/2017	5042 9006-Popit Ellen C	6/21/2017	BAKED BY GENE	CAR:Snacks for IHLS Annual Mtg 06/2017	36.71	10	5290	04	10	
6/30/2017	5042 9006-Popit Ellen C	6/24/2017	TAVERN AT THE PARK	CAR:Lunch-ALA Conf-Ellen 06/2017	25.63	10	5260	04	10	
6/30/2017	5042 9006-Popit Ellen C	6/24/2017	TAVERN AT THE PARK	EDW:Lunch-ALA Conf-Lesley Z 06/2017	25.63	85	5260	01	85	
6/30/2017	5042 9006-Popit Ellen C	6/25/2017	SAVOR-MCCORMICK PLACE	CAR:Lunch-ALA Conf-Ellen 06/2017	14.65	10	5260	04	10	
6/30/2017	5042 9006-Popit Ellen C	6/25/2017	SAVOR-MCCORMICK PLACE	EDW:Lunch-ALA Conf-Lesley Z 06/2017	14.65	85	5260	01	85	
6/30/2017	5042 9006-Popit Ellen C	6/26/2017	SAVOR-MCCORMICK PLACE	CAR:Lunch-ALA Conf-Ellen 06/2017	11.86	10	5260	04	10	
6/30/2017	5042 9006-Popit Ellen C	6/28/2017	RENAISSANCE HOTELS	CAR:Breakfast-ALA Conf - Ellen 06/2017	15.61	10	5260	04	10	
6/30/2017	5042 9006-Popit Ellen C	6/28/2017	RENAISSANCE HOTELS	CAR:Lodging-ALA Conf-Ellen 06/2017	<u>934.52</u>	10	5265	04	10	
Total 5042 9006-Popit Ellen C							1,931.40			
6/30/2017	5085 0664-Palmer Susan	6/15/2017	AMER LIB ASSOC-CAREER	EDW:Registration- IL Literacy Foundation Luncheon-Susan 06/2017	35.00	10	5290	01	20	
6/30/2017	5085 0664-Palmer Susan	6/23/2017	HILTON KITTY OSHEAS	EDW:Dinner-ALA Conf-Susan 06/2017	24.44	10	5260	01	20	
6/30/2017	5085 0664-Palmer Susan	6/23/2017	HILTON KITTY OSHEAS	CAR:Dinner-ALA Conf-Ellen 06/2017	24.45	10	5260	04	10	
6/30/2017	5085 0664-Palmer Susan	6/23/2017	HILTON KITTY OSHEAS	EDW:Dinner-ALA Conf-Lesley Z 06/2017	24.44	85	5260	01	85	
6/30/2017	5085 0664-Palmer Susan	6/24/2017	GIORDANO'S PRUDENTIAL	EDW:Dinner-ALA Conf-Susan 06/2017	26.04	10	5260	01	20	
6/30/2017	5085 0664-Palmer Susan	6/24/2017	GIORDANO'S PRUDENTIAL	CAR:Dinner-ALA Conf-Brant 06/2017	26.05	85	5260	04	85	
6/30/2017	5085 0664-Palmer Susan	6/24/2017	MERCAT A LA PLANXA	EDW:Breakfast-ALA Conf-Susan 06/2017	27.30	10	5260	01	20	
6/30/2017	5085 0664-Palmer Susan	6/24/2017	WALGREENS #9438	EDW:Velcro for ALA Poster Presentation 06/2017	59.89	10	5365	01	20	
6/30/2017	5085 0664-Palmer Susan	6/24/2017	YOLK	EDW:Lunch-ALA Conf-Susan 06/2017	19.73	10	5260	01	20	
6/30/2017	5085 0664-Palmer Susan	6/25/2017	MERCAT A LA PLANXA	EDW:Lunch-ALA Conf-Linda & Susan 06/2017	40.12	10	5260	01	20	
6/30/2017	5085 0664-Palmer Susan	6/25/2017	MERCAT A LA PLANXA	CAR:Lunch-ALA Conf-Brant 06/2017	20.06	85	5260	04	85	
6/30/2017	5085 0664-Palmer Susan	6/25/2017	SAVOR-MCCORMICK PLACE	EDW:Breakfast-ALA Conf-Susan 06/2017	8.07	10	5260	01	20	
6/30/2017	5085 0664-Palmer Susan	6/25/2017	TAXI SVC CHICAGO	EDW:Cab Fare-ALA Conf-Susan 06/2017	9.00	10	5255	01	20	
6/30/2017	5085 0664-Palmer Susan	6/25/2017	TAXI SVC CHICAGO	EDW:Cab Fare-ALA Conf-Susan 06/2017	14.50	10	5255	01	20	
6/30/2017	5085 0664-Palmer Susan	6/26/2017	AMERICAN UNITED TAXI	EDW:Cab Fare-ALA Conf-Susan 06/2017	13.25	10	5255	01	20	
6/30/2017	5085 0664-Palmer Susan	6/26/2017	MERCAT A LA PLANXA	EDW:Breakfast-ALA Conf-Linda 06/2017	24.07	10	5260	01	20	
6/30/2017	5085 0664-Palmer Susan	6/26/2017	MERCAT A LA PLANXA	EDW:Breakfast-ALA Conf-Susan 06/2017	15.15	10	5260	01	20	
6/30/2017	5085 0664-Palmer Susan	6/27/2017	ARBY'S #7018	EDW:Lunch-ALA Conf-Susan 06/2017	8.67	10	5260	01	20	
6/30/2017	5085 0664-Palmer Susan	6/28/2017	OMNILERT LLC	EDW:RainedOut Text Alert System 06/2017	29.95	10	5400	01	10	
6/30/2017	5085 0664-Palmer Susan	6/28/2017	RENAISSANCE HOTELS	EDW:Lodging-ALA Conf-Susan 06/2017	<u>934.52</u>	10	5265	01	20	
Total 5085 0664-Palmer Susan							1,384.70			

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	6/30/2017	5125 9147-Wingterter Brant	6/15/2017	AMTRAK	CAR:Train Fare-ALA Conf- Brant 06/2017	122.00	85	5255	04	85
	6/30/2017	5125 9147-Wingterter Brant	6/24/2017	HILTON KITTY OSHEAS	CAR:Dinner-ALA Conf-Brant 06/2017	21.95	85	5260	04	85
	6/30/2017	5125 9147-Wingterter Brant	6/26/2017	HILTON HOTELS CHICAGO	CAR:Lodging-ALA Conf-Brant 06/2017	<u>244.19</u>	85	5265	04	85
	Total 5125 9147-Wingterter Brant					388.14				
	6/30/2017	5174 4296-Bednar Leslie M	6/5/2017	SQ*CAFE MOXO	EDW:Lunch-Director's U-Leslie, Ellen, Sara Z, & Jim Dieters 06/2017	40.36	10	5290	01	10
	6/30/2017	5174 4296-Bednar Leslie M	6/23/2017	HILTON KITTY OSHEAS	EDW:Dinner-ALA Conf-Leslie 06/2017	18.62	27	5260	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/24/2017	SAVOR-MCCORMICK PLACE	EDW:Breakfast-ALA Conf-Leslie 06/2017	16.94	27	5260	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/24/2017	TAXI SVC CHICAGO	EDW:Cab Fare-ALA Conf-Leslie 06/2017	10.25	27	5255	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/24/2017	TST*CONTRY MANSION	EDW:Lunch-ALA Conf-Susan & Suzanne 06/2017	26.18	10	5260	01	10
	6/30/2017	5174 4296-Bednar Leslie M	6/24/2017	TST*CONTRY MANSION	EDW:Lunch-ALA Conf-Leslie 06/2017	13.10	27	5260	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/24/2017	TST*CONTRY MANSION	EDW:Lunch-ALA Conf-Lesley Z 06/2017	13.10	85	5260	01	85
	6/30/2017	5174 4296-Bednar Leslie M	6/25/2017	Remingtons	EDW:Dinner-ALA Conf-Susan, Linda, Christina D & Suzanne S 06/2017	202.26	10	5260	01	10
	6/30/2017	5174 4296-Bednar Leslie M	6/25/2017	Remingtons	CAR:Dinner-ALA Conf-Ellen 06/2017	50.56	10	5260	04	10
	6/30/2017	5174 4296-Bednar Leslie M	6/25/2017	Remingtons	EDW:Dinner-ALA Conf-Leslie 06/2017	50.56	27	5260	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/25/2017	Remingtons	EDW:Dinner-ALA Conf-Lesley Z 06/2017	50.56	85	5260	01	85
	6/30/2017	5174 4296-Bednar Leslie M	6/25/2017	Remingtons	CAR:Dinner-ALA Conf-Brant 06/2017	50.56	85	5260	04	85
	6/30/2017	5174 4296-Bednar Leslie M	6/25/2017	SAVOR-MCCORMICK PLACE	EDW:Breakfast-ALA Conf-Leslie 06/2017	13.35	27	5260	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/25/2017	SAVOR-MCCORMICK PLACE	EDW:Lunch-ALA Conf-Leslie 06/2017	14.76	27	5260	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/26/2017	HILTON 720 SOUTH GRILL	EDW:Breakfast-ALA Conf-Leslie 06/2017	34.61	27	5260	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/26/2017	TAXI SVC CHICAGO	EDW:Cab Fare-ALA Conf-Leslie 06/2017	10.50	27	5255	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/27/2017	ARBY'S #7018	EDW:Lunch-ALA Conf-Leslie 06/2017	9.86	27	5260	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/27/2017	MERCAT A LA PLANXA	EDW:Dinner-ALA Conf-Linda, Susan & Nick 06/2017	124.90	10	5260	01	10
	6/30/2017	5174 4296-Bednar Leslie M	6/27/2017	MERCAT A LA PLANXA	CAR:Dinner-ALA Conf-Ellen 06/2017	41.62	10	5260	04	10
	6/30/2017	5174 4296-Bednar Leslie M	6/27/2017	MERCAT A LA PLANXA	EDW:Dinner-ALA Conf-Leslie 06/2017	41.62	27	5260	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/27/2017	MERCAT A LA PLANXA	EDW:Dinner-ALA Conf-Lesley Z 06/2017	41.62	85	5260	01	85
	6/30/2017	5174 4296-Bednar Leslie M	6/27/2017	TAXI SVC CHICAGO	EDW:Cab Fare-ALA Conf-Leslie & Suzanne 06/2017	11.50	27	5255	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/28/2017	RENAISSANCE HOTELS	EDW:Parking-ALA Conf-Leslie 06/2017	276.00	27	5255	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/28/2017	RENAISSANCE HOTELS	EDW:Lodging-ALA Conf-Leslie 06/2017	934.52	27	5265	01	27
	6/30/2017	5174 4296-Bednar Leslie M	6/28/2017	RENAISSANCE HOTELS	EDW:Lodging-ALA Conf-Lesley Z 06/2017	<u>934.52</u>	85	5265	01	85
	Total 5174 4296-Bednar Leslie M					3,032.43				
	6/30/2017	5645 2424-Bushong Stacie L	6/1/2017	CANVA.COM	EDW:Stock Photo Use for IHLS Annual Mtg Invite 06/2017	1.00	10	5290	01	10
	6/30/2017	5645 2424-Bushong Stacie L	6/1/2017	CANVA.COM	EDW:Stock Photo Use for IHLS Annual Mtg Invite 06/2017	1.00	10	5290	01	10
	6/30/2017	5645 2424-Bushong Stacie L	6/5/2017	MINUTEMAN PRESS	EDW:Annual Mtg Invites(30) 06/2017	22.57	10	5290	01	10
	6/30/2017	5645 2424-Bushong Stacie L	6/5/2017	WAL-MART #0256	EDW:Snacks & Cups for Board Mtg 06/2017	14.65	10	5290	01	10
	6/30/2017	5645 2424-Bushong Stacie L	6/12/2017	DEALS	EDW:Table Covers for IHLS Annual Mtg 06/2017	4.28	10	5290	01	10
	6/30/2017	5645 2424-Bushong Stacie L	6/13/2017	WM SUPERCENTER #256	EDW:Supplies-IHLS Annual Mtg 06/2017	27.61	10	5290	01	10
	6/30/2017	5645 2424-Bushong Stacie L	6/15/2017	BURKLANDS FLORIST	EDW:Flowers-Get Well-Charlene Topel 06/2017	43.60	10	5290	01	10



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	6/30/2017	5645 2424-Bushong Stacie L	6/19/2017	RE-VIV-AL	EDW:Flowers for Retiring Board Members & IHLS Annual Mtg 06/2017	195.00	10	5290	01	10
	6/30/2017	5645 2424-Bushong Stacie L	6/19/2017	SCHNUCKS FLORIST	EDW:Flowers-Sympathy-Mary Biel 06/2017	55.02	10	5290	01	10
	6/30/2017	5645 2424-Bushong Stacie L	6/23/2017	IN*CRYSTAL'S CATERING	CAR:Snacks for IHLS Annual Mtg 06/2017	<u>330.98</u>	10	5290	04	10
	Total 5645 2424-Bushong Stacie L					695.71				
	6/30/2017	5720 1358-Downes Stephen	5/31/2017	DOMINO'S 2923	CHA:Qtrly ILDS Drivers Mtg 06/2017	34.70	10	5290	02	22
	6/30/2017	5720 1358-Downes Stephen	5/31/2017	MENARDS CHAMPAIGN	CHA:Mop Refill 06/2017	4.99	10	5190	02	10
	6/30/2017	5720 1358-Downes Stephen	5/31/2017	MENARDS CHAMPAIGN	CHA:Light Bulbs 06/2017	16.66	10	5195	02	10
	6/30/2017	5720 1358-Downes Stephen	6/1/2017	MENARDS CHAMPAIGN	CHA:Melamine, End Cap & Sealant for Sink Basin 06/2017	22.70	10	5180	02	10
	6/30/2017	5720 1358-Downes Stephen	6/1/2017	MENARDS CHAMPAIGN	CHA:Mop Refill 06/2017	6.29	10	5190	02	10
	6/30/2017	5720 1358-Downes Stephen	6/21/2017	MENARDS CHAMPAIGN	CHA:Mr. Clean Solution 06/2017	6.97	10	5190	02	10
	6/30/2017	5720 1358-Downes Stephen	6/21/2017	MENARDS CHAMPAIGN	CHA:Diesel Kleen Lic#U30203 06/2017	27.96	10	5210	02	20
	6/30/2017	5720 1358-Downes Stephen	6/23/2017	MENARDS CHAMPAIGN	CHA:Threadlocker 06/2017	4.99	10	5195	02	10
	6/30/2017	5720 1358-Downes Stephen	6/23/2017	MENARDS CHAMPAIGN	CHA:Wall Filter 06/2017	14.99	10	5195	02	10
	6/30/2017	5720 1358-Downes Stephen	6/23/2017	MENARDS CHAMPAIGN	CHA:Diesel Kleen Lic#U30203 06/2017	20.97	10	5210	02	20
	6/30/2017	5720 1358-Downes Stephen	6/26/2017	MENARDS CHAMPAIGN	CHA:Shop Vac Filter 06/2017	32.98	10	5190	02	10
	6/30/2017	5720 1358-Downes Stephen	6/26/2017	MENARDS CHAMPAIGN	CHA:Return Wall Filter 06/2017	(14.99)	10	5195	02	10
	Total 5720 1358-Downes Stephen					179.21				
	6/30/2017	5724 8383-Fries Arlanna	6/1/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter Lic#U30471 06/2017	223.55	10	5210	04	20
	6/30/2017	5724 8383-Fries Arlanna	6/2/2017	TODAY'S TECHNOLOGY	CAR:Install Right Rear Turn Signal & Spare Tire Lic#U29924 06/2017	42.11	10	5210	04	20
	6/30/2017	5724 8383-Fries Arlanna	6/5/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic#U30469 06/2017	78.17	10	5210	04	20
	6/30/2017	5724 8383-Fries Arlanna	6/13/2017	BENTON RURAL KING	CAR:Tube & Tire for Handtruck 06/2017	19.98	10	5385	04	10
	6/30/2017	5724 8383-Fries Arlanna	6/14/2017	PLAZA TIRE SERVICE	CAR:Mount Tire on Handtruck 06/2017	10.00	10	5385	04	20
	6/30/2017	5724 8383-Fries Arlanna	6/20/2017	USPS PO	CAR:Postage 06/2017	2.63	10	5370	04	20
	6/30/2017	5724 8383-Fries Arlanna	6/21/2017	SQ*DAN'S DETAIL	CAR:Van Wash Tokens (20) 06/2017	100.00	10	5210	04	20
	6/30/2017	5724 8383-Fries Arlanna	6/21/2017	SQ*DAN'S DETAIL	CAR:Van Wash Tokens (5) 06/2017	25.00	10	5210	04	20
	6/30/2017	5724 8383-Fries Arlanna	6/21/2017	USPS PO	CAR:Postage 06/2017	2.97	10	5370	04	20
	6/30/2017	5724 8383-Fries Arlanna	6/27/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter, Brake Pads/Rotors & Rotate Tires Lic#U30471 06/2017	598.67	10	5210	04	20
	6/30/2017	5724 8383-Fries Arlanna	6/27/2017	USPS PO	CAR:Postage 06/2017	8.28	10	5370	04	20
	6/30/2017	5724 8383-Fries Arlanna	6/28/2017	SHELL OIL	CAR:Fuel-Issue w/ Gas Card 06/2017	26.72	10	5200	04	20
	6/30/2017	5724 8383-Fries Arlanna	6/28/2017	SHELL OIL	CAR:Fuel-Issue w/ Gas Card 06/2017	27.00	10	5200	04	20
	6/30/2017	5724 8383-Fries Arlanna	6/28/2017	SHELL OIL	CAR:Fuel-Issue w/ Gas Card 06/2017	33.43	10	5200	04	20
	6/30/2017	5724 8383-Fries Arlanna	6/29/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter, Wiper Blades & Rotate Tires Lic#U30469 06/2017	<u>107.04</u>	10	5210	04	20
	Total 5724 8383-Fries Arlanna					1,305.55				
	6/30/2017	5724 8417-Kates Linda	6/7/2017	WAL-MART #1734	CHA:Return Pockets for Delivery Tubs(300)-Wrong Size 06/2017	(94.80)	10	5385	02	20
	6/30/2017	5724 8417-Kates Linda	6/14/2017	USPS PO	CHA:Postage 06/2017	2.97	10	5370	02	20
	6/30/2017	5724 8417-Kates Linda	6/14/2017	USPS PO	CHA:Postage 06/2017	3.75	27	5370	02	27

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 From 06/02/2017 Through 07/03/2017

Credit Card	Bill Date	Employee	Trans Date	Vendor	Description	Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code
	6/30/2017	5724 8417-Kates Linda	6/15/2017	WM SUPERCENTER #1734	CHA:Replace Wiper Blades Lic#U29922 06/2017	33.68	10	5210	02	20
	6/30/2017	5724 8417-Kates Linda	6/23/2017	MENARDS CHAMPAIGN	CHA:Diesel Kleen Lic#U30203 06/2017	27.96	10	5210	02	20
	6/30/2017	5724 8417-Kates Linda	6/23/2017	MENARDS CHAMPAIGN	CHA:Replace Wiper Blades Lic#U30470 06/2017	33.98	10	5210	02	20
	6/30/2017	5724 8417-Kates Linda	6/23/2017	MENARDS CHAMPAIGN	CHA:Replace Wiper Blades Lic#U30472 06/2017	35.98	10	5210	02	20
	Total 5724 8417-Kates Linda					<u>43.52</u>				

**Report Transaction Totals**

**12,638.24**

***Non-routine Credit Card Transactions Explanatllons***

- Bauer, Joan C - RDA Toolkit Subscriptions (4) (Fully funded by FY2017 CMC Grant)
  - Dewey Decimal Classification Books (Fully funded by FY2017 CMC Grant)
  - Cataloging Books (Fully funded by FY2017 CMC Grant)
- Pernicka, Julia A - Totebags & Mugs (120) with IHLS New Logo for Handouts at Annual Meeting
  - Business Cards for Staff (7) with New Logo
- Dawdy, Christine - Job Posting for SHARE Director Vacancy
  - ALA Conference Registration - Linda Petty
- Brown, Troy M - EDW-Fuser & Transfer Kit for Upstairs Printer
  - Annual Amazon Prime Membership
- Popit, Ellen C - Lodging, Meals & Train Fare ALA Conference - Ellen Popit
  - Meals & IL Literacy Foundation Luncheon ALA Conference - Lesley Zavediuk
  - Final Booth Payment FY2018 ILA Conference
- Palmer, Susan - Cab Fare, Lodging, Meals, Poster Supplies, and Registration to Literacy Luncheon - Susan Palmer
  - Meals ALA Conference-Brant, Ellen, Lesley, and Linda
- Wingerter, Brant - Lodging, Meal, and Train Fare ALA Conference - Brant Wingerter
- Bednar, Leslie M - Cab Fare, Lodging, Meals, and Parking ALA Conference - Leslie Bednar
  - Meals ALA Conference-Brant, Ellen, Lesley, Linda, Nick, Susan & Suzanne
  - Lodging ALA Conference - Lesley Zavediuk
- Bushong, Stacie L - Get Well, IHLS Annual Meeting, Retiring Board Members, and Sympathy Flowers
  - Refreshments for IHLS Annual Meeting
- Fries, Arlanna - CAR - Change Oil / Filter and Replace Fuel Door Lic# U30471
  - CAR - Van Wash Tokens (20)
  - CAR - Change Oil / Filter, Repalce Brake Pads / Rotors, and Rotate Tires Lic# U30471
  - CAR - Change Oil / Filter, Repalce Wiper Blades, and Rotate Tires Lic# U30469

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

Attachment 6.1

	<b>July 2017</b> (07/01/2017 - 07/31/2017)	<b>YTD Budget</b> (07/01/2017 - 07/31/2017)	<b>YTD Budget</b> <b>Variance</b> (07/01/2017 - 07/31/2017)	<b>IHLS Approved</b> FY2017-18 Budget	<b>IHLS Approved</b> FY2017-18 Budget Percent Total Budget Remaining	<b>Unaudited</b> <b>FY2016-2017</b> <b>Actuals</b> (07/01/2016 - 06/30/2017)
<b>Revenues</b>						
State Grants	0.00	280,369.12	(280,369.12)	3,364,429.41	(100.00)%	1,989,670.98
Fees for Services and Materials	0.00	0.00	0.00	0.00	0.00%	2,674.45
Investment Income	2,114.93	1,101.02	1,013.91	13,212.19	(83.99)%	15,000.01
Other Revenue	<u>20,721.42</u>	<u>21,820.48</u>	<u>(1,099.06)</u>	<u>261,845.70</u>	<u>(92.09)%</u>	<u>322,436.34</u>
Total Revenues	<u>22,836.35</u>	<u>303,290.62</u>	<u>(280,454.27)</u>	<u>3,639,487.30</u>	<u>(99.37)%</u>	<u>2,329,781.78</u>
<b>Expenses</b>						
Personnel	138,834.31	178,314.69	39,480.38	2,139,776.27	93.51%	1,811,663.45
Building and Grounds	15,846.60	19,085.95	3,239.35	229,031.26	93.08%	210,646.74
Vehicle Expenses	10,617.76	19,515.79	8,898.03	234,189.40	95.47%	221,725.51
Travel, Meetings & Continuing for Staff and Conferences & Continuing Education Meetings	4,280.33	2,787.75	(1,492.58)	33,453.00	87.20%	33,895.63
Public Relations	0.00	491.66	491.66	5,900.00	100.00%	11,340.19
Liability Insurance	0.00	689.58	689.58	8,275.00	100.00%	1,756.24
Liability Insurance	8,944.70	1,355.10	(7,589.60)	16,261.21	44.99%	14,782.93
Supplies, Postage & Printing	289.35	3,062.42	2,773.07	36,749.00	99.21%	41,583.44
Telephone & Telecommunications	1,328.67	1,402.38	73.71	16,828.50	92.10%	22,429.54
Equipment Rental, Repair and Maintenance	894.29	636.67	(257.62)	7,640.00	88.29%	4,840.33
Professional Services	1,417.50	3,651.67	2,234.17	43,820.00	96.77%	48,790.97
Contractual Services	0.00	3,480.70	3,480.70	41,768.39	100.00%	14,839.07
Professional Membership Dues	0.00	261.50	261.50	3,138.00	100.00%	2,656.00
Miscellaneous	494.65	145.00	(349.65)	1,740.00	71.57%	4,626.95
Capital Outlays	<u>0.00</u>	<u>21,442.91</u>	<u>21,442.91</u>	<u>257,315.00</u>	<u>100.00%</u>	<u>5,750.00</u>
Total Expenses	<u>182,948.16</u>	<u>256,323.77</u>	<u>73,375.61</u>	<u>3,075,885.03</u>	<u>94.05%</u>	<u>2,451,326.99</u>
<b>Other Financing Sources &amp; Uses</b>						
Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00%	(1,839.38)
Transfer to Other Funds	<u>0.00</u>	<u>20,833.33</u>	<u>20,833.33</u>	<u>250,000.00</u>	<u>100.00%</u>	<u>250,000.00</u>
Total Other Financing Sources & Uses	<u>0.00</u>	<u>20,833.33</u>	<u>20,833.33</u>	<u>250,000.00</u>	<u>100.00%</u>	<u>248,160.62</u>
<b>Other Income (Expense)</b>						
Dreamhost	0.00	0.00	0.00	0.00	0.00%	432.45
Reimbursement	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>(432.45)</u>
Total Other Income (Expense)	<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 Revenue Over (Under) Expense	<u>(160,111.81)</u>	<u>26,133.52</u>	<u>(186,245.33)</u>	<u>313,602.27</u>	<u>(151.06)%</u>	<u>(369,705.83)</u>

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

	<b>July 2017</b> (07/01/2017 - 07/31/2017)	<b>YTD Budget</b> (07/01/2017 - 07/31/2017)	<b>YTD Budget Variance</b> (07/01/2017 - 07/31/2017)	<b>IHLS Approved</b> FY2017-18 Budget	<b>IHLS Approved</b> FY2017-18 Budget Percent Total Budget Remaining	<b>Unaudited FY2016-2017 Actuals</b> (07/01/2016 - 06/30/2017)
<b>Revenues</b>						
State Grants	0.00	24,418.99	(24,418.99)	293,027.90	(100.00)%	363,020.00
Total State Grants	0.00	24,418.99	(24,418.99)	293,027.90	(100.00)%	363,020.00
Total Revenues	<u>0.00</u>	<u>24,418.99</u>	<u>(24,418.99)</u>	<u>293,027.90</u>	<u>(100.00)%</u>	<u>363,020.00</u>
<b>Expenses</b>						
Personnel	13,016.46	14,952.48	1,936.02	179,429.82	92.75%	228,580.29
Building and Grounds	0.00	0.00	0.00	0.00	0.00%	11.49
Vehicle Expenses	0.00	25.00	25.00	300.00	100.00%	35.35
Travel, Meetings & Continuing for Staff and	163.71	612.34	448.63	7,348.00	97.77%	3,788.28
Supplies, Postage & Printing	0.00	246.66	246.66	2,960.00	100.00%	12,326.57
Telephone & Telecommunications	225.38	228.00	2.62	2,736.00	91.76%	3,350.00
Equipment Rental, Repair and Maintenance	230.49	300.00	69.51	3,600.00	93.60%	3,643.90
Professional Services	2,596.25	5,583.33	2,987.08	67,000.00	96.13%	59,323.39
Contractual Services	0.00	2,469.09	2,469.09	29,629.08	100.00%	39,275.97
Professional Membership Dues	0.00	2.08	2.08	25.00	100.00%	0.00
Total Expenses	<u>16,232.29</u>	<u>24,418.98</u>	<u>8,186.69</u>	<u>293,027.90</u>	<u>94.46%</u>	<u>350,335.24</u>
Total Revenue Over (Under) Expense	<u>(16,232.29)</u>	<u>0.01</u>	<u>(16,232.30)</u>	<u>0.00</u>	<u>0.00%</u>	<u>12,684.76</u>

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

	<b>July 2017</b> (07/01/2017 - 07/31/2017)	<b>YTD Budget</b> (07/01/2017 - 07/31/2017)	<b>YTD Budget Variance</b> (07/01/2017 - 07/31/2017)	<b>IHLS Approved</b> FY2017-18 Budget	<b>IHLS Approved</b> FY2017-18 Budget Percent Total Budget Remaining	<b>Unaudited FY2016-2017 Actuals</b> (07/01/2016 - 06/30/2017)
<b>Revenues</b>						
State Grants	0.00	11,292.21	(11,292.21)	135,506.55	(100.00)%	159,925.00
Total State Grants	0.00	11,292.21	(11,292.21)	135,506.55	(100.00)%	159,925.00
Total Revenues	0.00	11,292.21	(11,292.21)	135,506.55	(100.00)%	159,925.00
<b>Expenses</b>						
Personnel	8,668.18	9,724.22	1,056.04	116,690.47	92.57%	108,668.22
Supplies, Postage & Printing	47.92	400.00	352.08	4,800.00	99.00%	2,025.93
Telephone & Telecommunications	227.58	228.00	0.42	2,736.00	91.68%	2,348.07
Equipment Rental, Repair and Maintenance	210.85	315.00	104.15	3,780.00	94.42%	2,934.60
Professional Services	0.00	800.00	800.00	9,600.00	100.00%	0.00
Contractual Services	1,843.50	1,551.57	(291.93)	18,618.78	90.10%	18,456.00
Total Expenses	10,998.03	13,018.79	2,020.76	156,225.25	92.96%	134,432.82
<b>Total Revenue Over (Under) Expense</b>	(10,998.03)	(1,726.58)	(9,271.45)	(20,718.70)	(46.92)%	25,492.18

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

	<b>July 2017</b> (07/01/2017 - 07/31/2017)	<b>YTD Budget</b> (07/01/2017 - 07/31/2017)	<b>YTD Budget Variance</b> (07/01/2017 - 07/31/2017)	<b>IHLS Approved</b> FY2017-18 Budget	<b>IHLS Approved</b> FY2017-18 Budget Percent Total Budget Remaining	<b>Unaudited FY2016-2017 Actuals</b> (07/01/2016 - 06/30/2017)
Revenues						
State Grants	<u>0.00</u>	<u>683.33</u>	<u>(683.33)</u>	<u>8,200.00</u>	<u>(100.00)%</u>	<u>8,200.00</u>
Total Revenues	<u>0.00</u>	<u>683.33</u>	<u>(683.33)</u>	<u>8,200.00</u>	<u>(100.00)%</u>	<u>8,200.00</u>
Expenses						
Contractual Services	<u>0.00</u>	<u>683.33</u>	<u>683.33</u>	<u>8,200.00</u>	<u>100.00%</u>	<u>8,200.00</u>
Total Expenses	<u>0.00</u>	<u>683.33</u>	<u>683.33</u>	<u>8,200.00</u>	<u>100.00%</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>	<u>0.00</u>

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

	<b>July 2017</b> (07/01/2017 - 07/31/2017)	<b>YTD Budget</b> (07/01/2017 - 07/31/2017)	<b>YTD Budget Variance</b> (07/01/2017 - 07/31/2017)	<b>IHLS Approved</b> FY2017-18 Budget	<b>IHLS Approved</b> FY2017-18 Budget Percent Total Budget Remaining	<b>Unaudited FY2016-2017 Actuals</b> (07/01/2016 - 06/30/2017)
Revenues						
Investment Income	<u>160.71</u>	<u>0.00</u>	<u>160.71</u>	<u>0.00</u>	<u>0.00%</u>	<u>4,982.46</u>
Total Revenues	<u>160.71</u>	<u>0.00</u>	<u>160.71</u>	<u>0.00</u>	<u>0.00%</u>	<u>4,982.46</u>
Expenses						
Capital Outlays	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>356,899.51</u>
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>356,899.51</u>
Total Revenue Over (Under) Expense	<u>160.71</u>	<u>0.00</u>	<u>160.71</u>	<u>0.00</u>	<u>0.00%</u>	<u>(351,917.05)</u>

**Illinois Heartland Library System**

Balance Sheet  
Governmental Funds  
as of July 31, 2017

	Major Funds					Non-Major Governmental Funds	Total
	General Fund	CMC Fund	Plinkit	OCLC Fund	Capital Projects Fund		
<b>Assets</b>							
Cash and Cash Equivalents	2,954,757.79	20,167.61	41,582.86	11,784.54	983,569.89	3,764.45	4,015,627.14
Due From Other Funds	16,370.42	0.00	0.00	0.00	0.00	0.00	16,370.42
Grants Receivable	1,362,924.98	0.00	0.00	0.00	0.00	0.00	1,362,924.98
Accounts Receivable	20,485.37	0.00	0.00	0.00	0.00	0.00	20,485.37
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>
<b>Total Assets</b>	<u>4,366,759.56</u>	<u>20,167.61</u>	<u>41,582.86</u>	<u>11,784.54</u>	<u>983,569.89</u>	<u>3,764.45</u>	<u>5,427,628.91</u>
<b>Liabilities</b>							
Accounts Payable	4,209.69	28.71	0.00	108.63	0.00	0.00	4,347.03
Grants Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	0.00	16,370.42	0.00	0.00	0.00	0.00	16,370.42
Accrued Expenses	<u>57,553.72</u>	<u>6,039.93</u>	<u>118.86</u>	<u>2,537.36</u>	<u>0.00</u>	<u>0.00</u>	<u>66,249.87</u>
<b>Total Liabilities</b>	<u>61,763.41</u>	<u>22,439.06</u>	<u>118.86</u>	<u>2,645.99</u>	<u>0.00</u>	<u>0.00</u>	<u>86,967.32</u>
<b>Deferred Inflows of Resources</b>							
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>
<b>Total Deferred Inflows of Resources</b>	<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>
<b>Fund Balances</b>							
	<u>4,304,996.15</u>	<u>(2,271.45)</u>	<u>41,464.00</u>	<u>9,138.55</u>	<u>983,569.89</u>	<u>3,764.45</u>	<u>5,340,661.59</u>
<b>Total Liabilities, Deferred Inflows, and Fund Balances</b>	<u>4,366,759.56</u>	<u>20,167.61</u>	<u>41,582.86</u>	<u>11,784.54</u>	<u>983,569.89</u>	<u>3,764.45</u>	<u>5,427,628.91</u>

*Non-Major Governmental Funds represents SWAYS and Dream Grant*



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

	<b>July 2017</b> (07/01/2017 - 07/31/2017)	<b>YTD Budget</b> (07/01/2017 - 07/31/2017)	<b>YTD Budget Variance</b> (07/01/2017 - 07/31/2017)	<b>IHLS Approved</b> FY2017-18 Budget	<b>IHLS Approved</b> FY2017-18 Budget Percent Total Budget Remaining	<b>Unaudited</b> <b>FY2016-2017</b> <b>Actuals</b> (07/01/2016 - 06/30/2017)
<b>Revenues</b>						
Fees for Services and Materials	1,185,146.28	106,793.38	1,078,352.90	1,281,520.44	(7.52)%	1,105,690.40
Investment Income	663.81	374.08	289.73	4,489.00	(85.21)%	4,466.36
Other Revenue	0.00	3,323.41	(3,323.41)	39,880.85	(100.00)%	96,883.00
<b>Total Revenues</b>	<u>1,185,810.09</u>	<u>110,490.87</u>	<u>1,075,319.22</u>	<u>1,325,890.29</u>	<u>(10.56)%</u>	<u>1,207,039.76</u>
<b>Expenses</b>						
Personnel	74,202.66	86,858.51	12,655.85	1,042,301.98	92.88%	1,001,261.25
Library Materials	0.00	6,090.98	6,090.98	73,091.81	100.00%	0.00
Vehicle Expenses	0.00	83.33	83.33	1,000.00	100.00%	796.18
Travel, Meetings & Continuing for Staff and Conferences & Continuing Education Meetings	215.11	1,456.08	1,240.97	17,473.00	98.77%	16,613.75
Public Relations	0.00	41.67	41.67	500.00	100.00%	93.20
Supplies, Postage & Printing	336.56	1,591.67	1,255.11	19,100.00	98.24%	5,292.54
Telephone & Telecommunications	1,830.65	1,209.00	(621.65)	14,508.00	87.38%	16,502.52
Equipment Rental, Repair and Maintenance	323.41	430.00	106.59	5,160.00	93.73%	3,644.13
Professional Services	0.00	916.66	916.66	11,000.00	100.00%	6,000.00
Contractual Services	8,991.27	18,516.03	9,524.76	222,192.30	95.95%	207,342.86
Professional Membership Dues	0.00	8.33	8.33	100.00	100.00%	100.00
Miscellaneous	0.00	30.00	30.00	360.00	100.00%	156.52
<b>Total Expenses</b>	<u>85,899.66</u>	<u>117,232.26</u>	<u>31,332.60</u>	<u>1,406,787.09</u>	<u>93.89%</u>	<u>1,258,102.95</u>
<b>Other Financing Sources &amp; Uses</b>						
Transfers From Other Funds	0.00	(20,833.33)	(20,833.33)	(250,000.00)	100.00%	(250,000.00)
Transfer to Other Funds	0.00	11,875.00	11,875.00	142,500.00	100.00%	0.00
<b>Total Other Financing Sources &amp; Uses</b>	<u>0.00</u>	<u>(8,958.33)</u>	<u>(8,958.33)</u>	<u>(107,500.00)</u>	<u>100.00%</u>	<u>(250,000.00)</u>
<b>Other Income (Expense)</b>						
Reimbursements-Subscriptions	134,749.07	0.00	134,749.07	0.00	0.00%	254,819.75
Reimbursements-3M e-books	0.00	0.00	0.00	0.00	0.00%	82,576.55
Reimbursement:Subscriptions	(135,632.04)	0.00	(135,632.04)	0.00	0.00%	(245,969.00)
Reimbursement:3M e-books	(22,256.66)	0.00	(22,256.66)	0.00	0.00%	(60,284.90)
Reimbursement:SAM	0.00	0.00	0.00	0.00	0.00%	(11,488.00)
<b>Total Other Income (Expense)</b>	<u>(23,139.63)</u>	<u>0.00</u>	<u>(23,139.63)</u>	<u>0.00</u>	<u>0.00%</u>	<u>19,654.40</u>
<b>Total Revenue Over (Under) Expense</b>	<u>1,076,770.80</u>	<u>2,216.94</u>	<u>1,074,553.86</u>	<u>26,603.20</u>	<u>3,947.52%</u>	<u>218,591.21</u>

**Illinois Heartland Library System**

Statement of Net Position

**SHARE Fund**

as of July 31, 2017

Computer Development Fund

## Assets:

## Current Assets:

Cash and Cash Equivalents	1,590,205.30
Due from Other Funds	0.00
Accounts Receivable	978,319.13
Prepaid Expenses	162,545.90
Net Pension Assets	(345,749.09)
Total Current Assets:	2,385,321.24

## Capital Assets:

Depreciable Capital Assets	2,667,758.77
Accumulated Depreciation	(2,365,161.74)
Total Capital Assets:	302,597.03
Total Assets:	<u>2,687,918.27</u>

## Deferred Outflows of Resources:

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

Total Assets and Deferred Outflows of Resources 3,308,643.83

## Liabilities:

## Current Liabilities:

Accounts Payable	60,697.28
Due to Other Funds	0.00
Accrued Expenses	27,674.99
Total Current Liabilities:	88,372.27

## Long-Term Liabilities:

Compensated Absences Payable	87,290.70
Other Long-Term Liabilities	0.00
Total Long-Term Liabilities:	87,290.70
Total Liabilities:	<u>175,662.97</u>

## Net Position:

Unrestricted	3,132,980.86
Total Net Position:	<u>3,132,980.86</u>

Total Liabilities, Deferred Inflows & Net Position 3,308,643.83

MEMO TO: IHLS Board of Directors  
FROM: Leslie Bednar  
DATE: August 13, 2017  
RE: Staffing Update

The following represents my approval for two new hires this month based on management recommendations. Our objective is to place staff as soon after the August 22 board meeting as possible. We ask your approval of the list below.

Thank you.

### New Hires – Pending Board Approval

*Classification:* Courier Driver (Part-time)  
*Project/Location:* Operations/ Carbondale  
*Start Date:* TBD  
*Salary:* \$10.24/ Hour

*Classification:* Sorter (Part-time)  
*Project/Location:* Operations/ Champaign  
*Start Date:* TBD  
*Salary:* \$9.50/ Hour

### Resignations and Retirements

None

### Promotions/Change in Position:

None



## Illinois Heartland Library System

### FY2018 IHLS Board Committees

#### **Executive**

Sandy West, President  
 Geoffrey Bant, VP  
 Sara Zumwalt, Treasurer  
 Tiffany Droege, Secretary  
 Stacey Carter, MAL  
 Leslie Bednar (IHLS staff)

#### **Finance**

Sara Zumwalt (chair)  
 Mary Beil  
 Tina Hubert  
 John Phillips  
 Sandy West  
 Adrienne Elam & staff (IHLS Staff)

#### **Facilities & Operation**

Stacey Carter (chair)  
 Gary Denué  
 Bev Obert  
 Debbie Owen  
 Charlene Topel  
 Susan Palmer (IHLS Staff)

#### **Membership/Policy**

Tiffany Droege (chair)  
 Mary Beil  
 Mary Smith  
 Bev Obert  
 Charlene Topel  
 Ellen Popit (IHLS Staff)

#### **Personnel**

Geoffrey Bant (chair)  
 Gary Denué  
 Gary Jones  
 John Phillips  
 Mary Smith  
 Leslie Bednar (IHLS Staff)

#### **Advocacy**

Sandy West (chair)  
 Geoffrey Bant  
 Stacey Carter  
 Tina Hubert  
 Bev Obert  
 Susan Pennington  
 Sara Zumwalt  
 Leslie Bednar, Chris Dawdy &  
 Ellen Popit (IHLS Staff)