Illinois Heartland Library System

IMAGINING TOMORROW - DELIVERING POSSIBILITIES TODAY

SYSTEM AREA & PER CAPITA GRANT APPLICATION FY2023

May 27, 2022

Mr. Greg McCormick
Director
Illinois State Library
Gwendolyn Brooks Building
300 S. Second St.
Springfield, Ill. 62701–1796

Dear Mr. McCormick,

The Illinois Heartland Library System submits its FY2023 System Area and Per Capita Grant, as required.

In addition to our core services of delivery, resource sharing/interlibrary loan, bibliographic services, membership services, and system administration, in FY2023 we are excited to move forward with several new approaches to member services. All were identified by an in-house cross-departmental team of staff who interact with our members across system services. The creativity and insight of our planning team will be vital as we further develop these opportunities:

- Train librarians to become leaders in community outreach and engagement: libraries are central agencies in their communities, and we want to give our members the tools to be successful in that endeavor.
- Create an outreach/community engagement department or committee: investigate how we can position our organization to make the most of our member interactions.
- Develop a funding toolkit: create an resource guide of materials and information our members can use in efforts to seek funding, sponsors, partnerships, and grants.
- Develop a mobile library of things: discover what items our members need on an occasional basis that we can provide and share.
- Develop a mobile memory lab: a one-stop digitization service for members of the community to capture local history and preserve family memories.

Two large projects will have a positive impact on members:

- Automatic material handler: we will evaluate responses to our Request for Information from four vendors, develop a communications plan, and consider external funding sources in FY2023.
- Trustee training program: our staff will begin implementation of an innovative program to train public library trustees statewide in FY2023.
- Formalized consulting hours: staff will develop a consulting hours program and associated communications plan utilizing software we already have.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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1704 West Interstate Drive, Champaign, IL 61822 • 217.352.0047
6725 Goshen Road, Edwardsville, IL 62025 • 618.656.3216
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We appreciate the fidelity and confidence the Illinois State Library has placed in our organization for 11 years. The additional funding included in this year's grant is much appreciated. It will allow IHLS to retain necessary staff positions and broaden our member outreach. As we approach our 12th year as a library service provider, we remain determined to continue earning that trust. Thank you for the opportunity to share with you our vision and goals for the coming fiscal year.

Warmly,

Leslie M. Bednar
Executive Director

cc: Joshua Short, IHLS Board President

COVER SHEET

Library System: **Illinois Heartland Library System**

Address: **6725 Goshen Rd**

Address 2: _____

City: **Edwardsville**   State: **IL**   ZIP + Four **62025**

Telephone: **618-656-3216**

FAX: **618-656-9401**

Person submitting this application:

First Name **Stacie**   Last Name **Bushong**

Title: **Executive Assistant**   Telephone: **618-318-8172**

FAX: **618-656-9401**   E-Mail Address: **sbushong@illinoisheartland.**

_____   **4-26-22**
System Board President Signature   Date

_____   **4-28-2022**
Executive Director Signature   Date

ILLINOIS STATE LIBRARY
SYSTEM AREA AND PER CAPITA GRANT APPLICATION
FY__23__ BUDGET SHEET

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Revenues						
State Grants						
Area & Per Capita	$3,920,000.	$0.	$0.	$0.	$0.	$3,920,000.
Blind & Physically Handicapped	$0.	$0.	$0.	$0.	$0.	$0.
System Automation & Technology	$0.	$1,067,742.	$0.	$0.	$0.	$1,067,742.
Other	$0.	$0.	$0.	$48,702.	$0.	$48,702.
Federal Grants	$0.	$0.	$0.	$0.	$0.	$0.
Other Grants	$0.	$0.	$0.	$0.	$0.	$0.
Fees for Services & Materials	$258,818.	$0.	$0.	$1,514,715.	$5,215,577.	$6,989,110.
Reimbursements	$1,468.	$0.	$0.	$0.	$0.	$1,468.
Investment Income	$2,221.	$0.	$1,274.	$675.	$0.	$4,170.
Other Revenue	$89,130.	$0.	$0.	$442,500.	$0.	$531,630.
Estimated Total Revenue	$4,271,637.	$1,067,742.	$1,274.	$2,006,592.	$5,215,577.	$12,562,822.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Expenditures						
Personnel						
Salaries						
Library Professionals	$438,763.	$500,328.	$0.	$551,015.	$0.	$1,490,106.
Other Professionals	$823,422.	$131,681.	$0.	$250,637.	$0.	$1,205,740.
Support Services	$1,152,064.	$9,088.	$0.	$164,306.	$0.	$1,325,458.
Payroll Taxes & Benefits						
Social Security Taxes	$182,454.	$49,043.	$0.	$73,896.	$0.	$305,393.
Unemployment Insurance	$5,838.	$987.	$0.	$1,480.	$0.	$8,305.
Workmen's Compensation	$37,284.	$399.	$0.	$603.	$0.	$38,286.
Retirement Benefits	$16,374.	$5,512.	$0.	$8,263.	$0.	$30,149.
Health, Dental & Life Insurance	$314,536.	$99,147.	$0.	$149,646.	$0.	$563,329.
Other	$25,110.	$800.	$0.	$1,200.	$0.	$27,110.
Temporary Help	$2,000.	$0.	$0.	$0.	$0.	$2,000.
Recruiting	$5,600.	$580.	$0.	$2,430.	$0.	$8,610.
Library Materials						
Printed Materials	$0.	$0.	$0.	$78,626.	$0.	$78,626.
Non-Printed Materials	$0.	$0.	$0.	$0.	$0.	$0.
E-Resources	$0.	$0.	$0.	$145,364.	$0.	$145,364.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Buildings & Grounds						
Rent	$81,532.	$0.	$0.	$0.	$0.	$81,532.
Utilities	$57,234.	$0.	$0.	$0.	$0.	$57,234.
Property Insurance	$31,535.	$0.	$0.	$0.	$0.	$31,535.
Repairs & Maintenance	$69,893.	$0.	$0.	$0.	$0.	$69,893.
Custodial and Janitorial Service & Supplies	$20,150.	$0.	$0.	$0.	$0.	$20,150.
Other	$17,065.	$0.	$0.	$0.	$0.	$17,065.
Vehicle Expense						
Fuel	$345,559.	$1,050.	$0.	$2,100.	$0.	$348,709.
Repairs & Maintenance	$57,875.	$0.	$0.	$0.	$0.	$57,875.
Vehicle Insurance	$61,710.	$0.	$0.	$0.	$0.	$61,710.
Vehicle Leasing & Rent	$88,579.	$0.	$0.	$0.	$0.	$88,579.
Other	$2,100.	$0.	$0.	$0.	$0.	$2,100.
Travel, Meetings and Continuing Education for Staff & Board						
In-state Travel	$41,064.	$6,992.	$0.	$14,360.	$0.	$62,416.
Out-of-State Travel	$12,192.	$0.	$0.	$11,779.	$0.	$23,971.
Registrations, Meetings and Other Fees	$30,137.	$1,780.	$0.	$9,409.	$0.	$41,326.
Conferences and Continuing Education Meetings	$32,450.	$0.	$0.	$0.	$0.	$32,450.
Public Relations	$42,486.	$3,020.	$0.	$6,750.	$0.	$52,256.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Liability Insurance	$20,194.	$0.	$0.	$0.	$0.	$20,194.
Supplies, Postage and Printing						
Computer Software and Supplies	$43,350.	$11,294.	$0.	$21,800.	$0.	$76,444.
General Office Supplies and Equipment	$82,750.	$619.	$0.	$9,850.	$0.	$93,219.
Postage	$1,080.	$764.	$0.	$350.	$0.	$2,194.
Binding	$0.	$0.	$0.	$0.	$0.	$0.
Library Supplies	$0.	$0.	$0.	$0.	$0.	$0.
Delivery Supplies	$14,400.	$0.	$0.	$0.	$0.	$14,400.
Other	$1,850.	$0.	$0.	$0.	$0.	$1,850.
Telephone and Telecommunications	$31,902.	$7,456.	$0.	$22,148.	$0.	$61,506.
Equipment Rental, Repair & Maintenance						
Equipment Rental	$0.	$0.	$0.	$0.	$0.	$0.
Equipment Repair and Maintenance Agreements	$6,119.	$5,238.	$0.	$3,065.	$0.	$14,422.
Professional Services						
Legal	$25,250.	$15,000.	$0.	$1,000.	$0.	$41,250.
Accounting	$12,700.	$1,485.	$0.	$11,750.	$0.	$25,935.
Consulting	$10,000.	$270.	$0.	$2,000.	$0.	$12,270.
Contractual Staff	$35,000.	$60,800.	$0.		$0.	$95,800.
Contractual Services						
Information Service Costs	$51,789.	$55,837.	$0.	$277,930.	$0.	$385,556.

Agreements with systems, member libraries and other cooperatives	$0.	$0.	$0.	$0.	$5,215,577.	$5,215,577.
Outside Printing Services	$0.	$0.	$0.	$0.	$0.	$0.
Other	$28,669.	$97,097.	$0.	$2,325.	$0.	$128,091.
Depreciation	$0.	$0.	$0.	$0.	$0.	$0.
Professional Association Membership Dues	$6,916.	$1,475.	$0.	$1,625.	$0.	$10,016.
Miscellaneous	$309,708.	$0.	$0.	$142,860.	$0.	$452,568.
Capital Outlays						
Equipment	$0.	$0.	$0.	$0.	$0.	$0.
Computer hardware and software	$0.	$0.	$22,000.	$0.	$0.	$22,000.
Furniture & Fixtures	$0.	$0.	$0.	$0.	$0.	$0.
Building and Improvements	$0.	$0.	$509,500.	$0.	$0.	$509,500.
Land	$0.	$0.	$0.	$0.	$0.	$0.
Vehicles	$0.	$0.	$343,000.	$0.	$0.	$343,000.
Debt Service						
Principal	$0.	$0.	$0.	$0.	$0.	$0.
Interest	$0.	$0.	$0.	$0.	$0.	$0.
Estimated Total Expenditures	$4,676,683.	$1,067,742.	$874,500.	$1,968,567.	$5,215,577.	$13,803,069.
Excess of Estimated Revenues Over (Under) Estimated Expenditures	$-405,046.	$0.	$-873,226.	$38,025.	$0.	$-1,240,247.

2.1 Delivery Budget Supplement for FY2023:

Breakout Between State Funds and Federal (LSTA) Funds as it Relates to Library System Delivery (not ILDS)

DELIVERY REVENUE SOURCE	State Funds	Federal (LSTA) Funds
Area & Per Capita Grant	$ 1,716,587.79	$ 659,722.21
Other State Grants		
Federal Grants		
Other Grants		
Fees		
Reimbursements		
Investment Income		
Other Revenue		
Delivery	$ 1,716,587.79	$ 659,722.21

DELIVERY EXPENDITURES	State Funds	Federal (LSTA) Funds
Delivery Personnel:		
Library Professionals		
Other Professional	$ 137,399.92	$ 107,957.08
Support Services	$ 525,080.39	$ 423,490.61
Social Security Taxes (FICA)	$ 51,147.60	$ 40,187.40
Unemployment Insurance	$ 2,309.44	$ 1,814.56
Workmen's Compensation	$ 17,583.44	$ 13,815.56
Retirement Benefits	$ 3,386.32	$ 2,660.68
Health, Dental & Life Insurance	$ 88,831.68	$ 69,796.32
Temporary Help		
Recruitment		
Total	$ 825,738.79	$ 659,722.21
Delivery Buildings and Grounds:		
Rent	$ 27,170.00	
Utilities	$ 23,129.00	
Property Insurance	$ 12,744.00	
Repairs & Maintenance	$ 27,437.00	
Custodial and Janitorial Service & Supplies	$ 8,143.00	
Other	$ 6,896.00	
Total	$ 105,519.00	$ -

Delivery Vehicle Expense:

	Fuel	$	247,415.00	
	Repairs & Maintenance	$	44,925.00	
	Vehicle Insurance	$	46,200.00	
	Vehicle Leasing & Rent	$	73,055.00	
	Other	$	1,500.00	
	Total	$	413,095.00	$ -

Travel, Meetings and CE for Delivery Staff

	In-State Travel	$	2,220.00	
	Out-of-State Travel	$	-	
	Registrations, Meetings and Fees	$	500.00	
	Conferences and Continuing Education Meetings	$	-	
	Total	$	2,720.00	$ -

Delivery Liability Insurance:

	Total	$	-	$ -

Supplies, Postage and Printing:

	Computer Software and Supplies	$	-	
	General Office Supplies & Equipment	$	1,350.00	
	Postage	$	75.00	
	Binding	$	-	
	Library Supplies	$	-	
	Delivery Supplies	$	12,400.00	
	Other	$	500.00	
	Total	$	14,325.00	$ -

Delivery Telephone & Telecomm

	Local/Long Distance - Voice	$	9,587.00	
	Telecomm - Data & Fax	$	-	
	Total	$	9,587.00	$ -

Delivery Equipment Rental, Repair and Maintenance:

	Equipment Rental	$	-	
	Equipment Repair and Maintenance	$	603.00	
	Maintenance Agreement	$	-	
	Computer Hardware Insurance	$	-	
	Total	$	603.00	$ -

Delivery Professional Services:					
	Legal	$	-		
	Accounting	$	-		
	Consulting	$	-		
	Contractual Staff	$	-		
	Total	$	-	$	-
Delivery Contractual Services:					
	Contractual Agreements with commercial carriers	$	-		
	Total	$	-	$	-
Delivery Capital Outlays:					
	Equipment	$	-		
	Computer hardware and software	$	-		
	Furniture & Fixtures	$	-		
	Building and Improvements	$	-		
	Land	$	-		
	Vehicles	$	343,000.00		
	Total	$	343,000.00	$	-
Total Expenditures Budgeted to Support Library System Delivery		$	1,714,587.79	$	659,722.21

Illinois Heartland Library System

Fiscal Year 2023 Budget Narrative

July 1, 2022 - June 30, 2023

FY2023 Budget Narrative

Stepping forth into our 12th year as an organization, Illinois Heartland Library System (IHLS) continues to seek opportunities to refine our current services and develop innovative techniques to further meet the needs of our members. Areas of focus for FY2023 include additional opportunities for member networking and continuing education; advocacy for member libraries; and our unwavering commitment to the core services of resource sharing, delivery, and library automation.

All Funds by Expense Type

$8,587,492.73

Expenses in 2023
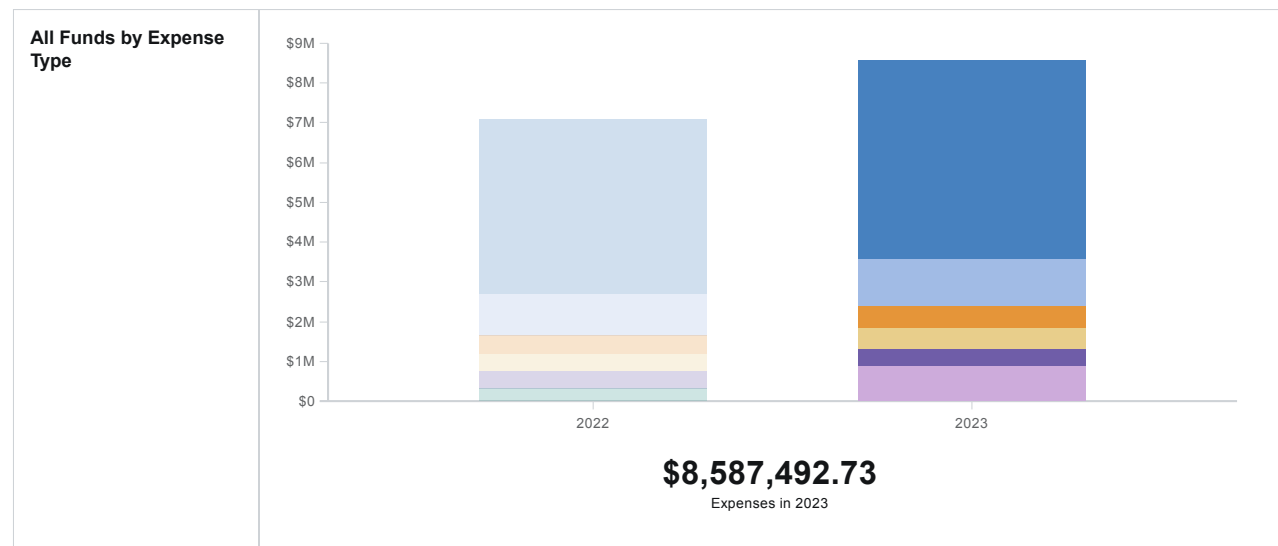
The proposed FY2023 budgets were developed to align with the planned activities in our operational plan. These activities support the Illinois statutory priorities of library administration, resource sharing, bibliographic access, consulting and continuing education, and delivery. The major planned activities include:

- Increasing outreach to school libraries and public library trustees, including the development of a trustee training program using funds from the Library Trustee Training grant through the Illinois State Library.
- Enhancing services offered to member libraries through e-resources, McNaughton Books Subscription, and the Solus app.
- The return of in-person travel ensures staff will receive necessary support for site visits, networking opportunities, and continuing education. Staff are better equipped to build expertise in different areas of

librarianship, enhancing their training skills, building and sustaining professional relationships, and keeping current with library marketplace trends.

- Grants Consultant to explore funding options for additional member services.
- End of Enterprise partnership purchasing and managing fleet internally.
- Investigating the benefits and cost of an Automatic Material Handler (AMH) system
- Repairs and maintenance on buildings, including phase three of Edwardsville remodel

Personnel

All Funds Personnel

$5,004,486.33
Expenses in 2023
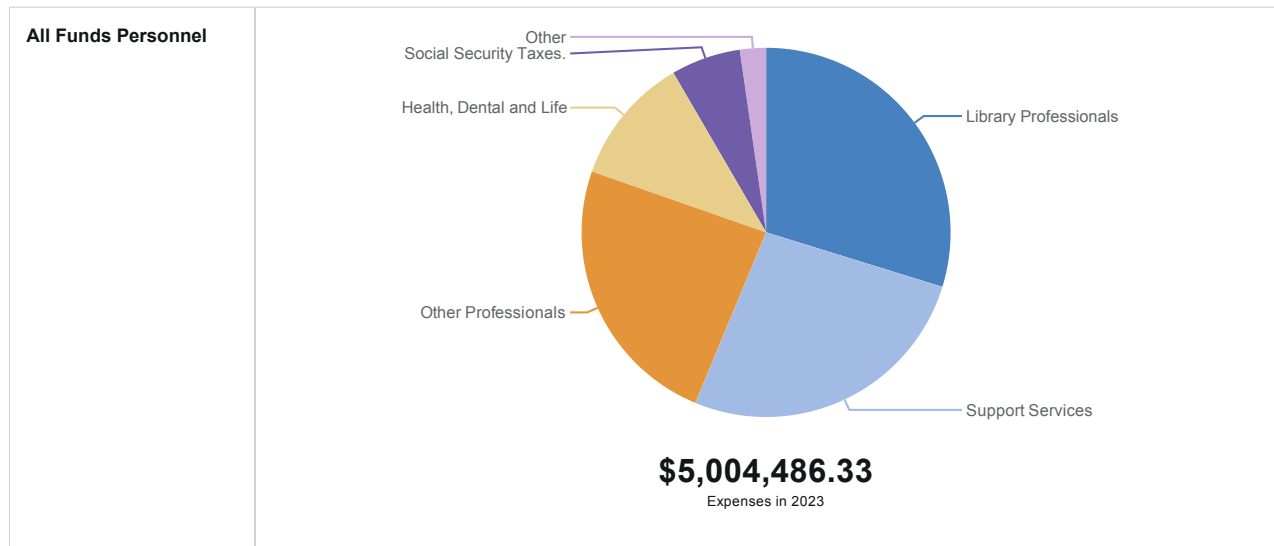
The largest component of our budget is Personnel. This accounts for 58% of our total budget. Our staff are the backbone in the development and implementation of our organizational goals.

- All positions, including Library Professionals, Other Professionals, and Support Services, are projected with an increase of 4% of wages. The Support Services includes adjustments in the General Fund budget due to compliance with the Illinois minimum wage law and the IHLS board approved starting wage of couriers to $15 per hour. The staff members at the maximum of their salary range will receive a bonus in lieu of the hourly/salary increase.
- Social Security Taxes are projected at 7.65%.
- Unemployment Insurance is projected at .6345% of the first $12,960 wages earned per worker.
- Worker's Compensation Insurance is projected with an increase of 4%.
- Retirement Benefits projected for staff members who are estimated to work more than 1,000 hours in FY2023. The projected rate is .87% for CY2022 and .96% for CY2023.
- Health insurance is projected at a 10% increase for CY2023. Dental, Vision, Accidental Death, and Life Insurances will remain flat to CY2022, due to a two-year rate lock at renewal.
- Other Fringe Benefits includes an employee referral program. Retention & Wellness includes labor law posters, memorials, retirement bricks, and holiday gatherings.
- Training & Professional Development include the annual IHLS staff day and professional development trainings.
- Temporary Help includes coverage for staff while out on unplanned leave. Recruiting includes job postings, fit for duty exams, background, and drug screens.

General Fund Budget Narrative

General Fund

-$405,045.75
Revenues Less Expenses in 2023
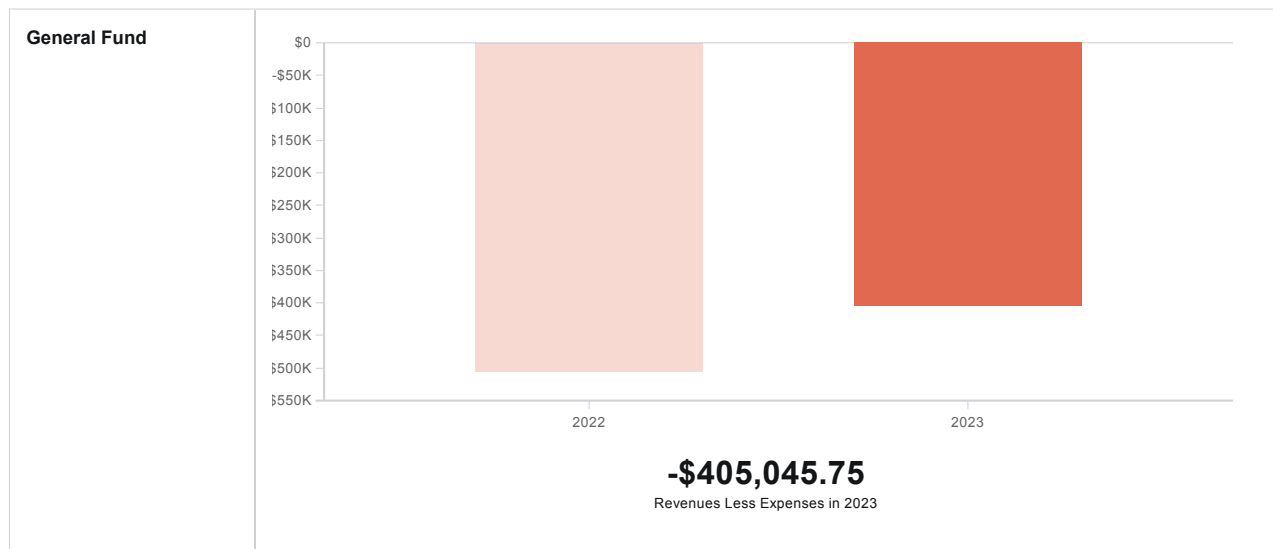
The General fund is mainly supported by the System Area and Per Capita Grant through the Illinois State Library and the Secretary of State. The grant supports the Library System statutory priorities of library administration, resource sharing, bibliographic access, consulting and continuing education, and delivery to our member libraries. The budget has a projected deficit of $405,046 and this will be covered by the operating fund balance. This operating fund balance is derived from the accumulation of previous years' revenue over expenditures balances. The largest factors for the deficit this fiscal year include the minimum wage impact and adjustment of courier starting hourly wage, two additional staff members (Membership Coordinator and Project Coordinator), cost per gallon increase in fuel charges, a grants contractor, and planned building improvements.

Revenues

The General fund projected revenues of $4,271,637 are mainly comprised of the System Area and Per Capita Grant (SAPG) $3,920,000 and the state-wide Illinois Library Delivery Services (ILDS) $255,168. The SAPG revenue includes a proposed increase of $519,300 over FY2022. Other items included are: Office leasing, IHLS Member Day vendor support, investment income, member training revenue, CMC grant, Library Trustee training grant, OCLC grant Administration Fees, and E-Rate Funding.

Expenses

Personnel

General fund includes increases from the Illinois minimum wage and the IHLS board approved starting wage of couriers to $15 per hour. Also proposed are two additional staff members, a Membership Coordinator with Continuing Education focus (budgeted to start January 2023) and a Project Coordinator (25% General fund and 75% Library Trustee Training grant allocation), and benefits for vacant courier positions to move from part-time to full-time. Training and Development includes an all staff day, staff training, and organizational development opportunities. IHLS receives $659,722.21 in federal Library Services & Technology Act (LSTA) funding. This portion of funding will be utilized to help support the delivery personnel budget.

Building & Grounds

General fund projected expenses represent the rent expense at the Carbondale location; utilities at three locations (Carbondale, Champaign, and Edwardsville); building and ground maintenance at two locations (Champaign and Edwardsville); custodial services at two locations (Champaign and Edwardsville); and property insurance at three locations (Carbondale, Champaign, and Edwardsville).

Vehicle Expenses

General fund projected expense for fuel is increased over FY2022 based on a combination of FY2022 actuals and industry forecasting. Vehicle insurance is projected based on coverage for 30 vehicles. The vehicle leasing amounts reflect the current leased vehicles with Enterprise Fleet Management.

Travel, Meetings, and Continuing Education for Staff & Board Members

General fund expense components are travel and registration for staff and board members to attend conferences, advocacy events, board member training, and staff meetings.

The travel and registration include staff attendance at the following conferences: The Association for Rural and Small Libraries (ARSL) Conference, Midwest Digital Marketing Conference, Association for Library Service to Children (ALSC), Illinois Library Association (ILA) Conference, Library Marketing & Communications Conference, Association of Illinois School Library Educators (AISLE) Conference, LibLearnX, Innovative Users Group (IUG) Conference, Youth Service Institute, ILA Marketing Forum Mini Conference, Reaching Forward South Conference, Elevate, ILA Trustee Workshop, International Coalition of Library Consortia, Society for Human Resource Management (SHRM) National Conference, Directors University, American Library Association (ALA) Conference, ILA Legislative Breakfast, and Inter-Company travel.

Conferences & Continuing Education Meetings

General fund projection includes public library trustee training, HR Source trainings, and webinar trainings offered to our member libraries. This also includes an IHLS virtual member day in the fall.

Public Relations

General fund projection includes promotional and printed materials and conference sponsorships. The majority of the increase in this category includes IHLS logo vehicle wraps and removal of wraps on surplus vehicles. These activities are planned to continue the networking and advocacy efforts of IHLS.

Liability Insurance

General Fund expenses include projections for General Liability, Commercial Umbrella, Directors and Officers, Crime Coverage Bond, Cyber Liability, Employment Practices, and Treasurer's Bond. These policies renew on July 1, 2022.

Supplies, Postage, & Printing

This budget category includes expenses for computers and software (less than $5,000), accessories and supplies for equipment, office supplies, postage, delivery supplies, and other supplies. The computer supplies line includes upgrading the current video rooms systems to be compatible with Zoom and Teams meetings. The largest component in the office supplies line includes replacement of furniture in the Edwardsville location and a replacement of a refrigerator at the Champaign location. The projection for delivery supplies includes replacement of tubs, hand trucks, and the replacement of delivery staff IHLS branded apparel.

Telephone and Telecommunications

Included in this budget category are projections associated with monthly cost for telephone, fax, internet, delivery GPS, text alert system, and cell phone services.

Equipment Repair & Maintenance Agreements

Projection includes cost for copiers and maintenance at three locations (Edwardsville, Champaign, and Carbondale).

Professional Services

Expenses include projections for legal, accounting, consulting, and contractual staff. This includes contracted staff for grant opportunities for IHLS and member libraries.

Contractual Services

General fund expenses include projections for information service costs and other contractual services. This includes an additional update to the new IHLS website, and the design plans, movers for the Edwardsville remodel, and movers for Champaign office furniture in preparation for leased office space.

Professional Membership Dues

Include staff and institutional professional membership dues.

### Miscellaneous

General fund bank fees and accounts payable checks.

Net Pass Through

General fund expenditures on behalf of member libraries that will be reimbursed.

Inter-Company Transfers

General fund annual contribution to SHARE Fund projection of $300,000.

Special Revenue Fund Cataloging Maintenance Center Budget Narrative

CMC Expenditures

$700K
$600K
$500K
$400K
$300K
$200K
$100K
$0

2022   2023

$662,783.06
Expenses in 2023
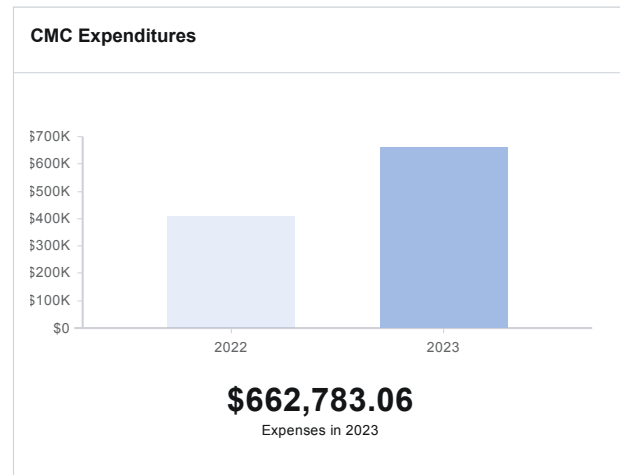
Supported by the Illinois State Library (ISL), the Cataloging Maintenance Center (CMC) is operated by the Illinois Heartland Library System (IHLS). Started in 2001 to upgrade bibliographic records and set OCLC holdings for Local Library System Automation Programs (LLSAPs) throughout the state, the CMC has evolved and provides more services that help improve access to these resources for all libraries in Illinois. The CMC is also a source for other cataloging assistance including: database cleanup, original or copy cataloging of eligible collections, cataloging training, assistance with general cataloging questions, including questions on Resource Description and Access (RDA), and metadata consultation.

Revenues

CMC Fund revenues reflect the Cataloging Maintenance Center grant from the Illinois State Library.

Expenses

Personnel

Includes additional Catalogers - one part-time and three full-time. The three full-time are staff members that are assigned to the CARLI project are funded through the SHARE fund in FY2022.

Travel, Meetings, and Continuing Education

The travel and registration include staff attendance at the following conferences: Illinois Library Association (ILA) Conference, Consortia Across Illinois, Resource Sharing Alliance (RSA) Day, Reaching Forward South Conference, Reaching Forward Conference, American

Special Revenue Fund Online Computer Library Center Budget Narrative

OCLC Expenditures

$200K
$150K
$100K
$50K
$0

2022   2023

$160,318.48
Expenses in 2023
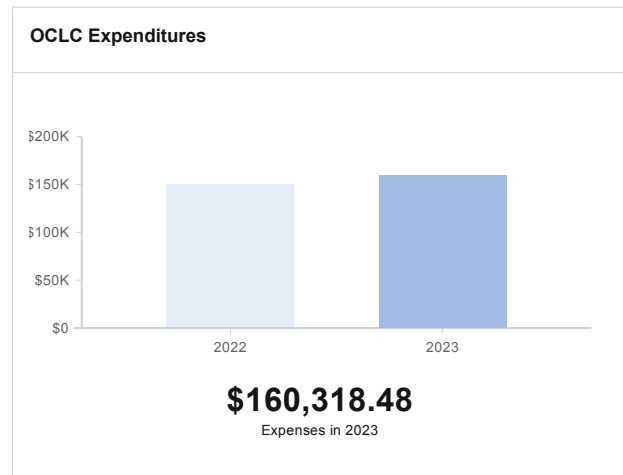
Supported by the Illinois State Library (ISL), the Online Computer Library Center (OCLC) billing grant is operated by the Illinois Heartland Library System (IHLS). IHLS is the fiscal agent for the statewide billing of OCLC services for ISL, which includes libraries throughout all of Illinois. This grant manages approximately 5 million in revenues and expenditures each year. Currently, more than 1,000 ILLINET libraries choose to be Group Services members and pay a discounted subscription price for OCLC products covered under the Group Services contract that ISL negotiates on the group's behalf.

Revenues

OCLC Fund revenues reflect the Online Computer Library Center grant from the Illinois State Library.

Expenses

Personnel

Includes 1.75 full-time equivalent staff allocated to the OCLC grant.

Supplies, Postage, & Printing

Includes expenses for computers and software (less than $5,000), accessories and supplies for equipment, and office supplies.

Telephone and Telecommunications

Includes monthly cost for telephone, fax, and internet.

Equipment Repair & Maintenance Agreements

Library Association (ALA) Conference, ILA Legislative Breakfast, and Inter-Company travel.

Supplies, Postage, & Printing

Includes expenses for computers and software (less than $5,000), accessories and supplies for equipment, and office supplies.

Public Relations

Includes booth fees and educational handouts.

Telephone and Telecommunications

Includes monthly cost for telephone and internet.

Equipment Repair & Maintenance Agreements

Includes cost for copiers and maintenance at two locations (Edwardsville and Champaign).

Professional Services

Expenses include projections for legal due to changes in temporary employment.

Contractual Services

Includes computer and software online services such as Zoom, Express Scribe, Class-Web, Web-Dewey, RDA Toolkit, and Cataloger's Desktop, and grant administrative fees.

Professional Membership Dues

Includes staff professional membership dues.

Includes cost for copiers and maintenance at the Edwardsville location.

Professional Services

Includes the FY2022 audit costs.

Contractual Services

Includes Traverse software annual maintenance agreement, Traverse support, and grant administrative fees.

Special Revenue Fund Library Trustee Training Budget Narrative

Library Trustee Training Expenditures	

$244,641.00
Expenses in 2023

The Library Trustee Training fund revenues reflect the proposed Library Trustee Training grant from the Illinois State Library. This is a program that will utilize a learning management system (LMS) to provide training to public library trustees. IHLS staff will partner with consultants and attorneys to develop and create the modules.

Revenues

The Library Trustee Training revenues reflect the Library Trustee Training grant from the Illinois State Library.

Expenses

Personnel

Includes 1.25 full-time equivalent staff of a Project Coordinator and a Membership Coordinator to develop and manage the training program.

Travel, Meetings, and Continuing Education

The travel and registration include staff attendance at the Illinois Library Association (ILA) Conference and inter-company travel.

Public Relations

Includes business cards and printouts for mailing flyers for promoting the training program.

Supplies, Postage, & Printing

Includes expenses for computers and software (less than $5,000), accessories and supplies for equipment, and office supplies.

Telephone and Telecommunications

Includes monthly cost for telephone.

Professional Services

Expenses include projections for legal, consulting, and contractual staff.

Professional Membership Dues

Includes professional membership dues.

Contractual Services

Expenses include the tools necessary to develop the platform, survey software, and Zoom.

Capital Projects Fund Budget Narrative

Capital Projects Fund

-$873,226.00
Revenues Less Expenses in 2023
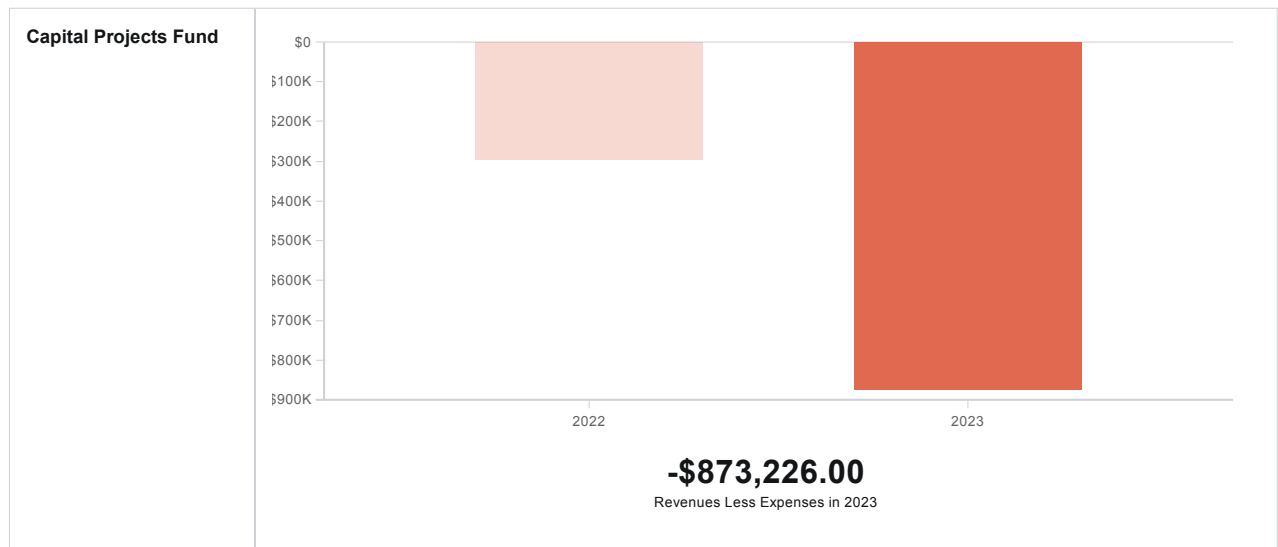
The Capital Projects fund was established to support the purchase of fixed assets that are greater than $5,000. The Capital Projects fund budget has a projected deficit of $873,226 and this will be covered by the fund balance. The Capital Projects fund balance is derived from the accumulation of General fund previous years' revenue over expenditures balances and revenue from interest income.

Revenues

Capital Projects Funds only projected income source is investment income.

Expenses

Capital Projects fund projections include the following:

- Replacement of a server at the Carbondale location.
- Third phase of the remodel project at the Edwardsville location.
- Tuckpointing repairs at the Edwardsville location.
- Roof replacement at the Edwardsville location.
- Resurfacing and restriping of the asphalt parking lot at the Champaign location.
- Relocating door and electrical to prepare for leased office space at the Champaign location.
- Replacement of (8) Delivery Vans and (1) Box Truck.

SHARE Operating Fund Budget Narrative

SHARE Operating Fund

-$69,353.15
Revenues Less Expenses in 2023
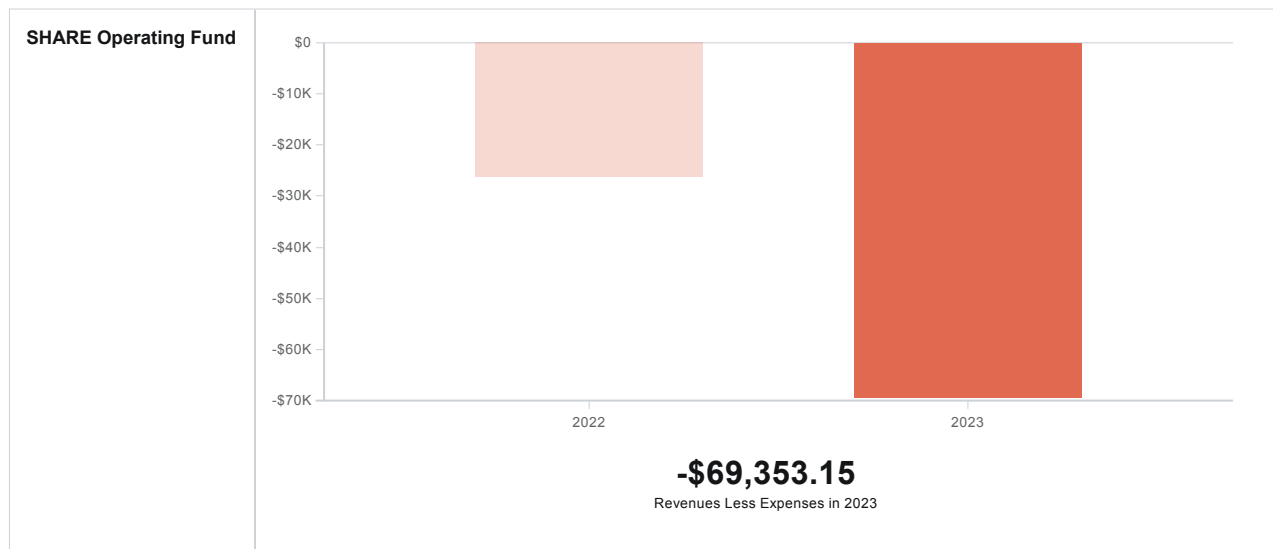
SHARE is a collection of libraries in central and southern Illinois that have joined together to form the largest automation consortium in the country, with 342 members at 474 locations. There are many benefits to SHARE membership, including the ability to share the cost of purchasing an integrated library system, staff, technical support, and training. The SHARE budget has a projected deficit of $69,353 and this will be covered by the operating fund balance. This balance is derived from the accumulation of previous years' revenue over expenditures balances. The largest factor for the deficit this fiscal year is the budgeted replacement of a part-time position with a full-time position and a new position for an Administrative Assistant.

Revenues

SHARE Fund projected revenues of $1,863,492 is mainly comprised of fees for services and materials and IHLS Contribution. Other items included are investment income, CMC grant administration fee, and Smart Access Manager (SAM) billing.

Expenses

Personnel

SHARE fund expense includes the replacement of a part-time position with a full-time position and a newly created position for an Administrative Assistant. Training and Development includes staff training and development opportunities

Library Materials

SHARE fund eResources projection is a direct expense of cloud subscription fees and group purchases. This expense is offset by the fees for services and materials revenues. The printed materials projection is a group purchase for McNaughton books and are offset by the fees for services and materials revenues.

Vehicle Expense, Travel, Meetings, and Continuing Education

SHARE fund expense components are travel and registration for staff members to attend conferences, advocacy events, and staff meetings.

The travel and registration include staff attendance at the following conferences: The Association for Rural and Small Libraries (ARSL) Conference, Midwest Digital Marketing Conference, Illinois Library Association (ILA) Conference, Consortia Across Illinois, Association of Illinois School Library Educators (AISLE) Conference, LibLearnX, Innovative Users Group (IUG) Conference, Reaching Forward South Conference, International

Coalition of Library Consortia, American Library Association (ALA) Conference, ILA Legislative Breakfast, and Inter-Company travel.

Public Relations

Includes promotional, printed materials, and sponsorships at conferences. This is to continue the networking and advocacy efforts of SHARE.

Supplies, Postage, & Printing

This budget category includes expenses for computers and software (less than $5,000), accessories and supplies for equipment, office supplies, and postage.

Telephone and Telecommunications

Included in this budget category are projections associated with monthly cost for telephone, fax, internet, and cell phone services.

Equipment Repair & Maintenance Agreements

SHARE fund expense includes cost for copiers and maintenance at three locations (Edwardsville, Champaign, and Carbondale).

Professional Services

Expenses include projections for legal, accounting, and consulting.

Contractual Services

Include projections for information service costs and other contractual services. This includes the annual Polaris fees. This also includes the new Solus App customization fees for member libraries that will be offset by the additional module fee revenues.

Professional Membership Dues
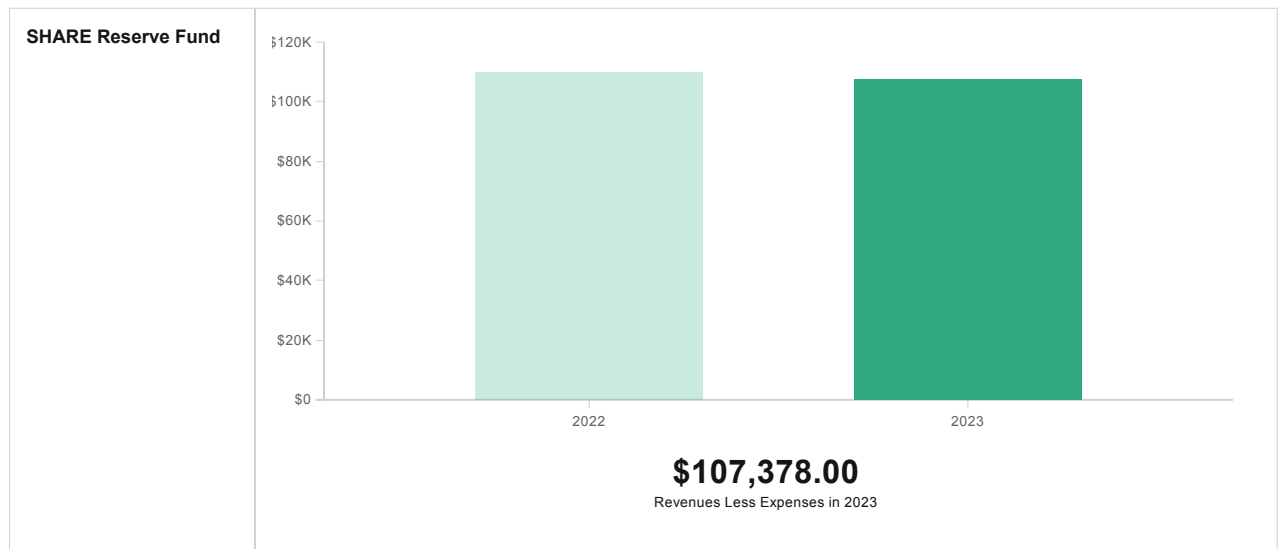
Includes staff professional membership dues.

Miscellaneous

Includes monthly PayPal fees.

Inter-Company Transfers

Includes the SHARE fund transfer to SHARE Reserves of $142,500.

SHARE Reserve Fund Budget Narrative

SHARE Reserve Fund

$120K

$100K

$80K

$60K

$40K

$20K

$0

2022   2023

$107,378.00
Revenues Less Expenses in 2023

The SHARE Reserve fund was established for the replacement of hardware and software for the SHARE consortium. The SHARE Reserve fund budget has a projected surplus of $107,378. Each fiscal year, an approved amount by the SHARE committees is transferred from the SHARE Operating fund to the SHARE Reserve fund to accumulate this fund balance for ILS software replacement (if ever needed) and for continued infrastructure maintenance or upgrades.

Revenues

SHARE Reserve Fund projected revenues of $143,100 includes the transfer of funds from the operating budget and interest income.

Expenses

SHARE Reserve Fund projected expenses of $35,722 includes the annual fees for the Solus App.

FY2023 General Fund Budget

Dollars

4.5M			
4.3M			
4.0M			
3.8M			
3.5M			
3.3M			
3.0M			
2.8M			
2.5M			
2.3M			
2.0M			
1.8M			
1.5M			
1.3M			
1.0M			
750.0K			
500.0K			
250.0K			
0.0			

Expenses   Revenues   Expenses   Revenues

FY2022 Budget   FY2023 Budget

Fiscal Year
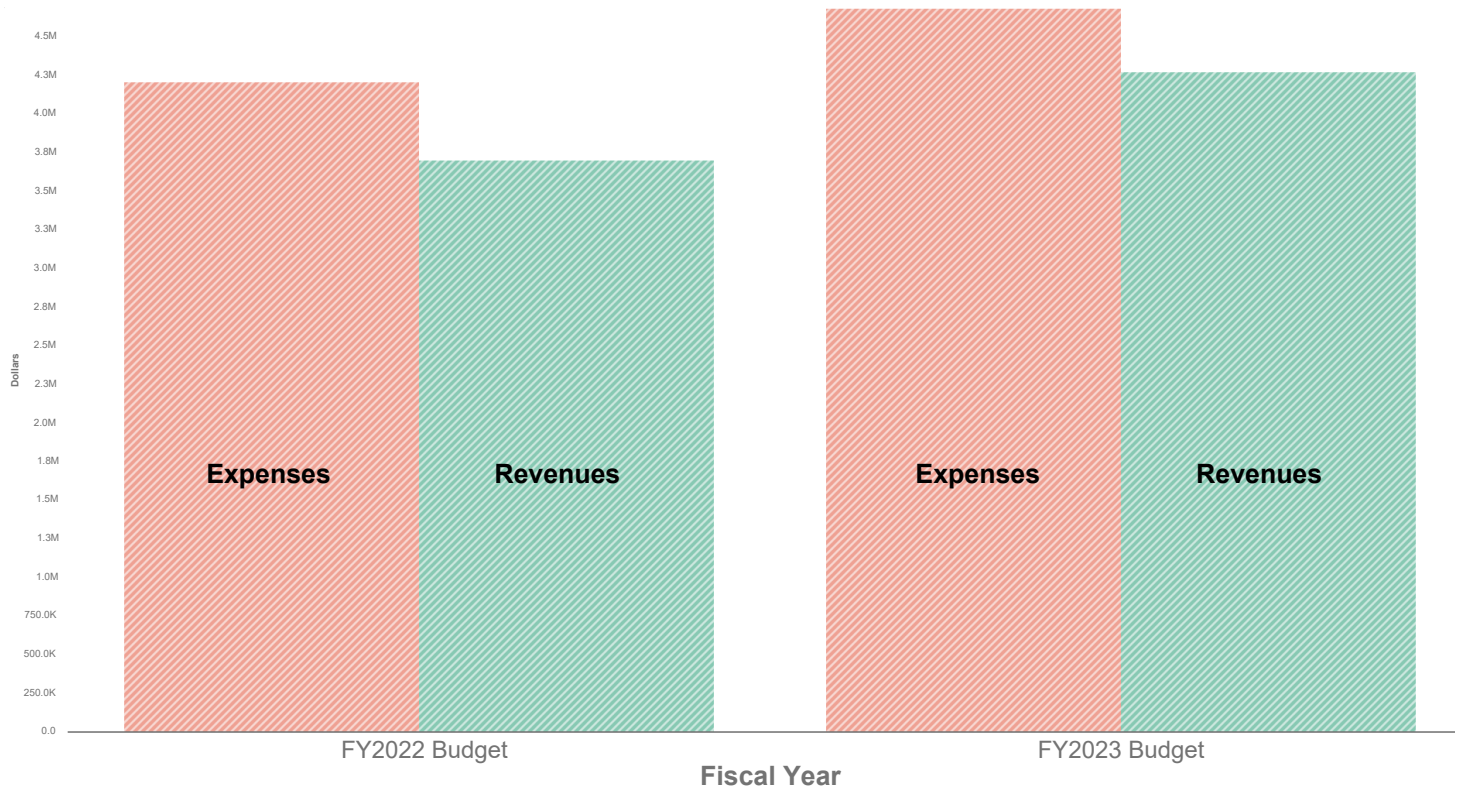
Data filtered by Types, General Fund and exported on May 19, 2022. **Created with OpenGov**

FY2023 General Fund Budget

General Fund Budget	FY2022 Budget	FY2023 Budget
▽ Revenues	$ 3,700,906	$ 4,271,637
▼ Area and Per Capita	3,400,700	3,920,000
(4000) Area and Per Capita	3,400,700	3,920,000
▼ Other Revenues	29,107	89,130
(4610) Office Leasing	0	6,175
(4650) Miscellaneous Income	12,275	12,775
(4660) Grant Administration	13,592	66,940
(4675) E-Rate Funding	3,240	3,240
▼ Fees for Services and Materials	267,868	258,818
(4222) ILDS Contract	265,218	255,168
(4315) Member Day	2,650	3,650
▼ Net Pass-Through	1,468	1,468
(4400) Reimbursements	942	942
(4685) Dreamhost	526	526
▼ Investment Income	1,763	2,221
(4500) Interest Income	1,763	2,221
▽ Expenses	4,206,221	4,676,683
▼ Personnel	2,608,537	3,003,445
(5000) Library Professionals	391,510	438,763
(5010) Other Professionals	696,984	823,422
(5020) Support Services	978,141	1,152,063
(5030) Social Security Taxes	156,612	182,454
(5035) Unemployment Insurance	8,652	5,838
(5040) Workers' Compensation	20,261	37,284
(5045) Retirement Benefits (IMRF)	33,046	16,374
(5050) Health, Dental and Life Ins	289,598	314,536
(5055) Other Fringe Benefits	4,634	700
(5057) Retention & Wellness	4,910	4,360

General Fund Budget (continued)	FY2022 Budget	FY2023 Budget
(5058) Training & Professional Development	17,509	20,050
(5060) Temporary Help	2,000	2,000
(5070) Recruiting	4,680	5,600
▼ Building and Grounds	253,826	277,409
(5150) Rent	81,532	81,532
(5160) Utilities	54,451	57,234
(5170) Property Insurance	27,888	31,535
(5180) Repairs and Maintenance	48,020	69,893
(5190) Custodial/Janitorial Srvcs & Supplies	23,995	20,150
(5195) Other Building & Grounds	17,940	17,065
▼ Vehicle Expenses	481,636	555,823
(5200) Fuel	225,293	345,559
(5210) Repairs and Maintenance - Vehicles	50,302	57,875
(5220) Vehicle Insurance	49,570	61,710
(5230) Vehicle Leasing/Rental:Delivery	148,117	82,325
(5240) Vehicle Leasing/Rental:Staff	6,254	6,254
(5245) Other Vehicle Expense	2,100	2,100
▼ Travel, Meetings, & Continuing for Staff & Board Members	69,737	83,393
(5250) Mileage,Gas & Tolls In-State	5,908	8,425
(5255) In-State Travel(Airfare,Train,etc)	126	126
(5260) Meals-In-State	2,804	7,859
(5265) Lodging-In-State	9,556	24,654
(5275) Travel-Out-of-State(Airfare,Train,etc)	6,738	1,668
(5280) Meals-Out-of-State	5,839	3,137
(5285) Lodging-Out-of-State	15,855	7,387
(5290) Registration & Meetings, Other Fees	22,911	30,137
▼ Conferences & Continuing Education Meetings	32,350	32,450
(5300) Conferences & Continuing Edu Mtgs	18,600	21,450
(5315) Member Day Conference	13,750	11,000
▼ Public Relations	24,550	42,486
(5330) Public Relations	24,550	42,486

General Fund Budget (continued)	FY2022 Budget	FY2023 Budget
▼ Liability Insurance	17,949	20,194
(5350) Liability Insurance	17,949	20,194
▼ Supplies, Postage, & Printing	237,190	143,430
(5360) Computer Software & Supplies	49,900	43,350
(5365) Gen'l Office Supplies & Equipment	168,450	82,750
(5370) Postage	1,415	1,080
(5385) Delivery Supplies	14,375	14,400
(5390) Other Supplies	3,050	1,850
▼ Telephone & Telecommunications	34,768	31,902
(5400) Telephone & Telecommunications	34,768	31,902
▼ Equipment Rental, Repair & Maintenance	5,532	6,119
(5455) Equipment Repair & Maintenance	5,532	6,119
▼ Professional Services	45,875	82,950
(5500) Legal	19,000	25,250
(5510) Accounting	11,875	12,700
(5520) Consulting	15,000	10,000
(5530) Contractual Staff	0	35,000
▼ Contractual Services	80,397	80,458
(5550) Information Service Costs	53,436	51,789
(5580) Other Contractual Services	26,961	28,669
▼ Professional Membership Dues	6,707	6,916
(5700) Prof Assoc Membership Dues	6,707	6,916
▼ Miscellaneous	5,700	8,240
(5725) Miscellaneous	5,700	8,240
▼ Net Pass Through	1,468	1,468
(5840) Reimbursement	1,468	1,468
▼ Inter-Company Transfers	300,000	300,000
(5999) Transfer to Other Funds	300,000	300,000
Revenues Less Expenses	$ -505,315	$ -405,046

FY2023 CMC Fund Budget

Visualization
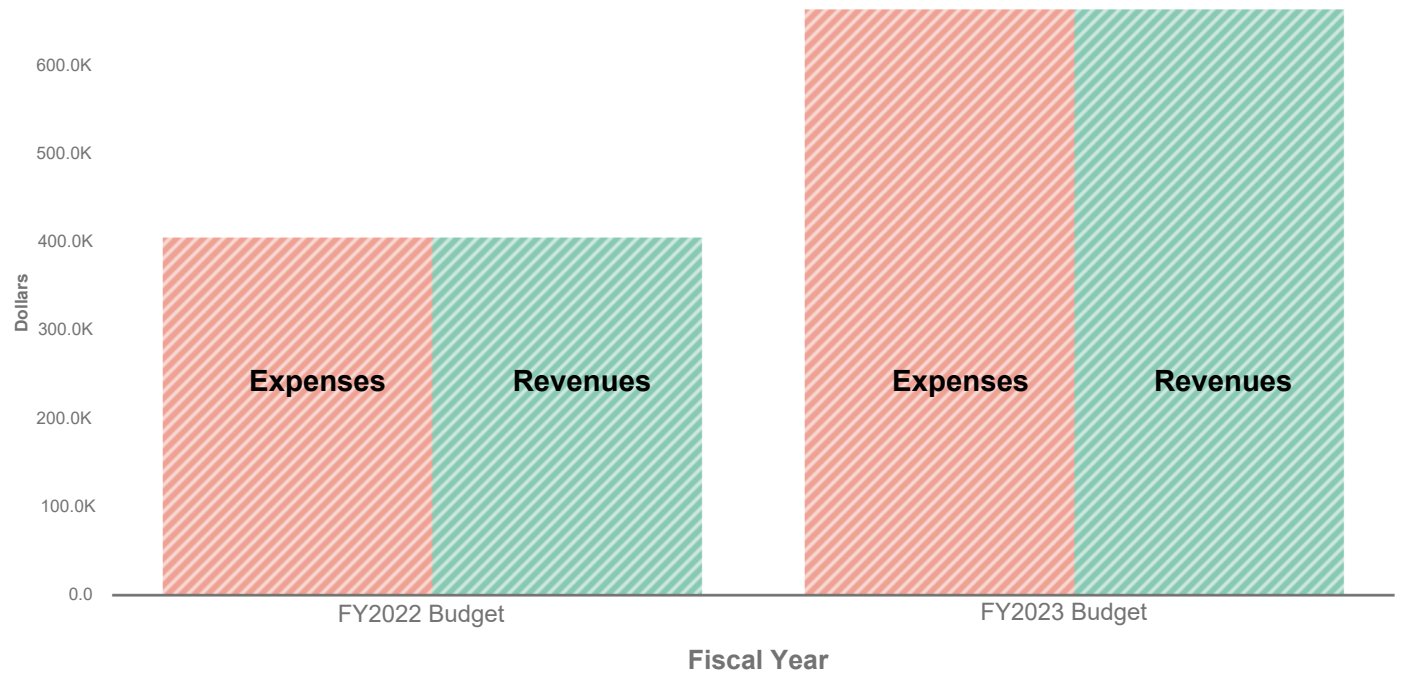
FY2023 CMC Fund Budget

CMC Fund Budget	FY2022 Budget	FY2023 Budget
▽ Revenues	$ 405,697	$ 662,783
▼ Special Revenue Funds	405,697	662,783
(4027) CMC	405,697	662,783
▽ Expenses	405,697	662,783
▼ Personnel	355,988	574,936
(5000) Library Professionals	269,622	463,884
(5027) Leave Payoffs-Library Professional	7,508	0
(5030) Social Security Taxes	21,200	35,487
(5035) Unemployment Insurance	772	740
(5040) Workers' Compensation	155	289
(5045) Retirement Benefits (IMRF)	7,914	3,938
(5050) Health, Dental and Life Ins	48,816	70,348
(5070) Recruiting	0	250
▼ Vehicle Expenses	0	550
(5200) Fuel	0	550
▼ Travel, Meetings, & Continuing for Staff & Board Members	1,000	7,660
(5250) Mileage,Gas & Tolls In-State	0	315
(5260) Meals-In-State	0	1,578
(5265) Lodging-In-State	0	4,237
(5290) Registration & Meetings, Other Fees	1,000	1,530
▼ Public Relations	0	1,700
(5330) Public Relations	0	1,700
▼ Supplies, Postage, & Printing	2,600	5,000
(5360) Computer Software & Supplies	2,400	4,800
(5365) Gen'l Office Supplies & Equipment	200	200
▼ Telephone & Telecommunications	3,011	4,837
(5400) Telephone & Telecommunications	3,011	4,837
▼ Equipment Rental, Repair & Maintenance	1,572	1,587

CMC Fund Budget (continued)	FY2022 Budget	FY2023 Budget
(5455) Equipment Repair & Maintenance	1,572	1,587
▾ Professional Services	0	1,000
(5500) Legal	0	1,000
▾ Contractual Services	40,581	64,538
(5550) Information Service Costs	3,700	4,273
(5580) Other Contractual Services	36,881	60,265
▾ Professional Membership Dues	945	975
(5700) Prof Assoc Membership Dues	945	975
Revenues Less Expenses	$ 0	$ 0

FY2023 Library Trustee Training Fund Budget

Dollars

240.0K
220.0K
200.0K
180.0K
160.0K
140.0K
120.0K
100.0K
80.0K
60.0K
40.0K
20.0K
0.0

Expenses   **Revenues**

FY2022 Budget   FY2023 Budget

Fiscal Year

Data filtered by Types, Library Trustee Training and exported on May 19, 2022. **Created with OpenGov**

FY2023 Library Trustee Training Fund Budget

Library Trustee Training Fund Budget	FY2022 Budget	FY2023 Budget
▼ Revenues	$ 0	$ 244,641
▼ Special Revenue Funds	0	244,641
(4031) Library Trustee Training	0	244,641
▼ Expenses	0	244,641
▼ Personnel	0	94,361
(5000) Library Professionals	0	36,442
(5010) Other Professionals	0	39,129
(5030) Social Security Taxes	0	5,781
(5035) Unemployment Insurance	0	103
(5040) Workers' Compensation	0	47
(5045) Retirement Benefits (IMRF)	0	680
(5050) Health, Dental and Life Ins	0	11,848
(5070) Recruiting	0	330
▼ Vehicle Expenses	0	500
(5200) Fuel	0	500
▼ Travel, Meetings, & Continuing for Staff & Board Members	0	1,112
(5250) Mileage,Gas & Tolls In-State	0	134
(5260) Meals-In-State	0	450
(5265) Lodging-In-State	0	278
(5290) Registration & Meetings, Other Fees	0	250
▼ Public Relations	0	1,320
(5330) Public Relations	0	1,320
▼ Supplies, Postage, & Printing	0	3,024
(5360) Computer Software & Supplies	0	2,460
(5365) Gen'l Office Supplies & Equipment	0	100
(5370) Postage	0	464
▼ Telephone & Telecommunications	0	384
(5400) Telephone & Telecommunications	0	384

Library Trustee Training Fund Budget (continued)	FY2022 Budget	FY2023 Budget
▼ Professional Services	0	75,070
(5500) Legal	0	14,000
(5520) Consulting	0	270
(5530) Contractual Staff	0	60,800
▼ Contractual Services	0	68,370
(5550) Information Service Costs	0	46,130
(5580) Other Contractual Services	0	22,240
▼ Professional Membership Dues	0	500
(5700) Prof Assoc Membership Dues	0	500
Revenues Less Expenses	$ 0	$ 0

FY2023 OCLC Fund Budget

Visualization

Dollars

150.0K

125.0K

100.0K

75.0K

50.0K

25.0K

0.0

Expenses Revenues Expenses Revenues

FY2022 Budget FY2023 Budget

Fiscal Year

FY2023 OCLC Fund Budget

OCLC Fund Budget	FY2022 Budget	FY2023 Budget
▼ **Revenues**	$ 149,513	$ 160,318
▼ **Special Revenue Funds**	149,513	160,318
(4032) OCLC	149,513	160,318
▽ **Expenses**	149,513	160,318
▼ **Personnel**	123,770	128,268
(5010) Other Professionals	88,270	92,552
(5050) Health, Dental and Life Ins	16,443	16,951
(5020) Support Services	8,471	9,088
(5030) Social Security Taxes	7,401	7,775
(5045) Retirement Benefits (IMRF)	2,127	894
(5058) Training & Professional Development	800	800
(5035) Unemployment Insurance	205	144
(5040) Workers' Compensation	54	63
▼ **Contractual Services**	16,702	20,026
(5580) Other Contractual Services	13,610	14,592
(5550) Information Service Costs	3,092	5,434
▼ **Equipment Rental, Repair & Maintenance**	3,200	3,651
(5455) Equipment Repair & Maintenance	3,200	3,651
▼ **Supplies, Postage, & Printing**	1,525	4,653
(5360) Computer Software & Supplies	800	4,034
(5370) Postage	575	300
(5365) Gen'l Office Supplies & Equipment	150	319
▼ **Telephone & Telecommunications**	2,841	2,235
(5400) Telephone & Telecommunications	2,841	2,235
▼ **Professional Services**	1,475	1,485
(5510) Accounting	1,475	1,485
Revenues Less Expenses	$ 0	$ 0

FY2023 Capital Projects Fund Budget
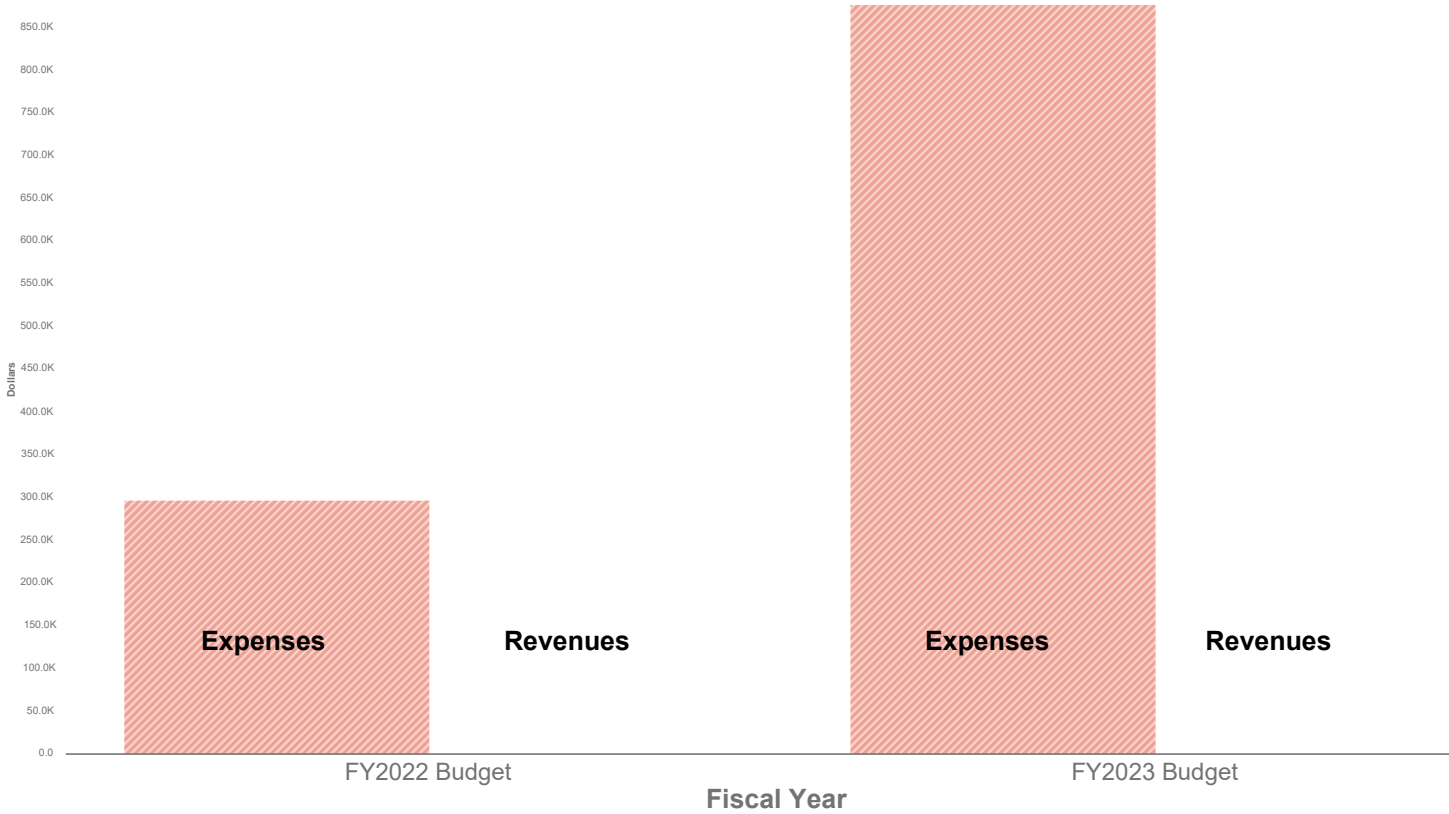
Expenses   **Revenues**   **Expenses**   **Revenues**

FY2022 Budget   FY2023 Budget

Fiscal Year

FY2023 Capital Projects Fund Budget

Capital Projects Fund Budget	FY2022 Budget	FY2023 Budget
▽ **Revenues**	$ 2,164	$ 1,274
▼ **Investment Income**	2,164	1,274
(4500) Interest Income	2,164	1,274
▼ **Expenses**	297,000	874,500
▼ **Capital Outlays**	297,000	874,500
(5750) Capital Outlays - Equipment	42,000	0
(5755) Capital Outlays - Computers	0	22,000
(5765) Capital Outlays - Building & Improvements	255,000	509,500
(5775) Capital Outlays - Vehicle	0	343,000
Revenues Less Expenses	$ -294,836	$ -873,226

FY2023 SHARE Operating Fund Budget

Visualization
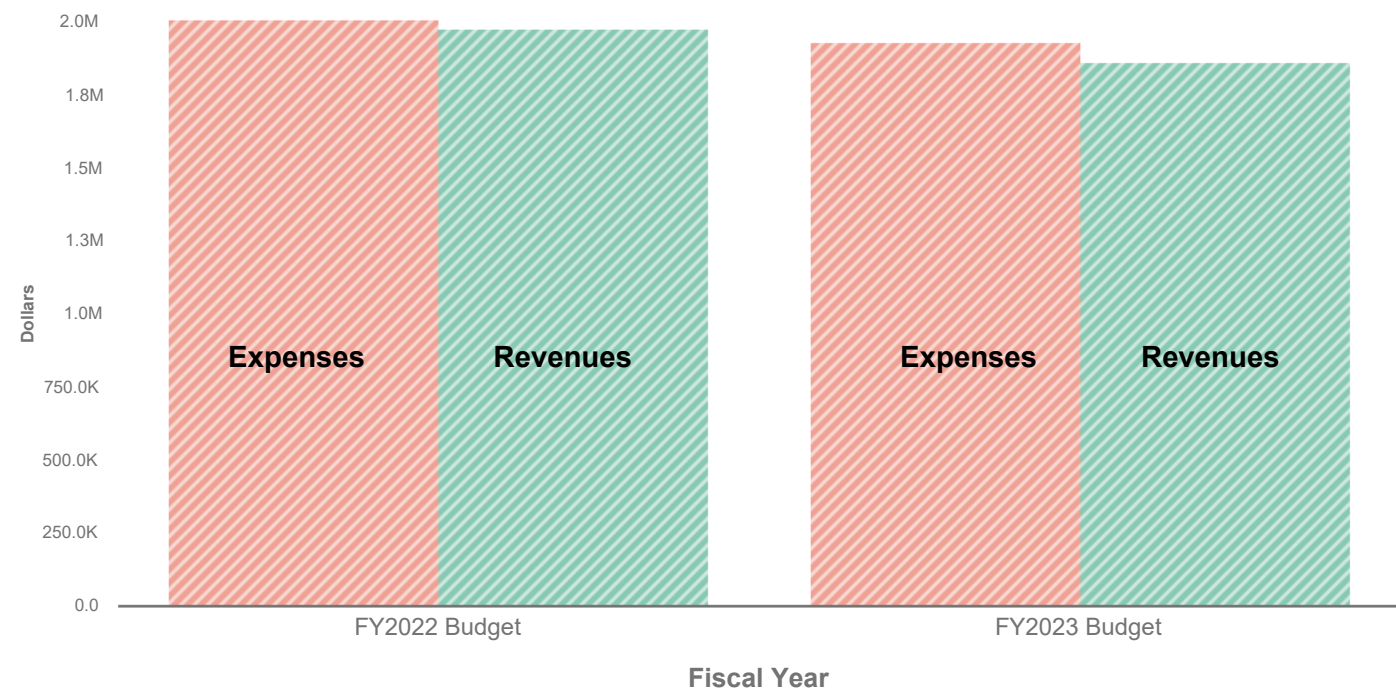
FY2023 SHARE Operating Fund Budget

SHARE Operating Fund Budget	FY2022 Budget	FY2023 Budget
▾ **Revenues**	**$ 1,980,165**	**$ 1,863,492**
▾ **Other Revenues**	**214,256**	**48,702**
(4688) CARLI Cataloging Project	165,000	0
(4650) Miscellaneous Income	0	6,200
(4660) Grant Administration	36,881	30,127
(4678) SAM	12,375	12,375
▾ **Fees for Services and Materials**	**1,465,771**	**1,514,715**
(4305) Fees for Services and Materials	0	75,168
(4380) eResources Subscription	156,389	145,864
(4385) SHARE - Basic Fee	1,176,902	1,190,004
(4386) SHARE - Bibliographic Services	78,000	57,532
(4387) SHARE - Add'l Module Fee	44,050	41,800
(4388) SHARE - Transitions Fee	10,429	4,347
▾ **Investment Income**	**138**	**75**
(4500) Interest Income	138	75
▾ **Inter-Company Transfers**	**300,000**	**300,000**
(4999) Transfers From Other Funds	300,000	300,000
▽ **Expenses**	**2,006,338**	**1,932,846**
▾ **Personnel**	**1,310,992**	**1,203,476**
(5000) Library Professionals	657,715	551,016
(5010) Other Professionals	223,065	250,637
(5020) Support Services	113,890	164,306
(5027) Leave Payoffs-Library Professional	31,211	0
(5030) Social Security Taxes	78,517	73,896
(5035) Unemployment Insurance	2,872	1,480
(5040) Workers' Compensation	575	603
(5045) Retirement Benefits (IMRF)	27,230	8,263
(5050) Health, Dental and Life Ins	169,708	149,646

SHARE Operating Fund (continued)	FY2022 Budget	FY2023 Budget
(5058) Training & Professional Development	1,200	1,200
(5070) Recruiting	5,010	2,430
▼ Library Materials	156,389	223,990
(5100) Printed Materials	0	78,626
(5120) E-Resources	156,389	145,364
▼ Vehicle Expenses	162	2,100
(5200) Fuel	162	2,100
▼ Travel, Meetings, & Continuing for Staff & Board Members	33,009	35,548
(5250) Mileage,Gas & Tolls In-State	1,800	2,500
(5260) Meals-In-State	775	3,373
(5265) Lodging-In-State	2,276	8,487
(5275) Travel-Out-of-State(Airfare,Train,etc)	5,720	3,200
(5280) Meals-Out-of-State	4,175	2,357
(5285) Lodging-Out-of-State	10,528	6,222
(5290) Registration & Meetings, Other Fees	7,735	9,409
▼ Public Relations	550	6,750
(5330) Public Relations	550	6,750
▼ Supplies, Postage, & Printing	72,350	32,000
(5360) Computer Software & Supplies	71,000	21,800
(5365) Gen'l Office Supplies & Equipment	1,000	9,850
(5370) Postage	350	350
▼ Telephone & Telecommunications	24,790	22,148
(5400) Telephone & Telecommunications	24,790	22,148
▼ Equipment Rental, Repair & Maintenance	2,972	3,065
(5455) Equipment Repair & Maintenance	2,972	3,065
▼ Professional Services	20,975	14,750
(5500) Legal	2,500	1,000
(5510) Accounting	11,475	11,750
(5520) Consulting	7,000	2,000
▼ Contractual Services	239,729	244,533
(5550) Information Service Costs	236,213	242,208

SHARE Operating Fund (continued)	FY2022 Budget	FY2023 Budget
(5580) Other Contractual Services	3,516	2,325
▾ Professional Membership Dues	1,560	1,625
(5700) Prof Assoc Membership Dues	1,560	1,625
▾ Miscellaneous	360	360
(5725) Miscellaneous	360	360
▾ Inter-Company Transfers	142,500	142,500
(5999) Transfer to Other Funds	142,500	142,500
Revenues Less Expenses	$ -26,173	$ -69,353

FY2023 SHARE Reserve Fund Budget

Visualization
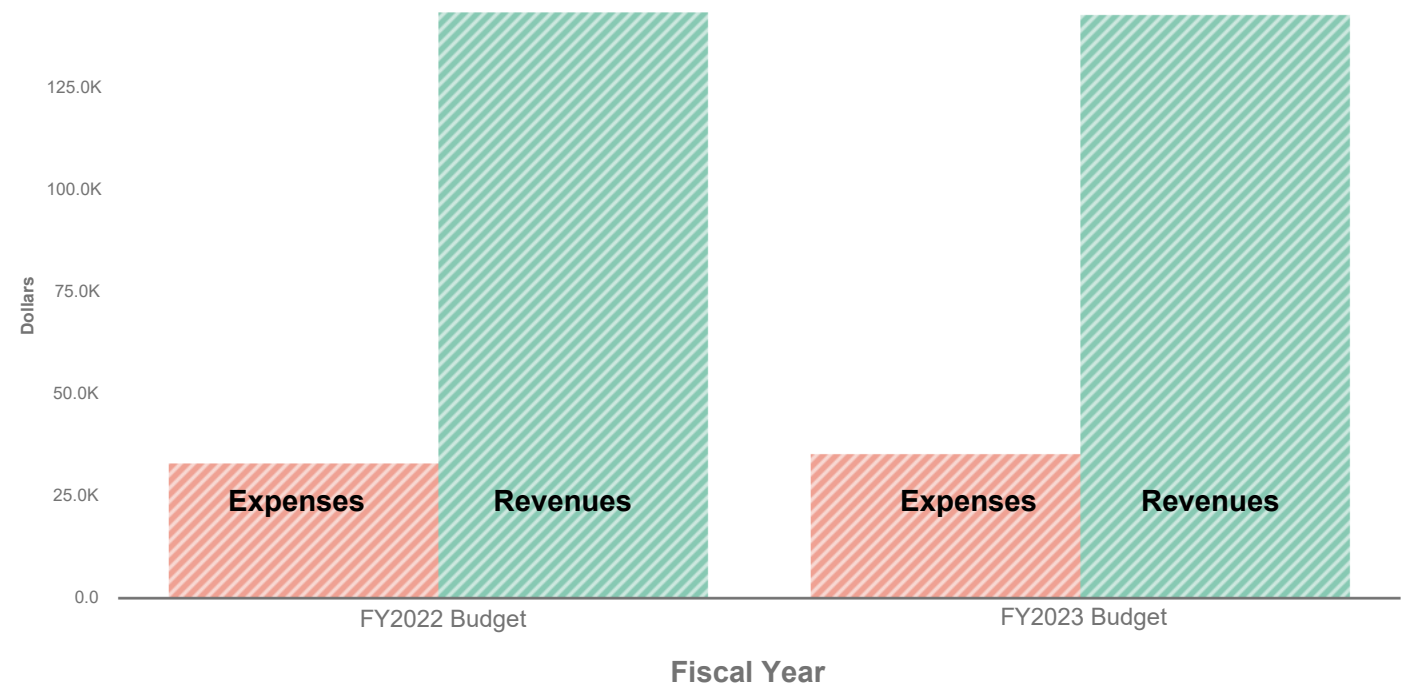
FY2023 SHARE Reserve Fund Budget

SHARE Reserve Fund Budget	FY2022 Budget	FY2023 Budget
▼ Revenues	$ 143,382	$ 143,100
▼ Investment Income	882	600
(4500) Interest Income	882	600
▼ Inter-Company Transfers	142,500	142,500
(4999) Transfers From Other Funds	142,500	142,500
▼ Expenses	33,375	35,722
▼ Contractual Services	33,375	35,722
(5550) Information Service Costs	29,875	35,722
(5580) Other Contractual Services	3,500	0
Revenues Less Expenses	$ 110,007	$ 107,378

The Illinois Heartland Library System (IHLS) is guided by our operational plan, which is a primary component of the annual System Area and Per Capita Grant (SAPG). We begin the draft each January by evaluating progress on the current year's plan. This review informs our work for the second half of the fiscal year and helps us determine which projects and goals will carry forward to the new fiscal year.

In our second decade we took a different approach to planning that expands the development period of the operational plan. It also grows the pool of possible projects by working across our staff and bringing together colleagues who interact with member libraries in different capacities. Utilizing the creativity and experience of our talented and capable staff, we identified several new projects/services we will evaluate more fully in FY2023. All are based on our understanding of member needs, staff expertise, and knowledge of future trends:

- Train librarians to become leaders in community outreach and engagement: libraries are central agencies in their communities, and we want to give our members the tools to be successful in that endeavor.
- Create an outreach/community engagement department or committee: how can we position our organization to make the most of our member interactions?
- Develop a funding toolkit: create a resource guide of materials and information our members can use in efforts to seek funding, sponsors, partnerships, and grants.
- Mobile Library of Things: what items do our members need on an occasional basis that we can provide and share?
- Mobile Memory Lab: a one-stop digitization service for members of the community to capture local history and preserve family memories.

A. Administration

Illinois Heartland Library System (IHLS) celebrates its decade of service to libraries in central and southern Illinois and looks to a future of continued collaboration and partnership in the library space. Centralized administrative services allow us to provide cost effective and innovative solutions to member needs. The focus of our administrative team members in FY2023 includes:

- Member communication focused on advocacy for member libraries, equity, diversity and inclusion initiatives, and organization-wide consulting support for member libraries
- Support for IHLS Board of Directors through training and marketing of board membership
- Accurate financial forecasting, strident adherence to accounting principles, and continued utilization of OpenGov database for enhanced reporting and transparency
- Further development and expansion of new IHLS website, expanded utilization of Customer Relationship Management database, and support of electronic communication with Zoom and Teams.
- Staff development and understanding of how employee efforts connect or align with the organization's purpose through improved annual evaluation process, planned employee development trainings to enhance a culture of learning, and cultivating the employer-employee relationship.

Communications

Goal: Communicate effectively and efficiently with IHLS stakeholders.

Objectives	Planned Activities	System Standard
Inform stakeholders on what is happening at the system, statewide, and national levels.	- Prioritize and share important library-related news from the system, state, and national levels - Communicate with members where they are, including conferences, virtual events, and library visits	23 ILAC 3030.215 a) 3) G)
Continually improve communication with IHLS stakeholders.	- Annually review and update the marketing communication plan - Continually analyze and optimize website user experience, user interface, and content - Improve email list hygiene by working with IT to automate the updating of email addresses using the recently developed Customer Relationship Management software - Improve email list hygiene by working with IT to automate the updating of email addresses using the recently developed Customer Relationship Management software	23 ILAC 3030.215 a) 3) G) 23 ILAC 3030.215 d) 1)

	- Partner with organizations such as Reaching Across Illinois Library System, Illinois Library Association, and Association for Illinois School Library Educators to cross-promote events or collobarate on initiatives - Strategically utilize IHLS social media as a communication tool	

Prioritize communication and promotion of initiatives/events that support the mission of IHLS and the mission and goals of IHLS department leadership.	- Prioritize member communication, especially:
	
	  • Pandemic and post-pandemic services
	
	  • Equity, diversity, inclusion, and accessiblity initiatives
	
	  • Value of IHLS
	
	- Develop tools that support both inter-departmental goals and public relations goals
	
	- Collaborate with Cataloging Maintenance Center and IT staff on strategically developing a marketing presence
	
	- Collaborate with SHARE staff on increasing SHARE's marketing presence
		23 ILAC 3030.215 a) 3) G)

Communicate in compliance with industry legal standards.	-Seek annual communication law training for communication staff -Finalize, implement, and annually review a professional-use social media policy -Develop, implement, and annually review a data and privacy policy	23 ILAC 3030.215 a) 3) G)
Continue to seek member feedback.	- Seek input on library needs during Directors' Chats, local library networking events, trustee networking events, and other events - Conduct a triennial all-member survey	23 ILAC 3030.215 a) 2)

Goal: Provide information and assistance to member libraries of all types through consulting and continuing education.

Objectives	Planned Activities	System Standard
Offer internal consulting services.	- Spearhead the development of an organization-wide consulting program with IHLS professional staff. Promote the program to members - Provide marketing and communication staff participation in the IHLS consulting program	23 ILAC 3030.215 d) 1)

Educate and support member libraries as they promote their agencies and face challenges.	- Evaluate marketing/communication staff availability for speaking at conferences - Collaborate with IHLS librarians and professional experts to develop and promote resource guides for issues in librarianship - Create an online depository of material for members to utilize in their efforts to seek funding, sponsors, partnerships, and grants	23 ILAC 3030.215 a) 3) D)

Goal: Advocate for IHLS.

Objectives	Planned Activities	System Standard
Increase visibility in our service area.	- Finalize, implement, and annually review and update the IHLS advocacy plan - Generate brand visibility for IHLS while promoting libraries - Identify and support opportunities for one-on-one and one-to-group advocacy	23 ILAC 3030.215 a) 3) D)

Goal: Advocate for member libraries.

Objectives	Planned Activities	System Standard
Promote libraries to the public.	- Finalize, implement, and annually review and update the IHLS advocacy plan - Support Illinois Library Association advocacy initiatives - Seek sponsorship opportunities on behalf of the libraries of central and southern Illinois - Lean into video-based messaging - Identify and support additional opportunities for library advocacy	23 ILAC 3030.215 a) 3) D)
Help IHLS libraries advocate for themselves.	- Support Illinois Library Association advocacy initiatives - Identify pressing library issues and develop resource guides and tools to address them - Develop a resource guide for how to tell a library's story	23 ILAC 3030.215 a) 3) D)

Goal: Facilitate effective internal communication to enable better member service.

Objectives	Planned Activities	System Standard
Continually improve communication with IHLS employees.	- Finalize, implement, and annually review and update the IHLS internal communiction plan - Work with the Communication Team to implement internal communication procedures - Collaborate with IT, HR, and other stakeholders to develop strategies for more effective use of the IHLS intranet	23 ILAC 3030.215 a) 5)

Board Support

Goal: Provide support for IHLS board members.

Objectives	Planned Activities	System Standard
Streamline and improve all aspects of board support.	- Provide support for monthly meetings of the board and committees using new and innovative methods - Join a professional board support organization for resources and guidance	23 ILAC 3030.250 (outside of core standards)
Support communication between board and executive staff.	- Provide meeting agenda and supporting documentation to the board and committees	23 ILAC 3030.250 (outside of core standards)
Ensure compliance with library and local rules and regulations and federal or state laws.	- Post meeting packets and approved meeting minutes within timeframes outlined in the Open Meetings Act - Confirm completion of the Open Meetings Act training - Confirm completion of the Statement of Economic Interest - Coordinate and submit the annual System Area & Per Capita Grant application - Coordinate and submit the Annual Report	23 ILAC 3030.250 (outside of core standards)
Provide training for all board members.	- Research options for a variety of board training programs - Provide training at least twice annually	
Research and implement tools to improve board engagement.	- Research and implement a meeting reminder system	
Improve interest in board membership and increase the number of nominations during board elections.	- Research motivation and incentives to board membership - Solicit video testimonials from outgoing board members - Assist the Nominating Committee with	

	administrative activities	

Goal: Retain and purge materials on an approved schedule.

Objectives	Planned Activities	System Standard
Ensure all data is handled in compliance with approved records retention policies.	- Finalize identification of records eligible for destruction and submit for a certificate of destruction - Organize permanent records for easy reference - Monitor records on a regular basis and submit application for destruction when they become eligible	23 ILAC 3030.265 (outside of core standards)

FACILITIES

Goal: Provide a Safe Working Environment

Objectives	Planned Activities	System Standard
Continue to maintain the infrastructure of facilities.	- Yearly check of HVAC, roof, fire extinguishers, etc. - Conduct Champaign parking lot repairs - Conduct tuckpointing on the Edwardsville building - Continue to provide turf management to Champaign and Edwardsville buildings - Continue to provide landscaping and mowing to Champaign and Edwardsville buildings - Finish remodel of second floor of Edwardsville building - Plan Edwardsville roof replacement - Schedule Champaign roof inspection - Complete Liebert HVAC replacement in Edwardsville server room	23 ILAC 3030.250 i) (outside of core standards)

Human Resources

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.

Objectives	Planned Activities	System Standard
Ensure that IHLS is sufficiently staffed to accomplish statutory priorities established by the Illinois State Library.	- Maintain a diverse pool of candidates for staffing purposes - Utilize various job boards and media methods to seek high-quality candidates - Educate new staff on all IHLS policies and procedures upon hiring and communicate changes to existing staff	23 ILAC 3030.215 a) 3)
Monitor performance evaluation process.	- Redesign staff probationary period (90 days) evaluation - Implement a new annual evaluation process reflective of the IHLS work environment to include company vision, department goals, and individual goals - Establish training to ensure consistency with the performance rating of employees for fair and equitable treatment	23 ILAC 3030.215 a) 3)
Support and develop IHLS staff.	- Monitor staff educational training - Work in partnership with directors to ensure staff training sessions are beneficial to their department - Conduct quarterly staff training focused on personal development - Provide staff with resources and tools to help them advocate for the system and libraries	23 ILAC 3030.215 a) 3)
Enhance organizational culture.	- Create a recognition process to show appreciation to staff - Create a standard paid time off policy accrual that works for all staff - Evaluate Sick Bank Policy - Conduct annual Staff Day - Facilitate Staff Appreciation Day -Establish regular internal communications with staff	23 ILAC 3030.215 a) 3)

Goal: Explore opportunities to enhance human resources knowledge across member libraries.

Objectives	Planned Activities	System Standard
Strengthen member libraries' general human resources knowledge.	-Investigate opportunities to educate member libraries in human resources administration - Enhance member libraries human resources management practices through consulting hours	23 ILAC 3030.215 d) 1)

Accounting Operations

Goal: Equip IHLS Administration and Board of Directors with effective reporting of financial transactions to encourage good stewardship through decision-making.

Objectives	Planned Activities	System Standard
Promote good stewardship of public funds.	- Continually assess and optimize internal practices - Research and analyze insurance rates, coverages, and investment options for the organization - Perform cost analysis as needed for decision-making on special projects	23 ILAC 3030.260 (outside core standards)
Complete and present practical financial reporting in a timely manner.	- Present FY2022 Audited Financial Statements to IHLS Board and submit to the Illinois State Library at the end of September 2022 - Record accurate financial transactions while monitoring account balances including, but not limited to: General, CMC, OCLC, and SHARE - Process payroll in-house biweekly and prepare payroll tax filings - Submit all special revenue grant reports to Illinois State Library 15 days after each fiscal quarter ends - Produce interim financial reports that show actual versus budget for IHLS Administration and Board of Directors, as well as in agreed-upon formats for select committees - Research appropriate industry forecasts and reflect those projected predictions as necessary in future fiscal year operating budgets - Draft FY2024 Operation Budgets timeline and budget draft for presentation to the board - Utilize the OpenGov software to enhance reporting to stakeholders and public to promote transparency - Arrange registration, transportation, lodging, and purchase supplies for staff and board	23 ILAC 3030.260 (outside core standards)

Goal: Provide member libraries with tools to enhance their financial literacy to encourage good stewardship of public funds.

Objectives	Planned Activities	System Standard
Enhance member libraries' financial literacy.	- Enhance member libraries financial management practices through consulting hours	23 ILAC 3030.215 d) 1)

Information Technology (IT)

Goal: Provide the IT support necessary for IHLS and SHARE to function efficiently.

Objectives	Planned Activities	System Standard
Provide support for core system services.	- Provide software and technical assistance for SHARE services - Provide remote support through applicable software to IHLS staff at all office locations - Maintain internal and external web services for IHLS and SHARE - Track and repair problems reported by SHARE membership using SHARE helpdesk software - Support cloud telephone system with Microsoft Business Voice 365 and expand use of Intune to support employees working remotely and remote computers. *(Microsoft Intune is a cloud-based computer management system that allows management of devices not on your physical network. It is included with our Microsoft Phone license at no additional cost)* - Support all internal file servers, cloud services, and other IT services vital to IHLS - Support communication electronically using technologies like Zoom and Teams - Provide more online and onsite opportunities to share information regarding technology issues	23 ILAC 3030.215 a) 5)
Develop and research new technology and opportunities for IHLS and member libraries.	- Work with other departments to expand and train on Pipedrive, our Customer Relationship Management (CRM) software solution. Including the ability to sync information from the Library Directory and Learning (L2) database with Pipedrive. - Network in the state and nationally to expand resource sharing - Promote broadband initiatives and how libraries can be leaders in their communities	23 ILAC 3030.215 a) 5)
Enable the use of online communication methods for IHLS and members.	- Evaluate current Zoom licensing and consider needs for upgrading to Zoom Rooms to move away from legacy videoconferencing technology like Polycom and the RAILS video bridge	23 ILAC 3030.215 a) 5)

Objectives	Planned Activities	System Standard
Support Domain Name Services (DNS) for member libraries.	- Support member libraries with the purchase, renewal, and maintenance of Domain Name Services (DNS) using the Dreamhost account set up for non-profit libraries	23 ILAC 3030.215 a) 5)

B. Bibliographic Access

As a cornerstone of resource sharing, Bibliographic Access allows library patrons and staff to find and request materials. Detailed and consistent descriptive metadata allows library patrons to easily retrieve the information and resources needed. The Ethics in Cataloging Group will continue meeting to discuss Diversity, Equity, & Inclusion (DEI) issues. The focus of bibliographic services provided by IHLS will include:

- Bibliographic support, including cataloging and database maintenance for the SHARE Consortium and cataloging training for SHARE members.
- The Cataloging Maintenance Center (CMC), which provides access to resources and special collections throughout the state, including digitized collections at Illinois Digital Archives (IDA). The CMC will provide information and training on bibliographic cataloging and metadata formation.

Cataloging Services for SHARE

Goal: Provide cataloging services for SHARE member libraries, including transitional libraries, and increase the usability of the SHARE database to ultimately increase resource sharing.

Objectives	Planned Activities	System Standard
Maintain exceptional database integrity to improve user access to information resources, with minimal duplicate bibliographic / authority records or "less than full level" bibliographic records.	- Identify and merge duplicate bibliographic and authority records in the SHARE database - Replace substandard local records with full level bibliographic record - Import weekly authority record changes and correct as necessary - Update subject headings as appropriate to reflect DEI updates provided by the Library of Congress - Upgrade records to reflect current cataloging standards such as RDA (Resource Description and Access) - Create and maintain local series authority records for titles found in the SHARE database	23 ILAC 3030.215 c) 3)
Set OCLC holdings for SHARE members in a timely manner.	- Work collaboratively with partner automation group to set OCLC holdings for SHARE members - Correct bibliographic records as needed	23 ILAC 3030.215 c) 9)

Catalog Training for SHARE Members

Goal: Maintain rigorous cataloging standards that include continuing education in bibliographic services and cataloging for member libraries. Support member skills necessary for fluency in national, state, and local policies such as RDA (Resource Description and Access), OCLC, and Library of Congress.

Objectives	Planned Activities	System Standard
Offer member library staff comprehensive training in current bibliographic standards, both local and national, in order to maintain the required 15 hours of continuing education in cataloging per fiscal year.	- Provide monthly cataloging sessions excluding July and December. - Develop and publish a new training course on Moodle for new and current catalogers that will fulfill the cataloging certification requirements set forth by the SHARE Bibliographic and Cataloging Standards Committee - Keep abreast of changes in cataloging via staff continuing education opportunities to educate member library catalogers - Offer cataloging workdays either online or in person - Coordinate with Marketing/Communications and IT to create a webpage for member library staff to find continuing education opportunities (both free and paid) provided by highly qualified outside organizations	23 ILAC 3030.215 c) 6)
Help member library staff correctly search and match to bibliographic records found in the SHARE database based on item in hand or question from a patron.	- Teach classes, including Searching and Matching, Item Records, and Reports - Provide digital and in-person training opportunities to reach the widest possible number of SHARE member library staff and will continue to offer virtual training options, including new Moodle courses, as well as transitioning back to some in-person options in the future - Create and publish a new training course on Moodle for new and current barcoders that will be required to take every set number of years as determined by the SHARE Bibliographic and Cataloging Standards Committee	23 ILAC 3030.215 c) 6)

Cataloging Maintenance Center

Goal: Provide cataloging and bibliographic services for libraries in the Reaching Across Illinois Library System (RAILS) and IHLS service areas to increase access and encourage resource sharing of information resources found in Illinois libraries.

Objectives	Planned Activities	System Standard
Improve user access to information resources in LLSAP (Local Library System Automation Project) databases by removing duplicate bibliographic/authority records or "less than full level" bibliographic records.	- Provide full-level OCLC records for substandard local records from library system LLSAP databases - Maintain statistics documenting requesting agency and number of bibliographic records upgraded	23 ILAC 3030.215 c) 3)
Establish user access to Illinois libraries' special collections.	- Catalog items and supply RAILS LLSAP staff with the resultant bibliographic records, or import the bibliographic records into the IHLS SHARE database for SHARE members - Transport special collections materials to and from the CMC via library system delivery service - Travel to libraries to catalog materials too fragile or unique for transport via delivery - Publicize CMC services via library systems' newsletters, conference presentations, and networking events - Maintain statistics documenting the requesting agency and the number of items cataloged	23 ILAC 3030.215 c) 8)
Contribute at least 100 name or uniform title authority records annually to the Library of Congress Authority File for improved resource sharing.	- Submit new name records to NACO (Name Authority Cooperative Program) - Distribute authority records via OCLC Connexion and, when necessary, supply the resultant records to LLSAP staff for importing - Maintain statistics documenting authority record creation	23 ILAC 3030.215 c) 3)

Goal: Support access to Illinois digital collections by providing information on the formation and content of metadata.

Objectives	Planned Activities	System Standard
Establish metadata for items added to the Illinois Digital Archives (IDA) database to increase user access to digitized information.	- Work with libraries to determine the information needed for metadata, where metadata and digital images will reside, then create metadata if necessary - Continue to provide metadata creation, including transcription, for various agencies - Develop a mobile memory lab, traveling to libraries and helping patrons scan and digitize local history and genealogy collections and creating digital files to upload to the Illinois Digital Archives (IDA) website - Maintain statistics documenting requesting agency and number of items for which metadata was created	23 ILAC 3030.215 c) 8)

Goal: Instruct Illinois library staff in the use of resource description, including cataloging and metadata.

Objectives	Planned Activities	System Standard
Offer Illinois library staff training in generalized bibliographic services, cataloging, and metadata.	- Schedule online and/or in-person classes on cataloging and metadata topics - Develop cataloging and metadata presentations - Attend and present at LLSAP member meetings and conferences, offering short discussions on cataloging and metadata - Conduct Online with the CMC webinars throughout the year with brief presentations including a question-and-answer component - Provide cataloging workdays for libraries who have questions concerning OCLC Connexion and cataloging difficult items	23 ILAC 3030.215 c) 6)

C. Delivery

Delivery has come a long way since the formation of IHLS 11 years ago. The Operational Plan serves as a guide to where delivery is going in its constant quest to provide the best, most efficient ways of service to our member libraries.

Delivery still takes seriously those ideas from the Statewide Delivery Committee. As we move forward into FY2023, they are still the basis for many of our goals. When paired with our member libraries' needs, these provide a solid roadmap.

The focus of delivery in many ways will remain the same:
- Ongoing compliance with the recommendations of the Illinois Statewide Delivery Committee.
- Continued access to five-day a week delivery model.
- Provide accurate and consistent delivery to member libraries.
- Provide accurate sorting of library materials.
- Standard training for delivery staff across all hubs.

Delivery will continue to explore technology and the benefits it provides for the department. From enhanced data collection to the ability to notify drivers remotely about changes, we utilize an in-house developed app to analyze delivery information.

Another technology piece that is being investigated, is the Automatic Material Handler (AMH) or as it is referred to often, the sorting machine. It is anticipated that this machine would not only benefit IHLS in savings, but our SHARE member libraries as well will realize a savings.

Additional actions will include:
- Remain on the American Library Association (ALA) Reference and User Services Association (RUSA) Physical Delivery Group to be able to jump start new ideas from participants who do delivery in different ways.
- Utilize the Delivery Working Group (DWG), which is made up of member libraries and IHLS staff, as a resource for potential feedback for delivery on potential projects.

Delivery Services

Goal: Provide efficient provision of delivery services designed to support resource sharing among IHLS members.

Objectives	Planned Activities	System Standard
Comply with recommendations of the Statewide Delivery Committee.	- Monitor compliance progress on an ongoing basis	23 ILAC 3030.215 e) 5) E)

Continue to enhance member services.	- Provide access to five-day a week delivery - Provide accurate sorting of library materials - Evaluate routes in order to provide the best service possible and to run as efficiently as possible - Create flexible solutions to current and local events that affect service to member libraries - Delivery on the Go service (DOGs) - Evaluate and implement recommendations for an Automatic Material Handler (AMH) - Evaluate full-time driver positions to potentially increase member library trust - Help create, manage, and schedule a Mobile Library of Things that would provide items for library events that due to cost, no storage for large items, or one-time use items could be borrowed from the system	23 ILAC 3030.215 e) 4)
Quantify the impact of the delivery service.	- Assess the impact of delivery services for all IHLS member libraries using the Polaris software for SHARE members and the daily counts from other informational tools for remaining members - Send out and evaluate results of IHLS annual delivery survey by June. Share with stakeholders the results of that survey and work with the Marketing/Communications and IT departments - Evaluate a surplus vehicles grant - Purchase vehicles to replace ones that were considered surplus the previous year	23 ILAC 3030.215 e) 5)

Goal: Provide accurate information and educational tools to support delivery.

Objectives	Planned Activities	System Standard
Work with Marketing/Communications and IT to publish materials.	- Publicize training materials created to explain all aspects of delivery, from packing a tub to filling out a label correctly - Create a meet our staff section on the delivery intranet - Help develop an ILA Reporter article about the impact resource sharing and delivery has on libraries	23 ILAC 3030.215 e) 6)
Advocate delivery services to member libraries.	- Utilize newsletters such as the IHLS Member Connection newsletter and the SHARE newsletter to share tips and best practices - Attend networking events/conferences/trainings	23 ILAC 3030.215 e) 6)

	- Attend and present at IHLS-sponsored events	
Participate in networking groups.	- Attend and participate in the American Library Association (ALA) Reference and User Services Association (RUSA) Physical Delivery Group	23 ILAC 3030.215 e) 3)

D. Resource Sharing

Sharing Heartland's Available Resources Equally (SHARE) will continue working on established goals, while adding substance to the original resource sharing plan of service:

- Highlight the focus on full participation in resource sharing as outlined in the Illinois Administrative Code.
- Utilize a variety of tools for communications and training to ensure libraries are familiar with the ILLINET Interlibrary Loan (ILL) Code.
- Develop the SHARE program, promoting membership advantages in the largest library automation consortium in North America, while exploring alternative funding opportunities that would help offset participation costs.
- Respond to SHARE member suggestions with a thoughtful review of existing policies and procedures.
- Provide opportunities for increased member engagement in a multitype library environment.
- Remain alert to opportunities for improvement that might present themselves during the fiscal year.
- Continue to research and review e-resources that would be beneficial to SHARE and IHLS members.
- Explore ways to promote Equity, Diversity, and Inclusion (EDI) initiatives in the SHARE program.

SHARE

Goal: Provide an innovative resource discovery, sharing, and automation group.

Objectives	Planned Activities	System Standard
Encourage resource sharing.	- Promote member library participation in reciprocal borrowing within the system and throughout the state - Educate member libraries on the variety of resource sharing pathways, including OCLC, ALA, and the multiple advantages of SHARE - Educate school library staff and teachers about the multiple advantages of SHARE, so they can better utilize existing resources - Review the SHARE and IHLS interlibrary loan and resource sharing policies to ensure it is up-to-date and aligned to current Illinois Library Laws & Rules - Facilitate consortial groups to participate in shared resources or vendor discount programs to meet the ongoing needs of system members - Offer additional innovative resource sharing opportunities outside of the traditional ILS framework, such as the Kit & Kaboodle program, SHARE Mobile Library, or McNaughton Book Leasing	23 ILAC 3030.215 f) 3) D) i

Provide a framework for members to participate in a state-of-the-art integrated library system.	- IHLS Board of Trustees acts as legal and financial authority for SHARE, including management of the SHARE investment account, with input from the SHARE Finance & Policy Committee and SHARE Executive Council	23 ILAC 3030.215 c) 1)
	- Evaluate SHARE's financial health, including cash flow, benchmarks, and long-term goals	
	- Evaluate membership fees to ensure they will continue to meet projected financial obligations	
	- Continue to evaluate current SHARE policies with the SHARE Executive Council, the Bibliographic and Cataloging Standards Committee, the Circulation and Resource Committee, the E-Resource Committee, and the Finance and Policy Committee	
	- Analyze trends and build relationships with vendors that offer enhancements to the SHARE catalog, e-resource platforms, and other shared technology needs	
	- Offer SHARE committee members information regarding emerging technologies in order to discuss potential upgrades to infrastructure	
	- Provide responsive training to meet member needs, utilizing a variety of instruction methods, in order to reach staff that have difficulty in participating in traditional continuing education opportunities	
	- Maintain a certification program for member library staff, to provide a high level of database accuracy and library efficiency	
	- Continue to evaluate the feasibility of a substitute staff program	
	- If a member library does not wish to continue their participation in the SHARE consortium, provide cost estimates for data migration (through Polaris) and provide support as they transition out of the program	
	- Collaborate with IT and Marketing and Communications to enhance the SHARE website to meet the informational and training needs of member libraries	
	- Track technical issues through the SHARE help desk and provide support for SHARE members	
	- Maintain all critical SHARE information, including fees, automation settings, and training, while	

	transitioning data to an IHLS-wide member management solution that combines data from various access points
	- Encourage a wide variety of professional development opportunities for SHARE staff to build expertise on different facets of librarianship
	- Seek out diverse staff and committee members; welcome differences of thought, experience, and culture
	- Promote equity among members, by evaluating SHARE policies, procedures, and decision-making processes to make sure that they are fair; support equity initiatives of members, especially for those that are addressing underserved and marginalized communities

SHARE Development

Goal: Increase members participating in SHARE.

Objectives	Planned Activities	System Standard
Continue to promote the growth of SHARE.	- Market the advantages of belonging to the SHARE consortium via formal quotes, networking, and conference participation. Continue to seek ways to assist libraries with migration costs, so they can participate in SHARE - Support members as they strive to meet the benchmarks established by the Illinois State Library to participate in resource sharing and to have a discoverable collection - Assess barriers to SHARE membership beyond financial restraints	23 ILAC 3030.215 c) 1)

ILLINET Interlibrary Loan

Goal: Increase familiarity and compliance with the ILLINET Interlibrary Loan Code (ILL Code).

Objectives	Planned Activities	System Standard
Educate members about the ILL Code.	- Work with statewide partners to develop training opportunities - Respond to questions from members about the ILL Code regularly and communicate pertinent issues to the membership via committee meetings and system events, newsletters, email blasts, and social	23 ILAC 3030.215 c) 1)

Objectives	Planned Activities	System Standard
	media	
Enforce ILL Code standards.	- Maintain regular contact with member libraries to help ensure understanding and compliance with the ILLINET Code - Monitor ILL violation reports and when necessary, work with member libraries to ensure compliance, while also mediating between member libraries in the event of disputes - Provide instructions and training for members to gather data for annual reporting for the annual ILLINET Interlibrary Loan Traffic Survey	23 ILAC 3030.215 f) 3) D) i

E-Resources

Goal: Increase e-resource use through increased vendor opportunities, comprehensive library staff training, and marketing support to members.

Objectives	*Planned Activities*	*System Standard*
Pursue shared e-resource opportunities to all multitype member libraries.	- Continue developing group purchase opportunities for electronic resources to meet the needs of interested library members and their patrons - Facilitate user focus groups and system networking events to review member library e-resource preferences to meet the ongoing needs of library system members - Work with state partners to explore additional e-resource opportunities - Contact various e-resource providers to obtain information about their services to provide to member libraries - Communicate opportunities by connecting vendors to members; provide information through existing communications channels, such as networking events, committee meetings, product demonstrations events, newsletters, email marketing, and social media	23 ILAC 3030.215 b) 1)

Increase use of e-resources in SHARE member libraries including (but not limited to) downloadable content and databases.	- Provide on-site assistance to library staff who will then provide training to their patrons	23 ILAC 3030.215 b) 1)
	- Create a variety of training materials for member library use	
	- Provide members with marketing support of digital products, either through vendor materials, created content, or the development of shared best practices	
	- Work with the SHARE E-Resource Committee to review products, policies, and practices for each of the platforms, as well as approve member fees for each consortial product	
	- Utilize purchasing power to support a diverse shared digital collection, with diverse authors (culturally diverse, religiously diverse, LGBTQIA+ diverse, ability diverse) so that readers may see themselves reflected in the available items or learn about those that have different experiences	
	- Incorporate collection audit analysis tools to support diversity within the shared digital collection	
	- Utilize discovery tools to promote Equity, Diversity and Inclusion (EDI) and connect readers with a wider world	

E. Membership

The primary focus of this section of the annual grant application must always be about efficient and effective ways IHLS can reach out to membership and provide support to them.

In FY2023, Membership Services hopes to build on the work done in FY2022 and provide:
- Continued work with any member library on compliance issues as they relate to those stated in the Administrative Code.
- Expand support for, and connections among, our school library membership.
- Training for public library trustees in a variety of modalities to determine the most effective methods of reaching that group of stakeholders.
- Mentorship for new public library directors.
- A continuing education program rolled out in a biannual manner.
- Increased networking opportunities for libraries of all types.
- Ongoing efforts to identify, offer, and promote professional development opportunities for all members

Membership Services

Goal: Review membership of all system agencies on an annual basis.

Objectives	Planned Activities	System Standard
Support the annual statewide certification process.	- Monitor library activities during the certification timeframe - Monitor and follow up with libraries experiencing membership challenges	23 ILAC 3030.215 a) 4)
Maintain timely and accurate information on our membership.	- Encourage our membership to update their accounts in Library Directory and Learning (L2) on a regular basis - Work within the parameters of our developing membership database to consistently update information - Identify school library staff in each building where they exist, identify district librarian if they exist, and separate school admin contacts from library contacts where possible - Maintain updated non-resident borrower card purchase information on L2 - Monitor the submission of the annual ILLINET Traffic Survey. - Expand background information on the non-resident program on the IHLS website and assist member libraries with questions regarding non-resident laws.	23 ILAC 3030.215 a) 4)

Goal: Support member libraries in their efforts to provide excellent library service to their stakeholders.

Objectives	Planned Activities	System Standard
Provide support to membership on an ongoing basis.	- Conduct site visits at diverse libraries, focusing on libraries with new directors or libraries facing challenges. It is expected that with additional staff, IHLS can be more responsive to our school library membership - Discuss issues with member libraries that pertain to their compliance with the administrative code and library management - Work with membership on annual tasks outside of certification (Per Capita Grants, IPLARs, non-resident fee surveys, etc.) - Work on creating a welcome letter to new directors that lists annual tasks and requirements with perhaps an additional annual reminder letter to all directors - Provide support for networking groups and update lists of groups to determine if additional groups should be formed - Provide mentor opportunities for new public library directors - Work one-on-one with libraries and trustees when they are faced with specific challenges that arise during the year - Visit schools as well as their administrative offices to learn about their library programs and assess what support they need - Create a Directors' Chat type of networking opportunity for school librarians at a more convenient time (before or after school) - Create a listserv for member school librarians where they can share concerns and other information specific to our region or system - Educate school libraries on the availability and benefits of shared resources	23 ILAC 3030.215 a) 4)
Provide information and consulting to agencies interested in pursuing system membership.	- Work cooperatively with library agencies interested in system membership - Develop specific outreach for school districts who are not currently system members	23 ILAC 3030.215 a) 4)

Increase outreach to public library trustees and school boards.	- Explore in-person and electronic methods of informing and educating trustees of public libraries and school districts - Develop diverse methods of trustee training, communication, and networking	23 ILAC 3030.215 a) 3) D)

Networking

Goal: Continue to develop relationships with and among the membership.

Objectives	*Planned Activities*	*System Standard*
Provide and participate in networking initiatives throughout the system.	- Pursue the creation of an outreach/member engagement committee group - Hold Members Matter meetings in hybrid formats through the system on a regular basis - Connect target audiences via regularly scheduled online chats - Participate in regional networking groups - Explore school library specific networking opportunities	23 ILAC 3030.215 a) 2)

Goal: Continue active partnerships in statewide and national initiatives that support enhanced library service.

Objectives	*Planned Activities*	*System Standard*
Encourage professional development and continuing education opportunities for member libraries.	- Explore opportunities for shared services in consulting and continuing education - Participate, as appropriate, in committee work that benefits our stakeholders	23 ILAC 3030.215 d) 1)

Goal: Work with library entities that improve member services.

Objectives	*Planned Activities*	*System Standard*
Attend user group conferences appropriate for our industry and network with fellow colleagues at these conferences.	- Attend statewide and national conferences that support IHLS members, and the services offered. This would include, but not be limited to Illinois Library Association (ILA), Association of Illinois School Library Educators (AISLE), Innovative Users Group (IUG), Online Audiovisual Catalogers (OLAC), Computers in Libraries, Reaching Forward South, American Library Association (ALA), and the Association for Rural and Small Libraries as funding allows - Grow relationships with organizations worldwide that share our values on resource sharing and innovation	23 ILAC 3030.215 d) 1)

Continuing Education

Goal: Increase continuing education opportunities as allowed by Illinois State Library (ISL) directive.

Objectives	Planned Activities	System Standard
Identify ways to educate member libraries on applicable state, federal, and administrative laws.	- Include one or more state, federal, or administrative law components at Member Day - Provide opportunities for school librarians to learn about state and federal laws applicable to their work - Explore professional development opportunities regarding state, federal, and administrative laws for libraries	23 ILAC 3030.215 d) 1)
Identify or provide opportunities for continuing education and professional development on an array of topics.	- Continue to develop annual Member Day - Explore the development and implementation of an IHLS continuing education calendar - Create professional development that is specific to school librarians and meets their continuing education requirements for the Illinois State Board of Education (ISBE) - Explore the creation of a calendar of professional development opportunities that provide professional development hours for school librarians and promote those opportunities to the school library community - Promote continuing education offered by the Illinois State Library, the Illinois Library Association, and the Association of Illinois School Library Educators - Share information regarding online continuing education opportunities - Develop Equity, Diversity, and Inclusion (EDI) training opportunities for member libraries - Explore and promote continuing education opportunities for trustees - Investigate innovative resources for professional development - Bring a Continuing Education Coordinator into the Membership Team at some point during FY2023	23 ILAC 3030.215 d) 1)

Grants

Goal: Consistent communication of available grants.

Objectives	Planned Activities	System Standard
Provide awareness of grant	- Work contractually with a grants writer to maximize opportunities for additional funding	23 ILAC 3030.215 d) 1)

opportunities for member libraries.	streams	
	- Develop and submit grant opportunities on behalf of IHLS that support the organization's goals and objectives	
	- Promote grants appropriate to our 524 multitype member libraries via diverse channels of communication	
	- Present grant writing workshops to member libraries	

At this time, the Illinois Heartland Library System meets all core services as defined by the Illinois State Library through the System Area and Per Capita Grant. We strive to continually improve services to members as funding and technology allows.

Illinois Heartland Library System collaborates with Illinois library systems in the following areas:

Administrative Services
- IHLS works cooperatively with Chicago Public Library (CPL), Illinois Library Association (ILA), Illinois State Library (ISL), and Reaching Across Illinois Library System (RAILS) to provide direction to the Illinois library community during the challenges of COVID-19, minimum wage increases, census changes, and new legislation.
- IHLS works collaboratively with Association of Illinois School Library Educators (AISLE), Consortium of Academic and Research Libraries in Illinois (CARLI), ILA, and RAILS to recruit top talent.
- Supports resource sharing statewide through activities related to the OCLC Billing Grant project.

Bibliographic Services
- Cataloging Maintenance Center (CMC) provides:
    o Database support services to Local Library System Automation Programs (LLSAPs).
    o Cataloging services for special collections in libraries statewide.
    o Cataloging training and phone/email support for related inquiries.
    o Extended cataloging courses which are created and made available statewide.
    o Online with the CMC, a series of mini-training sessions with an opportunity for questions and answers.
    o Global bibliographic access to authors, corporate bodies, and geographic places through creation of Library of Congress Name Authority Records.
    o Consultation on formation and content of metadata in support of digitized information found in Illinois libraries and in Illinois Digital Archives (IDA).

Consulting/Continuing Education
- Provide school library support by participating in the AISLE Networking Group that includes ILA and RAILS.
- Support Directors University by participating in planning committee and on actual session days.
- Participate in ILA Public Policy Committee.

Delivery
- Regular collaborative meetings involving ISL, CARLI, RAILS, and IHLS.
- Collaborative work on the American Library Association's Physical Delivery Committee.
- Illinois Library Delivery Service (ILDS) nightly exchange.
- Regular communication between the two multitype systems regarding delivery issues and projects.
- RAILS and IHLS each share a "Lost Items" page that assists libraries in locating materials.
- Utilization of the RAILS help desk system.

<u>IT</u>
- Provide video conferencing technology, via Zoom, to provide digital space for inter-system virtual meetings.
- Share best-practices with libraries and related partners throughout the state through conferences and direct communications.

<u>Resource Sharing</u>
- IHLS staff members actively participate in the RAILS Consortia and Resource Sharing Committees to discuss issues that have an impact on consortia and resource sharing user groups.
- Collaborate with RAILS to provide statewide services to all library system members, including programs like Explore More Illinois, and group purchase opportunities, in order to get the best discounts and help members stretch their budgets.
- Work with RAILS to promote available e-resources for library system members statewide, to provide classroom support for students.
- Promote library system service to school librarians in partnership with AISLE, RAILS, and ILA, to support our school library media specialists.
- IHLS staff serve on a variety of ILA committees to communicate with members about trending topics, and provide feedback to ILA about emerging issues, which help ILA determine priorities for professional development and legislative advocacy.

Fee Description	Who Fee Impacts	Amount of Fee	Estimate of Annual Revenue Generated
Cloud Subscription	SHARE Members that elect to participate	$275-$2,000	$106,500
Continuing Education Session Fees	IHLS Members that elect to participate	$10-$50	$12,500
Domain Name	IHLS Members that elect to participate	$15.99	$526
EDI Analysis Tool	SHARE Members that elect to participate	$500	$6,200
Gale	SHARE Members that elect to participate	$1,100-$8,000	$37,274
ILLINET/OCLC Group Services Fee	Illinois Member and Non-Member Libraries	$227-$371,934	$4,946,816
ILLINET/OCLC Monthly Network Transactional Billing	Illinois Member and Non-Member Libraries	$1-$12,028	$416,462
McNaughton Book Leasing	SHARE Members that elect to participate	$1,253-$2,506	$75,168
New York Times Subscription	SHARE Members that elect to participate	$117-$614	$2,090
SAM Fee	IHLS Members that elect to participate	$447-$1,400	$12,375
SHARE Additional Modules	SHARE Members that elect to participate	$90-$1,138	$29,800
SHARE Bibliographic Service Fee	SHARE Members that elect to participate	$3-$6,620	$57,532
SHARE LLSAP Full Member Fee	SHARE Full Member Libraries	$730-$42,997	$1,190,004

SHARE LLSAP Transitional & Implementation Member Fee	SHARE Members that elect to participate	$440-$2,167	$4,347
Solus App Customizable Features	SHARE Members that elect to participate	$250-$500	$12,000
SWANK	IHLS Members that elect to participate	$298-$427	$942

Position title	Annualized Salary	General Fund	Special Revenue Fund	Capital Projects	Proprietary Fund	Fiducary Fund
Accounting Assistant	$ 36,351.49	$ 27,263.62	$ 9,087.87			
Accounts Receivable Coordinator	$ 52,404.82		$ 52,404.82			
Administrative Assistant	$ 40,105.73	$ 40,105.73				
Area Manager	$ 80,540.70	$ 80,540.70				
Associate Director	$ 146,664.96	$ 146,664.96				
Bibliographic Project Coordinator	$ 73,219.13		$ 73,219.13			
Cataloger	$ 54,258.90		$ 54,258.90			
Cataloger	$ 59,684.63		$ 59,684.63			
Cataloger	$ 54,258.90		$ 54,258.90			
Cataloger	$ 48,833.16		$ 48,833.16			
Cataloger	$ 48,833.16		$ 48,833.16			
Cataloger	$ 16,278.08		$ 16,278.08			
Cataloger	$ 59,684.63		$ 59,684.63			
Cataloger	$ 48,833.16				$ 48,833.16	
Cataloger	$ 49,295.22				$ 49,295.22	
Cataloger	$ 54,258.90				$ 54,258.90	
Cataloger	$ 54,258.90				$ 54,258.90	
Cataloger	$ 54,258.90				$ 54,258.90	
Cataloger 3	$ 59,963.90				$ 59,963.90	
Cataloging Assistant	$ 13,309.09				$ 13,309.09	
Communications Coordinator	$ 48,833.20	$ 48,833.20				
Courier	$ 15,516.63	$ 15,516.63				
Courier	$ 17,064.40	$ 17,064.40				
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 15,516.63	$ 15,516.63				
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 15,516.63	$ 15,516.63				
Courier	$ 31,200.00	$ 31,200.00				
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 31,200.00	$ 31,200.00				
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 15,093.00	$ 15,093.00				

IHLS FY2023 System Area & Per Capita Grant Application

Position title	Annualized Salary	General Fund	Special Revenue Fund	Capital Projects	Proprietary Fund	Fiducary Fund
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 18,621.91	$ 18,621.91				
Courier	$ 35,880.00	$ 35,880.00				
Courier	$ 34,481.41	$ 34,481.41				
Courier	$ 37,668.80	$ 37,668.80				
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 18,621.91	$ 18,621.91				
Courier	$ 15,516.63	$ 15,516.63				
Courier	$ 15,516.63	$ 15,516.63				
Courier	$ 31,200.00	$ 31,200.00				
Courier	$ 17,064.40	$ 17,064.40				
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 31,200.00	$ 31,200.00				
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 35,880.00	$ 35,880.00				
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 15,516.63	$ 15,516.63				
Courier	$ 31,200.00	$ 31,200.00				
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 31,200.00	$ 31,200.00				
Courier	$ 14,040.00	$ 14,040.00				
Courier	$ 18,621.91	$ 18,621.91				
Courier	$ 31,200.00	$ 31,200.00				
Courier	$ 31,200.00	$ 31,200.00				
Courier	$ 15,516.63	$ 15,516.63				
Delivery Coordinator	$ 38,180.48	$ 38,180.48				
Delivery Coordinator	$ 38,440.06	$ 38,440.06				
Delivery Coordinator	$ 40,213.89	$ 40,213.89				
Executive Assistant	$ 59,963.90	$ 59,963.90				
Executive Director	$ 164,796.34	$ 164,796.34				
Finance Director	$ 98,805.24	$ 74,103.93	$ 24,701.31			
Human Resource Assistant	$ 29,419.52	$ 29,419.52				
Human Resources Director	$ 89,411.98	$ 89,411.98				
Information Technology Director	$ 132,721.62	$ 132,721.62				
Marketing Coordinator	$ 59,684.63	$ 59,684.63				

Position title	Annualized Salary	General Fund	Special Revenue Fund	Capital Projects	Proprietary Fund	Fiducary Fund
Membership Coordinator	$ 61,360.03	$ 61,360.03				
Membership Coordinator	$ 72,884.26	$ 36,442.13	$ 36,442.13			
Metadata Cataloger	$ 48,833.16		$ 48,833.16			
Network Administrator	$ 73,504.89				$ 73,504.89	
Operations Director	$ 91,597.03	$ 91,597.03				
Operations Manager	$ 73,219.13	$ 73,219.13				
Page/Sorter	$ 12,168.00	$ 12,168.00				
Page/Sorter	$ 12,168.00	$ 12,168.00				
Page/Sorter	$ 12,168.00	$ 12,168.00				
Page/Sorter	$ 12,168.00	$ 12,168.00				
Page/Sorter	$ 13,141.44	$ 13,141.44				
Page/Sorter	$ 12,168.00	$ 12,168.00				
Page/Sorter	$ 12,168.00	$ 12,168.00				
Page/Sorter	$ 12,012.00	$ 12,012.00				
Page/Sorter	$ 12,168.00	$ 12,168.00				
Page/Sorter	$ 12,168.00	$ 12,168.00				
Page/Sorter	$ 12,168.00	$ 12,168.00				
Senior Accountant	$ 61,785.10	$ 46,338.83	$ 15,446.28			
SHARE Administrative Service Specialist	$ 44,194.18				$ 44,194.18	
SHARE Administrative Services Manager	$ 58,574.91				$ 58,574.91	
SHARE Bibliographic Services Manager	$ 73,219.13				$ 73,219.13	
SHARE Circulation Specialist	$ 54,253.06				$ 54,253.06	
SHARE Circ & Resource Sharing Specialist	$ 44,138.58				$ 44,138.58	
SHARE Director	$ 98,352.70				$ 98,352.70	
SHARE Reporting Services Specialist	$ 13,503.78				$ 13,503.78	
Tech Support Specialist	$ 48,866.69				$ 48,866.69	
Web and IT Administrator	$ 53,963.62	$ 53,963.62				
Web Developer	$ 78,740.91				$ 78,740.91	
	$ 3,895,197.98	$ 2,371,704.92	$ 601,966.16		$ 921,526.90	

IHLS FY2023 System Area & Per Capita Grant Application

Position title	Annualized Salary	General Fund	Special Revenue Fund	Capital Projects	Proprietary Fund	Fiducary Fund
Membership Coordinator*	$ 29,500.00	$ 29,500.00				
Project Coordinator	$ 52,172.00	$ 13,043.00	$ 39,129.00			
SHARE Administrative Assistant	$ 44,432.13				$ 44,432.13	
	$ 126,104.13	$ 42,543.00	$ 39,129.00		$ 44,432.13	

*Budgeted replacement for partial year

Replacement	Type of Use	Budget Cost
2019 Ford Transit T350	Delivery	$33,500
2019 Ford Transit T350	Delivery	$33,500
2018 Ford Transit T350	Delivery	$33,500
2019 Ford Transit T350	Delivery	$33,500
2015 Chevy Express	Not In Use	$33,500
2019 Ford F450 Cargo Truck	ILDS	$75,000
2018 Ford Transit T350	Delivery	$33,500
2018 Ford Transit	Delivery	$33,500
2015 Chevy Express	Delivery	$33,500

*Since electing not to continue with Enterprise Fleet Management, these costs are approximate what the vehicles will cost using the CMS contract. We are waiting until the release of the CMS contract for the exact costs so these are estimates.

Number of Travelers	Month of Travel	Budget Year Estimated Expense	Reason for Travel Destination & Duration
6	September 2022	$7,590	Association of Rural and Small Libraries Chattanooga, TN, 5 days
1	September 2022	$1,397	Association of Library Service to Children, National Institute, Kansas City, KS, 4 days
2	November 2022	$2,177	Library Marketing and Communications Conference, Indianapolis, IN, 3 days
2	January 2022	$4,190	Lib Learn X New Orleans, LA, 5 days
6	Spring, 2023	$11,836	Innovative Users Group, Location and Dates TBD
2	Spring, 2023	$3,644	International Coaltion of Library Consortia (ICOLC), Location and Dates TBD
1	Spring, 2023	$2,965	Society for HR Management (SHRM) Annual Conference, Location and Dates TBD

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start and End	Contract Amount Budget Year	Comments
ABC Heating & Air Conditioning, 2815 Hundman Dr #1, Champaign, IL 61823	Building & Grounds	HVAC Maintenance	1/1/22-12/31/22	$2,500	
Abila, Dept 3303 PO Box 123303, Dallas, TX 75312	Contractual Services	Maintenance & Support	N/A-N/A	$9,550	Ongoing
AT&T, PO Box 5080, Carol Stream, IL 60197	Telephone & Telecommunications	Alarm, Fax, Fire Phone Line, Internet	N/A-N/A	$10,080	Ongoing
Arthur Gallagher, 4481 Ash Grove, Suite B, Springfield, IL 62711	Personnel, Vehicle Expenses, Liability Insurance & Building & Grounds	Workers Comp, Auto, General Liability, & Property Insurance	7/1/22-6/30/23	$153,495	
BlueCross & Blue Shield, 25550 Network Place, Chicago, IL 60673	Personnel	Health Insurance	1/1/22-12/31/22	$525,752	
Buildingstars, PO Box 419161, St. Louis, MO 63141	Building & Grounds	Facilities Cleaning	N/A-N/A	$8,400	Ongoing
Comprise, PO Box 425, Navesink, NJ 07752	Contractual Services	SAM Fees	N/A-N/A	$10,531	Ongoing
Constellation, PO Box 5473, Carol Stream, IL 60197-5473	Building & Grounds	Gas Supply	5/1/20-4/30/23	$2,063	
Dave's Precision Mowing, 1406 Brunswick Court, St. Joseph, IL 61873	Building & Grounds	Lawn Maintenance Landscaping	04/01/22-11/30/22	$3,450	
Fabick, 101 Fabick Dr., Fenton, MO 62332	Building & Grounds	Generator Maintenance	N/A-N/A	$2,500	Ongoing
George Alarm Co, Inc, 917 South 9th Street, Springfield, IL 62703	Building & Grounds	Burglar Alarm	N/A-N/A	$1,645	Ongoing

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start and End	Contract Amount Budget Year	Comments
Guardian, PO Box 1806, San Antonio, TX, 78296	Personnel	Dental, Vision, & Life Insurance	1/1/22-12/31/22	$37,577	
HR Source, 3025 Highland Pkwy., Suite 235, Downers Grove, IL 65105	Professional Association Membership Dues	HR Management Membership	7/1/22-06/30/23	$1,380	
iTV-3, 602 High Point Ln, East Peoria, IL 61611	Telephone & Telecommunications	Internet	N/A-N/A	$420	Ongoing
Illini Janitorial, PO Box 6483, Champaign, IL 61826	Building & Grounds	Facilities Cleaning	7/1/22-06/30/23	$7,500	
John's Custom Lawn Care, LLC, 302 E Lake Dr., Edwardsville, IL 62025	Building & Grounds	Lawn Maintenance	04/01/22-11/30/22	$6,500	
Kone Elevator Service, PO Box 429, Moline, IL 61266	Building & Grounds	Elevator Maintenance	N/A-N/A	$3,200	Ongoing
Microix, 2700 Braselton Hwy, Ste 10-204, Dacula, GA 30019	Contractual Services	Microix Maintenance	7/1/22-6/30/23	$3,470	
OpenGov, 955 Charter St., Redwood City, CA 94063	Contractual Services	OpenGov Annual Subscription	7/1/20-6/30/25	$16,687	
Republic Services, PO Box 985, Danville, IL 61834	Building & Grounds	Trash Services	12/01/21-11/30/24	$3,690	
Republic Services, 4601 Cahokia Creek Road, Edwardsville, IL 62025	Building & Grounds	Trash Services	5/16/17-5/15/23	$2,100	
Shred-it, 28883 Network Pl., Chicago, IL 60673	Building & Grounds	Shredding	12/18/18-12/17/23	$550	
SIU Research Park, Office of Economic and Regional Development 1740 Innovation Dr, Carbondale, IL 62903	Building & Grounds	Office Leasing	07/01/19-06/30/24	$81,532.00	

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start and End	Contract Amount Budget Year	Comments
Technology Management Rev Fund, PO Box 10191, Springfield, IL 62791	Telephone & Telecommunications	VTEL Bandwidth & ICN Filtering	N/A-N/A	$6,300	Ongoing
Verizon Wireless	Telecommunications	Cellphone Services, MIFI, Routers	N/A-N/A	$14,880	Ongoing
Xerox, 26152 Network Pl., Chicago, IL 60673	Maintenance Agreements	Copier Lease	Various	$14,421	

Are employer/employee contribution amounts for health insurance determined by the employer's annual salary? No

Employee Insurance Coverage

Type of Insurance	% Coverage Paid by Employer	% Coverage Paid by Employee
Health	99	1
Dental	97	3
Vision	94	6

Dependent Insurance Coverage

Type of Insurance	% Coverage Paid by Employer	% Coverage Paid by Employee
Health	0	100
Dental	0	100
Vision	0	100

Is a term life insurance program offered to library system employees? Yes
If so, what percentage of the premium is paid by the library system: 100

Is retiree health insurance coverage offered to current library system employees or any Illinois library system staff that were employed prior to July 1, 2001? Yes
If yes, what is the maximum percentage paid by the library system: 0
Annual cost to the library system for offering this retirement benefit: 0

Property Description	Own or Rent?	Use of Property	Plans for Property
Champaign hub 1704 Interstate Drive Champaign, IL	Own	SHARE staff, Delivery both for IHLS and ILDS exchange point	
Edwardsville hub 6725 Goshen Road Edwardsville, IL	Own	SHARE Staff, Administration, Delivery	
Carbondale hub SIU Research Park One Enterprise Place Carbondale, IL	Rent	SHARE staff, Membership, Delivery	5 year lease signed in March 2019

No corporations have been formed by Illinois Heartland Library System.

No pending litigation for the Illinois Heartland Library System.

Name	Title	Filed
JENNIFER BAUGH	SHARE BIBLIOGRAPHIC SERVICES MANAGER	x
LESLIE BEDNAR	DIRECTOR	x
KAREN BOUNDS	BOARD MEMBER	x
LORETTA BROOMFIELD	BOARD MEMBER	x
TROY BROWN	IT DIRECTOR	x
STACIE BUSHONG	EXECUTIVE ASSISTANT	x
STACEY CARTER	BOARD MEMBER	x
ANNE CHANDLER	BOARD MEMBER	x
BRANDON CHAPMAN	NETWORK ADMINISTRATOR	x
TIFFANY DROEGE	BOARD MEMBER	x
EDITH ELLIOTT	CATALOGING SUPERVISOR	x
JENNA GRIFFITH	BOARD MEMBER	x
RHONDA JOHNISEE	FINANCE DIRECTOR	x
RYAN JOHNSON	BOARD MEMBER	x
LINDA KATES	OPERATIONS MANAGER	x
JOHN KNIRR	WEB & IT ADMINISTRATOR	x
TAMMY KROUSE	BOARD MEMBER	x
KEVIN LATOZ	BOARD MEMBER	x
KRIS LUNDQUIST	BOARD MEMBER	x
CHASTITY MAYS	BOARD MEMBER	x
ZACHARY NEWELL	BOARD MEMBER	x
BEVERLY OBERT	BOARD MEMBER	x
SUSAN PALMER	OPERATIONS DIRECTOR	x
SHANDI GREVE PENROD	MARKETING COORDINATOR	x
LINDA KATES	AREA MANAGER	x
ELLEN POPIT	ASSOCIATE DIRECTOR	x
DENA PORTER	SHARE ADMINISTRATIVE SERVICES SUPERVISOR	x
JOSHUA SHORT	BOARD MEMBER	x
KELLEY SULLIVAN		x
PAMELA THOMAS	SHARE BIBLIOGRAPHIC PROJ COORDINATOR	x
CASSANDRA THOMPSON	SHARE DIRECTOR	x
JILL TREVINO	HR COORDINATOR	x
BRANT WINGERTER	WEB DEVELOPER	x
ANNABEL YACKLE	MEMBERSHIP COORDINATOR	x
LESLEY ZAVEDIUK	SHARE CIRCULATION SPECIALIST	x

Illinois Heartland Library System
ORDINANCE NO. 2011-02 ETHICS ACT ORDINANCE

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution; NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE ILLINOIS HEARTLAND LIBRARY SYSTEM [herein "IHLS"], AS FOLLOWS:

SECTION 1: The Code of Ordinances of IHLS is hereby amended by the addition of the following provisions:

ARTICLE 1
DEFINITIONS
Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any

executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location. "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the IHLS, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor. "Employer" means the IHLS.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or

a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:
(1)	Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
(2)	Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
(3)	Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
(4)	Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
(5)	Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
(6)	Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
(7)	Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
(8)	Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
(9)	Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
(10)	Preparing or reviewing responses to candidate questionnaires.
(11)	Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
(12)	Campaigning for any elective office or for or against any referendum question.
(13)	Managing or working on a campaign for elective office or for or against any referendum question.
(14)	Serving as a delegate, alternate, or proxy to a political party convention.
(15)	Participating in any recount or challenge to the outcome of any election. "Prohibited source" means any person or entity who:
(1)	is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
(2)	does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
(3)	conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
(4)	has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5
PROHIBITED POLITICAL ACTIVITIES

IHLS FY2023 System Area & Per Capita Grant Application

Section 5-1. Prohibited political activities. (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the IHLS in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c)   No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d)   Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e)   No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10
GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:
(1)   Opportunities, benefits, and services that are available on the same conditions as for the general public.
(2)   Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
(3)   Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
(4)   Educational materials and missions.
(5)   Travel expenses for a meeting to discuss business.

(6)   A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother- in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7)   Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8)   Food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9)   Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10)   Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
(11)   Bequests, inheritances, and other transfers at death.

(12)   Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 15
ETHICS ADVISOR

Section 15-1. The Executive Director, with the advice and consent of the Board of Directors shall designate an Ethics Advisor for the IHLS. The duties of the Ethics Advisor may be delegated to an officer or employee of the IHLS unless the position has been created as an office by the IHLS.

Section 15-2. The Ethics Advisor shall provide guidance to the officers and employees of the IHLS concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board of Directors.

ARTICLE 20
ETHICS COMMISSION

Section 20-1. There is hereby created a commission to be known as the Ethics Commission of IHLS. The Commission shall be comprised of three members appointed by the Executive Director with the advice and consent of the Board of Directors. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any elected officer or employee of IHLS.

Section 20-2. At the first meeting of the Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2- year terms. Commissioners may be reappointed to serve subsequent terms.

At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.

Section 20-3. The Executive Director, with the advice and consent of the Board of Directors, may remove a commissioner in case of incompetency, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

Section 20-4. The Commission shall have the following powers and duties:
(1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.

 (2)   Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with Section 25-1(c) of this Ordinance and refer violations of Article 5 or Article 10 of this Ordinance to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Ordinance and not upon its own prerogative.

(3)   To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Ordinance.

(4)   To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the IHLS to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.

(5)   The powers and duties of the Commission are limited to matters clearly within the purview of this Ordinance.

Section 20-5. (a) Complaints alleging a violation of this Ordinance shall be filed with the Ethics Commission.
(b)   Within 3 business days after the receipt of a complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within 3 business days after receipt by the commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

(c)   Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Ordinance, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within 7 business days after receiving the complaint.

If the complaint is deemed sufficient to allege a violation of Article 10 of this Ordinance and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within 4 weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause,then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.

If the complaint is deemed sufficient to allege a violation of Article 5 of this Ordinance, then the Commission shall notify in writing the attorney designated by the corporate authorities to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

(d)   On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present

testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

(e) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline to the alleged violator and to the Executive Director, or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

(f) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within 7 business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within 7 days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the Executive Director or impose a fine upon the violator, or both.

(g) If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under subsection (e) within 7 days after the complaint is filed, and during the 7 days preceding that election, the Commission shall render such decision before the date of that election, if possible.

(h) The Commission may fine any person who intentionally violates any provision of Article 10 of this Ordinance in an amount of not less than $1,001 and not more than $5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this Ordinance in an amount of not less than $1,001 and not more than $5,000. The Commission may recommend any appropriate discipline up to and including discharge.

(i) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

ARTICLE 25
PENALTIES

Section 25-1. Penalties. (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than $1,001 and not more than $5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed $2,500.

(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the IHLS by filing in the circuit court an information, or sworn complaint, charging such offense. The

prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the IHLS, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

(e)   In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

PASSED BY THE BOARD OF DIRECTORS, ILLINOIS HEARTLAND ILLINOIS LIBRARY SYSTEM, IN PUBLIC SESSION ASSEMBLED THIS 27th DAY OF SEPTEMBER, 2011.

_____
        Karen Bounds, President, Board of Directors
        Illinois Heartland Library System
ATTEST:

_____
Janet Hasten, Secretary, Board o f Directors
Illinois Heartland Library System

Legal Statute	Citation	Loretta Broomfield	Karen Bounds	Stacey Carter	Ann Chandler	Tiffany Droege	Jenna Griffith	Ryan Johnson	Tammy Krouse	Kevin Latoz	Kris Lundquist	Chastity Mays	Zach Newell	Bev Obert	Josh Short	Kelley Sullivan
OMA	5 ILCS 120	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
FOIA	5 ILCS 140	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
IL PUBLIC LABOR RELATIONS ACT	5 ILCS 315	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
IL GOVERNMENT ETHICS ACT	5 ILCS 420	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
LOCAL RECORDS ACT	50 ILCS 205	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
STATE OFFICIALS & EMPLOYEES ACT	5 ILCS 430	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
PUBLIC FUNDS DEPOSIT ACT	30 ILCS 225	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
PUBLIC FUNDS INVESTMENT ACT	30 ILCS 235	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
IMRF	40 ILCS 5/Art. 7	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
PUBLIC OFFICER PROHIBITED ACTIVITIES	50 ILCS 105	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
IL LIBRARY SYSTEM ACT	75 ILCS 10	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
AMERICANS WITH DISABILITIES ACT	42 USC 1201	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
IL HUMAN RIGHTS ACT	775 ILCS 5	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Article I Name

The name of the organization shall be Illinois Heartland Library System, hereinafter referred to as the System.

Article II Authority

The System derives its authority from the Illinois Library System Act, 75 Illinois Compiled Statutes 10/1 et.seq. as amended (hereinafter called "Statutes"); and operates in accordance with the Administrative Rules of Title 23, Part 3030 of the Illinois Administrative Code (hereinafter called "Administrative Rules") promulgated thereunder.

Article III Purpose/Objectives/Vision & Mission

Section 1. The System is a cooperative multi-type library system serving academic, public, school, and special libraries of central and southern Illinois in the counties of Alexander, Bond, Calhoun, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Douglas, Edgar, Edwards, Effingham, Fayette, Ford, Franklin, Gallatin, Greene, Hamilton, Hardin, Iroquois, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Macon, Macoupin, Madison, Marion, Massac, Menard, Monroe, Montgomery, Moultrie, Perry, Piatt, Pope, Pulaski, Randolph, Richland, Sangamon, Saline, St. Clair, Shelby, Union, Vermilion, Wabash, Washington, Wayne, Williamson, White, and parts of DeWitt, Logan and Mason and other counties that may be associated with the System in the future.

Section 2. The System envisions a future where all libraries and information partners collaborate to provide accessible and innovative services. (Vision) The System is a community of multi-type libraries developing partnerships and sharing resources in pursuit of excellent service. (Mission)

Section 3. In accordance with its Strategic Plan and its Annual Plan of Service, the System provides services and facilitates cooperation among its member libraries in order to implement the objectives stated in the Statutes and Administrative Rules.

Section 4. To achieve its purpose, the System responsibly utilizes the Area & Per Capita Grant appropriation from the Illinois General Revenue Fund and Live and Learn Fund as disbursed and administered by the Illinois State Library as a department of the Secretary of State's Office. Additionally, the System actively pursues alternative revenue streams and earned income opportunities to fulfill its mission.

Article IV Fiscal Year

The fiscal year of the System shall begin with July 1 and end with June 30.

Article V Membership

Section 1. The Statutes and Administrative Rules of the State of Illinois and the Membership Criteria of the System govern Membership in the System. All academic, public, school and special libraries whose governing authority headquarters are within the geographic boundaries of the System are eligible to apply for membership. Participating libraries will hereinafter be known as Members. Acceptance is subject to the approval of the Board of Directors of the System and the State Librarian and implies agreement by the applying library to applicable State statutes and rules and to the System's Bylaws, policies and Plan of Service. Members agree to comply with policies, rules and regulations required for maintaining Membership.

Section 2. Any Member library may be suspended from Membership if not in compliance with State statutes or System requirements. Members will remain in good standing as long as they meet System and State Membership criteria in compliance with statute 75 ILCS 10/9. Specific information about Suspension can be found in the Administrative Rules (3030.115).

Section 3. Transfer of a Member library to another System shall be governed by the administrative rules of the Illinois State Library.

Section 4. Upon written notice on or before April 1 of any year, a member library governing authority may voluntarily terminate System membership on or before June 30 of the same year (the end of the System's fiscal year) and upon fulfillment of all outstanding obligations to the System.

Article VI Board of Directors

Section 1. The System shall be governed by a Board of Directors of fifteen (15) members. No library shall be represented by more than one Board member. All Board members must be eligible electors in the geographical area of the System. Eligible electors are individuals who are eligible to register to vote within the territory of the System.

Section 2. Duties of Board
The Board of Directors of the System shall have the authority to make such policy to carry out the spirit and intent of The Illinois Library System Act, and shall have the powers conferred by the Act.

Section 3.
The Board of Directors shall be composed of elected members according to the following manner:
a. Eight (8) members from the governing boards of public library members.
b. Two (2) members representing public libraries
c. Three (3) members representing school libraries
d. One (1) member representing special libraries
e. One (1) member representing academic libraries

Section 4. Nominating Committee for the Board of Directors.

A Nominating Committee of five (5) members, who shall be eligible electors within the geographic area of the System, shall be appointed by the President of the System Board, with Board approval, in

November of each year. It is the preference of the Board that a minimum of two members from the current Nominating Committee will serve the following year in order to ensure continuity of the process. No currently sitting System Board member may serve on the Nominating Committee and no Nominating Committee Member may be slated for that election to the System Board.

a.   The Nominating Committee shall select and confirm candidates for election to the System Board representing all geographic areas. Nominees must be members of a governing board of a member library, professional staff or the administration of the type of library to be represented as set out in these Bylaws. The call for nominations will be appropriately publicized to the Members of the System and any member may propose names for the Nominating Committee's consideration. Additional nominations may be sent to the Nominating Committee upon written petitions of ten (10) member libraries represented by the type of seat on the System Board to
be filled. Such petitions, accompanied by written acceptance of the nominee, must be filed with the System Board Secretary who will forward them to the Chair of the Nominating Committee for inclusion on the list of nominees. Criteria for the inclusion or any elimination of names to appear on the ballot will be developed by the Nominating Committee, and this information will be included with the certification results presented to the Board at its May meeting. The determination of the final slate of candidates is the responsibility of the Nominating Committee, with the goal of creating a balanced ballot representative of all System members.

b.   The Nominating Committee shall prepare a ballot and certify that all candidates are eligible electors in the geographic area of the System. The ballot will include no more than six (6) eligible candidates for each open seat. Any incumbent board member running for a second term will automatically be awarded a slot on the ballot. In the event that there are no eligible candidates for an open position on the IHLS board, there will be a write-in vote. Any viable write-in candidate will be required to meet all eligibility criteria for the specific board position and must receive a minimum of five (5) affirmative votes in order to win election. The nominating committee must verify the winning candidate. If there is no clear winner from the write-in vote, the president will appoint a new board member.

c.   The ballot will be distributed to each member library agency electronically by March 15. A library agency is defined as a library or libraries with a single governing body or corporate authority. For example, a public library with branches would be counted as a single agency as would a school district with libraries in several buildings. Each library will be entitled to return only one ballot for its choice of candidates for the System Board of Directors. Before the vote is cast, each library agency should determine who will be responsible for casting the vote for its agency. The Nominating Committee will accept only the first completed ballot, if multiple votes are cast by the same library agency.

d.   Ballots must be completed and submitted by April 15th to be counted. In the event of a tie, a subsequent election to break the tie will be announced no later than April 25th. This ballot will be available electronically for one full week. The Nominating Committee will certify the election results to the System Board of Directors at its May meeting each year.

Section 5. Terms of Office

a. Except for those Board members who are elected to the Initial System Board in 2011 and who draw either one or two year terms as provided in Section 4d above, and for those board members whose term might be limited by Section 5b below, all Board members will be elected for a term of three (3) years.

b. No Board member shall be permitted to serve for more than a total of six (6) consecutive years unless two (2) years have elapsed since his/her sixth year of service.

c. All terms of office shall be staggered, with one-third of the board seats ending each year.

d. Terms of office begin on July 1 and end on June 30, the System's fiscal year.

e. Any appointment to the System Board for a partial term is counted as a full year of service at the conclusion of the most current fiscal year.

f. Prior service in office on the board of directors of any Illinois Library System, shall count toward the statutory maximum of serving a total of no more than six (6) years as a director, unless two years has elapsed since their sixth year of service.

Section 6. Economic Interest

a. No member of the System Board may profit personally, either directly or indirectly, from any business connected with the System.

b. Each member of the System Board shall file a Statement of Economic Interest pursuant to the Illinois Governmental Ethics Act.

c. All records and accounts of the System shall be kept in the System headquarters office and in the custody of the Executive Director. All such records and accounts shall be open to the inspection and use of all members of the System Board at all reasonable times.

d. The members of the System Board shall serve without compensation, but their actual and necessary expenses shall be paid by the System.

Section 7.

Should a board member no longer be an eligible elector within the geographic area of the System, or leave the local position by virtue of which he/she was eligible, nominated and elected, the seat shall be declared vacant. Vacancies may be filled by appointment by the remaining members of the Board. The appointee shall serve for the unexpired term of the Director replaced. Persons appointed must have the same qualifications as those elected, and represent the constituency of the vacant seat.

Section 8. Officers

a. The Officers of the Board of Directors shall be a President, Vice-President, Secretary, and Treasurer.
b. The Board Nominating Committee shall present a slate of candidates to the Board at the first meeting of the fiscal year. Additional nominations may be made from the floor. The Directors shall then vote on the slate of candidates.

c. The Officers shall be elected for one year, and no Officer shall serve more than two consecutive terms. A term of six months or more shall be considered a full term.

d. The duties of the Officers shall be:
   i. The President shall preside at all meetings of the Board, appoint any necessary committees, be an ex officio member of all committees, and be entitled to vote on such committees.
   ii. The Vice-President shall preside at meetings in the absence of the President, and shall in case of the resignation of the President assume the President's responsibilities until the election of a new President.
   iii. The Secretary shall have responsibility for the records of the Board of Directors.
   iv. The Treasurer shall be chairperson of the Finance Committee. Before entering the duties, the Treasurer shall be required to give a bond in an amount to be approved by the Board, but in no case less than the minimum amount specified in the Library System Act.
   v. Should an office become vacant prior to the expiration of the term of that office, the Directors shall elect from their members an Officer to fill the unexpired term.

Section 9. Attendance of Board members

Board members are expected to fulfill the duties imposed on them by the nature of their office. Board members must notify the System Executive Director if they are unable to attend a board meeting. When a Board member is absent from a meeting, the following actions will be taken. The President shall notify in writing any member missing his or her second meeting. Upon a member's third absence the topic will be included on the agenda for discussion at the next meeting. The System Board, by a majority vote may, with a quorum present, declare a Board position vacant if a Director fails to attend three (3) meetings during the fiscal year.

Section 10. Committees

The President of the Board of Directors shall appoint committees. Membership on standing committees is limited to members of the Board of Directors; excluding the Nominating Committee which is made up of members only. Membership on committees shall be not less than three. Members of the Board of Directors are limited to membership on two standing committees, excluding the Executive Committee. Terms on committees are for one year, or until such time as new appointments are made.

Executive Committee:

The elected officers of the Board of Directors plus one other Board member shall constitute the Executive Committee. A majority of the Executive Committee may authorize payment of bills in the event a meeting cannot be held. The duties of the committee shall be:
   a. To conduct business between regularly scheduled meetings of the Board of Directors
   b. To provide for the annual evaluation of the Executive Director
   c. To review the By-Laws of the System annually

Standing Committees (other than Nominating Committee for the Board of Directors):

   a. Budget and Finance
      i. The Treasurer shall be the chair of this committee
      ii. The committee assumes that the Board of Directors as a whole has the responsibility to review and approve the overall budget as submitted by the

Executive Director

    iii.   To establish the budget tracking and reporting standards provided by the Chief Fiscal Officer as are appropriate to the needs of the committee

    iv.   To monitor System expenditures and income and report significant variances to the Board of Directors*

    v.   To review expenses over $2,500.00 not included in the currently approved budget

    vi.   To review quarterly projections provided by the Chief Fiscal Officer

    vii.   To review and provide guidance to the Board of Directors on policies or recommendations having potential financial implications

    viii.   To review annual audit findings

    ix.   To expect the Chief Fiscal Officer to brief the committee on up-coming known issues that will skew the financials in some significant manner

    x.   To establish criteria for insurance (board, property, fleet) carriers, review and approve specifications for bids

    xi.   To update the salary schedule appropriately based upon information from the Executive Director.

*The committee would not generally expect to be involved in financial matters that are within the parameters of an established budget, other than as a monitor function. Certainly, establishment of policies that impact finances, anything that would suggest the need to expend contingency funds or move funds, is within the realm of Committee purview. It would be our desire to review planned changes before taking them to the Board when changes from the budget are proposed (even if the overall budget for the line will remain unaffected). For example, when creating a new position not initially funded or deciding to add/eliminate a capital project, the Committee would expect to review and comment on such a change to the Board.

    b.   Facilities and Operations

        i.   To review the property needs of the System

        ii.   To review that system property fits into the System strategic plan

        iii.   To review property leases and purchases

        iv.   To review delivery policies

    c.   Personnel

        i.   To review position descriptions and staffing requirements of the System

        ii.   To review and update the personnel code of the System

   d.   Policy and Membership

        i.   To review and update the service policies of the System

        ii.   To review and evaluate progress in fulfilling the System strategic plan

        iii.   To review continued membership eligibility of libraries that are members of the System

    e.   Nominating Committee for Officers of the Board

        i.   To develop a slate of officer candidates from the Directors serving on the board at the beginning of the fiscal year

        ii.   Each candidate shall be contacted about their willingness to serve as an officer

<blockquote>iii.   The Slate of Officers shall be voted on at the July meeting of the Board</blockquote>

Ad Hoc Committees

The President may appoint Ad Hoc committees as needed. Members of Ad Hoc committees may also include other personnel associated with the System, but who are not members of the Board of Directors. Ad Hoc committees must include members of the Board, and no library associated with the System can have more than one member on an Ad Hoc committee.

Section 11. Meetings

a. The Board shall hold a minimum of nine (9) regular monthly meetings per year to conduct the business of the System. The dates, times and locations of the meetings shall be determined at the July meeting. Board agendas shall be posted in accordance with the Illinois Open Meetings Act.

b. All Board and Committee meetings will be conducted in full compliance with the Open Meetings Act (5 ILCS 120/1 et seq.). All Board, Committee, and sub-committee meetings will be conducted in full compliance with the Open Meetings Act (5 ILCS 120/1 et seq.) and the IHLS Policy on Meetings via Electronics Means.

c. The President may call special meetings on his/her initiative; the President must call a special board meeting when requested by at least five (5) board members. Notice shall be given 48 hours prior to the date of the meeting and shall state the business to be transacted. The meeting will be limited to the business stated.

d. A quorum shall be a simple majority of the members of the System Board. With fifteen (15) members, the quorum is eight (8).

e. Should both the President and Vice-President be absent from any meeting, the Directors present shall choose, from among their number, a temporary, presiding Officer who shall be designated President Pro Tem for that meeting.

f. A roll call vote shall be taken for the expenditure of funds, execution of a contract, and upon the request of any board member.

g. Standard Order of Business will comply with the Open Meetings Act.

Article VII Executive Director

The Executive Director shall be the System's Chief Executive Officer and be responsible for the administration of the System. The qualifications of the Executive Director shall include a Master's degree from an American Library Association accredited library education program and who has a minimum of five years postgraduate employment that includes a minimum of two that were in library administrative experience. The Executive Director shall have the authority to hire such other employees as may be necessary, to fix their compensation, and remove such appointees, subject to the approval of the Board. The acts of the Executive Director are subject to the approval of the Board. The Executive Director reports to and is responsible directly to the Board. Performance is evaluated by the Board of

Directors based upon the agency's ability to serve the needs of its membership and achieve the goals of the Board.

Article VIII Advisory Councils

The Executive Director shall form Advisory Councils to serve as an effective liaison between the librarians of the System and the Executive Director. The purpose of the committee is to:

1. Promote System development
2. Provide input and review of changes to System policy and membership criteria
3. Initiate suggestions to the Executive Director and the Board

Members of the Advisory Councils shall serve three-year terms.

Article IX LLSAP Governance Group

The LLSAP membership shall form a governance group that will act as an effective liaison between the LLSAP membership and the IHLS Board of Directors. The purpose of this group is to:

1. Promote membership excellence and involvement.
2. Provide input and review of changes to LLSAP governance documents.
3. Initiate suggestions regarding the LLSAP to the Executive Director and the IHLS Board of Directors.

Members of the LLSAP governance group shall serve according to the guidelines set by the LLSAP governance and its membership.

Article X Parliamentary Authority

All meetings shall be conducted in accordance with Robert's Rules of Order, latest edition, and shall be open to the public in compliance with the "Illinois Open Meetings Act," as amended (ILCS 120/1 et.seq.)

Article XI Amendments and Revisions

Section 1. These By-Laws may be amended by a vote of two-thirds (2/3) of all Board members at a regular Meeting of the Board of Directors of the System provided a written draft of the proposed amendments has been given to each Director at the preceding regular meeting with notice to all member libraries.

Section 2. By-Laws changes can originate from the System Board or from the membership of the System submitted to the System Board.

Section 3. By-Laws changes must be submitted for approval by the State Librarian through the Illinois State Library before they shall become effective.

Approved by Planning Panel on February 26, 2011
Approved by the Illinois Heartland Library System Transition Board on March 29, 2011
Approved by the Illinois Heartland Library System Board of Directors on July 5, 2011
Amended by the Illinois Heartland Library System Board of Directors on August 23, 2011
Amended by the Illinois Heartland Library System Board of Directors on August 28, 2012
Amended by the Illinois Heartland Library System Board of Directors on February 26, 2013
Amended by the Illinois Heartland Library System Board of Directors on July 23, 2013
Amended by the Illinois Heartland Library System Board of Directors on October 22, 2013
Amended by the Illinois Heartland Library System Board of Directors on May 27, 2014
Amended by the Illinois Heartland Library System Board of Directors on October 28, 2014
Amended by the Illinois Heartland Library System Board of Directors on November 25, 2014
Amended by the Illinois Heartland Library System Board of Directors on March 5, 2015
Amended by the Illinois Heartland Library System Board of Directors on July 28, 2015
Amended by the Illinois Heartland Library System Board of Directors on April 26, 2016
Amended by the Illinois Heartland Library System Board of Directors on February 26, 2019