



Illinois Heartland Library System

FY2017 Area and Per Capita Grant
Application Submission



June 30, 2016

Mr. Greg McCormick
Acting Deputy Director
Illinois State Library
Gwendolyn Brooks Building
300 S. Second St.
Springfield, IL 62701-1796

Dear Mr. McCormick,

The Illinois Heartland Library System (IHLS) submits its FY2017 System Area and Per Capita Grant application—our sixth such application as an organization! FY2016 presented challenges we turned into opportunities: in spite of reduced funding IHLS increased delivery frequency delivery to members and added *more* new members to our library automation consortium thanks to the generous Dream Grant funded by the Illinois State Library and the Secretary of State.

Contained within please find our FY2017 Operational Plan, System Budgets and Narratives, and updated versions of Sections 3.2 – 4.13 from our FY2016 application. The operational plan reflects changes from the approved FY2016 revised plan, the remaining documents do not. If you require that all exhibits reflect changes from the FY2016 application to the FY2017 application, please let me know and we will provide those versions as well.

The General Fund budget presented in the IHLS Annual Operating Budget document reflects funding for FY2017 at the FY2016 actual level. The additional budget documents submitted by IHLS include a second budget version with funding at the FY2015 level. The disparity in these two budget versions illustrate operation of our library system at the FY2016 actual funding level cannot continue indefinitely. The level and quality of services will at some point decline, as we will not be able to grow areas of our organization such as the expansion of SHARE services statewide.

Please note ILDS contract data is not reflected in our budget approved by the Board of Directors on June 28, 2016. IHLS and RAILS (Reaching Across Illinois Library System) are in the final stages of negotiating our subcontractor agreement and until we have a final signed contract we will not consider those revenue and expense amounts. Estimated delivery revenue and expenditures within our Operational Plan reflect only known costs as well.

IHLS has made great strides in its first five years and we appreciate the collaborative working relationship with our colleagues at the Illinois State Library.



Thank you for your consideration of our application.

Sincerely,

A handwritten signature in blue ink that reads "Leslie M. Bednar".

Leslie M. Bednar
Executive Director

cc: Leander Spearman, IHLS Board President



ILLINOIS STATE LIBRARY

FY2017 SYSTEM AREA AND PER CAPITA GRANT APPLICATION ILLINOIS HEARTLAND LIBRARY SYSTEM

Fiscal Year 2017 General Fund Operating Budget Narrative

Introduction

In a memorandum dated April 27, 2016, the Illinois State Library (ISL) requested the library systems submit FY2017 Area and Per Capita Grant Applications based on revised and approved FY2016 grant award amounts which represented a 41% funding reduction compared to FY2015. Also due to extraordinary funding challenges occurring in the state, systems must be prepared to modify their FY2017 application once the FY2017 state budget is approved. ISL may also require that systems provide monetary support or assume the provision of statewide services in order to maintain the continuation of services that ISL deems critical. An email received from ISL May 9, 2016 indicated the deadline for FY2017 grant applications had been extended to June 30, 2016.

The Illinois Heartland Library System (IHLS) FY2017 General Fund Operating Budget was developed in June 2016. It is based on a combination of FY2016 actual expenditures and projections and was prepared using the Chart of Accounts and Description of Accounts as found in the Uniform Accounting and Reporting Manual for the Illinois Library System Headquarters. The budget will cover the fiscal year that begins July 1, 2016 and ends June 30, 2017. The budget will be used by the board of directors and administrative team as a financial guide. It is supportive of the initiatives contained in the annual Plan of Service.

The Illinois Heartland Library System (IHLS) has included in its FY2017 Area and Per Capita Grant Application two budget scenarios. In the column titled "FY2017 Proposed Streamlined Budget (Streamlined Budget)", revenues and expenses are based on the revised FY2016 budget with necessary adjustment projections to more accurately reflect FY2017, only providing funding for minimal services to current members. IHLS feels the column titled "FY2017 Proposed Optimized Budget (Optimized Budget)" better represents funding and spending levels that will allow higher service levels for member libraries and the ability to maximize growth potential.

Revenues

*The FY2017 total projected revenue "Streamlined" is \$2,060,534 and the "Optimized" is \$3,435,292. The FY2017 "Streamlined" projection is a 2% decrease over the FY2016 **Revised Budget**. The "Optimized" is a 1.2% decrease over **FY2016 Original Budget**. The revenue decreases are primarily due to the loss of Grant Administration Revenue of the Growing Resource Sharing in IHLS through Growing SHARE (Dream) and Illinois Machine Sublending Agency (IMSA) Grants.*

Area and Per Capita Grant

Projected at FY2016 revised and approved budget funding level in the "Streamlined Budget" and FY2015 approved budget funding in the "Optimized Budget".

Investment Income

Projected interest earned from funds on deposit with Illinois Funds and US Bank.

Other Revenues

Asset Surplus Proceeds estimated revenue from nine vehicles approved to be surplus.

Grant Administration projected based on FY2016 funding level for CMC-\$27,649 and OCLC at 10% of FY2017 estimated funding. E-Rate Funding projection provided by consultant.

Expenses

FY2017 expense projections are based on FY2016 actual expenses and adjustments for foreseen FY2017 occurrences, standard cost of living increases, and FY2017 insurance renewal rate information. Below are budget category descriptions and sub-budget category explanations that have significant changes over the FY2016 Revised Budget.

Personnel

Personnel Expenses include projections for salaries, benefits, staff training and development, retention and wellness, and recruiting.

Salaries in the “Streamlined Budget” are projected at 3% cost of living increase, and includes the elimination of three positions-Human Resources Director and two Operations Assistants, and the addition of a Membership Coordinator and delivery staff to accommodate the 5 Day on Demand Delivery Services over the FY2016 Revised Budget.

In the “Optimal Budget” salaries are projected at 5% cost of living increase and includes the same position eliminations and additions as in the “Streamlined Budget” with an addition of an IT Network Administrator position.

Social Security and Medicare Match expense projection based on FY2016 rate of 7.65%.

Unemployment Insurance projected with rate increase of 9% over FY2016 (1.33% of \$12,960 per employee).

Workers Compensation is projected at a 24% increase over FY2016 Revised Budget based on preliminary FY2017 Renewal information received.

Retirement Benefits projected at FY2016 Revised Budget rate (13.55%) for 1st & 2nd quarters of FY2017 and rate decrease of 23% (10.46%) for 3rd & 4th quarters of FY2017.

Benefit Insurances are projected at FY2016 Revised Budget rates with the exception of dental insurance which is projected at a 12% increase.

Other Fringe Benefits is the projected program expense to operate the medical flexible spending account.

Retention & Wellness and **Training & Development** expense projections cover encouraging employee wellness and expanding the employee knowledge base.

Recruiting projection covers employee hiring cost-background checks, pre-employment screening, and fit for duty exams.

Building and Grounds

Building and Grounds Expenses include projections for renting facilities, facility operating cost, and property insurance premiums.

Rent projection increase over FY2016 Revised Budget is due to renting the facility in Carbondale and making monthly payouts to the Du Quoin facility landlord.

Vehicle Expense

Vehicle expenses include projections for vehicle operating costs and insurance premiums.

Vehicle Insurance projection decrease over FY2016 Revised Budget is due to the reduction in the number of vehicles insured because of vehicle surplus sales and the changing of insurance provider.

Travel, Meetings & Continuing Education for Staff & Board Members

Travel, Meetings and Continuing Education Expenses include projections for registrations and all in-state and out-of-state travel. These expenses include employees attending ILA, LEAD, ALA, and IUG conferences. In the “Streamlined” budget, projections reflect minimal IHLS representation at conferences however, in the “Optimal” budget, projections reflect more adequate IHLS representation.

Conferences & Continuing Education Meetings

Conferences and Continuing Education Meeting Expenses include projections for IHLS Member Day and conferences and continuing education for members. The “Streamlined” Budget projections provide minimal opportunities to members however, the “Optimal” Budget would allow IHLS better serve members.

Public Relations

FY2017 projection increase over FY2016 Revised Budget is for additional promotional handouts. The “Optimal” Budget will allow IHLS to maximum awareness.

Liability Insurance

Liability Insurance Expenses include projections for General Liability, Commercial Umbrella, Directors and Officers, Crime Coverage Bond and Treasure’s Bond.

Supplies, Postage & Printing

Supplies, postage, and printing projection expenses include the cost of computers, software, postage and office, computer and delivery supplies.

Telephone and Telecommunications

FY2017 projections based on FY2016 actual usage and contract renewals.

Equipment Rental, Repair, and Maintenance

FY2017 projections are based on FY2016 contract execution with Xerox Corporation and actual usage and reclassifying of Abila Fund Accounting Annual Software Maintenance to information service cost.

Professional Services

Professional Services expenses include projections for legal, accounting, and consulting services.

Contractual Services

Contractual Service Expenses include projections for information service costs and other contractual services. FY2017 projection reflects the reclassification of Abila Fund Accounting Annual Software Maintenance to information service cost.

Other Financing Sources & Uses**Transfer to Other Fund**

The Transfer to Other Funds line represents IHLS contribution to SHARE. The FY2017 “Streamlined” projection indicates \$50,000 increase over FY2016 Revised Budget to help reduce the impact of the nonexistence of Dream Grant in FY2017. The “Optimized” projection is flat to the original FY2016 IHLS Board Approved Budget.



**Fiscal Year 2017 General Fund Operating Budget
Version 1**

	FY 2016 Actual to Date 11 Months	FY 2016 Projected Year End	FY 2016 ISL Approved Revised Budget	FY 2016 Proposed Original Budget	FY 2017 Proposed Streamlined Budget	FY 2017 Proposed Optimized Budget
Revenues						
Area and Per Capita	\$ 626,746	\$ 1,989,671	\$ 1,989,671	\$ 3,364,429	\$ 1,989,671	\$ 3,364,429
Fees for Services Materials	870	870	-	-	-	-
Investment Income	4,278	4,935	360	360	4,836	4,836
Other Revenues	85,819	116,156	112,249	112,249	66,027	66,027
Total Revenue	<u>717,713</u>	<u>2,111,632</u>	<u>2,102,280</u>	<u>3,477,038</u>	<u>2,060,534</u>	<u>3,435,292</u>
Expenses						
Personnel	1,632,124	1,754,475	1,820,345	2,027,672	1,737,562	1,868,073
Library Materials	-	-	100	100	-	-
Building and Grounds	167,553	180,538	187,000	189,050	198,222	212,322
Vehicle Expenses	138,700	143,256	232,500	236,500	161,418	161,918
Travel, Meetings & Continuing Education	16,640	16,963	21,612	48,590	28,145	32,145
Conferences & Continuing Education Meetings	16,416	16,617	19,948	25,948	7,000	12,000
Public Relations	1,076	1,076	1,036	-	2,000	6,000
Liability Insurance	15,441	15,441	16,500	9,750	16,053	16,053
Supplies, Postage & Printing	31,102	31,692	62,650	62,650	32,000	44,500
Telephone & Communication	20,736	23,200	26,100	57,200	23,200	23,200
Equipment Rental, Repair and Maintenance	21,485	35,385	39,500	39,500	15,000	17,500
Professional Services	54,828	55,203	45,000	45,000	45,000	50,000
Contractual Services	5,677	7,154	14,615	18,365	15,500	18,500
Professional Membership Dues	1,636	1,449	4,500	4,500	3,000	5,000
Miscellaneous	2,352	2,700	3,500	3,500	3,600	4,500
Capital Outlays	394	395	-	-	-	-
Total Expenses	<u>2,126,158</u>	<u>2,285,543</u>	<u>2,494,906</u>	<u>2,768,325</u>	<u>2,287,700</u>	<u>2,471,711</u>
Other Financing Sources & Uses						
Transfer from Other Funds	-	-	-	-	-	-
Transfer to Other Funds	(2,034)	(200,000)	(200,000)	(350,000)	(250,000)	(350,000)
Total Other Financing Sources & Uses	<u>(2,034)</u>	<u>(200,000)</u>	<u>(200,000)</u>	<u>(350,000)</u>	<u>(250,000)</u>	<u>(350,000)</u>
Revenue Over (Under) Expenses	<u>\$ (1,410,479)</u>	<u>\$ (373,910)</u>	<u>\$ (592,626)</u>	<u>\$ 358,714</u>	<u>\$ (477,166)</u>	<u>\$ 613,582</u>

FY 2017 Annual Operating Budget Detail

Income Type	General Ledger Budget Line Item	FY 2016 Actual to Date 11 Months	FY 2016 Projected Year End	FY 2016 ISL Approved Revised Budget	FY 2016 Proposed Original Budget	FY 2017 Proposed Streamlined Budget	FY 2017 Proposed Optimized Budget
State Grants	4000 Area and Per Capita	626,746.00	1,989,670.98	1,989,670.98	3,364,429.41	1,989,670.98	3,364,429.41
	4026 Blind & Physically Handicapped-IMSA						
	4027 Cataloging Maintenance Center-CMC						
	4030 Web Junction						
	4032 OCLC						
	4034 The Marc of Quality-TMQ						
	4038 Dream Grant						
Total		626,746.00	1,989,670.98	1,989,670.98	3,364,429.41	1,989,670.98	3,364,429.41
Fees for Services & Materials	4305 Fees for Services & Materials						
	4310 IHLS Fees						
	4315 Member Day	870.00	870.00	-	-	-	-
	4329 Plinkit						
	4385 SHARE Basic (Membership) Fee						
	4386 Bibliographic Services (Cataloging)						
	4387 Add'l Module Fee						
	4388 SHARE Transitions Fee (Transitional)						
Total		870.00	870.00	-	-	-	-
Interest Income	4500 Interest Income						
	IL Fund Account	4,173.98	4,835.93	360.00	360.00	4,800.00	4,800.00
	US Bank-General Fund	72.97	67.67			36.00	36.00
	US Bank-Special Funds	30.51	30.68				
	US Bank-Payroll	0.69	0.72				
Total		4,278.15	4,935.00	360.00	360.00	4,836.00	4,836.00
Other Revenue	4600 Room Rental	3,575.00	4,575.00	5,340.00	5,340.00	4,575.00	4,575.00
	4610 Office Leasing						
	4650 Miscellaneous Income	10,178.09	10,037.93	-	-	-	-
	4655 Asset Surplus Proceeds	11,994.50	11,994.50	5,000.00	5,000.00	5,000.00	5,000.00
	4660 Grant Administrative	38,284.58	67,762.00	101,909.00	101,909.00	40,969.00	40,969.00
	4670 Donations						
	4675 E-Rate	21,786.69	21,786.69	-	-	15,482.84	15,482.84
	4678 SAM						
	4680 ICN Filtering						
	4685 Dream Host						
Total		85,818.86	116,156.12	112,249.00	112,249.00	66,026.84	66,026.84
				2,102,279.98	3,477,038.41	2,060,533.82	3,435,292.25

FY 2017 Annual Operating Budget Detail

Income Type	General Ledger Budget Line Item	FY 2016 Actual to Date 11 Months	FY 2016 Projected Year End	FY 2016 ISL Approved Revised Budget	FY 2016 Proposed Original Budget	FY 2017 Proposed Streamlined Budget	FY 2017 Proposed Optimized Budget
Personnel	5000 Library Professionals	176,719.20	191,445.80	189,989.46	247,190.11	248,689.17	253,518.09
	5010 Other Professionals	316,957.73	340,366.61	439,859.59	498,055.15	452,445.22	533,393.00
	5020 Support Services	724,090.47	780,028.53	735,065.54	757,117.51	623,301.00	635,403.93
	5027 Leave Payoff - Library Professionals			-	-		
	5028 Leave Payoff - Other Professionals	10,631.13	10,631.13	-	-		
	5029 Leave Payoff - Support Services	9,557.33	9,557.33	-	-		
	5030 Social Security Taxes (FICA)	93,720.38	100,756.10	107,663.20	114,930.75	101,319.31	108,807.10
	5035 Unemployment Insurance	8,182.12	8,811.36	9,233.25	9,577.99	9,351.34	9,654.74
	5040 Workers' Compensation	28,680.21	31,237.79	32,816.21	32,957.19	42,263.12	43,206.44
	5045 Retirement Benefits (IMRF)	118,432.04	126,256.28	132,606.29	150,817.32	96,303.08	106,836.14
	5050 Dental, Health, Life Ins & Vision	138,486.00	148,573.08	154,033.99	196,025.65	153,178.45	164,042.17
	5055 Other Fringe Benefits	967.00	1,060.50	1,077.00	-	1,061.00	1,061.00
	5057 Retention & Wellness	1,071.92	1,150.00	3,000.00	3,000.00	1,150.00	1,150.00
	5058 Training & Professional Dev	3,498.83	3,500.00	11,000.00	14,000.00	6,500.00	8,000.00
	5060 Temporary Help			1,000.00	1,000.00		-
	5070 Recruiting	1,129.60	1,100.00	3,000.00	3,000.00	2,000.00	3,000.00
Total		1,632,123.96	1,754,474.51	1,820,344.53	2,027,671.67	1,737,561.68	1,868,072.61
Library Materials	5100 Printed Materials		-	100.00	100.00	-	-
	5110 Nonprinted Materials		-				
	5120 E-Resources		-				
Total		-	-	100.00	100.00	-	-
Building and Grounds	5150 Rent	49,500.00	54,000.00	54,000.00	54,000.00	78,072.00	78,072.00
	5160 Utilities	44,318.07	49,370.30	50,000.00	50,000.00	42,000.00	42,000.00
	5170 Property Insurance	14,711.00	15,640.05	15,000.00	17,050.00	15,940.00	15,940.00
	5180 Repairs and Maintenance	14,127.64	14,736.25	30,000.00	30,000.00	22,310.00	22,310.00
	5190 Custodial/Janitorial Svcs & Supplies	10,413.75	11,901.68	15,000.00	15,000.00	12,200.00	16,000.00
	5195 Other Building and Grounds	34,482.41	34,889.83	23,000.00	23,000.00	27,700.00	38,000.00
Total		167,552.87	180,538.11	187,000.00	189,050.00	198,222.00	212,322.00
Vehicle Expense	5200 Fuel	80,835.48	88,247.12	160,000.00	160,000.00	102,000.00	102,000.00
	5210 Repairs and Maintenance	31,014.73	27,949.72	45,000.00	45,000.00	34,000.00	34,000.00
	5220 Vehicle Insurance	25,234.00	25,234.00	26,000.00	30,000.00	23,918.00	23,918.00
	5245 Other Vehicle Expense	1,616.10	1,824.72	1,500.00	1,500.00	1,500.00	2,000.00
Total		138,700.31	143,255.56	232,500.00	236,500.00	161,418.00	161,918.00

FY 2017 Annual Operating Budget Detail

Income Type	General Ledger Budget Line Item	FY 2016 Actual to Date 11 Months	FY 2016 Projected Year End	FY 2016 ISL Approved Revised Budget	FY 2016 Proposed Original Budget	FY 2017 Proposed Streamlined Budget	FY 2017 Proposed Optimized Budget
Travel, Meetings & Continuing	5250 Mileage, Gas & Tolls-In-State	1,881.07	2,167.22	3,413.00	6,000.00	5,000.00	6,000.00
	5255 In-State Travel (Airfare, Train, Taxi)	37.00	37.00	-	-	1,250.00	1,250.00
	5260 Meals-In-State	1,272.56	1,500.00	1,916.00	8,148.00	6,500.00	7,500.00
	5265 Lodging-In-State	5,426.30	5,500.00	5,414.00	11,334.00	8,650.00	9,650.00
	5270 Mileage, Gas & Tolls-Out-of-State		-				
	5275 Travel-Out-of-State (Airfare, Train)	98.75	99.00	699.00	4,400.00	400.00	400.00
	5280 Meals-Out-of-State	61.84	62.00	322.00	3,000.00	345.00	345.00
	5285 Lodging-Out-of-State	1,097.36	1,098.00	1,698.00	5,625.00	1,000.00	1,000.00
	5290 Registration & Meetings, Other Fees	6,764.90	6,500.00	8,150.00	10,083.00	5,000.00	6,000.00
Total		16,639.78	16,963.22	21,612.00	48,590.00	28,145.00	32,145.00
Conferences & Continuing	5300 Conferences & Continuing Edu Mtgs	779.00	979.00	-	6,000.00	2,000.00	6,000.00
	5315 Member Day	2,920.34	2,921.00	8,000.00	8,000.00	5,000.00	6,000.00
	5320 Long Range Planning	12,716.27	12,717.00	11,948.00	11,948.00	-	-
Total		16,415.61	16,617.00	19,948.00	25,948.00	7,000.00	12,000.00
	5330 Public Relations	1,075.54	1,076.00	1,036.00	-	2,000.00	6,000.00
	5350 Liability Insurance	15,440.70	15,441.00	16,500.00	9,750.00	16,053.00	16,053.00
Supplies, Postage & Printing	5360 Computers, Software & Supplies	19,081.59	19,100.00	34,000.00	34,000.00	18,000.00	25,000.00
	5365 Gen'l Office Supplies & Equipment	2,762.33	2,500.00	10,500.00	10,500.00	4,000.00	6,000.00
	5370 Postage	1,973.76	2,200.00	2,500.00	2,500.00	2,500.00	3,500.00
	5375 Binding		-				
	5380 Library Supplies		-				
	5385 Delivery Supplies	7,284.42	7,891.69	15,500.00	15,500.00	7,500.00	10,000.00
	5390 Other Supplies	-	-	150.00	150.00	-	-
Total		31,102.10	31,691.69	62,650.00	62,650.00	32,000.00	44,500.00
	5400 Telephone and Telecommunications	20,736.09	23,200.00	26,100.00	57,200.00	23,200.00	23,200.00
Equip Rental, Repair & Maint	5450 Equipment Rental	11,375.05	25,500.00	25,500.00	25,500.00	-	-
	5455 Equip Repair & Maint Agreements	10,109.55	9,885.00	14,000.00	14,000.00	15,000.00	17,500.00
Total		21,484.60	35,385.00	39,500.00	39,500.00	15,000.00	17,500.00

FY 2017 Annual Operating Budget Detail

Income Type	General Ledger Budget Line Item	FY 2016 Actual to Date 11 Months	FY 2016 Projected Year End	FY 2016 ISL Approved Revised Budget	FY 2016 Proposed Original Budget	FY 2017 Proposed Streamlined Budget	FY 2017 Proposed Optimized Budget
Professional Services	5500 Legal	11,724.87	12,000.00	20,000.00	20,000.00	15,000.00	18,000.00
	5510 Accounting	25,835.78	25,936.00	25,000.00	25,000.00	26,000.00	26,000.00
	5520 Consulting	5,750.00	5,750.00	-	-	4,000.00	6,000.00
	5530 Contractual Staff	11,517.00	11,517.00	-	-	-	-
Total		54,827.65	55,203.00	45,000.00	45,000.00	45,000.00	50,000.00
Contractual Services	5550 Information Service Costs	2,476.46	3,953.00	6,275.00	10,025.00	15,000.00	15,000.00
	5560 Contract Agreements w/System,		-	2,000.00	2,000.00	-	-
	5570 Outside Printing Services		-	5,040.00	5,040.00	-	-
	5580 Other Contractual Services	3,200.21	3,201.00	1,300.00	1,300.00	500.00	3,500.00
Total		5,676.67	7,154.00	14,615.00	18,365.00	15,500.00	18,500.00
	5700 Professional Assoc Member Dues	1,636.00	1,448.50	4,500.00	4,500.00	3,000.00	5,000.00
	5725 Miscellaneous	2,351.55	2,700.00	3,500.00	3,500.00	3,600.00	4,500.00
Capital Outlays	5750 Capital Outlays-Equipment						
	5755 Capital Outlays-Computers	394.45	395.00	-	-		
	5760 Capital Outlays-Furniture & Fixtures						
	5765 Capital Outlays-Building & Improve						
	5770 Capital Outlays-Land						
	5775 Capital Outlays-Vehicles						
Total		394.45	395.00	-	-	-	-
Other Financing	4999 Transfers from Other Funds						
	5999 Transfers to Other Funds	(2,034.09)	(200,000.00)	(200,000.00)	(350,000.00)	(250,000.00)	(350,000.00)
Total		(2,034.09)	(200,000.00)	(200,000.00)	(350,000.00)	(250,000.00)	(350,000.00)



ILLINOIS STATE LIBRARY

FY2017 SYSTEM AREA AND PER CAPITA GRANT APPLICATION ILLINOIS HEARTLAND LIBRARY SYSTEM

Fiscal Year 2017 SHARE Operating Budget Narrative

Introduction

Sharing Heartland's Available Resources Equally (SHARE) has included in its FY2017 Operating Budget two scenarios. In the column titled "FY2017 Proposed Streamlined Budget (Streamlined Budget)", revenues and expenses are based on the revised FY2016 budget with necessary adjustment projections to more accurately reflect FY2017, only providing funding for minimal services to current members. SHARE feels the column titled "FY2017 Proposed Optimized Budget (Optimized Budget)" better represents funding and spending levels that will allow higher service levels for members and the ability to maximize growth potential.

Revenues

SHARE revenue consists of the collection of SHARE Member fees (basic and member); bibliographic services fees (MARC Report licenses for cataloging libraries, cataloging fees for Barcoding A libraries, and estimated income from quarterly cataloging fees for Barcoding B libraries); fees for use of additional Polaris modules (such as course reserves, telephony, debt collection) and other group purchases for software or services (such as ICN filtering and SAM); transitional member fees (implementation fees for newly joining members of SHARE); miscellaneous income (grants and donations); interest income; and grant administration fees.

Fees for Services & Materials

The increase in member fees is a result of the addition new SHARE members. The decrease in income from transitional member fees and grant administration are a result of the end of the *Increasing Resource Sharing in IHLS by Increasing Members in SHARE* grant (aka the Dream Grant), which ends June 30, 2016.

Expenses

FY2017 expense projections are based on FY2016 actual expenses and adjustments for foreseen FY2017 occurrences, and standard cost of living increases. Below are budget category descriptions and sub-budget category explanations that have significant changes over the FY2016 Revised Budget.

Personnel

Personnel Expenses include projections for salaries and benefits.

Salaries in the "Streamlined Budget" are projected at 3% cost of living increase, and includes the addition of one staff member who was previously funded under Dream Grant over the FY2016 Revised Budget.

In the "Optimal Budget" salaries are projected at 5% cost of living increase and includes the same position additions as in the "Streamlined Budget".

Social Security and Medicare Match expense projection based on FY2016 rate of 7.65%.

Unemployment Insurance projected with rate increase of 9% over FY2016 (1.33% of \$12,960 per employee).

Workers Compensation is projected at a 24% increase over FY2016 Revised Budget based on preliminary FY2017 Renewal information received.

Retirement Benefits projected at FY2016 Revised Budget rate (13.55%) for 1st & 2nd quarters of FY2017 and rate decrease of 23% (10.46%) for 3rd & 4th quarters of FY2017.

Benefit Insurances are projected at FY2016 Revised Budget rates with the exception of dental insurance which is projected at a 12% increase.

Travel, Meetings & Continuing Education for Staff & Board Members

As is true of FY2016, this budget reflects a reduction in the amount of funds directed toward travel and participation in conferences. The streamlined version includes funds to send one SHARE staff member to the ILA conference, the ISLMA conference, and two to IUG (Innovative Users' Group), while the optimized version includes funds to send two staff to ILA and ISLMA, and four to IUG.

Supplies, Postage & Printing

Supplies, postage, and printing projection expenses include the cost of computers, software, and postage. The amount of funds budgeted for supplies, postage, and printing, for both the streamlined and the optimized budgets is based on actual expenditures for FY2016.

Telephone and Telecommunications

FY2017 projections based on FY2016 actual usage and contract renewals.

Equipment Rental, Repair, and Maintenance

FY2017 projections are based on FY2016 contract execution with Xerox Corporation and actual usage and reclassifying of Abila Fund Accounting Annual Software Maintenance to information service cost.

Contractual Services

Contractual Service Expenses include projections for information service costs and other contractual services. Contractual services represent the fees paid for information services, which include OCLC, Polaris maintenance, Polaris upgrades, Polaris LEAP, Syndetic Solutions, SAM and PC Reservation, Appassire, Screwdriver, TeamViewer, MarcGlobal and Report, Ookla Speed Test, Hipcast-Content DM, and Code Signing Certificate (GoDaddy).

Other Financing Sources & Uses

Transfer from Other Funds

The "Streamlined" budget reflects a \$250,000 contribution from IHLS to SHARE. This amount is an increase over FY2016 Revised Budget, and is made in attempt to help reduce the impact of the end of the Dream Grant funding. The "Optimized" budget proposes a more substantial contribution from IHLS to SHARE, in support of resource sharing.

Transfer to Other Funds

The Transfer to Other Funds line represents funds that are earmarked for transfer to the SHARE reserve fund. The intention of the SHARE membership is to utilize these funds to purchase an integrated library system, as well as any equipment needed to operate that system, when the current contract expires in April, 2020.



**Fiscal Year 2017 SHARE Operating Budget
Version 1**

	FY 2016 Actual to Date 11 Months	FY 2016 Projected Year End	FY 2016 ISL Approved Revised Budget	FY 2016 Proposed Original Budget	FY 2017 Proposed Streamlined Budget	FY 2017 Proposed Optimized Budget
Revenues						
Area and Per Capita	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fees for Services Materials	1,178,642	1,189,081	1,176,928	1,156,538	1,100,858	1,100,858
Investment Income	930	1,102	500	250	1,102	1,102
Other Revenues	58,695	63,181	46,479	42,435	24,861	24,861
Total Revenue	1,238,267	1,253,365	1,223,908	1,199,223	1,126,821	1,126,821
Expenses						
Personnel	1,010,588	1,095,451	1,103,003	1,112,247	1,202,345	1,222,049
Library Materials	-	-	500	500	-	-
Building and Grounds	-	-	-	-	-	-
Vehicle Expenses	723	783	-	-	1,320	1,320
Travel, Meetings & Continuing Education	3,154	3,296	11,102	18,250	9,174	18,330
Conferences & Continuing Education Meetings	65	65	2,500	2,500	100	100
Public Relations	-	-	-	-	-	-
Liability Insurance	-	-	-	-	-	-
Supplies, Postage & Printing	5,411	5,558	8,500	8,500	6,000	6,000
Telephone & Communication	15,256	15,697	19,500	28,500	16,060	16,060
Equipment Rental, Repair and Maintenance	280	280	672	672	3,400	3,400
Professional Services	490	490	7,000	7,000	7,000	7,000
Contractual Services	159,087	159,092	182,939	182,939	183,824	183,824
Professional Membership Dues	-	-	100	100	-	-
Miscellaneous	-	-	-	-	-	-
Capital Outlays	48,750	48,750	20,000	20,000	-	-
Total Expenses	1,243,804	1,329,463	1,355,816	1,381,208	1,429,223	1,458,083
Other Financing Sources & Uses						
Transfer from Other Funds	-	200,000	200,000	350,000	250,000	350,000
Transfer to Other Funds	-	-	(142,500)	(142,500)	(142,500)	(142,500)
Total Other Financing Sources & Uses	-	200,000	57,500	207,500	107,500	207,500
Revenue Over (Under) Expenses	\$ (5,537)	\$ 123,902	\$ (74,409)	\$ 25,515	\$ (194,902)	\$ (123,762)

FY 2017 Annual Operating Budget Detail

Income Type	General Ledger Budget Line Item	FY 2016 Actual to Date 11 Months	FY 2016 Projected Year End	FY 2016 ISL Approved Revised Budget	FY 2016 Proposed Original Budget	FY 2017 Proposed Streamlined Budget	FY 2017 Proposed Optimized Budget
Personnel	5000 Library Professionals	316,087.92	342,428.58	317,959.46	327,498.24	327,498.24	333,857.43
	5010 Other Professionals	252,018.48	273,020.02	241,489.04	248,733.71	328,113.92	334,485.06
	5020 Support Services	130,493.23	141,360.79	198,768.80	204,731.86	192,301.66	196,035.67
	5027 Leave Payoff - Library Professionals						
	5028 Leave Payoff - Other Professionals						
	5029 Leave Payoff - Support Services						
	5030 Social Security Taxes (FICA)	52,166.95	56,502.44	59,743.73	59,743.73	64,865.41	66,124.93
	5035 Unemployment Insurance	2,892.57	2,923.30	2,917.51	2,917.51	3,089.88	3,092.98
	5040 Workers' Compensation	1,036.48	1,122.84	1,158.95	1,158.95	1,441.45	1,469.44
	5045 Retirement Benefits (IMRF)	97,156.84	104,938.36	107,808.51	111,422.63	100,351.27	102,299.83
	5050 Dental, Health, Life Ins & Vision	158,735.20	173,155.04	173,157.12	156,040.32	184,683.24	184,683.24
	5055 Other Fringe Benefits						
	5057 Retention & Wellness						
	5058 Training & Professional Dev						
	5060 Temporary Help						
	5070 Recruiting						
Total		1,010,587.67	1,095,451.37	1,103,003.12	1,112,246.95	1,202,345.06	1,222,048.59
Library Materials	5100 Printed Materials		-	500.00	500.00		
	5110 Nonprinted Materials		-				
	5120 E-Resources		-				
Total		-	-	500.00	500.00	-	-
Building and Grounds	5150 Rent						
	5160 Utilities						
	5170 Property Insurance						
	5180 Repairs and Maintenance						
	5190 Custodial/Janitorial Svcs & Supplies						
	5195 Other Building and Grounds						
Total		-	-	-	-	-	-
Vehicle Expense	5200 Fuel	723.20	783.10	-	-	1,320.00	1,320.00
	5210 Repairs and Maintenance						
	5220 Vehicle Insurance						
	5245 Other Vehicle Expense						
Total		723.20	783.10	-	-	1,320.00	1,320.00

FY 2017 Annual Operating Budget Detail

Income Type	General Ledger Budget Line Item	FY 2016 Actual to Date 11 Months	FY 2016 Projected Year End	FY 2016 ISL Approved Revised Budget	FY 2016 Proposed Original Budget	FY 2017 Proposed Streamlined Budget	FY 2017 Proposed Optimized Budget
Travel, Meetings & Continuing	5250 Mileage, Gas & Tolls-In-State	818.90	869.12	-	-	1,000.00	2,000.00
	5255 In-State Travel (Airfare, Train, Taxi)			8,000.00	8,000.00		
	5260 Meals-In-State	253.79	268.08			784.00	2,300.00
	5265 Lodging-In-State	1,364.30	1,442.00			2,050.00	4,100.00
	5270 Mileage, Gas & Tolls-Out-of-State	8.80	8.80				
	5275 Travel-Out-of-State (Airfare, Train)			852.00	8,000.00	800.00	1,600.00
	5280 Meals-Out-of-State					690.00	1,380.00
	5285 Lodging-Out-of-State					2,000.00	4,000.00
	5290 Registration & Meetings, Other Fees	708.47	708.47	2,250.00	2,250.00	1,850.00	2,950.00
Total		3,154.26	3,296.47	11,102.00	18,250.00	9,174.00	18,330.00
Conferences & Continuing	5300 Conferences & Continuing Edu Mtgs	65.43	65.43	2,500.00	2,500.00	100.00	100.00
	5315 Member Day						
	5320 Long Range Planning						
Total		65.43	65.43	2,500.00	2,500.00	100.00	100.00
	5330 Public Relations						
	5350 Liability Insurance						
Supplies, Postage & Printing	5360 Computers, Software & Supplies	3,889.87	3,977.47	7,000.00	7,000.00	4,350.00	4,350.00
	5365 Gen'l Office Supplies & Equipment	537.68	537.68	500.00	500.00	550.00	550.00
	5370 Postage	983.21	1,043.09	1,000.00	1,000.00	1,100.00	1,100.00
	5375 Binding						
	5380 Library Supplies						
	5385 Delivery Supplies						
	5390 Other Supplies						
Total		5,410.76	5,558.24	8,500.00	8,500.00	6,000.00	6,000.00
	5400 Telephone and Telecommunications	15,255.55	15,696.55	19,500.00	28,500.00	16,060.00	16,060.00
Equip Rental, Repair & Maint	5450 Equipment Rental	240.00	240.00	-	-		
	5455 Equip Repair & Maint Agreements	40.00	40.00	672.00	672.00	3,400.00	3,400.00
Total		280.00	280.00	672.00	672.00	3,400.00	3,400.00

FY 2017 Annual Operating Budget Detail

Income Type	General Ledger Budget Line Item	FY 2016 Actual to Date 11 Months	FY 2016 Projected Year End	FY 2016 ISL Approved Revised Budget	FY 2016 Proposed Original Budget	FY 2017 Proposed Streamlined Budget	FY 2017 Proposed Optimized Budget
Professional Services	5500 Legal	490.00	490.00	1,000.00	1,000.00	1,000.00	1,000.00
	5510 Accounting			6,000.00	6,000.00	6,000.00	6,000.00
	5520 Consulting						
	5530 Contractual Staff						
Total		490.00	490.00	7,000.00	7,000.00	7,000.00	7,000.00
Contractual Services	5550 Information Service Costs	159,087.02	159,091.97	182,429.00	182,429.00	183,824.00	183,824.00
	5560 Contract Agreements w/System,						
	5570 Outside Printing Services						
	5580 Other Contractual Services			510.00	510.00		
Total		159,087.02	159,091.97	182,939.00	182,939.00	183,824.00	183,824.00
	5700 Professional Assoc Member Dues			100.00	100.00		
	5725 Miscellaneous						
Capital Outlays	5750 Capital Outlays-Equipment			20,000.00	20,000.00		
	5755 Capital Outlays-Computers	48,750.00	48,750.00				
	5760 Capital Outlays-Furniture & Fixtures						
	5765 Capital Outlays-Building & Improve						
	5770 Capital Outlays-Land						
	5775 Capital Outlays-Vehicles						
Total		48,750.00	48,750.00	20,000.00	20,000.00	-	-
Other Financing	4999 Transfers from Other Funds		200,000.00	200,000.00	350,000.00	250,000.00	350,000.00
	5999 Transfers to Other Funds			(142,500.00)	(142,500.00)	(142,500.00)	(142,500.00)
Total		-	200,000.00	57,500.00	207,500.00	107,500.00	207,500.00

FY 2017 Annual Operating Budget Detail

Income Type	General Ledger Budget Line Item	FY 2016 Actual to Date 11 Months	FY 2016 Projected Year End	FY 2016 ISL Approved Revised Budget	FY 2016 Proposed Original Budget	FY 2017 Proposed Streamlined Budget	FY 2017 Proposed Optimized Budget
State Grants	4000 Area and Per Capita						
	4026 Blind & Physically Handicapped-IMSA						
	4027 Cataloging Maintenance Center-CMC						
	4030 Web Junction						
	4032 OCLC						
	4034 The Marc of Quality-TMQ						
	4038 Dream Grant						
Total		-	-	-	-	-	-
Fees for Services & Materials	4305 Fees for Services & Materials						
	4310 IHLS Fees						
	4315 Member Day						
	4329 Plinkit						
	4385 SHARE Basic (Membership) Fee	922,285.72	923,225.22	924,725.22	922,713.00	952,725.00	952,725.00
	4386 Bibliographic Services (Cataloging)	109,443.60	114,943.60	115,290.60	150,000.00	107,457.58	107,457.58
	4387 Add'l Module Fee	23,050.00	23,050.00	23,050.00	22,100.00	23,800.00	23,800.00
	4388 SHARE Transitions Fee (Transitional)	123,862.50	127,862.50	113,862.50	61,725.00	16,875.00	16,875.00
Total		1,178,641.82	1,189,081.32	1,176,928.32	1,156,538.00	1,100,857.58	1,100,857.58
Interest Income	4500 Interest Income						
	IL Fund Account-SHARE Reserves	774.78	942.39	350.00	200.00	918.39	918.30
	US Bank-SHARE	155.11	159.86	150.00	50.00	183.86	183.86
Total		929.89	1,102.25	500.00	250.00	1,102.25	1,102.16
Other Revenue	4600 Room Rental						
	4610 Office Leasing						
	4650 Miscellaneous Income	4,044.26	4,994.26	4,044.26		-	-
	4655 Asset Surplus Proceeds						
	4660 Grant Administrative	38,898.76	42,435.00	42,435.00	42,435.00	9,109.00	9,109.00
	4670 Donations						
	4675 E-Rate						
	4678 SAM	15,282.00	15,282.00			15,282.00	15,282.00
	4680 ICN Filtering	469.80	469.80			469.80	469.80
	4685 Dream Host						
Total		58,694.82	63,181.06	46,479.26	42,435.00	24,860.80	24,860.80



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FY2017 CAPITAL PROJECTS FUND BUDGET DETAIL

G/L Account	Description	Beginning Balance	FY2016 Budget	FY2016 EOY Forecast	FY2017 Budget
Capital Projects Funding Source					
	FY2015 Audited Ending Fund Balance	1,728,458.25			
	FY2015 Due to General Fund	(270,959.04)			
	Total Capital Funding Available	1,457,499.21			
4500	Interest Revenue		150.00	4,299.41	4,299.41
4650	Miscellaneous Income ~ Insurance:Total Loss Claim-Van			14,154.19	
	Total Capital Funding Available		1,457,649.21	1,475,952.81	1,332,866.22
FY2016 Capital Projects					
5755	Capital Outlays - Computers (Both Hardware & Software)				
	V-Tel Upgrade Champaign		12,700.00		
	IHLS Hub Mapping Project			10,000.00	
5765	Capital Outlays - Building & Improvements				
	Roof Replacement - Champaign Office		285,000.00		
	Parking Lot Asphalt Removal & Replacement - Champaign Office		85,000.00		
	Parking Lot Asphalt Removal & Replacement - Edwardsville			9,575.00	
	Porte-Cochere, North Garage - Champaign Office		65,000.00		
	HVAC Server Room - DuQuoin Office		8,000.00		
	Garage Roof Repair - Edwardsville Office		10,000.00		
5775	Capital Outlays-Vehicles				
	1 Staff Vehicle Ordered/Accrued FY2015 Paid in FY2016			17,816.00	
	4 Delivery Vans \$25,000/each		100,000.00	109,995.00	
	Box Truck Ordered/Accrued FY2016				50,000.00
	Total Capital Projects		565,700.00	147,386.00	50,000.00
FY2017 Capital Projects					
5755	Capital Outlays - Computers (Both Hardware & Software)				
	Server				17,000.00
5765	Capital Outlays - Building & Improvements				
	Roof Replacement - Champaign Office				120,000.00
	Parking Lot Asphalt Removal & Replacement - Champaign Office				65,000.00
	Door Repair - Champaign Office				5,000.00
5775	Capital Outlays-Vehicles				
	8 Delivery Vans \$25,000/each				200,000.00
	Total Capital Projects				407,000.00
	Projected Capital Fund Ending Balance		891,949.21	1,328,566.81	875,866.22



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3.1 FY2017 Operational Plan

System Operational Plan

~~Heading into our fifth year of operation, envisioning a plan of service for the Illinois Heartland Library System is an exciting endeavor. As library systems celebrate 50 years of serving Illinois citizens, the rich and vibrant culture of resource sharing is alive and thriving.~~ Looking to FY2017 and Year 6 as a large service organization, the uncertainty of state support is ever present. Illinois Heartland Library System (IHLS) has demonstrated a capacity for providing more and better member services for our members regardless of the financial challenge. Placing member needs first allows us to improve current services and develop new services as well. To paraphrase Aristotle Onassis, "We have freed ourselves of the hope that the sea will ever rest. We have learned to sail in high winds."

Administrative: Administrative Services are necessary to keep our agency running smoothly and able to serve our members. In FY ~~16~~17, these services will focus on:

- ~~• The development and implementation of a strategic plan for the library system.~~ Implementation of three-year plan to improve member services.
- ~~• Endeavors to improve communication with all IHLS stakeholders.~~ Assessment and modification of communication paths with all IHLS stakeholders.
- Continued training and implementation of additional modules in the Abila software.

ADMINISTRATIVE			
Service Priority	Goal	Objective	Activities
Communications	1. Effective and E fficient C ommunicatio n with IHLS S takeholders	A. To support and maintain an interactive website to assist member libraries in the effective utilization of IHLS services	(1). Ensure timely website information by routine updates.
			(2). Review website to enhance visibility and usability
			(3). Receive and post job postings, for internal positions, positions at member libraries, and outside libraries
			(4). Investigate feasibility of membership web portal to consolidate information that is relevant to each member Regularly update and maintain the Grant page with current grant opportunities available to members.
			(5). Regularly update and maintain the Vendor Discount page with current discounts available to members.



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			<u>(6). Investigate feasibility of membership web portal to consolidate information that is relevant to each member</u>
		B. To support communication among stakeholders through the utilization of Web Conferencing Tools	(1). Continue regularly scheduled activities such as Connect with Leslie, Online Chats for Library Directors and Regularly Scheduled SHARE Chats
			(2). Reconvene the Advisory Council by scheduling town hall meetings throughout our service area and utilizing video teleconferencing to reach a better audience <u>Conduct bimonthly Members Matter meetings throughout the service area, utilizing video teleconferencing to reach a better audience, to update the membership on regional, state, and library news and developments.</u>
		C. To keep stakeholders informed on what is happening at the system, statewide and national levels	(1). Produce and distribute electronic newsletter on a regular basis to approximately 2,500 subscribers



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ADMINISTRATIVE			
Service Priority	Goal	Objective	Activities
Communications			(2). Produce and distribute a monthly newsletter to IHLS Staff
			(3). Explore the possibility of a Trustee newsletter by targeting specific library types Explore various avenues to target specific library types (i.e., schools, trustees, etc.).
			(4). Delayed due to funding deficit Explore methods to seek feedback and suggestions from the membership on how we are communicating.
		D. To work cooperatively with ISL, RAILS and other stakeholders to provide excellent library services	(1). As possible, support statewide library initiatives
Human Resources <u>/Finance</u>	1. Support and Development of IHLS Staff	A. Have a diverse pool of qualified candidates	(1). Use resources such as: Monster.com; IHLS; ILA; Illinois JobLink; Non-Profit Network; Craigslist; U of I; Lindenwood University; as well as regional job fairs
		B. Ensure IHLS has a legal workforce	(1). For all final candidates use resources such as: System Award Management, County Court Records; Homeland Security, Office of Attorney General; Transcript Clearinghouse
			(2). Ensure Pre-Employment screening for Drug-Free Work Place through Quest Labs
			(3). Ensure operations staff is qualified with a Fit for Duty Exam
		C. All new hires have a formal orientation	(1). Introduce new employees to IHLS policies, rules, procedures and staff on their date of hire
		D. IHLS staff will be provided with workplace support	(1). HR Director will visit each hub on a regular basis



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			(2). Trainings on safety, sexual harassment and diversity will be offered on a regular basis
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ADMINISTRATIVE			
Service Priority	Goal	Objective	Activities
Human Resources/Finance			(3). All staff day will be held
			(4). Trainings will be developed for managers and supervisors
			Cancelled due to funding deficit
			(6). (5) Staff will be supported and celebrated with wellness and retention activities
			(7). (6). Staff will be encouraged to participate in professional organizations and attend conferences as appropriate
		E. Ensure HR compliance and procedures are up to date with current employment laws	Cancelled due to funding deficit (1) <u>Staff will participate in continuing education opportunities if funding allows</u>
		F. To provide professional development for staff	Cancelled due to funding deficit (2) <u>Utilize external resources such as Management Association membership and counsel for legal concerns</u>
IT	1. To provide the IT support necessary for IHLS to function efficiently	A. Provide support for Core System Services	(1). Provide software and technical assistance for members of the LLSAP as it relates to the services of SHARE
			(2). Support IHLS staff at all office locations and provide remote support through applications like TeamViewer and Adobe Connect. Changed software provider due to funding deficit
			(3). Maintain internal and external web services for IHLS, <u>and</u> SHARE as well as support for IMSA sites



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ADMINISTRATIVE			
Service Priority	Goal	Objective	Activities
IT			(4). Maintain SHARE helpdesk software to track and repair problems reported by SHARE membership
			(5). Work with Operations to implement and maintain the driver counting project utilizing tablets
			(6). Support all internal and external servers and services that relate to the daily functions of IHLS. Including telephone servers, internal file servers, cloud services, finance servers, etc.
Board Support	1. Create a seamless process for future board and committee meetings <u>Refine process for future board and committee meetings</u>	A. Work with members to determine what works best for them. Create processes that will eliminate delays and will increase communication. Created quarterly calendar to provide one stop for all meetings <u>Modify processes to improve communication between board and executive staff. Ensure compliance with Open Meetings Act.</u>	(1). Provide support for monthly meetings for the board and six committees
			(2). <u>Share monthly meeting calendars with board and appropriate staff.</u>
			(3). <u>Post meeting packets and approved meeting minutes within timeframes outlined in Open Meetings Act.</u>
	2. 100% State and Federal compliance <u>for IHLS/Board and appropriate IHLS staff.</u>	A. Ensure all board members are compliant with regards to state and federal law. Ensure all material is updated	(1). Submit all compliance documentation to board members as annually requirements annually and/or when new board members come on board <u>are seated.</u>
			(2). <u>Ensure all compliance documentation in board binders is updated as needed.</u>



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Record Retention	1. Retain and purge materials on an approved schedule	A. Researching, compiling, assimilating and preparing material (using executive team resources) to ensure that all data is handled in compliance with approved records retention policies	(1). Continue the process begun with the merger of the four legacy systems <u>(On hold due to funding deficit, not enough staff to properly attend to this process)</u>
			On hold due to funding deficit, not enough staff to properly attend to this process

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ADMINISTRATIVE			
Service Priority	Goal	Objective	Activities
Grant Document Tracking	1. Maintain and track all grant documentation and due dates	A. To create tracking data sheet and notification process	(1). Submit all grants and <u>and grant related reports</u> submissions by <u>required deadlines</u> on the quarterly basis required
Membership	1. Membership of all system agencies will be reviewed on an annual basis	A. To support the Annual Certification process supported by IHLS Staff	(1). Staff will monitor and follow-up with libraries having membership challenges, as well as libraries interested in joining the automation consortium
Networking	1. To make IHLS an active partner in statewide and national initiatives that support enhanced library service	A. To support the Illinois Service Hub Application to the Digital Public Library of America (DPLA)	(1). The Cataloging Maintenance Center will write metadata and other transcripts as needed
			(2). IHLS will disseminate information to all members regarding how they can participate in the DPLA project moving forward
			(3). IHLS will work with the ISL and other library organizations to promote the DPLA service hub statewide
		B. To support professional development and continuing education opportunities for member libraries	(1). Partner with statewide stakeholders in planning the combined "Library State of Mind" Conference for the fall of 2015
			(2) (1). Explore opportunities for shared services in consulting and continuing education
			(3) (2). Participate, as asked, in committee work that will benefit our stakeholders
Accounting Operations <u>Human Resources/Finance</u>	1. On time delivery of financial reports	A. Fiscal year audit completed and submitted to Illinois State Library by September 30, 2015 2016	(1). Analysis of FY2015 transactions and adjusting entries in July <u>Audit fieldwork to be done the last week of July 2016</u>



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			(2). Auditing firm on-site in August, 2015 FY2016 Audit to be presented to IHLS Board at August 2016 meeting
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ADMINISTRATIVE			
Service Priority	Goal	Objective	Activities
Accounting Operations <u>Human</u> <u>Resources/Finance</u>		B. All grant reports submitted to Illinois State Library 15 days after end of fiscal quarter	(1). All transactions for the month prior must be received by the 10th day of the month
		C. Statement of activities, bill list, credit card transaction report and cash flow analysis reports completed middle of following month	(1). All transactions for the month prior must be received by the 10th day of the month
	2. Continued implementation of Abila financial management software	A. Implement paperless timekeeping and payroll processing system	(1). Hours worked will be input into <u>the</u> HR system when worked
			(2). Direct deposit vouchers to be emailed to employees
		B. Develop implementation schedule for Human Resources Information System (HRIS) component of Abila software	(1). Investigate employee self-service information options for the organization
		C. Appropriate staff have real time access to financial data for budgeting purposes	(1). Department and grant managers set up with executive view rights for their areas of responsibility only on accounting software
	3. Financial procedures consistent with current fiscal climate	A. Updated credit card program <u>In first quarter FY2017 all employees to be using the employee web service fully.</u>	(1). Evaluate vendor, policy and staff usage <u>Train staff and rollout of service to be completed by location.</u>
		B. Implement pre-approval process for purchases <u>Appropriate staff have real time access to financial data for budgeting purposes.</u>	(1). Excluding fuel card and routine transactions, prior approval required from Executive Director or Chief Fiscal Officer <u>Department and grant managers set up with executive view rights for their areas of responsibility only on Abila system.</u>



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			<u>(2). Finance staff will meet with directors monthly prior to the IHLS Board Meeting, to monitor status.</u>
	<u>4. Effective and efficient communication with IHLS staff</u>	<u>A. Support communication within department.</u>	<u>(1). Department staff meet weekly to establish priorities and review project status.</u>
		<u>B. Support communication with IHLS supervisors.</u>	<u>B. Support communication with IHLS supervisors.</u>
	<u>5. Assist Operations Department</u>	<u>A. Partner with Operations to improve delivery statistics process</u>	<u>(1). Develop an enhanced process for maintaining delivery statistical information on a weekly/monthly basis and monitoring actual statistics against FY2017 budget projections.</u>
	<u>6. Support resource sharing</u>	<u>Objective A. Ensure Adequate SHARE Operating Cash for FY2017</u>	<u>(1). Prepare and mail SHARE FY2017 Annual Billing Invoices early July 2016.</u>
Long Range Planning	1. Three-year plan	A. Combine board, member and staff input with current fiscal climate to direct system services into the near future Develop implementation timeline of long range objectives approved October, 2015.	(1). Committee and executive staff team draft report to board Administrative staff draft timeline in consideration of current fiscal climate. Utilize cross team methods to gather input from all staff.
			<u>(2).Share timeline with committees and board for further refinement.</u>
			(2). <u>(3).</u> Board accepts report with or without modifications
			(3). <u>(4).</u> Begin implementation of long range plan components



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A. **Bibliographic Access:** As a cornerstone of resource sharing, Bibliographic Access services in FY17 will promote:

- The availability of bibliographic support in a variety of methods including cataloging and database maintenance for the SHARE Consortium, cataloging training for SHARE members and statewide support through the Cataloging Maintenance Center.
- Access to digitalized information found in Illinois libraries and at IDA by providing information on formation and content of Metadata.

~~–After requesting our assistance, RAILS staff opted to complete their own cataloging and/or training to their members.~~

BIBLIOGRAPHIC ACCESS			
Service Priority	Goal	Objective	Activities
Cataloging Services for SHARE	1. To provide cataloging Services for SHARE member libraries	A. To provide a full level OCLC bibliographic record for the SHARE database	(1). Catalog materials and set holdings in OCLC WorldCat. Import bibliographic records into the SHARE database
			(2). Staff will maintain statistics documenting the number of items cataloged and the libraries for whom they were cataloged
		B. To answer questions concerning searching/matching, item information, how to find, and statistics, etc. for SHARE member libraries	(1). Answer emails, answer help tickets and phone calls
		C. To input "on order" bibliographic records and equipment records for member libraries	(1). Input bibliographic records into SHARE based on information from forms and e-mails
	2. To increase usability of the SHARE database by cleaning up duplicate records and incorrect cataloging and maintaining authority files in the SHARE database	A. User access to information resources will be improved as the result of the SHARE database containing fewer less than full level bibliographic records and fewer duplicate bibliographic and authority records	(1). Identify and merge duplicate bibliographic records found in SHARE database; check for and remove provisional bibliographic records; check for and mark ON THE FLY bibliographic records



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BIBLIOGRAPHIC ACCESS			
Service Priority	Goal	Objective	Activities
Cataloging Services for SHARE			(2). Import weekly authority record changes and make corrections as necessary
			(3). Create and maintain local serial authority records for titles found in SHARE
Cataloging Training	1.To increase the understanding and skills in bibliographic services and cataloging for members libraries and to stay current with national, state and local policies such as RDA, AACR2, OCLC and Library of Congress	A. For "Cataloging" libraries to maintain 15 hours of cataloging continuing education per fiscal year	(1). Monthly Cataloging Sessions via Adobe Connect; Monograph Cataloging; Authority/Subject Analysis; OCLC Connexion and other classes
		B. For member libraries to correctly search and match to bibliographic records found in the SHARE database based on item in hand or question from patron	(1). Monthly Cataloging Sessions; Monthly Chat session; Reports training; and other as needed training
Cataloging Maintenance Center	1.To provide cataloging and bibliographic services for the libraries in RAILS and IHLS in order to increase access and encourage resource sharing of information resources found in Illinois libraries	A. User access to information resources will be improved as the result of LLSAP databases containing fewer "less than full level" bibliographic records and fewer duplicate bibliographic and authority records	(1). Identify records that lack OCLC accession numbers in the IHLS SHARE database, and coordinate with the holding libraries in order to find full level OCLC records, import into the SHARE database and delete the older record
			(2). Provide full level OCLC records for substandard local records from the RAILS PrairieCat database---requesting physical items when necessary in order to identify or upgrade corresponding OCLC records---to PrairieCat staff for importation into PrairieCat



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BIBLIOGRAPHIC ACCESS			
Service Priority	Goal	Objective	Activities
Cataloging Maintenance Center			(3). Identify and merge duplicate bibliographic and authority records in the SHARE database
			(4). SHARE will maintain quarterly spreadsheets documenting the number of bibliographic records upgraded and for whom, and the number of duplicate bibliographic and authority records merged in the SHARE database
		B. User access to Illinois libraries' special collections will be established via CMC cataloging of these resources	(1). Continue to publicize this service via the IHLS web site and contacts with Illinois LLSAP staff and current service recipients
			(2). Use system courier service and ILDS for transport of special collections materials to and from the CMC
			(3). Travel to libraries to catalog materials too fragile or unique for transport via courier
			(4). Catalog materials and set holdings in OCLC WorldCat and supply RAILS LLSAP staff with the resultant bibliographic records. CMC staff will import the resultant records into SHARE
			(5). Staff will maintain statistics documenting the number of items cataloged and the libraries for whom they were cataloged
		C. Contribute at least 100 name or uniform title authority records to the Library of Congress Authorities	(1). IHLS catalogers will submit works requiring new name and/or uniform title authority records to NACO trained CMC staff



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BIBLIOGRAPHIC ACCESS			
Service Priority	Goal	Objective	Activities
Cataloging Maintenance Center			(2). Staff will create and distribute authority records via OCLC Connexion and, when necessary, supply the resultant records to LLSAP staff for importation
			(3). Staff will maintain statistics documenting authority record creation
	2. To support access to digitalized information found in Illinois libraries and at IDA by providing information on formation and content of metadata	A. User access to digitalized information will be established by CMC providing metadata for these items	(1). Publicize this service via the IHLS web site and contacts with Illinois LLSAP staff and current service recipients
			(2). Work with the library to determine what information is needed for metadata, where metadata and digital images will reside, and create the metadata if necessary
			(3). Staff will maintain statistics documenting the number of items for which metadata was created and the library for whom the metadata was created
After requesting our assistance, RAILS staff opted to complete their own cataloging and/or training to their members			



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BIBLIOGRAPHIC ACCESS			
<i>Service Priority</i>	<i>Goal</i>	<i>Objective</i>	<i>Activities</i>
<i>TMQ (The MARC of Quality)</i>	1. Improve the quality of the SHARE database, thus improving user access to information resources	A. Analyze reports from TMQ and anticipate decreases in error rates	(1). Identify and merge duplicate bibliographic records in the SHARE database
			(2). Make corrections to bibliographic records as found on reports from TMQ
	2. OCLC WorldCat holdings for member libraries are updated in a timely manner, which should increase resource sharing	A. To keep a statistical count of how many holding records are added to and deleted from OCLC	(1). Maintain spreadsheets documenting the number of WorldCat holdings altered, as reported by WorldCat



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B. Resource Sharing efforts during FY17 are as follows:

- Highlight the focus on full participation in resource sharing ~~within~~ as required by the revised system standards.
- Make a system-wide effort to use multiple channels of communications and formats of continuing education to ensure libraries are familiar with the revised ILLINET Interlibrary Loan Code.
- Continue the development of our LLSAP through the promotion ~~of the DREAM Grant the advantages of membership in SHARE. Of particular focus will be a concerted effort to raise awareness and participation among our school district members.~~ Of particular focus will be a concerted effort to raise awareness and participation from any ILLINET member, regardless of library system affiliation. Additionally, the work to bring transitional members to the point of going live on SHARE will involve a significant amount of staff time and attention.
- Continue to enhance and improve services for existing LLSAP members through attention to current practices and policies and being alert to opportunities for improvement that might present themselves during the fiscal year.
- Research and review E-Resources that would be beneficial to our stakeholders. E-Resources that are adopted for system use will be promoted throughout the system with the expectation of increased participation.

RESOURCE SHARING			
Service Priority	Goal	Objective	Activities
LLSAP (SHARE)	1. Provide an innovative resource discovery, sharing and delivery system	A. Encourage r Resource s Sharing	(1). Monitor SHARE policy and protocol compliance and coordinate those policies with IHLS policies regarding resource sharing
			(2). Assist member libraries in promoting their participation in reciprocal borrowing within IHLS and statewide
			(3). Maintain non-resident borrower card purchase locations on the IHLS website
			(4). Promote the resource sharing capabilities of the LLSAP to all member libraries
			(5). Support patron initiated ILLINET interlibrary loan for LLSAP members



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			<u>(6). Review the system's resource sharing policy to ensure it is up to date and well aligned to current Illinois Library Laws & Rules as well as the SHARE Resource Sharing Policy.</u>
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RESOURCE SHARING			
Service Priority	Goal	Objective	Activities
LLSAP (SHARE)			(6). Provide training on how to effectively use tools for ILLINET interlibrary loan beyond the LLSAP using OCLC WorldShare
			(7). Utilize training on the SHARE Polaris platform for all available modules across a variety of delivery methods. When appropriate, ILLINET interlibrary loan, reciprocal borrowing and reciprocal access as well as copyright will be addressed
			(8). Monitor the progress of member agencies in adopting the recommendations of the revisions in delivery and ILL policies and processes
			(9). Explore the cost and capability of interoperability with libraries independent of the LLSAPs
		B. Provide a framework for members to participate in a state-of-the-art integrated library system	(1). Act as legal and financial authority for SHARE
			(2). Manage the SHARE investment account
			(3). Continue to evaluate current LLSAP policies and the development of uniform policies for SHARE with the SHARE Executive Committee. Analyze trends in data and in the library marketplace to determine opportunities for changes and enhancements of LLSAP services
			(4). Apply for appropriate grants to provide enhancements to the SHARE catalog



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RESOURCE SHARING			
Service Priority	Goal	Objective	Activities
LLSAP (SHARE)			(5). Employ a variety of instructional methods to allow SHARE members to work effectively and efficiently with the ILS and other shared databases
			(6). Assist with the migration of libraries who do not wish to continue to participate in the SHARE LLSAP
			(7). Support the SHARE Helpdesk to track concerns and technical issues with the ILS
			(8). Continue the development and enhancement of the SHARE website to meet the informational and training needs of the IHLS libraries. Provide software and technical support for members of the LLSAP
LLSAP Development	1. Increase members participating in SHARE	A. Continue to promote the growth of SHARE through the DREAM Grant opportunity <u>Continue to promote the growth of SHARE</u>	(1). Libraries will continue to be made aware of the grant opportunity in conjunction with the focus on full participation in Resource Sharing. <u>The advantages of belonging to the SHARE consortium and the details on how to join will be provided to ILLINET members in IHLS and RAILS who are not already members of SHARE.</u>
ILLINET Interlibrary Loan Code	1. Increase familiarity and compliance with the ILLINET Interlibrary Loan Code	A. Provide educational opportunities for member agencies to learn the implications of the revised ILL Code	(1). Online and in person formats will be used to reach out and train our multi-type membership
		B. Monitor the progress of member agencies in adopting the recommendations of the revisions in the ILL Code	(1). SHARE Circulation & Resource Sharing staff will maintain regular contact with member libraries to help ensure understanding and compliance with the ILL Code



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RESOURCE SHARING			
Service Priority	Goal	Objective	Activities
eResources	1. Increase familiarity with and utilization of eResources	A. Increase use of eResources in SHARE member libraries including (but not limited to) eRead Illinois, eMagazines and third-party databases	(1). Contact various eResource providers to obtain quotes and information about their services to provide to member libraries, via posting on the SHARE website and email messages
			(2). Provide on-site assistance to library staff on use of eResources, who will, in turn, provide training to their patrons
			(3). Create training videos and materials for member library use
			(4). Continue working <u>Work</u> on integrating eResources with Polaris, to facilitate ease of patron use of eResources
			(5). Develop an <u>Work with the</u> eResource Committee to review products, policies, and practices. The committee will be populated by <u>consists of</u> representatives of the SHARE governing organization, SHARE member libraries, and SHARE staff
			(6). Develop <u>Continue developing</u> consortia for the purpose of sharing electronic resources, as appropriate to meet the needs of interested library members and their patrons



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- C. **Consulting and CE:** The value of consulting and continuing education opportunities have been voiced loud and clear by our members for the past ~~four~~five years. As these services begin to grow back, efforts will be designed to:
- Hit the target of site visits to 20% of our member libraries (~~108~~102 agencies). Agencies would include public libraries with new directors, struggling school districts and responses to specific invitations from library agencies who would like assistance with understanding and complying with State Statutes and Administrative Rules as well as system bylaws, policies and services.
 - Support training on the revisions of the ILLINET Interlibrary Loan Code.
 - Continue the development on an annual IHLS Member Day.
 - Craft no-cost or cost-recovery continuing education opportunities for our members that comply with ISL directives.
 - Encourage member awareness of and participation in regional, statewide and national professional development opportunities as they present themselves.

CONSULTING AND CE			
Service Priority	Goal	Objective	Activities
Consulting Services	1. To be responsive to the expressed needs of member libraries for consulting services	A. Visits to 20% of IHLS Libraries. 108 <u>102</u> of the 540 <u>526</u> IHLS Libraries will be visited in FY16	(1). Priority visits will be to new directors of public libraries, libraries interested in <u>joining the automation consortium</u> the DREAM-grant and at-risk schools
			(2). Site visits will also be scheduled with libraries that express specific needs, eg: A presentation for a board or administrators on a specific topic
			(3). System Staff will also be available to work with local special interest groups



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Continuing Education	1. To provide continuing education opportunities as allowed by ISL directive	A. Provision and identification of opportunities that will assist member libraries in understanding and complying with applicable State statutes and administrative rules; and with the system's bylaws, policies and services	(1). Particular focus will be made in FY 16 on the revision of system standards and the ILLINET Interlibrary Loan Code. A variety of educational opportunities will be offered to ensure the information is disseminated as widely as possible. In FY17, IHLS will continue to highlight the revision of system standards and the ILLINET Interlibrary Loan Code. As staffing and funding is available, a variety of educational opportunities will be offered to ensure the information is disseminated as widely as possible.
			(2). If the funding allows, Implementation of the 2nd Annual Member Day



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CONSULTING AND CE			
Service Priority	Goal	Objective	Activities
Continuing Education			(3). The development of annual HR workshops to increase the knowledge of employment law for our members. These will be offered in multiple formats <u>Continue to partner with the Illinois State Library in an effort to provide professional development hours to school libraries.</u>
			(4). IHLS Staff will actively promote continuing education offered by the Illinois State Library, The Illinois Library Association and the Illinois School Library Media Association
			(5). Through available communication tools, IHLS will share information regarding appropriate continuing education opportunities that would be of interest to our members



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E. **DELIVERY:** The focus of delivery services offered by the Illinois Heartland Library System in FY17 these services will include:

- Compliance with the recommendations of the Illinois Statewide Delivery Committee.
- The availability of 5 day a week delivery using zoned routes and SHARE software.
- A revised web presence.
- A help desk designed to provide responsive customer service.
- Efficient tracking of delivery statistics through the in-house creation of an app that will allow data to be input throughout the day and uploaded on a regular basis.

DELIVERY			
Service Priority	Goal	Objective	Activities
Delivery Services	1. Efficient provision of delivery services designed to support resource sharing among IHLS members	A. To comply with recommendations put forth by the Statewide delivery committee	(1). IHLS Staff will monitor compliance progress on an ongoing basis
		B. To make 5 day a week delivery available to our libraries. (SMART Delivery)	(1). Zone libraries in each of the hubs to enable libraries to be added or deleted from a route depending on need <u>Laboratory of Applied Spatial Analysis (LASA) from SIUE utilized GIS software to provide maps for all of IHLS, reflecting the goal of giving functional 5 day per week service.</u>
			(2). Use SHARE software to generate reports that will support SMART Delivery
		C. To ensure the process moves in a timely fashion	(1). Current delivery staff hours will be reconfigured to allow for dedicated drivers and dedicated sorters
		D. To develop Community Concept Partners	(1). Identify and develop 10 <u>20</u> Community Concept Partners based on geography and delivery volume
			(2). Solicit early adopters for the project



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		E. To support a delivery help desk	(1). Concerns submitted to the help desk will be dealt with by delivery staff in a timely manner
		F. To evaluate our service and determine areas of improvement and focus	(1). Administer an annual delivery survey

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DELIVERY			
Service Priority	Goal	Objective	Activities
<i>Delivery Services</i>		G. To quantify the impact of the delivery service	(1). Conduct <u>4</u> delivery item counts <u>yearly at regular intervals, in conjunction of RAILS/CARLI using SHARE software will be used for SHARE members, and manually manual counted counts for items for from</u> non-SHARE members
	2. Provision of accurate information and educational tools to support delivery	A. To revise the delivery section of the IHLS website	(1). Delivery section will be revised to include training materials that will be created to explain all aspects of delivery--- from packing a tub to filling out a label correctly
		B. To provide continuing education on delivery	(2). Utilize newsletters such as the SHARE newsletter and the Moving Forward Together newsletter to share delivery tips that will be designed to inform members of the practices in delivery
	3. Accurate member library data in L2 (Library Learning)	A. Quarterly review of member library data in L2 (Library Learning)	(1). Verify member data including route information after each counting period



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~~F. Illinois Machine Sublending Agency:~~ In FY17, the Illinois Machine Sublending Agency (IMSA) will:

- ~~• Serve all persons eligible for service within the State of Illinois.~~
- ~~• Accept custodial responsibility for all audio players and accessories assigned to them.~~
- ~~• Support Braille and Audio Reading Download Services (BARD).~~
- ~~• Act as Outreach Provider in the southern part of the state.~~

IMSA			
Service Priority	Goal	Objective	Activities
IMSA Services	1. IMSA will serve all persons eligible for service within the state of Illinois as stipulated in the Lending Agency Service Agreement for Sound Reproducers and Other Reading Equipment (NLM 9.5). This is also in accordance with RSG Section 1, "Provision of Services," and Section 2, "Resource Development and Management."	A. To comply with "Lending Agency Service Agreement for Sound Reproducers and Other Reading Equipment" from the National Library Service (NLM 5.8)	(1). IMSA will maintain regular business hours and provide service 40 hours per week as stipulated in RSG 1.5.b
		B. IMSA will accept custodial responsibility for all audio players and accessories assigned to them as stipulated in NLM 5.8	(1). IMSA will inspect and clean all returned equipment; perform minor equipment repairs; send items requiring more extensive repair to Telephone Pioneers or to the manufacturer for warranty
			(2). IMSA staff will clean and prepare for circulation, all returned playback equipment and accessories that are deemed to be in good working order and return them to available inventory



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IMSA			
Service Priority	Goal	Objective	Activities
IMSA Services			(3). IMSA will seek assistance, advice and/or training from NLS, ISLTBBS, Telephone Pioneers or other appropriate group to ensure proper care and cleaning of playback
		C. IMSA will maintain inventory control over all sound reproducers and other reading equipment assigned to it and will provide statistics and reports with reasonable promptness as required in the MLA agreement (NLM 5.8)	(1). To keep machine and equipment records accurate and current in the KLAS system for efficient access and reporting
			(2). To make a monthly abbreviated report to NLS on the status of playback equipment, headphones, pillow phones, and remote control units assigned to it as stipulated in NLM 9.2.3
		D. Subject to availability, IMSA shall maintain sufficient inventories to ensure provision of playback equipment and accessories within 2 (two) business days of a patron application or request as stipulated in the MLA Service Agreement (NLM 5.8) and (RSG 1.2.b and 2.10.c)	(1). IMSA will continue to integrate digital machines into service according to nationwide NLS and statewide ISLTBBS guidelines, policies and recommendations as stipulated in RSG 1.2.c.



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IMSA			
Service Priority	Goal	Objective	Activities
IMSA Services		E. To account for appropriate use of library equipment	(1). IMSA uses procedures established by NLS and ISLTBBS and other standard library practices to maintain proper inventory control of all equipment. Playback equipment records are maintained in KLAS as stipulated in RSG 1.3
			(2). To conduct an annual self-inventory following the records purge process
		F. To act as Braille and Audio Reading Download (BARD)	(1). IMSA will respond to BARD inquiries in a timely manner. Responses will be made in a format convenient to the patron and may include oral instructions, written tutorials or instructions, links to video helps, and other formats. In the event an IMSA staff person is unable to effectively respond to a BARD inquiry, the patron will be instructed to contact the National Library Service BARD help desk
			(2). IMSA will maintain monthly statistics on the number of BARD inquiries received
			(3). IMSA will correspond with NLS regarding BARD and machine issues



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IMSA			
Service Priority	Goal	Objective	Activities
IMSA Services	2. To participate in the planning, coordination and evaluation of Illinois Talking Book service, and to ensure appropriate provision of service by staying informed of current procedures and trends relating to Talking Books, the National Library Service/Library of Congress and librarianship in general. This is in accordance with the following sections of RSG: Section 3, "Public Education and Outreach covers developing and implementing a coordinated public awareness, education, and outreach plan;" Section 10, "Reports, Statistical and Narrative" covers reporting standards required to monitor LOC/NLS use and performance and to plan future initiatives; Section 11, "Personnel," covers staffing and employee development standards for network libraries	A. To act as outreach representative for events in the southern part of the state	(1). At the request of the ISL or the Illinois Talking Book Outreach Center, IMSA will act as outreach representative for events in the southern part of the state. Because IMSA is the southernmost Talking Books agency in Illinois, it is practical to act in the outreach capacity for southern Illinois
			(2). IMSA will market the Illinois Network of Talking Book and Braille Libraries through radio, and participation in outreach events throughout Southern Illinois



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IMSA			
Service Priority	Goal	Objective	Activities
IMSA Services		B. To participate in all planning meetings to coordinate and/or evaluate Talking Book services as provided by the Illinois Network of Talking Book and Braille Libraries. Meetings are either in person or virtual as determined by ISLTBBS and in accordance with RSG 11.12, which encourages continuing education and site visits for staff at all levels	(1). The manager and/or an appointed staff member will participate in quarterly meetings with the directors from each Illinois Talking Book agency (RSG 11.12.b)
			(2). As needed, the manager and/or staff will organize and/or attend any meetings and/or other coordinated efforts to develop, amend, or evaluate service to Illinois Talking Book patrons (RSG 10)
		C. To gain experience and knowledge about the Talking Books program and related topics in order to ensure appropriate provision of services and to provide accurate and current information to interested persons	(1). Take advantage of staff development opportunities that may enhance staff proficiency and efficiency. Due to shuttering of IMSA, these opportunities will be limited and focused on job training for staff



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IMSA			
Service Priority	Goal	Objective	Activities
IMSA Services			(2). Closely monitor all correspondence from NLS/LOC and the ISLTBBS and work cooperatively with Talking Book Centers in the state to share information and ideas
			(3). Take advantage of staff development opportunities that may enhance staff proficiency, efficiency or morale (RSG 11.12)
	3. To ensure efficient and successful provision of service in accordance with the following sections of the RSG: Section 5, "Volunteers," addresses issues related to the use of volunteer services; Section 6, "Administration and Organization," discusses the responsibilities of various agencies, administrative units, and network library types within the system; Section 8, "Planning and Evaluation," addresses long-range and strategic planning efforts and associated evaluation efforts; Section 9, "Policies and Procedures," relates to policies both for patrons and for library operations; Section 11, "Personnel," covers staffing and employee development standards for network libraries."	A. In accordance with RSG 6, IMSA will comply with: Laws and regulations pertaining to rights of and services to persons with disabilities; NLS policies and procedures, according to the direction of the Illinois Regional Library (ISLTBBS); and with sensitivity to the concerns of Illinois Talking Book patrons	(1). Provide all information and materials available to patrons in the requested accessible format (large print, audio, Braille or electronic)
			(2). The manager or an appointed staff member will attend ISLTBBS Advisory Committee meetings (RSG 11.13)



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IMSA			
Service Priority	Goal	Objective	Activities
IMSA Services			(3). Maintain communication with the ISLTBBS and comply with all contractual and operational procedures
		B. IMSA's contract will be developed, fulfilled and guided by the stated needs of Illinois Talking Book patrons as determined by patron satisfaction surveys and input from the ISLTBBS Advisory Committee	(1). Quarterly and annual reports will document all progress made toward meeting Plan of Service objectives
		C. In accordance RSG 9, IMSA will follow written policies and procedures for operations designed to meet service goals and ensure consistent service for all Illinois Talking Book patrons	(1). Work with the ISLTBBS and Illinois TBCs to evaluate and revise existing policies as needed, and to develop statewide policies for distribution of any new format, including digital books and machines
			(2). Work with the ISLTBBS and Illinois Talking Book agencies to communicate service and distribution policies to patrons
			(3). Work with ISLTBBS to transition IMSA from Du Quoin to ISLTBBS
		D. In accordance with RSG 11, IMSA will employ qualified staff as an equal opportunity employer in compliance with all state and federal laws and NLS Standards, and will manage staff and facilities to efficiently provide the highest possible quality of service	



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IMSA			
Service Priority	Goal	Objective	Activities
IMSA Services			(1).— IMSA's administration reserves the right to organize or reorganize workflow and allocate or re-allocate the duties of new and existing employees as needed in order to efficiently provide quality service
	4. To account for the appropriate acquisition and utilization of funds, library materials and equipment provided by the Illinois State Library, Illinois State Library Talking Book and Braille Service, National Library Service/Library of Congress, and outside funding sources in accordance with RSG 7: "Budget and Funding," provides standards for managing and administering network library finances, and Section 10:: "Reports, Statistical and Narrative," covers reporting standards required to monitor LOC/NLS use and performance and to plan future initiatives	A. Account for the appropriate utilization of funds	(1). The IMSA Manager, in cooperation with the IHLS Chief Financial Officer, will prepare a revised budget for FY16 including costs of shuttering the program for IMSA
			(2). The IMSA Manager will submit financial reports to Illinois State Library and Illinois State Library Talking Book and Braille Service quarterly



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3.1 Operational Plan – Unmet Core Services

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.

DRAFT



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Exhibit 3.1

Operation Plan Unmet Core Service

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.



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3.2. Proposed Fees for Service

IHLS FY2017 Area & Per Capita Grant Application

Fee Description	Who Fee Impacts	Amount of Fee	Estimate of Annual Revenue Generated
Building Space (Meeting Room Rental)	Non-System Members	\$20 - \$240 per hour	\$4,575
SHARE LLSAP Full Member Basic Fee	SHARE Full Member Libraries	\$600 - \$30,382	\$952,725
SHARE LLSAP Transitional Member Fee	SHARE Transitional Member Libraries	\$2,375 - \$2,825	\$16,875
SHARE Bibliographic Service Fee	SHARE Full Member Libraries	\$10-\$25,000	\$107,457
SHARE Acquisitions Module Fee	SHARE Full Member Libraries	\$250	\$500
SHARE Course Reserves Module Fee	SHARE Full Member Libraries	\$100	\$300
SHARE Debt Collection Integration Fee	SHARE Full Member Libraries	\$250	\$1,500
SHARE EDI Interface Fee	SHARE Full Member Libraries	\$500	\$3,500
SHARE Outreach Module Fee	SHARE Full Member Libraries	\$100	\$1,900
SHARE SAM Annual Maintenance (PC Reservation Software)	SHARE Full Member Libraries	\$477 - \$1,287	\$15,000
SHARE SIP2 License Fee	SHARE Full Member Libraries	\$200 - \$500	\$9,100



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SHARE Telephone Notification Fee	SHARE Full Member Libraries	\$1,000	\$7,000
Group Purchased Databases	SHARE Full, Transitional and Affiliate Members	\$100 - \$12,000	\$156,200
My Media Mall Participation Fee	Former Linc Member Libraries	\$25 - \$2,500	\$34,000
3M Cloud E-book Consortium	SHARE Member Libraries	\$300 - \$25,000	\$92,000
ILLINET/OCLC Group Services Fee	Illinois Member and Non-Member Libraries	\$180 - \$300,000	\$4,225,000
ILLINET/OCLC Monthly Network Transactional Billing	Illinois Member and Non-Member Libraries	\$1 - \$20,000	\$500,000
Surplus Sale	System Members, Non-System Members, & Others	Varies based on high bids received	\$5,000
ICN Filtering	SHARE Members	\$16 - \$205	\$450
Domain Name	Members	\$10	\$320



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Exhibit 4.1a

List of System Employees

Position/Title	Budget Line Item	F/T or P/T	Annualized Salary	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund
A/P Coordinator	Other Prof	F/T	32,778.72	32,778.72	5,896.80			
Administrative Assist	Support Serv	F/T	27,679.81	27,679.81				
Chief Fiscal Officer	Other Prof	F/T	74,263.08	74,263.08				
Communications Coor	Support Serv	F/T	44,454.80	44,454.80				
Courier	Support Serv	P/T	9,733.50	9,733.50				
Courier	Support Serv	P/T	11,587.50	11,587.50				
Courier	Support Serv	P/T	12,051.00	12,051.00				
Courier	Support Serv	P/T	10,660.50	10,660.50				
Courier	Support Serv	P/T	9,538.83	9,538.83				
Courier	Support Serv	P/T	12,514.50	12,514.50				
Courier	Support Serv	P/T	11,124.00	11,124.00				
Courier	Support Serv	P/T	10,197.00	10,197.00				
Courier	Support Serv	P/T	11,124.00	11,124.00				
Courier	Support Serv	P/T	9,585.18	9,585.18				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,585.18	9,585.18				
Courier	Support Serv	P/T	9,538.83	9,538.83				
Courier	Support Serv	P/T	9,585.18	9,585.18				
Courier	Support Serv	P/T	10,197.00	10,197.00				
Courier	Support Serv	P/T	9,538.83	9,538.83				
Courier	Support Serv	P/T	9,538.83	9,538.83				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,538.83	9,538.83				
Courier	Support Serv	P/T	9,585.18	9,585.18				
Courier	Support Serv	P/T	9,538.83	9,538.83				
Courier	Support Serv	F/T	28,922.40	28,922.40				
Courier	Support Serv	P/T	9,538.83	9,538.83				
Courier	Support Serv	P/T	9,538.83	9,538.83				
Courier	Support Serv	P/T	9,538.83	9,538.83				
Courier	Support Serv	P/T	9,585.18	9,585.18				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	11,124.00	11,124.00				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,585.18	9,585.18				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,538.83	9,538.83				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,538.83	9,538.83				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,538.83	9,538.83				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,538.83	9,538.83				

Exhibit 4.1a

List of System Employees

Position/Title	Budget Line Item	F/T or P/T	Annualized Salary	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,492.48	9,492.48				
Courier	Support Serv	P/T	9,538.83	9,538.83				
Executive Assistant	Other Prof	F/T	36,049.90	36,049.90				
Executive Director	Lib Prof	F/T	121,791.16	121,791.16				
Grants Director	Lib Prof	F/T	75,398.02	75,398.02				
HR Assistant	Support Serv	P/T	14,832.00	14,832.00				
IT Director	Other Prof	F/T	87,685.49	87,685.49				
OCLC/Sr. Accountant	Other Prof	F/T	11,587.51	11,587.51	35,437.52			
Operations Director	Other Prof	F/T	71,080.28	71,080.28				
Operations Manager	Other Prof	F/T	46,350.02	46,350.02				
Operations Manager	Other Prof	F/T	46,350.02	46,350.02				
Operations Manager	Other Prof	F/T	46,300.21	46,300.21				
Page	Support Serv	P/T	8,806.50	8,806.50				
Page	Support Serv	P/T	9,492.48	9,492.48				
Page	Support Serv	P/T	9,492.48	9,492.48				
Page	Support Serv	P/T	9,492.48	9,492.48				
Page	Support Serv	P/T	9,492.48	9,492.48				
Page	Support Serv	P/T	9,492.48	9,492.48				
Cataloger	Lib Prof	F/T	46,912.32		46,912.32			
Cataloger	Lib Prof	F/T	41,272.69		41,272.69			
Cataloger	Lib Prof	F/T	41,272.69		41,272.69			
Cataloging Asistant II	Support Serv	F/T	34,944.00		34,944.00			
OCLC A/R Coordinator	Other Prof	F/T	36,749.90		36,749.90			
Admin Services Spec	Support Serv	F/T	35,023.42				35,023.42	
Bibliographic Proj Coord	Lib Prof	F/T	51,500.08				51,500.08	
Bibliographic Svc Mgr	Lib Prof	F/T	61,800.21				61,800.21	
Cataloger	Lib Prof	F/T	40,486.54				40,486.54	
Cataloging Asistant II	Support Serv	F/T	32,118.06				32,118.06	
Cataloging Assistant I	Support Serv	F/T	34,311.61				34,311.61	
Cataloging Assistant II	Support Serv	F/T	45,249.90				45,249.90	
Cataloging Manager	Lib Prof	F/T	46,758.95				46,758.95	
Cataloging Supervisor	Lib Prof	F/T	57,850.69				57,850.69	
E-Book Trainer/Coord	Other Prof	F/T	49,055.07				49,055.07	
Mgr. for Admin Svcs	Other Prof	F/T	62,621.82				62,621.82	
Network Admin	Other Prof	F/T	57,680.10				57,680.10	
Resource Sharing Spec	Other Prof	F/T	40,689.26				40,689.26	
School & OPAC Spec	Other Prof	F/T	51,117.66				51,117.66	
SHARE Director	Lib Prof	F/T	69,101.77				69,101.77	
SHARE Reporting Spec	Support Serv	P/T	12,001.56				12,001.56	
SHARE Tech Sup Spec	Support Serv	F/T	33,597.12				33,597.12	
Web Developer	Other Prof	F/T	66,950.00				66,950.00	
			2,295,581.30	1,246,515.89	242,485.90	-	847,913.82	-



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Exhibit 4.1b

List of System Vacant Positions

Position/Title	Budget Line Item	F/T or P/T	Annualized Salary	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund
Membership Coordin	Lib Prof	F/T	51,500.00	51,500.00				
Page	Support Serv	P/T	8,806.50	8,806.50				
Page	Support Serv	P/T	8,806.50	8,806.50				
Page	Support Serv	P/T	8,806.50	8,806.50				
			77,919.50	77,919.50				



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Exhibit 4.2a

Inventory of Currently Owned Motor Vehicles

Type (Model/Year)	License Plate Number	Current Mileage	Type of Use	Will Vehicle be Replaced During FY2017?
Ford E250 Econoline 2013	U29059	114,960	Delivery	No
Ford E250 Econoline 2013	U29061	79,702	Delivery	No
Ford E250 Econoline 2013	U29062	74,653	Delivery	No
Ford E250 Econoline 2013	U29060	140,099	Delivery	No
Ford E250 Ext. Cargo Van 2012	U27247	151,472	Delivery	No
Ford E250 Ext. Cargo Van 2012	U27250	103,623	Delivery	No
Ford E250 Ext. Cargo Van 2012	U27245	159,185	Delivery	No
Dodge Caravan 2004	U23770	81,489	Staff	No
Dodge Grand Caravan SE 2008	U25399	109,811	Staff	No
Ford E250 Ext. Cargo Van 2012	U27249	190,835	Delivery	Yes
Chevrolet Cargo Van 2011	U27227	154,370	Delivery	No
Ford E250 Ext. Cargo Van 2012	U27246	172,104	Delivery	No
Ford E250 Ext. Cargo Van 2012	U27248	174,450	Delivery	Yes



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Ford E250 Ext. Cargo Van 2012	U27242	192,937	Delivery	Yes
Jeep Cherokee 1995	U18951	99,935	Staff	No
Ford Taurus 2015	U8313	27,491	Staff	No
Ford E250 Ext. Cargo Van 2012	U27243	206,132	Delivery	Yes
Ford E150 Ext. Cargo Van 2009	U26041	204,110	Delivery	Yes
Chevrolet Ext. Cargo Van 2005	U18178	190,660	Delivery	Yes
Ford E150 Ext. Cargo Van 2009	U26040	247,850	Delivery	Yes
Ford E150 Cargo Van 2007	U24706	217,539	Delivery	Yes
Dodge Grand Caravan 2015	U30423	8,807	Staff	No
Ford Taurus 2015	U18520	24,955	Staff	No
Chevy 2015	U29926	78,170	Delivery	No
Chevy 2015	U29922	74,178	Delivery	No
Ford Truck Transit 2016	U30472	29,512	Delivery	No
Dodge Caravan 2001	U18195	130,916	Staff	No
Dodge Caravan 2001	U21954	96,636	Staff	No
Ford Taurus 2015	U30129	3,400	Staff	No
Ford E250 2013	U29059	114,960	Delivery	No
Chevy Cargo 2015	U29924	82,310	Delivery	No
Chevrolet Malibu 2007	U24762	129,971	Staff	No
Ford 150 Transit 2016	U30468	31,363	Delivery	No
Ford 150 Transit 2016	U30469	12,035	Delivery	No
Ford 150 Transit 2016	U30471	18,638	Delivery	No
Chevy Express 2015	U29923	34,046	Delivery	No
Chevy Express 2015	U29925	34,514	Delivery	No



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Chevy Cargo Van –extened 2003	U18179	154,240	Delivery	No
Dodge Grand Caravan 2000	U16821	174,126	Staff	No

We will have 10 routes running out of our Edwardsville hub, 8 routes running out of our Champaign hub and 3 routes running out of our Du Quoin hub.

We have 2 staff vehicles at all the locations.



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Exhibit 4.2b

Planned Motor Vehicle Purchases FY17

<u>Replacement</u>	<u>Type of Use</u>	<u>Budget Cost</u>
8 extended cargo vans	Delivery Service	\$200,000.00
1 box truck Champaign	Delivery Service for ILDS	\$50,000
<u>Addition</u>		
None		



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Exhibit 4.3a

Summary of Current Year Estimated/Actual Out-of-State Travel Information

Number of Travelers	Month of Travel	Current Year Estimated/Actual Expense	Reason for Travel Destination & Duration
1	August 2015	\$471	National Conference of African American Librarians St. Louis, MO 5 days



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Exhibit 4.3b

Summary of Budget Year Estimated/Actual Out-of-State Travel Information

Number of Travelers	Month of Travel	Budget Year Estimated/Actual Expense	Reason for Travel Destination & Duration
5	April, 2017	\$10,225	IUG Innovative Users Group Pre-Conference and Conference National Harbor, MD April 2-April 5



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Exhibit 4.4

Agency contract/rental agreements

Contractor Name & Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Current Year/ Budget Year	Comments
Champaign Location:					
American Pest Control, 14003 W. Farmington Rd., Hanna City, IL 61536	Building & Grounds	Pest Control	N/A-N/A	\$420	Ongoing
AT&T, PO Box 5080, Carol Stream, IL 60197	Telephone & Telecommunications	Alarm, Fax, Fire Phone Line	N/A-N/A	\$1,300	Ongoing
Ameren Illinois, PO Box 88034, Chicago, IL 60680-1034	Building & Grounds	Electric Supply	4/1/16-3/31/17	\$7,620	
Dave's Precision Mowing, 1406 Brunswick Court, St. Joseph, IL 61873	Building & Grounds	Lawn Maintenance	04/01/16-11/30/16	\$2,500	
iTV-3	Telephone & Communications	Internet	N/A-N/A	\$240	Ongoing
Marketview Car Wash	Vehicle Expenses	Van Washes	N/A-N/A	\$500	Ongoing
Morse Mechanical	Building & Grounds	HVAC Maintenance	N/A-N/A	\$215	Ongoing
Myler Automotive	Vehicle Expenses	Vehicle Repairs	N/A-N/A	\$2,500	Ongoing
Republic Services #729, PO Box 9001154, Louisville, KY 40290	Building & Grounds	Trash Removal	N/A-N/A	\$4,200	Ongoing
Speed Lube	Vehicle Expenses	Vehicle Maintenance	N/A-N/A	\$3,000	Ongoing
Tyco Integrated Security LLC, 10405 Crosspoint Blvd. Indianapolis, IN 46256	Building & Grounds	Burglar Alarm	N/A-N/A	\$1,360	Ongoing
Wright National Insurance, PO Box 33003, St. Petersburg, FL 33733	Building & Grounds	Flood Insurance	10/3/16-10/2/17	\$1,285	
Xerox, 26152 Network Place, Chicago, IL 60673	Equipment Rental	Copier Lease	4/30/15-4/30/20	\$2,700	
Du Quoin Location:					

Contractor Name & Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Current Year/ Budget Year	Comments
Alvis, 206 N. Hickory Street, Du Quoin, IL 62832	Vehicle Expenses	Vehicle Maintenance & Repairs	N/A-N/A	\$4,500	Ongoing
Clearwave, 2 North Vine Street, Harrisburg, IL 62946	Telephone & Telecommunications	Internet & Fax Line	N/A-N/A	\$4,800	Ongoing
George Alarm Co, Inc, 917 South 9 th Street, Springfield, IL 62703	Building & Grounds	Burglar Alarm	N/A-N/A	\$819	Ongoing
Parker Kent, LLC, 208 Public Square, Apt 300, Benton, IL 62812	Building & Grounds	Building Rent	8/1/13-8/1/18	\$54,000	
Republic Services #732, PO Box 900109, Louisville, KY 40290	Building & Grounds	Trash Removal	N/A-N/A	\$1,200	Ongoing
Terminix, PO Box 742592, Cincinnati, OH 45274	Building & Grounds	Pest Control	N/A-N/A	\$1,284	Ongoing
Wright National Insurance, PO Box 33003, St. Petersburg, FL 33733	Building & Grounds	Flood Insurance	10/3/16-10/3/17	\$841	
Xerox, 26152 Network Place, Chicago, IL 60673	Equipment Rental	Copier Lease	6/22/13-6/22/18	\$2,400	
Edwardsville Location:					
Abila, Dept 3303, PO Box 123303, Dallas, TX 75312-3303	Equipment Maintenance	Accounting Software Maintenance & Support	N/A-N/A	\$6,821	Ongoing
Ameren Illinois, PO Box 88034, Chicago, IL 60680-1034	Building & Grounds	Electric Supply	01/02/14-current	\$12,000	Ongoing
Anderson Pest Control, PO Box 600670, Jacksonville, FL 62260	Building & Grounds	Pest Control	5/11/07-current	\$555	Ongoing
AT&T, PO Box 5080, Carol Stream, IL 60197	Telephone & Telecommunications	Fax Line, Elevator Phone Line & Internet	N/A-N/A	\$13,560	Ongoing
Beloman, 5909 Cool Sports Road, Belleville, IL 62223	Building & Grounds	HVAC Maintenance & Repair	7/1/16-6/30/17	\$4,500	Ongoing
Fabick, 101 Fabick Drive, Fenton, MO 62232	Building & Grounds	Generator Maintenance	7/1/16-6/30/17	\$1,230	
George Alarm Co, Inc, 917 South 9 th Street, Springfield, IL 62703	Building & Grounds	Burglar Alarm	10/28/13-Current	\$1,132	Ongoing
Jan Pro Cleaning Systems of St. Louis, 1001 Craig Road, Suite 190, Creve Coeur, MO 63146	Building & Grounds	Facilities Cleaning	7/1/16-6/30/17	\$7,320	Ongoing

Contractor Name & Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Current Year/ Budget Year	Comments
John's Custom Lawn Care, LLC, 302 East Lake Drive, Edwardsville, IL 62025	Building & Grounds	Lawn Maintenance	04/01/16-11/30/17	\$4,648	
Kone Elevator Service, PO Box 429, Moline, IL 61266	Building & Grounds	Elevator Maintenance	10/1/16-9/30/17	\$2,524	Ongoing
Quest Diagnostics, PO Box 740709, Atlanta, GA 30374	Personnel	Pre-Employment Drug Screen	N/A-N/A	\$600	
Republic Services #350, PO Box 9001154, Louisville, KY 40290	Building & Grounds	Trash Removal	N/A-N/A	\$3,600	Ongoing
Selective Insurance Company, PO Box 782747, Philadelphia, PA 19178	Building & Grounds	Flood Insurance	6/20/16-6/20/17	\$929	
Stutz Excavating, 3837 Fosterburg Road, Alton, IL 62002	Building & Grounds	Snow Removal	N/A-N/A	\$2,375	Ongoing
Xerox, 26152 Network Place, Chicago, IL 60673	Equipment Rental	Copier Lease	4/30/15-4/30/20	\$6,000	
All Locations:					
Actsoft, 10006 North Dale Mabry Hwy, Ste.100, Tampa, FL 33618	Telephone & Telecommunications	Comet GPS Trackers for Delivery Vans	N/A-N/A	\$4,500	Ongoing
Alliance Technology Group	Contractual Services	Maintenance on Backup Software	3/31/16-3/31/17	\$2,700	
Busey Cardmember Services, PO Box 790408, St. Louis, MO 63179	Various	Credit Card Purchases	N/A-N/A	\$84,000	
Champaign Telephone Company, 1300 S. Neil Street, Champaign, IL 61820	Telephone & Telecommunications	Local & Long Distance for all locations, CMC, OCLC, SHARE & Toll Free Line	5/10/14-5/10/17	\$4,800	
Coventry, PO Box 6473, Carol Stream, IL 60197	Personnel	Health Insurance	7/1/16-6/30/17	431,292	
Communication Revolving Fund, PO Box 7199, Springfield, IL 62791-7199	Telephone & Telecommunications	VTel Bandwidth & ICN Filtering	N/A-N/A	\$10,212	Ongoing
FCCI Insurance, PO Box 405563, Atlanta, GA 30384	Personnel, Vehicle Expenses, Liability Insurance & Building & Grounds	Workers Comp, Auto, General Liability, & Property Insurance	7/1/16-6/30/17	\$73,615	
Guardian, PO Box 677458, Dallas, TX 65267	Personnel	Dental Insurance	7/1/16-6/30/17	\$20,585	

Contractor Name & Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start & End	Contract Amount Current Year/ Budget Year	Comments
Humana, PO Box 533, Carol Stream, IL 60132	Personnel	Vision Insurance	7/1/16-6/30/17	\$7,788	
Verizon Wireless, PO Box 25505, Lehigh Valley, PA 18002	Telephone & Telecommunications	GPS Tracking Services, Cellphone Services, MIFI, Office Modem, After Hours Line –IMSA, General & SHARE	N/A-N/A	\$13,000	Ongoing
WEX Bank, PO Box 6293, Carol Stream, IL 60197	Vehicle Expenses	Gasoline Purchases	N/A-N/A	\$150,000	Ongoing

**Ongoing denotes verbal agreement with no written contract*



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Exhibit 4.5 Information detailing the health, dental, vision and life insurance coverage for all employees.

Health, Dental, Vision and Life Insurance*

Employee's Individual Insurance Coverage

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

Type of Insurance	Employer's Monthly Contribution	Employee's Monthly Contribution
Health	861.88	0
Dental	32.21	0
Vision	6.43	0
Life	5.75	0

Dependent Insurance Coverage

First Dependent			Subsequent Dependents	
Type of Insurance	% Coverage Paid by Employer	% Coverage Paid by Employee	% Coverage Paid by Employer	% Coverage Paid by Employee
Health	0	100	0	100
Dental	0	100	0	100
Vision	0	100	0	100
Other				

Is a term life insurance program offered to library system employees? **Yes/No**

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/No**

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**

*Information is based on insurance pricing for FY2016 at flat funding. IHLS is currently obtaining insurance proposals for FY2017.



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Exhibit 4.6

General Reserve Funds

Name of Reserve Fund	Reserve Fund Amount (Projected as of 07/01/2016)	Reserve Fund Purpose	Number of Months <i>(Reserve Fund can be utilized in the event of no reimbursement)</i>
General Fund	\$4,701,848.00	Operating	24.0 Months
Capital Fund	\$1,328,567.00	Capital	18.0 Months
SHARE Reserve Fund	\$658,890.00	LLSAP	5.5 Months



**ILLINOIS STATE LIBRARY
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Exhibit 4.7

Physical Facilities in FY2017

Property Description	Own or Rent?	Value of Property	Plans for Property
Champaign hub 1704 Interstate Drive Champaign, IL	Own	\$620,000 as of 5/2015	Northern hub, essential to ILDS delivery contract with RAILS
Edwardsville hub 6725 Goshen Road Edwardsville, IL	Own	\$2,000,000 as of 11/2015	Central hub and administrative office
Du Quoin hub 500 South Madison Du Quoin, IL	Rent	\$4500/month (\$54,000/annual)	Due to landlord issues, we propose to early end of lease and relocation to SIUC location
Southern hub proposed alternate location* SIU Research Park 1740 Innovation Drive Carbondale, IL	Rent	\$1817/month (\$21,804/annual)	Less expensive alternative for southern hub

* At their May 24, 2016 meeting, the IHLS Board of Directors approved staff to pursue alternatives to the Du Quoin location while at same time negotiating with property owner for repairs or reduced rent for the facility. Following that meeting staff selected office and temperature-controlled warehouse space at the SIUC Small Business Incubator. As of June 30, 2016 administrative staff have reached a tentative agreement with SIUC at the rate identified in the table above.



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Exhibit 4.8

Listing and Description of All Corporations Formed by Library System

Name	Brief Description	System Area and Per Capita Grant Spending (direct or indirect)	Was any SAPG spending not related to ISL core priorities? (Yes or No)	Attach Articles of Incorporation and Annual Report for each corporation
None	N/A	N/A	N/A	N/A



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Exhibit 4.9

Description of All Pending Litigation

Case Name	Document Number	Legal Representation	Brief Explanation	Impact	Cost Breakdown/Analyses
None	N/A	N/A	N/A	N/A	N/A



ICS ONLINE

Thursday, April 28, 2016

27 Results (27 Unique Filers) - Agency Search of (ILLINOIS HEARTLAND LIBRARY SYSTEM) for 2016:

Sort by <input type="text" value="Agency (Level, Name)"/>		<input type="button" value="SORT"/>		<input type="button" value="DOWNLOAD"/>		
First Name	Last Name	Agency Level	Agency Name	Title	View SEI	Agencies
GEOFFREY	BANT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/20/2016	1
MARY	BARTEAU	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/31/2016	1
JOAN	BAUER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	EMPLOYEE	4/1/2016	1
LESLIE	BEDNAR	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	EMPLOYEE	4/15/2016	1
CHAPMAN	BRANDON	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	STAFF MEMBER	4/6/2016	1
TROY	BROWN	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	EMPLOYEE	3/31/2016	1
LYNDA	CLEMMONS	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/1/2016	1
CHRISTINE	DAWDY	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	EMPLOYEE	3/31/2016	1
GARY	DENUE	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/31/2016	3
TRACI	EDWARDS	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	EMPLOYEE	4/4/2016	1
ADRIENNE	ELAM	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	CHIEF FINANCIAL OFFICER	3/31/2016	1
JAMES	FENTON	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/14/2016	1
RACHEL	FULLER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/1/2016	1
CLYDE	HALL	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/28/2016	1
TINA	HUBERT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/31/2016	1
SARAH	ISAACS	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/31/2016	1
KATHY	JACKSON			STAFF MEMBER	4/4/2016	1



CHRIS	JANVRIN	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	STAFF MEMBER	<u>4/27/2016</u>	1
SUSAN	JUSTICE	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<u>4/8/2016</u>	1
BEVERLY	MILLER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	STAFF MEMBER	<u>4/27/2016</u>	1
SUSAN	PALMER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	EMPLOYEE	<u>4/15/2016</u>	1
LINDA	PETTY	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	STAFF MEMBER	<u>4/15/2016</u>	1
ELLEN	POPIT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	EMPLOYEE	<u>4/27/2016</u>	1
LEANDER	SPEARMAN	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<u>4/28/2016</u>	1
GEORGE	TRAMMELL	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<u>3/31/2016</u>	1
SANDRA	WEST	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<u>3/31/2016</u>	1
BRANT	WINGERTER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	STAFF MEMBER	Not Filed	1

** This Statement was filed with the County Clerk's office on a paper form. In order to provide the data in a manner accessible on the web, the information from the form has been transcribed for online display. While the Clerk's office has made a good faith effort to assure accuracy and completeness, illegible or ambiguous writing may lead to transcription errors. The original paper form is available for inspection at the Clerk's office.*

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Exhibit 4.11

Board Ordinance – Sec 70 -5 of Ethics Act 5 – ILCS 430

(5 ILCS 430/Art. 70 heading)

ARTICLE 70

GOVERNMENTAL ENTITIES

(Source: P.A. 93-615, eff. 11-19-03.)

(5 ILCS 430/70-5)

Sec. 70-5. Adoption by governmental entities.

(a) Within 6 months after the effective date of this Act, each governmental entity other than a community college district, and each community college district within 6 months after the effective date of this amendatory Act of the 95th General Assembly, shall adopt an ordinance or resolution that regulates, in a manner no less restrictive than Section 5-15 and Article 10 of this Act, (i) the political activities of officers and employees of the governmental entity and (ii) the soliciting and accepting of gifts by and the offering and making of gifts to officers and employees of the governmental entity.

(b) Within 3 months after the effective date of this amendatory Act of the 93rd General Assembly, the Attorney General shall develop model ordinances and resolutions for the purpose of this Article. The Attorney General shall advise governmental entities on their contents and adoption.

(c) As used in this Article, (i) an "officer" means an elected or appointed official; regardless of whether the official is compensated, and (ii) an "employee" means a fulltime, part-time, or contractual employee. (Source: P.A. 95-880, eff. 8-19-08.)



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Exhibit 4.12

Certification indicating review and compliance of Board with Illinois statutes

IHLS BOARD MEMBERS																
Legal Statute	Citation	Bant, Geoffrey	Bartau, Mary	Beil, Mary	Clemmons, Lynda	Denue, Gary	Fenton, James	Fuller, Rachel	Hall, Clyde	Hubert, Tina	Isaacs, Sarah	Justin, Susan	Spearman, Leander	Topel, Charlene	Trammel, George	West, Sandra
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

Note: In FY2016 IHLS Board members increased their awareness of the above statutes by presentation at monthly meetings, and participating in electronic training when appropriate.



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Exhibit 4.13

Copy of Current Bylaws

**Bylaws of the
Illinois Heartland Library System**

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.



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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



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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 four (4) eligible candidates for each open seat. 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*



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- 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
- iii. The Slate of Officers shall be voted on at the July meeting of the Board

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



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- 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



ILLINOIS STATE LIBRARY
FY2017 SYSTEM AREA AND PER CAPITA GRANT APPLICATION
ILLINOIS HEARTLAND LIBRARY SYSTEM

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