

# ILLINOIS HEARTLAND LIBRARY SYSTEM



June 1, 2017

## System Area & Per Capita Grant Application

The Illinois Heartland Library System (IHLS) submits its FY2018 System Area and Per Capita Grant application. Contained within please find our FY2018 Operational Plan components, System Budgets and Narratives, and Exhibits 4.1a – 4.11.

IHLS optimistically looks toward the future...

*Imagining Tomorrow – Delivering Possibilities Today*



# Illinois Heartland Library System

June 1, 2017

Mr. Greg McCormick  
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 FY2018 System Area and Per Capita Grant application. The guiding operational plan and budgets are built on funding at the FY2015 level which represents a significant increase in financial support from the current and previous year. We are aware the State of Illinois does not have an FY2018 budget at of this date, and when one is finally agreed upon our FY2018 funding level may be adjusted accordingly.

As a service provider to residents of Illinois, we understand quite well the fiscal challenges of operating with limited funds. To make the best use of taxpayer support, IHLS is utilizing a lean government approach as much as possible. Combined with our board advocacy project initiated in August 2017, we believe a proactive solution will ultimately guide our organization to improved service provision through stronger community relationships.

IHLS has turned adversarial situations such as reduced funding into service improvements in the last 6 years. When financial support returns to a more stable level we plan to build upon that model.

Thank you for your consideration of our application. As always, we appreciate the collaborative working relationship with our colleagues at the Illinois State Library.

Sincerely,

Leslie M. Bednar  
Executive Director

cc: Sandy West, IHLS Board President

**IHLS FY2018 System Area & Per Capita Grant Application**  
**Exhibit 2.1 Operating Budget**

	General Fund FY2018 Budget			Special Revenues FY2018 Budget					Fiduciary		
Budget Line Item		General	ILDS	Total General Fund Budget	CMC	OCLC	TMQ	Total Budget	SHARE FY2018 Budget	OCLC FY2018 Budget	Total Budget
REVENUES											
State Grants											
Area & Per Capita	4000	3,364,429.41		3,364,429.41				-			3,364,429.41
CMC	4027			-	293,027.90			293,027.90			293,027.90
OCLC	4032			-		135,506.55		135,506.55			135,506.55
TMQ	4034			-			8,200.00	8,200.00			8,200.00
Other State Grants	4099			-				-			-
Federal Grants				-				-			-
Other Grants	4200			-				-			-
Fees for Services & Materials											
ILDS	4222		245,417.00	245,417.00				-			245,417.00
Fess for Services & Materials	4305			-				-		4,875,000.00	4,875,000.00
Member Day	4315			-				-			-
Cloud Subscription	4380			-				-	97,144.00		97,144.00
SHARE Basic Fee (Membership Fee)	4385			-				-	1,040,976.44		1,040,976.44
Bibliographic Services	4386			-				-	110,000.00		110,000.00
Add'l Module Fee	4387			-				-	25,400.00		25,400.00
SHARE Transitions Fee	4388			-				-	8,000.00		8,000.00
Investment Income	4500	13,212.19		13,212.19				-	4,489.00		17,701.19
Other Revenue											
Room Rental	4600			-				-			-
Miscellaneous Income	4650			-				-			-
Miscellaneous Income Uncollectible	4651			-				-			-
Asset Surplus Proceeds	4655			-				-			-
Grant Administration	4660	12,318.78		12,318.78				-	26,636.00		38,954.78
E-Rate Funding	4675	4,109.92		4,109.92				-			4,109.92
SAM	4678			-				-	12,852.00		12,852.00
ICN Filtering	4680			-				-	392.85		392.85
Dream Host	4685			-				-			-
Transfer From Other Funds	4999		27,210.78	27,210.78				-	250,000.00		277,210.78
Estimated Total Revenue		3,394,070.30	272,627.78	3,666,698.08	293,027.90	135,506.55	8,200.00	436,734.45	1,575,890.29	4,875,000.00	10,554,322.82
EXPENSES											
Personnel											
Salaries & Wages											
Library Professional	5000	259,840.81		259,840.81	128,648.91			128,648.91	385,996.91		774,486.63
Other Professional	5010	588,296.08		588,296.08		83,268.89		83,268.89	291,679.64		963,244.61
Support Professional	5020	656,819.90	167,185.62	824,005.52				-	96,948.97		920,954.49
Payroll Taxes & Fringe Benefits											
Social Security Taxes	5030	115,129.19	12,789.70	127,918.89	9,841.64	6,370.07		16,211.71	59,258.85		203,389.45
Unemployment Insurance	5035	13,057.04	1,973.36	15,030.40	645.41	430.27		1,075.68	3,491.30		19,597.38
Worker's Compensation	5040	43,378.78	13,571.86	56,950.64	218.70	141.56		360.26	1,316.86		58,627.76
Retirement Benefits (IMRF)	5045	86,828.59	8,278.54	95,107.13	12,215.21	7,906.38		20,121.59	71,088.95		186,317.67
Dental, Health, Life & Vision Ins.	5050	139,464.18	18,573.30	158,037.48	27,859.95	18,573.30		46,433.25	132,520.50		336,991.23
Other Fringe Benefits	5055	3,639.32		3,639.32				-			3,639.32
Retention & Wellness	5057	1,225.00		1,225.00				-			1,225.00
Training & Professional Development	5058	6,500.00		6,500.00				-			6,500.00
Recruiting	5070	3,225.00		3,225.00				-			3,225.00
Subtotal-Personnel Total		1,917,403.89	222,372.38	2,139,776.27	179,429.82	116,690.47	-	296,120.29	1,042,301.98	-	3,478,198.54

Budget Line Item	General Fund FY2018 Budget				Special Revenues FY2018 Budget				SHARE	Fiduciary	Total
	General	ILDS	General	Fund Budget	CMC	OCLC	TMQ	Total Budget	FY2018 Budget	OCLC FY2018 Budget	
Library Materials											
Printed Materials	5100	-	-	-	-			-	-		-
Nonprinted Materials	5110	-	-	-	-			-	-		-
E-Resources	5120	-	-	-	-			-	73,091.81		73,091.81
Subtotal-Total Library Materials		-	-	-	-	-	-	-	73,091.81	-	73,091.81
Building & Grounds											
Rent	5150	80,680.08		80,680.08				-			80,680.08
Utilities	5160	50,952.00		50,952.00				-			50,952.00
Property Insurance	5170	19,404.81		19,404.81				-			19,404.81
Repairs and Maintenance	5180	40,150.77		40,150.77				-			40,150.77
Custodial/Janitoria Svcs & Supplies	5190	13,217.00		13,217.00				-			13,217.00
Other Building & Grounds	5195	24,626.60		24,626.60				-			24,626.60
Subtotal-Building & Grounds		229,031.26	-	229,031.26	-	-	-	-	-	-	229,031.26
Vehicle Expenses											
Fuel	5200	110,300.00	36,000.00	146,300.00	300.00			300.00	1,000.00		147,600.00
Repairs and Maintenance	5210	47,300.00	10,900.00	58,200.00				-			58,200.00
Vehicle Insurance	5220	25,354.00	2,535.40	27,889.40				-			27,889.40
Other Vehicle Expense	5245	1,600.00	200.00	1,800.00				-			1,800.00
Subtotal-Vehicle Expenses		184,554.00	49,635.40	234,189.40	300.00	-	-	300.00	1,000.00	-	235,489.40
Travel & Continuing Education for Staff & Board											
Mileage,Gas, Tolls-In State	5250	2,820.00		2,820.00	960.00			960.00	2,300.00		6,080.00
In State Travel(Airfare,Train,Taxi)	5255			-				-			-
Meals In State	5260	2,736.00		2,736.00	1,032.00			1,032.00	1,723.00		5,491.00
Lodging In State	5265	6,495.00		6,495.00	1,800.00			1,800.00	3,550.00		11,845.00
Mileage,Gas, Tolls-Out State	5270			-				-			-
Out State Travel(Airfare,Train,Taxi)	5275	2,308.00		2,308.00	900.00			900.00	1,540.00		4,748.00
Meals Out State	5280	1,895.00		1,895.00	512.00			512.00	1,475.00		3,882.00
Lodging Out State	5285	5,276.00		5,276.00	1,044.00			1,044.00	3,880.00		10,200.00
Registration and Meetings	5290	11,803.00	120.00	11,923.00	1,100.00			1,100.00	3,005.00		16,028.00
Conferences & Cont Ed Mtgs	5300	400.00		400.00				-			400.00
Member Day	5315	5,500.00		5,500.00				-			5,500.00
Subtotal-Travel & Continuing Education		39,233.00	120.00	39,353.00	7,348.00	-	-	7,348.00	17,473.00	-	64,174.00
Public Relations	5330	8,275.00		8,275.00				-	500.00		8,775.00
Liability Insurance	5350	16,261.21		16,261.21				-			16,261.21
Supplies, Postage & Printing											
Computers, Software & Supplies	5360	24,199.00		24,199.00	2,260.00	2,500.00		4,760.00	17,500.00		46,459.00
Gen'l Office Supplies & Equipment	5365	3,050.00		3,050.00	700.00	500.00		1,200.00	500.00		4,750.00
Postage	5370	2,000.00		2,000.00		1,800.00		1,800.00	1,100.00		4,900.00
Delivery Supplies	5385	7,000.00	500.00	7,500.00				-			7,500.00
Subtotal-Supplies, Postage & Printing		36,249.00	500.00	36,749.00	2,960.00	4,800.00	-	7,760.00	19,100.00	-	63,609.00
Telephone and Telecommunications	5400	16,828.50		16,828.50	2,736.00	2,736.00		5,472.00	14,508.00		36,808.50
Equipment Rental, Repair & Maintenance											
Equipment Rental	5450			-				-			-
Equipment Repair & Maintenance Agreements	5455	7,640.00		7,640.00	3,600.00	3,780.00		7,380.00	5,160.00		20,180.00
Subtotal-Equipment Rental, Repair & Maintenance		7,640.00	-	7,640.00	3,600.00	3,780.00	-	7,380.00	5,160.00	-	20,180.00
Professional Services											
Legal	5500	15,000.00		15,000.00				-	1,000.00		16,000.00
Accounting	5510	18,500.00		18,500.00		9,600.00		9,600.00	10,000.00		38,100.00
Consulting	5520	6,000.00		6,000.00				-			6,000.00
Contractual Staff	5530	4,320.00		4,320.00	67,000.00			67,000.00			71,320.00
Subtotal-Professional Services		43,820.00	-	43,820.00	67,000.00	9,600.00	-	76,600.00	11,000.00	-	131,420.00

		General Fund FY2018 Budget		Special Revenues FY2018 Budget					Fiduciary		
				Total					OCLC		
Budget Line Item		General	ILDS	General Fund Budget	CMC	OCLC	TMQ	Total Budget	SHARE FY2018 Budget	FY2018 Budget	Total Budget
Contractual Services											
Information Service Costs	5550	16,206.00		16,206.00	2,990.18	6,300.00		9,290.18	222,192.30		247,688.48
Contract Agreements w/Systems, Member Lib	5560			-				-		4,875,000.00	4,875,000.00
Outside Printing Services	5570			-				-			-
Other Contractual Services	5580	25,562.39		25,562.39	26,638.90	12,318.78	8,200.00	47,157.68			72,720.07
Subtotal-Contractual Services		41,768.39	-	41,768.39	29,629.08	18,618.78	8,200.00	56,447.86	222,192.30	4,875,000.00	5,195,408.55
Professional Association Membership Dues	5700	3,138.00		3,138.00	25.00			25.00	100.00		3,263.00
Miscellaneous	5725	1,740.00		1,740.00				-	360.00		2,100.00
Capital Outlays											
Capital Outlays- Equipment	5750			-				-			-
Capital Outlays- Computers	5755	29,000.00		29,000.00				-			29,000.00
Capital Outlays- Furniture & Fixtures	5760			-				-			-
Capital Outlays- Building & Improvements	5765	35,080.00		35,080.00				-			35,080.00
Capital Outlays- Land	5770	93,235.00		93,235.00				-			93,235.00
Capital Outlays- Vehicles	5775	100,000.00		100,000.00				-			100,000.00
Subtotal-Capital Outlays		257,315.00	-	257,315.00	-	-	-	-	-	-	257,315.00
Transfer To Other Funds											
SHARE		250,000.00		250,000.00				-	142,500.00		392,500.00
ILDS		27,210.78		27,210.78				-			27,210.78
Subtotal-Transfer To Other Funds		277,210.78	-	277,210.78	-	-	-	-	142,500.00	-	419,710.78
Estimated Total Expenses		3,080,468.03	272,627.78	3,353,095.81	293,027.90	156,225.25	8,200.00	457,453.15	1,549,287.09	4,875,000.00	10,234,836.05
Estimated Excess (Deficiency) of Revenue over Expenses		313,602.27	-	313,602.27	-	(20,718.70)	-	(20,718.70)	26,603.20	-	319,486.77

## IHLS FY2018 System Area & Per Capita Grant Application

### Exhibit 2.2 Budget Narrative

#### Introduction

In a memorandum dated March 24, 2017, the Illinois State Library (ISL) instructed library systems to submit FY2018 System Area and Per Capita Grant Applications (SAPG) based on the FY2015 grant award. Also, due to the State of Illinois FY2018 Budget not yet being approved, systems must be prepared to modify their FY2018 application if necessary, once the state budget is approved. ISL may also require that systems provide monetary support or assume the provision of statewide services to maintain the continuation of services that ISL deems critical. The FY2018 SAPG is due to ISL on June 1, 2017.

The Illinois Heartland Library System (IHLS) FY2018 Operating Budget was developed in May 2017. It is based on a combination of FY2017 actual revenues and expenses and projections. It 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, 2017 and ends June 30, 2018. The budget will be used by the board of directors and administrative team as a financial blueprint. It allows the goals and objectives contained in the annual Plan of Service to be realized. This budget includes projections for General Fund; Special Revenues Funds--Cataloging Maintenance Center (CMC), Online Computer Library Center (OCLC), and The Marc of Quality (TMQ); Proprietary Fund—SHARE; and Fiduciary Fund--Online Computer Library Center (OCLC).

#### Revenues

The total projected revenue of \$10,554,323 is comprised of General Fund at \$3,666,698 or 35% of the total; Special Revenue Funds at \$436,734 or 4%; SHARE at \$1,575,890 or 15%; and OCLC Fiduciary Fund \$4,875,000 or 46%.

**General Fund** projected revenue of \$3,666,698 is mainly comprised of SAPG \$3,364,429 or 92% of the total; the state-wide Illinois Library Delivery Services (ILDS) \$245,417 or 7% (IHLS has projected to contribute an additional \$27,211 of General Fund revenue to this service); other projected items are investment income; OCLC Special Revenue Grant Administration Fee; and E-Rate Funding. General Fund revenues of \$3,666,698 is a 78% increase over FY2017 mainly due to the SAPG funding at 100% versus 59% in FY2017, and the additional revenue of \$245,417 from the state-wide ILDS.

**Special Revenues Funds** projected revenues of \$436,734 is comprised of CMC \$293,028 or 67% of the total; OCLC \$135,507 or 31%; and TMQ \$8,200 or 2%. The projected revenue of \$436,734 represents a 19% decrease to FY2017 revenues mainly due to the reduction of one staff member in CMC, and FY2017 revenue carryforward of \$20,719 to FY2018 in OCLC.

**SHARE Fund** projected revenues of \$1,575,890 is comprised mainly of fees for services and materials, which is \$1,184,376 or 75% of the total; IHLS Contribution of \$250,000 or 16%; and Cloud subscription of \$97,144 or 6%. Other items included are investment income, CMC grant administration fee, SAM, and ICN filtering. SHARE revenues of \$1,575,890 represents a 14.5% increase over FY2017 which is due to a 5% increase in membership fees, transitional members paying full membership fee in FY2018, and Cloud Subscription Fees included in revenues in FY2018 versus reimbursement section in FY2017.

**Fiduciary OCLC** revenues of \$4,875,000 is a 3% increase over FY2017 due to increase in ILLINET/OCLC Group Services Fees.

### Expenses – Personnel

Personnel-related expenses comprise the largest expense category in the IHLS Operating FY2018 Budget and account for 34% of total expenses. The FY2018 budget for salary and benefit expenses includes the following assumptions:

- All positions, including Library Professionals, Other Professionals, and Support Services, are projected at a 3.5% increase over FY2017.
- Social Security Taxes projected at 7.5%, which is flat to FY2017 budget.
- Unemployment Insurance projected at 1.66% of the first \$12,960 wages earned per worker represents a .36% increase over FY2017 rate of 1.22%.
- Workmen's Compensation projected at the current rate policy doesn't renew until July 1, 2017.
- Retirement Benefits projected for staff members who are estimated to work more than 1,000 hours in FY2018. The first and second quarter of FY2018 the projected rate is 10.46% based on Illinois Municipal Retirement Fund (IMRF) CY2017 Rate. The third and fourth quarter of FY2018 the projected rate is 8.53% based on preliminary rates released by IMRF for CY2018.
- Health, Dental, Accidental Death, and Life Insurances projected at a 12.5% increase over FY2017 actual rates. The ancillary policies (dental, accidental death, and life insurance) renew on July 1, 2017 and the health insurance does not renew until October 1, 2017.

**General Fund** Other Professional projection includes the addition of a full-time position, IT Administrator, and a part-time position, Grant Specialist. Also included is a Library Professional Position, Membership Coordinator, which was not filled in FY2017 due to funding uncertainties. Training and Development includes an all staff day. In addition to projecting for recruiting of normal turnover, included also is the recruitment of two professional positions--IT Administrator and Membership Coordinator.

**SHARE Fund** Personnel Expenses projection reflects the reduction of three full-time positions from FY2017 due to staff resignations and positions not anticipated to be filled.

### Expenses – Operating

#### Library Materials

**SHARE Fund** E-Resources projection of \$73,092 is a direct expense of Cloud Subscription Fees included FY2018 Revenues.

#### Building & Grounds

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

**Vehicle Expenses**

**General Fund** vehicle expenses projection for fuel, repairs and maintenance, insurance, and miscellaneous vehicle expenses are increased over FY2017 due to ILDS contract expense and normal cost increase.

**Travel, Meetings and Continuing Education**

**General Fund** major expense components in the travel, meetings, and continuing education projections are travel and registration expenses for staff to attend conferences, advocacy and board member training, and Member Day. Projections provide for staff to attend seven conferences--Innovative Users Group (IUG), 1 attendee; Public Library Association (PLA), 2 attendees; Illinois Library Association (ILA), Booth rental and 4 attendees; Illinois School Library Media Association (ISLMA), booth rental and 4 attendees; American Library Association (ALA), 3 attendees; Reaching Forward South, registration for 7 attendees; and Illinois Library Leadership Summit, 3 attendees. FY2018 projection is 12% increase over FY2017 mainly due to two staff attending the PLA Conference which is not held annually.

**CMC Fund** projection includes six cataloging training sessions and the Online Audiovisual Catalogers (OLAC) Conference, 2 attendees.

**SHARE Fund** projections mainly include staff attendance at three conferences—IUG, 5 attendees; ILA, 4 attendees; and ISLMA, 3 attendees.

**Public Relations**

**General Fund** total projection is to accomplish the rebranding efforts of IHLS, which is a high priority in the FY2018 Plan of Service.

**Liability Insurance**

**General Fund** expenses include projections for General Liability, Commercial Umbrella, Directors and Officers, Crime Coverage Bond, and Treasurer's Bond. The projections include a 10% contingency over FY2017. The policies renew on July 1, 2017.

**Supplies, Postage and Printing**

This budget category includes expenses for computers and software (less than \$5,000), accessories and supplies for equipment, office supplies, postage, delivery supplies, and outside printing cost. The major component in FY2018 projection is computer replacements for staff. In the past two years, replacements were not done as scheduled due to funding constraints.

**Telephone and Telecommunications**

Included in this budget category are projections associated with monthly cost for phone, internet, delivery GPS tracking, and cell phone services.

**Equipment Repair & Maintenance Agreements**

Projection includes cost for copiers and maintenance at three locations which is lower than FY2017 due to new contract executed in FY2017.

**Professional Services**

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

**Contractual Services**

Expenses include projections for information service costs, contract agreements with System Member Libraries, outside printing services, and other contractual services.

**General Fund** Other Contractual Services projection includes cost of new website for IHLS which is a significant objective in the FY2018 Plan of Services.

**SHARE Fund** Information Service Costs projection's significant increase over FY2017 is due to including Cloud Platform fee of \$25,000.

**Capital Outlays**

To maintain current cash reserves, after utilizing cash reserves for the past two fiscal years due to funding deficits, all **General Fund** Capital Outlays will be included as expense items in the System Area & Per Capita Grant.

Listed below are the **General Fund** Capital Outlays included in this budget by category:

- Capital Outlays--Computers projection is for the replacement of a server and server licenses.
- Capital Outlays--Building & Improvements projection is for the replacement of flooring at the Champaign location.
- Capital Outlays--Land projection for grounds improvement at the Champaign location.
- Capital Outlays--Vehicles projection is for the replacement of delivery vehicles.

**Transfer to Other Funds**

**General Fund** annual contribution to SHARE Fund projection of \$250,000 is flat to FY2017. However, a projected contribution of \$27,211 to ILDS project is new in FY2018.

**SHARE Fund** transfer to SHARE Reserves projection of \$142,500 is flat to FY2017.

**Estimated Excess (Deficiency) of Revenues over Expenses**

**General Fund** projected revenues over expenses is \$313,602 which represents 9% of revenues received.

**OCLC Special Revenue** Fund projected revenues over expenses (\$20,719) is due to FY2017 carryforward.

**SHARE Fund** projected revenues over expenses is \$26,603.

## IHLS FY2018 System Area & Per Capita Grant Application

### Exhibit 3 System Operational Plan

#### 3.0 System Operational Plan

As Illinois Heartland Library System (IHLS) considers goals and objectives for FY2018, continued themes surface: the organization's innate ability to respond to member needs with innovative service approaches utilizing technology balanced with the state's financial reality. In our seventh year, the narrative is one of strengthening resiliency to funding instability through better relationships with stakeholders and allies; improving resource sharing in our communities with a focus on current standards; new methods of bringing disparate library groups together around contemporary resources; and minimizing the physical geography between our 518 member agencies.

##### A. Administration

In both a supportive and leadership role, system administration will focus on the following priorities in FY2018:

- Advocacy for IHLS and our member libraries
- Focus on IHLS through our rebranding project
- Retention of records from four legacy library systems as well as IHLS records
- Increased awareness of existing membership standards
- Focused outreach to school library community re: resource sharing

##### Communications

**Goal:** *Effective and efficient communication with IHLS stakeholders.*

Objectives	Planned Activities
Support and maintain an interactive website that assists member libraries in the effective utilization of IHLS services	<ul style="list-style-type: none"><li>- Ensure timely website information with routine updates</li><li>- Review website to enhance visibility and usability</li><li>- Receive and post job openings for internal positions, as well as positions on the system, state and national level</li><li>- Regularly update and maintain the Grant page with current grant opportunities available to members</li><li>- Regularly update and maintain the Vendor Discount page with current discounts available to members</li><li>- Continue development of membership web portal to consolidate information that is relevant to each member</li></ul>
Support communication among stakeholders through the utilization of Web Conferencing Tools	<ul style="list-style-type: none"><li>- Continue regularly scheduled activities such as Connect with Leslie, online chats for library directors and scheduled SHARE (Sharing Heartland's Available Resources Equally) chats</li><li>- Conduct bi-monthly Members Matter meetings throughout the service area to update the membership on regional, state, and library news and developments utilizing Zoom and video teleconferencing to reach a broader audience</li></ul>

Keep stakeholders informed on what is happening at the system, statewide and national levels	<ul style="list-style-type: none"> <li>- Produce and distribute electronic newsletter on a regular basis to approximately 2,500 subscribers</li> <li>- Produce and distribute a monthly newsletter to IHLS Staff</li> <li>- Explore various avenues to target specific library types (i.e., schools, trustees, etc.)</li> <li>- Employ diverse strategies for seeking feedback and suggestions from the membership on the effectiveness of IHLS communication efforts</li> </ul>
Work cooperatively with the Illinois State Library (ISL), Reaching Across Illinois Library System (RAILS) and other stakeholders to provide excellent library services	<ul style="list-style-type: none"> <li>- As possible, support statewide library initiatives</li> </ul>
Expand IHLS' social media presence	<ul style="list-style-type: none"> <li>- Update IHLS website content</li> <li>- Use Facebook &amp; Twitter to promote services and informational updates to members</li> </ul>

**Goal: Rebranding**

Objectives	Planned Activities
Create a standardized look to communication	<ul style="list-style-type: none"> <li>- A branding board will be created with fonts and colors to be consistently used</li> <li>- Develop and enforce layout for IHLS stationary, signage, and other documents, (i.e. meeting materials and class handouts) by creating templates and providing instruction to staff</li> <li>- Create uniform informational resources for promotion and marketing</li> </ul>

**Goal: Advocacy**

Objectives	Planned Activities
Increase IHLS visibility to membership and to the community	<ul style="list-style-type: none"> <li>- Training for board members and staff to create a culture of story-telling to better share our mission</li> <li>- Share and promote new brand concept</li> </ul>
Help advocate for member libraries	<ul style="list-style-type: none"> <li>- Share advocacy resources with membership</li> <li>- Provide networking support for libraries interested in developing advocacy initiative.</li> </ul>

**Human Resources**

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

Objectives	Planned Activities
Ensure that IHLS has sufficient staff to accomplish statutory priorities established by the ISL	<ul style="list-style-type: none"> <li>- Find a diverse pool of candidates when recruiting additional IHLS staff</li> <li>- Utilize various job posting methods to seek highly qualified candidates</li> <li>- Introduce IHLS' policies, rules, and procedures to new staff upon hiring</li> </ul>
Revamp staff performance evaluation process	<ul style="list-style-type: none"> <li>- Redesign staff probationary period (90 days) evaluation which will include a meeting with manager and human resources staff</li> <li>- Implement a new staff evaluation form that is reflective of the IHLS work environment</li> </ul>
Support and develop IHLS staff	<ul style="list-style-type: none"> <li>- Provide routine training and professional development opportunities to enhance staff skills</li> <li>- Encourage staff to participate in professional organizations and attend conferences as appropriate to their job function</li> <li>- Continue to work to establish collaborative activities for all staff</li> <li>- Coordinate all staff day</li> </ul>
Establish Employee Web Services	<ul style="list-style-type: none"> <li>- Enhance current payroll processing system to be paperless</li> <li>- Establish an electronic system for delivery staff to track hours worked to operate in conjunction with current accounting system</li> <li>- Train staff to utilize employee web services</li> </ul>

### Information Technology (IT)

**Goal:** To provide the IT support necessary for IHLS and SHARE to function efficiently.

Objectives	Planned Activities
Provide support for core system services	<ul style="list-style-type: none"> <li>- Provide software and technical assistance for members of the LLSAP (local library automation system project) as it relates to the services of SHARE</li> <li>- Support IHLS staff at all office locations and provide remote support through applications like TeamViewer and Zoom</li> <li>- Maintain internal and external web services for IHLS and SHARE</li> <li>- Maintain SHARE helpdesk software to track and repair problems reported by SHARE membership</li> <li>- Work with Operations to maintain the driver counting project utilizing tablets</li> <li>- 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.</li> <li>- Support communication electronically using technologies like Zoom and the traditional H.323 bridge hosted by RAILS</li> <li>- Take continuing education opportunities provided, especially utilizing Lynda.com</li> </ul>

**Goal:** Support rebranding effort by implementing a new website design to IHLS website.

Objectives	Planned Activities
Release and review request for proposal (RFP) for website development	<ul style="list-style-type: none"> <li>- Write and release an RFP for website redesign</li> <li>- Form an internal group of appropriate staff to review the RFP results</li> <li>- Select and notify successful bidder</li> <li>- Execute contract with successful bidder</li> </ul>

## Board Support

**Goal:** *Improve communication with and support of board and committees*

Objectives	Planned Activities
Modify processes to improve communication between board and executive staff.	<ul style="list-style-type: none"> <li>- Provide support for monthly meetings for the board and committees</li> <li>- Share monthly meeting calendars with board and appropriate staff</li> <li>- Post meeting packets and approved meeting minutes within timeframes outlined in Open Meetings Act</li> </ul>

**Goal:** *100% State and Federal compliance for IHLS/Board and appropriate IHLS staff*

Objectives	Planned Activities
Ensure all board members are compliant with state and federal law	<ul style="list-style-type: none"> <li>- Submit all compliance documentation to board members annually and/or when new board members are seated</li> <li>- Ensure all compliance documentation in board binders is updated as needed</li> </ul>

**Goal:** *Encourage board participation in applicable continuing education activities*

Objectives	Planned Activities
Provide board members opportunities to enhance leadership skills	<ul style="list-style-type: none"> <li>- Develop and provide annual board member training</li> <li>- Share leadership resources and opportunities with board members</li> </ul>

## Record Retention

**Goal:** *Retain and purge materials on an approved schedule*

Objectives	Planned Activities
Continue process initiated with merger of the four legacy systems in FY2012	<ul style="list-style-type: none"> <li>- Research, compile, assimilate and prepare material</li> <li>- Ensure all data is handled in compliance with approved records retention policies and procedures</li> </ul>

## Membership

**Goal:** Membership of all system agencies will be reviewed on an annual basis.

Objectives	Planned Activities
Support the annual statewide certification process.	- Staff will monitor and follow-up with libraries having membership challenges, as well as libraries interested in joining the automation consortium

## Networking

**Goal:** IHLS will continue to develop relationships with and among the membership.

Objectives	Planned Activities
Support networking initiatives within the system	- "Members Matter" meetings will be held at diverse locations through the system on a bi-monthly basis - Online chats will be held on a regular basis to connect target audiences - IHLS staff will be available to participate in regional networking groups

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

Objectives	Planned Activities
Support professional development and continuing education opportunities for member libraries.	- Explore opportunities for shared services in consulting and continuing education - Participate, as appropriate, in committee work that will benefit our stakeholders. This may include organizations such as the Illinois Library Association, Illinois School Library Media Association, the Illinois State Library Advisory Committee, etc.

**Goal:** Work with other library entities within the state and without.

Objectives	Planned Activities
Attending user group conferences appropriate for our industry and networking with fellow colleagues	- Attend IUG (Innovative User's Group) annually - Attend Computers in Libraries (as funds allow) - Grow relationships with organizations worldwide that share our values on resource sharing and innovation

## Accounting Operations

**Goal:** Empower IHLS Administrative Staff and Board of Directors to make sound financial decisions by providing effective financial reports.

Objectives	Planned Activities
Generate practical financial reports	<ul style="list-style-type: none"> <li>- Complete FY2017 Audit fieldwork in July 2017</li> <li>- Present FY2017 Audited Financial Statements to IHLS Board at August 2017 meeting</li> <li>- Submit FY2017 Audited Financial Statements to Illinois State Library by September 29, 2017</li> <li>- Submit all special revenue grant reports to Illinois State Library 15 days after each fiscal quarter end</li> <li>- Provide IHLS Finance Committee and Board of Directors with monthly financial reports comparing actual versus budget</li> </ul>
Increase administrative staff awareness of IHLS Financial Position	<ul style="list-style-type: none"> <li>- Grant administrative staff executive view rights to their area of responsibility to view financial data</li> <li>- Ensure administrative staff understand reports produced and distributed</li> <li>- Encourage administrative staff to adhere to fiscal year operational budget plan</li> </ul>

## B. Bibliographic Access

As a cornerstone of resource sharing, Bibliographic Access services in FY2018 will promote:

- The availability of bibliographic support in a variety of methods including cataloging and database maintenance for the SHARE Consortium and cataloging training for SHARE members.
- The Cataloging Maintenance Center, which provides access to resources and special collections throughout the state, including digitized collections at Illinois Digital Archives, by providing information and training on bibliographic cataloging and metadata formation and content of metadata.

### Cataloging Services for SHARE

**Goal:** *To provide cataloging services for SHARE member libraries, including transitional libraries.*

Objectives	Planned Activities
Provide a full level OCLC bibliographic record for the SHARE database	<ul style="list-style-type: none"> <li>- Catalog materials and set holdings in OCLC WorldCat database</li> <li>- Import bibliographic records into the SHARE database</li> <li>- Maintain statistics documenting the number of items cataloged and the libraries for which they were cataloged</li> </ul>
Answer questions concerning searching/matching, item information, how to find, and statistics, etc. for SHARE member libraries	<ul style="list-style-type: none"> <li>- Answer emails, help tickets and phone calls</li> <li>- Provide presentations for Circulation forum and member libraries training days</li> </ul>
Input "on order" bibliographic records and equipment records for member libraries into the SHARE database	<ul style="list-style-type: none"> <li>- Input bibliographic records into SHARE based on information from forms and e-mails</li> </ul>

**Goal:** *To increase usability of the SHARE database by cleaning up duplicate records and incorrect cataloging, and maintaining authority files in the SHARE database*

Objectives	Planned Activities
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	<ul style="list-style-type: none"> <li>- Identify and merge duplicate bibliographic records found in SHARE database, including working on an automated process</li> <li>- Check for and remove provisional bibliographic records</li> <li>- Check for and mark temporary bibliographic records</li> <li>- Import weekly authority record changes and make corrections as necessary</li> <li>- Establish and begin a process to systematically work through the SHARE database, to identify and merge duplicated or incorrect authority records</li> <li>- Create and maintain local serial authority records for titles found in the SHARE database</li> </ul>

### **Catalog Training for SHARE Members**

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

Objectives	Planned Activities
"Cataloging" libraries will complete 15 hours of cataloging continuing education per fiscal year	<ul style="list-style-type: none"> <li>- Monthly Cataloging Sessions</li> <li>- Provide classes including Monograph Cataloging, Authority/Subject Analysis, and Dewey,</li> <li>- Offer Cataloging Workdays</li> <li>- Develop and add classes and information to the SHARE training portal</li> </ul>
Member libraries will correctly match the item in hand to the bibliographic records found in the SHARE database.	<ul style="list-style-type: none"> <li>- Provide classes including Searching and Matching, Item Records, and Reports</li> <li>- Develop and add classes and information to the SHARE training portal</li> </ul>

### **Cataloging Maintenance Center (CMC)**

**Goal:** *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.*

Objectives	Planned Activities
User access to information resources will be improved as the result of LLSAP databases containing fewer "less than full	<ul style="list-style-type: none"> <li>- Working from a list provided by IHLS SHARE staff, provide full level OCLC records for substandard local records from the IHLS SHARE database---requesting physical item when necessary in order to identify or upgrade corresponding OCLC records---and</li> </ul>

level" bibliographic records and fewer duplicate bibliographic and authority records	import OCLC records into the SHARE database, deleting the older record - 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 import into the PrairieCat database - Working from a list provided by IHLS SHARE staff, merge duplicate bibliographic records in the IHLS SHARE database - Maintain spreadsheets documenting the number of bibliographic records upgraded and for whom, and the number of duplicate bibliographic records merged in the IHLS SHARE database
User access to Illinois libraries' special collections will be established via CMC cataloging of these resources	- Catalog materials and set holdings in OCLC WorldCat and supply RAILS LLSAP staff with the resulting bibliographic records. CMC staff will import the records into the IHLS SHARE database - Use system courier service and ILDS (Illinois Library Delivery Services) for transport of special collections materials to and from the CMC - Travel to libraries to catalog materials too fragile or unique for transport via courier - Publicize this service via the IHLS website and contacts with Illinois LLSAP staff and current service recipients - Maintain statistics documenting the number of items cataloged and the libraries for which they were cataloged
Contribute at least 100 name or uniform title authority records to the Library of Congress Authorities	- IHLS catalogers trained in NACO authority work will submit new name records to NACO (NACO is a name authority cooperative program that improves accuracy and access in bibliographic databases.) - Distribute authority records via OCLC Connexion and, when necessary, supply the resultant records to LLSAP staff for importation - Maintain statistics documenting authority record creation

**Goal:** To support access to digitized information found in Illinois libraries and at IDA by providing information on formation and content of metadata.

Objectives	Planned Activities
User access to digitized information will be established by CMC providing metadata for these items	- 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 - Continue to provide metadata creation, including transcription, for collections currently in the Illinois Digital Archives - Working with appropriate state staff, develop an outline and how-to guide for managing a digitization project - Publicize this service via the IHLS website and contacts with Illinois LLSAP staff and current service recipients

	- Maintain statistics documenting the number of items for which metadata was created and the library for whom the metadata was created
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**Goal:** *To increase skills and understanding in bibliographic services and cataloging for libraries in Illinois.*

Objectives	Planned Activities
For RAILS and IHLS member libraries to learn and increase knowledge of RDA (Resource Description and Access: contemporary cataloging rules) and OCLC Connexion	<ul style="list-style-type: none"> <li>- Provide RDA Cataloging for Copy Catalogers and OCLC Connexion Workdays</li> <li>- Working with appropriate state and local LLSAP staff, develop guidelines and handouts for Cataloging RDA Serials and Cataloging Electronic Resources</li> </ul>

### **TMQ (The MARC of Quality)**

**Goal:** *Improve the quality of the SHARE database, thus improving user access to information resources.*

Objectives	Planned Activities
Analyze reports from TMQ and anticipate decreases in error rates	<ul style="list-style-type: none"> <li>- Identify and merge duplicate bibliographic records in the SHARE database</li> <li>- Make corrections to bibliographic records as found on reports from TMQ</li> </ul>

**Goal:** *OCLC WorldCat holdings for member libraries are updated in a timely manner, which should increase resource sharing.*

Objectives	Planned Activities
Keep a statistical count of how many holding records are added to and deleted from OCLC	<ul style="list-style-type: none"> <li>- Maintain spreadsheets documenting the number of WorldCat holdings altered, as reported by TMQ</li> </ul>

## **C. Resource Sharing**

As one of the three Illinois library system priorities for service, the IHLS LLSAP, Sharing Heartland's Available Resources Equally, or SHARE, will continue working on the goals established several years ago, while adding substance to the original resource sharing plan of service:

- Highlight the focus on full participation in resource sharing 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 ILLINET Interlibrary Loan Code.
- Continue the development of the LLSAP through the promotion of the advantages of membership in the largest library automation consortium in North America.

- Continue to enhance and improve services for existing SHARE members through attention to current practices and policies and being alert to opportunities for improvement that might present themselves during the fiscal year.
- Continue to research and review E-Resources that would be beneficial to our members.

### **LLSAP (SHARE)**

**Goal:** *To provide an innovative resource discovery, sharing, and delivery system.*

Objectives	Planned Activities
Encourage resource sharing	<ul style="list-style-type: none"> <li>- Monitor SHARE policy and protocol compliance and coordinate those policies with IHLS policies regarding resource sharing</li> <li>- Assist member libraries in promoting their participation in reciprocal borrowing within IHLS and statewide</li> <li>- Maintain non-resident borrower card purchase information on the IHLS website</li> <li>- Promote the resource sharing capabilities of the LLSAP to member libraries that are not members of SHARE through communication and visits with member library directors and their boards</li> <li>- Review the system's resource sharing policy to ensure it is up to date and well-aligned to current Illinois Library Laws &amp; Rules, as well as the SHARE Resource Sharing Policies</li> <li>- Monitor the progress of member agencies in adopting the recommendations of the revisions in delivery and ILL policies and processes</li> <li>- Continue to investigate--and implement when feasible--sharing resources across the state</li> </ul>
Provide a framework for members to participate in a state-of-the-art integrated library system	<ul style="list-style-type: none"> <li>- Act as legal and financial authority for SHARE</li> <li>- Manage the SHARE investment account</li> <li>- Continue to evaluate current LLSAP policies and the development of uniform policies for SHARE with the SHARE Executive Council, the Bibliographic and Cataloging Standards Committee, the Circulation &amp; Resource Sharing Committee, the eResource Committee, and the Finance/Policy Committee</li> <li>- Analyze trends in data and in the library marketplace to determine opportunities for changes and enhancements of LLSAP services</li> <li>- Apply for appropriate grants to provide enhancements to the SHARE catalog</li> <li>- Employ a variety of instructional methods to allow SHARE members to work effectively and efficiently with the ILS (integrated library system) and other shared databases</li> <li>- Assist with the migration of libraries who do not wish to continue to participate in the SHARE LLSAP</li> <li>- Support the SHARE HelpDesk to track concerns and technical issues with the ILS</li> </ul>

	<ul style="list-style-type: none"> <li>- Continue the development and enhancement of the SHARE website to meet the informational and training needs of the IHLS libraries</li> <li>- Provide software and technical support for members of the LLSAP</li> <li>- Develop and implement a database for the purpose of maintaining all critical information about member libraries, including fees, automation setting, and staff access</li> </ul>
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## LLSAP Development

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

Objectives	Planned Activities
Continue to promote the growth of SHARE	<ul style="list-style-type: none"> <li>- The advantages of belonging to the SHARE consortium and the details on how to join will be provided to ILLINET members who are not already members of SHARE through mailings, email, and sharing information at various conferences.</li> <li>- Continue to seek grant funding to assist the smallest public libraries and schools to be able to join SHARE so they can participate more fully in resource sharing, and to meet the benchmarks established by the Illinois State Library several years ago: To participate in resource sharing; to have a discoverable collection; to have a web presence; and to provide wifi access for patrons.</li> </ul>

## ILLINET Interlibrary Loan

**Goal:** *Increase familiarity and compliance with the ILLINET Interlibrary Loan Code*

Objectives	Planned Activities
Provide educational opportunities for member agencies to become familiar with the requirements of the Interlibrary Loan Code.	<ul style="list-style-type: none"> <li>- Online and in person formats will be used to reach out and train the multitype membership</li> <li>- IHLS will work with statewide partners to develop training opportunities</li> </ul>
Monitor the progress of member agencies in adopting the recommendations of the ILL Code.	<ul style="list-style-type: none"> <li>- SHARE Circulation &amp; Resource Sharing staff will maintain regular contact with member libraries to help ensure understanding and compliance with the ILL Code</li> <li>- System staff will monitor the submission of the annual ILLINET Interlibrary Loan Traffic Survey</li> </ul>

## eResources

**Goal:** *To increase familiarity with and utilization of eResources.*

Objectives	Planned Activities
Increase use of eResources in SHARE member libraries including (but not limited to) eRead Illinois, eMagazines and third-party databases	<ul style="list-style-type: none"> <li>- Contact various eResource providers to obtain quotes and information about their services to provide to member libraries, via posting on the SHARE website, email messages, and electronic newsletters</li> <li>- Provide on-site assistance to library staff on use of eResources, who will, in turn, provide training to their patrons</li> <li>- Create training videos and materials for member library use</li> <li>- Work with the eResource Committee to review products, policies, and practices. The committee consists of representatives of the SHARE governing organization, SHARE member libraries, and SHARE staff</li> <li>- Continue developing consortia for the purpose of sharing electronic resources, as appropriate to meet the needs of interested library members and their patrons</li> <li>- Develop user groups for each of the eResource consortia; the purpose of the user groups will be to determine the rules for the use of the products (circulation and loan rules), as well as member fees</li> </ul>

#### D. Consulting and CE

The value of consulting and continuing education opportunities have been voiced loud and clear by our members for the past six years. As these services begin to reemerge, efforts will be targeted to:

- Hit the target of site visits to 20% of our membership (approximately 101 visits). 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 in all aspects of resource sharing.
- Continue the development of 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.
- Take advantage of opportunities that would allow the System to reach out to those libraries with whom we do not have regular, interactive contact; particularly school libraries that are not part of SHARE.

**Goal:** *To be responsive to the expressed needs of member libraries for consulting services.*

Objectives	Planned Activities
Visits to 20% of IHLS libraries. 101 of the 518 libraries will be visited in FY18	- Priority visits will be to new directors of public libraries, libraries interested in joining the automation consortium and at-risk schools

	<ul style="list-style-type: none"> <li>- Site visits will also be scheduled with libraries that express specific needs, eg: A presentation for a board or administrators on a specific topic</li> <li>- System Staff will also be available to work with local special interest groups</li> </ul>
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**Goal:** *To provide continuing education opportunities as allowed by ISL directive.*

Objectives	Planned Activities
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.	<ul style="list-style-type: none"> <li>- As staffing and funding allow and as opportunities present themselves, IHLS will offer continuing education to membership</li> <li>- IHLS Staff will actively promote continuing education offered by the Illinois State Library, The Illinois Library Association and the Illinois School Library Media Association</li> <li>- Through available communication tools, IHLS will share information regarding appropriate continuing education opportunities that would be of interest to our members</li> <li>- IHLS will continue to partner with the Illinois State Library in an effort to provide professional development hours to school libraries</li> <li>- If funding permits, continue the development of an annual Member Day</li> <li>- Assess membership interest in ILLINET Interlibrary Loan training beyond the LLSAP utilizing the OCLC WorldShare database</li> <li>- Develop guidelines and serve as host for no cost and low cost training opportunities in system buildings</li> </ul>

## E. Delivery

IHLS Delivery has been actively using the Illinois State Library Delivery recommendations since they were written in 2014.

Community Delivery Partnerships (CDPs) are encouraged and IHLS Delivery will identify 10 possible partnerships. Having a large portion of our area considered rural, the number of CDPs may be limited. IHLS will again ask for volunteer libraries to partner. Currently, since IHLS is now providing functional five day a week service, the CDPs are included.

IHLS Delivery began last July to phase in functional five day a week service for all member libraries. May 1, 2017 saw the last of the hubs to actively implement this service. The Laboratory of Applied Spatial Analysis (LASA) provided route possibilities to implement in each of IHLS's three hubs that would allow delivery when the library needed it. IHLS is currently using an iPad app to track delivery information. The ability to use this same app to create daily routes based on items scanned by libraries is being explored.

IHLS will annually review all delivery data in L2 and make corrections where necessary to provide the most up to date information. As IHLS makes changes to routes, those changes will be submitted for L2.

The focus of delivery services offered by the Illinois Heartland Library System in FY2018 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.
- Presenting the delivery model of IHLS to other stakeholders.
- Continue to partner with the Laboratory of Applied Spatial Analysis at Southern Illinois University Edwardsville regarding possible scenarios for more efficient delivery.
- Driver training program will be developed to ensure a standard level of service.

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

Objectives	Planned Activities
To comply with recommendations put forth by the Statewide Delivery Committee	- IHLS Staff will monitor compliance progress on an ongoing basis
To make 5 day a week delivery available to our libraries. (SMART Delivery which is Shared Materials Are Received Timely)	- Continually evaluate routes in regards to providing the best service possible with the best economic results. - Explore using SHARE's Polaris software in conjunction with creating daily routes.
To evaluate our service and determine areas of improvement and focus	- Administer an annual delivery survey to members - Have a data pull from L2 given to us annually for review of data and update as necessary.
Identify 10 CDPs	- Approach possible CDP libraries and facilitate the partnership.
To quantify the impact of the delivery service	- Conduct 4 delivery item counts yearly, in conjunction with RAILS/CARLI. SHARE software will be used for SHARE members, and manual counts for items from non-SHARE members. - Compare FY2017 delivery counts by library with current FY2018 delivery counts by library. Calculate the percentage of difference.

**Goal:** *Provision of accurate information and educational tools to support delivery*

Objectives	Planned Activities
To revise the delivery section of the IHLS website	- 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 - Add a "Meet the Driver" section for libraries to use. - Make the help desk prominent. - Add the ability to search any library on any route without knowing the hub location.
To provide continuing education on delivery	- 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. - Use every networking event as a way of sharing delivery information.
To participate in ALA ASCLA Physical Delivery	- Garner knowledge from other library delivery systems across the nation and apply to IHLS delivery system at a scale that IHLS can afford.

**Goal:** *Accurate member library delivery data in L2 (Library Learning)*

Objectives	Planned Activities
Review L2 data annually.	- Update L2 delivery changes as they occur.

**IHLS FY2018 System Area & Per Capita Grant Application**

**Exhibit 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.

**IHLS FY2018 System Area & Per Capita Grant Application**

**Exhibit 3.2 Proposed Fee for Service**

<b>Fee Description</b>	<b>Who Fee Impacts</b>	<b>Amount of Fee</b>	<b>Estimate of Annual Revenue Generated</b>
Cloud Subscription	SHARE Members that elect to participate	\$300 - \$25,000	\$97,144
Domain Name	IHLS Members that elect to participate	\$13.95	\$446.40
ICN Filtering	IHLS Members that elect to participate	\$16 - \$205	\$392.85
ILLINET/OCLC Group Services Fee	Illinois Member and Non-Member Libraries	\$180 - \$300,000	\$4,375,000
ILLINET/OCLC Monthly Network Transactional Billing	Illinois Member and Non-Member Libraries	\$1 - \$20,000	\$500,000
SAM Fee	IHLS Members that elect to participate	\$477-\$1,677	\$12,852
SHARE Additional Modules	SHARE Members that elect to participate	\$100-\$1,000	\$25,400
SHARE Bibliographic Service Fee	SHARE Members that elect to participate	\$10-\$25,000	\$110,000.00
SHARE LLSAP Full Member Fee	SHARE Full Member Libraries	\$780-\$31,904.25	\$1,040,976.44
SHARE LLSAP Transitional Member Fee	SHARE Members that elect to participate	\$465-\$3,650	\$8,000

IHLS FY2018 System Area & Per Capita Grant Application

**Exhibit 4.1a List of Current Positions**

			Special	Capital		
	Annualized	General	Revenue	Projects	Proprietary	Fiduciary
Position/Title	Salary	Fund	Fund	Fund	Fund	Fund
A/P Coordinator	39,912.91	29,934.68	9,978.23			
Administrative Assist	28,653.77	28,653.77				
Chief Fiscal Officer	76,862.23	76,862.23				
Communications Coor	46,010.72	46,010.72				
Courier	9,873.90	9,873.90				
Courier	9,920.48	9,920.48				
Courier	10,553.90	10,553.90				
Courier	9,538.56	9,538.56				
Courier	10,078.83	10,078.83				
Courier	9,538.56	9,538.56				
Courier	9,873.90	9,873.90				
Courier	9,873.90	9,873.90				
Courier	11,997.72	11,997.72				
Courier	11,038.28	11,038.28				
Courier	9,538.56	9,538.56				
Courier	9,873.90	9,873.90				
Courier	9,873.90	9,873.90				
Courier	9,827.33	9,827.33				
Courier	9,873.90	9,873.90				
Courier	9,538.56	9,538.56				
Courier	12,957.17	12,957.17				
Courier	11,513.34	11,513.34				
Courier	10,553.90	10,553.90				
Courier	9,873.90	9,873.90				
Courier	29,945.45	29,945.45				
Courier	9,827.33	9,827.33				
Courier	11,513.34	11,513.34				
Courier	9,873.90	9,873.90				
Courier	9,873.90	9,873.90				
Courier	9,873.90	9,873.90				
Courier	9,631.71	9,631.71				
Courier	9,827.33	9,827.33				
Courier	9,873.90	9,873.90				
Courier	9,920.48	9,920.48				
Courier	22,712.04	22,712.04				
Courier	9,873.90	9,873.90				
Courier	9,827.33	9,827.33				
Courier	9,538.56	9,538.56				
Courier	9,538.56	9,538.56				

			Special	Capital		
	Annualized	General	Revenue	Projects	Proprietary	Fiduciary
Position/Title	Salary	Fund	Fund	Fund	Fund	Fund
Courier	11,513.34	11,513.34				
Courier	9,827.33	9,827.33				
Courier	9,920.48	9,920.48				
Courier	9,873.90	9,873.90				
Courier	9,538.56	9,538.56				
Courier	29,062.80	29,062.80				
Courier	9,920.48	9,920.48				
Courier	29,062.80	29,062.80				
Courier	12,575.25	12,575.25				
Courier	9,920.48	9,920.48				
Courier	9,827.33	9,827.33				
Courier	9,827.33	9,827.33				
Courier	29,062.80	29,062.80				
Executive Assistant	43,469.88	43,469.88				
Executive Director	128,501.44	128,501.44				
HR Assistant	15,351.12	15,351.12				
IT Director	90,754.51	90,754.51				
Lead Sorter	11,178.00	11,178.00				
Membership/Grants Director	78,036.85	78,036.85				
OCLC/Sr. Accountant	47,972.19	11,993.05	35,979.14		-	
Operations Director	73,568.17	73,568.17				
Operations Manager	46,524.97	46,524.97				
Operations Manager	46,524.97	46,524.97				
Operations Manager	47,972.19	47,972.19				
Sorter	8,849.25	8,849.25				
Sorter	8,849.25	8,849.25				
Sorter	8,849.25	8,849.25				
Sorter	8,849.25	8,849.25				
Sorter	9,827.33	9,827.33				
Sorter	9,827.33	9,827.33				
Sorter	8,849.25	8,849.25				
Sorter	8,849.25	8,849.25				
Sorter	8,849.25	8,849.25				
Sorter	8,849.25	8,849.25				
Sorter	8,849.25	8,849.25				
Sorter	8,849.25	8,849.25				
Sorter	8,849.25	8,849.25				
Sorter	8,849.25	8,849.25				
Sorter	9,827.33	9,827.33				
Sorter	9,538.56	9,538.56				
Sorter	8,849.25	8,849.25				
Cataloger	47,629.35		47,629.35			

			Special	Capital		
	Annualized	General	Revenue	Projects	Proprietary	Fiduciary
Position/Title	Salary	Fund	Fund	Fund	Fund	Fund
Cataloger	41,903.44		41,903.44			
Cataloger	39,116.11		39,116.11			
OCLC A/R Coordinator	37,311.52		37,311.52			
Admin Services Spec	36,249.12				36,249.12	
Bibliographic Svc Mgr	63,963.19				63,963.19	
Cataloger	41,903.44				41,903.44	
Cataloger	41,903.44				41,903.44	
Cataloger	39,124.99				39,124.99	
Cataloging Assistant II	13,506.75				13,506.75	
Cataloging Supervisor	48,395.48				48,395.48	
Cataloging Supervisor	59,875.56				59,875.56	
Circ & Resource Sharing Spec	42,113.34				42,113.34	
Circ & Resource Sharing Spec	50,771.90				50,771.90	
Mgr. for Admin Svcs	64,813.54				64,813.54	
Network Admin	64,687.60				64,687.60	
SHARE Director	90,830.81				90,830.81	
SHARE Reporting Spec	12,420.00				12,420.00	
SHARE Tech Sup Spec	34,773.10				34,773.10	
Web Developer	69,293.25				69,293.25	
<b>Totals</b>	2,484,388.31	1,497,844.99	211,917.80	-	774,625.52	-

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**Exhibit 4.1b List of Vacant Positions**

			Special	Capital		
	Annualized	General	Revenue	Projects	Proprietary	Fiduciary
Position/Title	Salary	Fund	Fund	Fund	Fund	Fund
Courier	9,538.56	9,538.56				
Courier	9,538.56	9,538.56				
Courier	9,538.56	9,538.56				
Grants Specialist	14,981.69	14,981.69				
IT Administrator	59,699.03	59,699.03				
Membership Services Coordinator	53,302.52	53,302.52				
Sorter	8,849.25	8,849.25				
Sorter	8,849.25	8,849.25				
<b>Totals</b>	174,297.42	174,297.42	-	-	-	-

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**Exhibit 4.2 Planned Motor Vehicle Purchases**

<u>Replacement</u>	<u>Type of Use</u>	<u>Budget Cost</u>
5 Delivery Vans	Delivery Service	\$100,000

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**Exhibit 4.3 Summary Out-of-State Travel**

<b>Number of Travelers</b>	<b>Month of Travel</b>	<b>Budget Year Estimated Expense</b>	<b>Reason for Travel Destination &amp; Duration</b>
2	October	\$3,156	OLAC Conference – 4 Days
2	March	\$4,030	Public Library Association Conference – 4 Days
6	April	\$10,224	Innovative Users Group Conference – 4 Days
3	June	\$5,940	American Library Association Conference – 6 Days

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**Exhibit 4.4 Agency Contracts**

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start and End</b>	<b>Contract Amount Budget Year</b>	<b>Comments</b>
<b>Abila, Dept 3303 PO Box 123303, Dallas, TX 75312</b>	Contractual Services	Maintenance & Support	7/24/17-7/23/18	\$7,132	
<b>Actsoft, 10006 North Dale Mabry Hwy, Ste.100, Tampa, FL 33618</b>	Telephone & Telecommunications	Comet GPS Trackers for Delivery Vans	N/A-N/A	\$4,500	Ongoing
<b>Ameren Illinois, PO Box 88034, Chicago, IL 60680-1034</b>	Building & Grounds	Gas	3/1/17-9/30/18	\$3,600	
<b>Ameren Illinois, PO Box 88034, Chicago, IL 60680-1034</b>	Building & Grounds	Gas	3/1/17-9/30/18	\$3,600	
<b>Ameren Illinois/ AEP Energy, PO Box 88034, Chicago, IL 60680-1034</b>	Building & Grounds	Electricity	3/1/17-9/30/18	\$12,360	
<b>Ameren Illinois/AEP Energy, PO Box 88034, Chicago, IL 60680-1034</b>	Building & Grounds	Electricity	3/1/17-9/30/18	\$21,012	
<b>American Pest Control, 14003 W. Farmington Rd., Hanna City, IL 61536</b>	Building & Grounds	Pest Control	N/A-N/A	\$420	Ongoing
<b>Anderson Pest Control, PO Box 600670, Jacksonville, FL 62260</b>	Building & Grounds	Pest Control	N/A-N/A	\$500	Ongoing
<b>AT&amp;T, PO Box 5080, Carol Stream, IL 60197</b>	Telephone & Telecommunications	Alarm, Fax, Fire Phone Line	N/A-N/A	\$960	Ongoing
<b>AT&amp;T, PO Box 5080, Carol Stream, IL 60197</b>	Telephone & Telecommunications	Fax Line, Elevator Phone Line & Internet	N/A-N/A	\$6,060	Ongoing
<b>AutoTire, 401 N. Main, Edwardsville, IL 62025</b>	Vehicle Expenses	Vehicle Maintenance	N/A-N/A	\$10,000	Ongoing
<b>Belo-man, 5909 Cool Sports Road, Belleville, IL 62223</b>	Building & Grounds	HVAC Maintenance & Repair	7/1/16-6/30/17	\$3,148	

\*Ongoing denotes Verbal Agreement

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start and End</b>	<b>Contract Amount Budget Year</b>	<b>Comments</b>
<b>Busey Cardmember Services, PO Box 790408, St. Louis, MO 63179</b>	Various	Credit Card Purchases	N/A-N/A	\$100,000	Ongoing
<b>Champaign Telephone Company, 1300 S. Neil Street, Champaign, IL 61820</b>	Telephone & Telecommunications	Local & Long Distance & Toll Free Line	5/10/14-5/10/17	\$4,800	
<b>Charter Communications, PO Box 790086, St. Louis, MO 63179</b>	Telephone & Telecommunications	Internet	3/1/17-2/28/19	\$1,440	
<b>City of Edwardsville, PO Box 407, Edwardsville, IL 62025</b>	Building & Grounds	Sewer & Water	N/A-N/A	\$780	Ongoing
<b>CMC Electric, PO Box 37, Collinville, IL 62234</b>	Building & Grounds	Electrical	N/A-N/A	\$1,800	Ongoing
<b>CNA Surety, P.O. Box 957312, St. Louis, MO 63195</b>	Liability Insurance	Employee Dishonesty Bond	8/6/17-8/5/18	\$2,300	
<b>Communication Revolving Fund, PO Box 7199, Springfield, IL 62791-7199</b>	Telephone & Telecommunications	VTEL Bandwidth & ICN Filtering	N/A-N/A	\$10,212	Ongoing
<b>Consolidated Insurance, 312 E. Main St., Carbondale, IL 62903</b>	Liability Insurance	Treasurer's Bond	7/1/17-6/30/18	\$1,750	
<b>Continental Western Group, PO Box 14558, Des Moines, IA 50306</b>	Vehicle Expenses, Liability Insurance & Building & Grounds	Auto, General Liability, & Property Insurance	7/1/17-6/30/18	\$48,276	
<b>Dave's Precision Mowing, 1406 Brunswick Court, St. Joseph, IL 61873</b>	Building & Grounds	Lawn Maintenance Landscaping	04/01/17-11/30/18	\$6,000	
<b>Fabick, 101 Fabick Dr., Fenton, MO 62232</b>	Building & Grounds	Generator Maintenance	7/1/17-6/30/18	\$1,315	
<b>George Alarm Co, Inc, 917 South 9<sup>th</sup> Street, Springfield, IL 62703</b>	Building & Grounds	Burglar Alarm	N/A-N/A	\$1,132	Ongoing

\*Ongoing denotes Verbal Agreement

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start and End</b>	<b>Contract Amount Budget Year</b>	<b>Comments</b>
<b>Guardian, PO Box 677458, Dallas, TX 65267</b>	Personnel	Dental Insurance	7/1/17-6/30/18	\$15,771	
<b>H &amp; H Health Associates, 3660 S. Geyer Road, Suite 100, St. Louis, MO 63127</b>	Personnel	EAP Services	7/1/17-6/30/18	\$2,434	
<b>Humana, PO Box 533, Carol Stream, IL 60132</b>	Personnel	Vision Insurance	7/1/17-6/30/18	\$6,128	
<b>Illinois American Water, PO Box 3027, Milwaukee, WI 53201</b>	Building & Grounds	Water	N/A-N/A	\$960	Ongoing
<b>Illinois Library Association, 33 West Grand Avenue #401, Chicago, IL 60654</b>	Professional Association Membership Dues	Institutional Membership	6/1/17-5/31/18	\$1,000	
<b>iTV-3, 602 High Point Ln, East Peoria, IL 61611</b>	Telephone & Telecommunications	Internet	N/A-N/A	\$240	Ongoing
<b>Jan Pro Cleaning Systems of St. Louis, 1001 Craig Rd., Ste 190, Creve Coeur, MO</b>	Building & Grounds	Facilities Cleaning	7/1/17-6/30/18	\$7,320	
<b>John's Custom Lawn Care, LLC, 302 East Lake Drive, Edwardsville, IL 62025</b>	Building & Grounds	Lawn Maintenance	04/01/16-11/30/17	\$4,648	
<b>Kone Elevator Service, PO Box 429, Moline, IL 61266</b>	Building & Grounds	Elevator Maintenance	10/1/16-9/30/17	\$2,579	Ongoing
<b>Management Association, 3025 Highland Pkwy., Suite 225, Downers Grove, IL 65105</b>	Professional Association Membership Dues	HR Management Membership	7/1/17-6/30/18	\$1,260	
<b>Marketview Car Wash, 501 W. Marketview Dr, Champaign, IL 61822</b>	Vehicle Expenses	Van Washes	N/A-N/A	\$500	Ongoing
<b>Morse Mechanical, 610 S. Randolph, Champaign, IL 61820</b>	Building & Grounds	HVAC Maintenance	N/A-N/A	\$531	Ongoing

\*Ongoing denotes Verbal Agreement

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start and End</b>	<b>Contract Amount Budget Year</b>	<b>Comments</b>
<b>Myler Automotive, 1212 Parkland Ct., Champaign, IL 61821</b>	Vehicle Expenses	Vehicle Repairs	N/A-N/A	\$8,000	Ongoing
<b>Omnilert, 202 Church St SE, Leesburg, VA 20175</b>	Telephone & Telecommunications	Text Alert System	N/A-N/A	\$240	Ongoing
<b>Parker Kent, LLC, 208 Public Square, Apt 300, Benton, IL 62812</b>	Building & Grounds	Building Rent	8/1/13-8/1/18	\$54,000	
<b>Quest Diagnostics, PO Box 740709, Atlanta, GA 30374</b>	Personnel	Pre-Employment Drug Screen	N/A-N/A	\$1,000	
<b>Republic Services #350, PO Box 9001154, Louisville, KY 40290</b>	Building & Grounds	Trash Removal	N/A-N/A	\$4,800	Ongoing
<b>Republic Services #729, PO Box 9001154, Louisville, KY 40290</b>	Building & Grounds	Trash Removal	N/A-N/A	\$4,800	Ongoing
<b>Scheffel Boyle, 322 State St., Alton, IL 62002</b>	Professional Services	Audit	7/1/15-06/30/18	\$24,800	
<b>Selective Insurance Company, PO Box 782747, Philadelphia, PA 19178</b>	Building & Grounds	Flood Insurance	6/20/17-6/20/18	\$929	
<b>Shred-it, 28883 Network Pl., Chicago, IL 60673</b>	Building & Grounds	Shredding	N/A-N/A	\$560	Ongoing
<b>Southern Illinois University Carbondale, 1740 Innovation Dr., Carbondale, IL 62903</b>	Building & Grounds	Office Leasing	7/01/17-06/30/18	\$25,000	
<b>Speed Lube, 901 W. Springfield, Champaign, IL 61821</b>	Vehicle Expenses	Vehicle Maintenance	N/A-N/A	\$5,000	Ongoing
<b>Stutz Excavating, 3837 Fosterburg Road, Alton, IL 62002</b>	Building & Grounds	Snow Removal	N/A-N/A	\$1,500	Ongoing
<b>Travelers, PO Box 660317, Dallas, TX 7256</b>	Liability Insurance	Employment Practices Insurance	7/1/17-6/30/18	\$5,148	

\*Ongoing denotes Verbal Agreement

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start and End</b>	<b>Contract Amount Budget Year</b>	<b>Comments</b>
<b>Tyco Integrated Security LLC, PO Box 371967, Pittsburgh, PA 15250</b>	Building & Grounds	Burglar Alarm	N/A-N/A	\$1,540	Ongoing
<b>United Health Care, PO Box 959782, St. Louis, MO 63195</b>	Personnel	Health Insurance	10/1/16-9/30/17	\$315,091	
<b>Urbana Champaign Sanitary District, PO Box 669, Urbana, IL 61803</b>	Building & Grounds	Sewer	N/A-N/A	\$840	Ongoing
<b>Verizon Wireless, PO Box 25505, Lehigh Valley, PA 18002</b>	Telephone & Telecommunications	GPS Tracking Services, Cellphone Services, MIFI, Office Modem	N/A-N/A	\$13,200	Ongoing
<b>WEX Bank, PO Box 6293, Carol Stream, IL 60197</b>	Vehicle Expenses	Gasoline Purchases	N/A-N/A	\$150,000	Ongoing
<b>Wright National Insurance, PO Box 33003, St. Petersburg, FL 33733</b>	Building & Grounds	Flood Insurance	10/21/17-10/20/18	\$2,928	
<b>Wright National Insurance, PO Box 33003, St. Petersburg, FL 33733</b>	Building & Grounds	Flood Insurance	10/3/17-10/2/18	\$1,374	
<b>Xerox, 26152 Network Pl., Chicago, IL 60673</b>	Maintenance Agreements	Copier Lease	6/22/13-6/22/18	\$2,400	
<b>Xerox, 26152 Network Pl., Chicago, IL 60673</b>	Maintenance Agreements	Copier Lease	8/31/16-8/31/18	\$1,040	
<b>Xerox, 26152 Network Pl., Chicago, IL 60673</b>	Maintenance Agreements	Copier Lease	4/30/15-4/30/20	\$3,600	
<b>Xerox, 26152 Network Pl., Chicago, IL 60673</b>	Maintenance Agreements	Copier Lease	4/30/15-4/30/20	\$7,200	

\*Ongoing denotes Verbal Agreement

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**Exhibit 4.4 Agency Contracts**

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start and End</b>	<b>Contract Amount Budget Year</b>	<b>Comments</b>
<b>Abila, Dept 3303 PO Box 123303, Dallas, TX 75312</b>	Contractual Services	Maintenance & Support	7/24/17- 7/23/18	\$7,132	
<b>Actsoft, 10006 North Dale Mabry Hwy, Ste.100, Tampa, FL 33618</b>	Telephone & Telecommunications	Comet GPS Trackers for Delivery Vans	N/A-N/A	\$4,500	Ongoing
<b>Ameren Illinois, PO Box 88034, Chicago, IL 60680-1034</b>	Building & Grounds	Gas	3/1/17- 9/30/18	\$3,600	
<b>Ameren Illinois, PO Box 88034, Chicago, IL 60680-1034</b>	Building & Grounds	Gas	3/1/17- 9/30/18	\$3,600	
<b>Ameren Illinois/ AEP Energy, PO Box 88034, Chicago, IL 60680-1034</b>	Building & Grounds	Electricity	3/1/17- 9/30/18	\$12,360	
<b>Ameren Illinois/AEP Energy, PO Box 88034, Chicago, IL 60680-1034</b>	Building & Grounds	Electricity	3/1/17- 9/30/18	\$21,012	
<b>American Pest Control, 14003 W. Farmington Rd., Hanna City, IL 61536</b>	Building & Grounds	Pest Control	N/A-N/A	\$420	Ongoing
<b>Anderson Pest Control, PO Box 600670, Jacksonville, FL 62260</b>	Building & Grounds	Pest Control	N/A-N/A	\$500	Ongoing
<b>AT&amp;T, PO Box 5080, Carol Stream, IL 60197</b>	Telephone & Telecommunications	Alarm, Fax, Fire Phone Line	N/A-N/A	\$960	Ongoing
<b>AT&amp;T, PO Box 5080, Carol Stream, IL 60197</b>	Telephone & Telecommunications	Fax Line, Elevator Phone Line & Internet	N/A-N/A	\$6,060	Ongoing
<b>AutoTire, 401 N. Main, Edwardsville, IL 62025</b>	Vehicle Expenses	Vehicle Maintenance	N/A-N/A	\$10,000	Ongoing
<b>Belo-man, 5909 Cool Sports Road, Belleville, IL 62223</b>	Building & Grounds	HVAC Maintenance & Repair	7/1/16- 6/30/17	\$3,148	

\*Ongoing denotes Verbal Agreement

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start and End</b>	<b>Contract Amount Budget Year</b>	<b>Comments</b>
<b>Busey Cardmember Services, PO Box 790408, St. Louis, MO 63179</b>	Various	Credit Card Purchases	N/A-N/A	\$100,000	Ongoing
<b>Champaign Telephone Company, 1300 S. Neil Street, Champaign, IL 61820</b>	Telephone & Telecommunications	Local & Long Distance & Toll Free Line	5/10/14-5/10/17	\$4,800	
<b>Charter Communications, PO Box 790086, St. Louis, MO 63179</b>	Telephone & Telecommunications	Internet	3/1/17-2/28/19	\$1,440	
<b>City of Edwardsville, PO Box 407, Edwardsville, IL 62025</b>	Building & Grounds	Sewer & Water	N/A-N/A	\$780	Ongoing
<b>CMC Electric, PO Box 37, Collinville, IL 62234</b>	Building & Grounds	Electrical	N/A-N/A	\$1,800	Ongoing
<b>CNA Surety, P.O. Box 957312, St. Louis, MO 63195</b>	Liability Insurance	Employee Dishonesty Bond	8/6/17-8/5/18	\$2,300	
<b>Communication Revolving Fund, PO Box 7199, Springfield, IL 62791-7199</b>	Telephone & Telecommunications	VTEL Bandwidth & ICN Filtering	N/A-N/A	\$10,212	Ongoing
<b>Consolidated Insurance, 312 E. Main St., Carbondale, IL 62903</b>	Liability Insurance	Treasurer's Bond	7/1/17-6/30/18	\$1,750	
<b>Continental Western Group, PO Box 14558, Des Moines, IA 50306</b>	Vehicle Expenses, Liability Insurance & Building & Grounds	Auto, General Liability, & Property Insurance	7/1/17-6/30/18	\$48,276	
<b>Dave's Precision Mowing, 1406 Brunswick Court, St. Joseph, IL 61873</b>	Building & Grounds	Lawn Maintenance Landscaping	04/01/17-11/30/18	\$6,000	
<b>Fabick, 101 Fabick Dr., Fenton, MO 62232</b>	Building & Grounds	Generator Maintenance	7/1/17-6/30/18	\$1,315	
<b>George Alarm Co, Inc, 917 South 9<sup>th</sup> Street, Springfield, IL 62703</b>	Building & Grounds	Burglar Alarm	N/A-N/A	\$1,132	Ongoing

\*Ongoing denotes Verbal Agreement

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start and End</b>	<b>Contract Amount Budget Year</b>	<b>Comments</b>
<b>Guardian, PO Box 677458, Dallas, TX 65267</b>	Personnel	Dental Insurance	7/1/17-6/30/18	\$15,771	
<b>H &amp; H Health Associates, 3660 S. Geyer Road, Suite 100, St. Louis, MO 63127</b>	Personnel	EAP Services	7/1/17-6/30/18	\$2,434	
<b>Humana, PO Box 533, Carol Stream, IL 60132</b>	Personnel	Vision Insurance	7/1/17-6/30/18	\$6,128	
<b>Illinois American Water, PO Box 3027, Milwaukee, WI 53201</b>	Building & Grounds	Water	N/A-N/A	\$960	Ongoing
<b>Illinois Library Association, 33 West Grand Avenue #401, Chicago, IL 60654</b>	Professional Association Membership Dues	Institutional Membership	6/1/17-5/31/18	\$1,000	
<b>iTV-3, 602 High Point Ln, East Peoria, IL 61611</b>	Telephone & Telecommunications	Internet	N/A-N/A	\$240	Ongoing
<b>Jan Pro Cleaning Systems of St. Louis, 1001 Craig Rd., Ste 190, Creve Coeur, MO</b>	Building & Grounds	Facilities Cleaning	7/1/17-6/30/18	\$7,320	
<b>John's Custom Lawn Care, LLC, 302 East Lake Drive, Edwardsville, IL 62025</b>	Building & Grounds	Lawn Maintenance	04/01/16-11/30/17	\$4,648	
<b>Kone Elevator Service, PO Box 429, Moline, IL 61266</b>	Building & Grounds	Elevator Maintenance	10/1/16-9/30/17	\$2,579	Ongoing
<b>Management Association, 3025 Highland Pkwy., Suite 225, Downers Grove, IL 65105</b>	Professional Association Membership Dues	HR Management Membership	7/1/17-6/30/18	\$1,260	
<b>Marketview Car Wash, 501 W. Marketview Dr, Champaign, IL 61822</b>	Vehicle Expenses	Van Washes	N/A-N/A	\$500	Ongoing
<b>Morse Mechanical, 610 S. Randolph, Champaign, IL 61820</b>	Building & Grounds	HVAC Maintenance	N/A-N/A	\$531	Ongoing

\*Ongoing denotes Verbal Agreement

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start and End</b>	<b>Contract Amount Budget Year</b>	<b>Comments</b>
<b>Myler Automotive, 1212 Parkland Ct., Champaign, IL 61821</b>	Vehicle Expenses	Vehicle Repairs	N/A-N/A	\$8,000	Ongoing
<b>Omnilert, 202 Church St SE, Leesburg, VA 20175</b>	Telephone & Telecommunications	Text Alert System	N/A-N/A	\$240	Ongoing
<b>Parker Kent, LLC, 208 Public Square, Apt 300, Benton, IL 62812</b>	Building & Grounds	Building Rent	8/1/13-8/1/18	\$54,000	
<b>Quest Diagnostics, PO Box 740709, Atlanta, GA 30374</b>	Personnel	Pre-Employment Drug Screen	N/A-N/A	\$1,000	
<b>Republic Services #350, PO Box 9001154, Louisville, KY 40290</b>	Building & Grounds	Trash Removal	N/A-N/A	\$4,800	Ongoing
<b>Republic Services #729, PO Box 9001154, Louisville, KY 40290</b>	Building & Grounds	Trash Removal	N/A-N/A	\$4,800	Ongoing
<b>Scheffel Boyle, 322 State St., Alton, IL 62002</b>	Professional Services	Audit	7/1/15-06/30/18	\$24,800	
<b>Selective Insurance Company, PO Box 782747, Philadelphia, PA 19178</b>	Building & Grounds	Flood Insurance	6/20/17-6/20/18	\$929	
<b>Shred-it, 28883 Network Pl., Chicago, IL 60673</b>	Building & Grounds	Shredding	N/A-N/A	\$560	Ongoing
<b>Southern Illinois University Carbondale, 1740 Innovation Dr., Carbondale, IL 62903</b>	Building & Grounds	Office Leasing	7/01/17-06/30/18	\$25,000	
<b>Speed Lube, 901 W. Springfield, Champaign, IL 61821</b>	Vehicle Expenses	Vehicle Maintenance	N/A-N/A	\$5,000	Ongoing
<b>Stutz Excavating, 3837 Fosterburg Road, Alton, IL 62002</b>	Building & Grounds	Snow Removal	N/A-N/A	\$1,500	Ongoing
<b>Travelers, PO Box 660317, Dallas, TX 7256</b>	Liability Insurance	Employment Practices Insurance	7/1/17-6/30/18	\$5,148	

\*Ongoing denotes Verbal Agreement

<b>Contractor Name and Address</b>	<b>Budget Line Item</b>	<b>Description of Services Rendered</b>	<b>Proposed Dates of Contract Start and End</b>	<b>Contract Amount Budget Year</b>	<b>Comments</b>
<b>Tyco Integrated Security LLC, PO Box 371967, Pittsburgh, PA 15250</b>	Building & Grounds	Burglar Alarm	N/A-N/A	\$1,540	Ongoing
<b>United Health Care, PO Box 959782, St. Louis, MO 63195</b>	Personnel	Health Insurance	10/1/16-9/30/17	\$315,091	
<b>Urbana Champaign Sanitary District, PO Box 669, Urbana, IL 61803</b>	Building & Grounds	Sewer	N/A-N/A	\$840	Ongoing
<b>Verizon Wireless, PO Box 25505, Lehigh Valley, PA 18002</b>	Telephone & Telecommunications	GPS Tracking Services, Cellphone Services, MIFI, Office Modem	N/A-N/A	\$13,200	Ongoing
<b>WEX Bank, PO Box 6293, Carol Stream, IL 60197</b>	Vehicle Expenses	Gasoline Purchases	N/A-N/A	\$150,000	Ongoing
<b>Wright National Insurance, PO Box 33003, St. Petersburg, FL 33733</b>	Building & Grounds	Flood Insurance	10/21/17-10/20/18	\$2,928	
<b>Wright National Insurance, PO Box 33003, St. Petersburg, FL 33733</b>	Building & Grounds	Flood Insurance	10/3/17-10/2/18	\$1,374	
<b>Xerox, 26152 Network Pl., Chicago, IL 60673</b>	Maintenance Agreements	Copier Lease	6/22/13-6/22/18	\$2,400	
<b>Xerox, 26152 Network Pl., Chicago, IL 60673</b>	Maintenance Agreements	Copier Lease	8/31/16-8/31/18	\$1,040	
<b>Xerox, 26152 Network Pl., Chicago, IL 60673</b>	Maintenance Agreements	Copier Lease	4/30/15-4/30/20	\$3,600	
<b>Xerox, 26152 Network Pl., Chicago, IL 60673</b>	Maintenance Agreements	Copier Lease	4/30/15-4/30/20	\$7,200	

\*Ongoing denotes Verbal Agreement

**IHLS FY2018 System Area & Per Capita Grant Application**

**Exhibit 4.5 Insurance Coverage for Employees and Dependents**

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

**Employee Insurance Coverage**

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

**Dependent Insurance Coverage**

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

Is a term life insurance program offered to library system employees? **Yes**

If so, what percentage of the premium is paid by the library system: **100%**

Is retiree health insurance coverage offered to current library system employees or any Illinois library system staff that were employed prior to July 1, 2001? **Yes**

If yes, what is the maximum percentage paid by the library system: **0%**

Annual cost to the library system for offering this retirement benefit **\$0.00**

**IHLS FY2018 System Area & Per Capita Grant Application**

**Exhibit 4.6 Description of Facilities in All Locations**

<b>Property Description</b>	<b>Own or Rent?</b>	<b>Value of Property</b>	<b>Plans for Property</b>
Champaign hub  1704 Interstate Drive Champaign, IL	Own	\$620,000 as of 5/2015	Northern hub, ILDS exchange point between RAILS and IHLS
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	\$4,500/month (\$54,000/annual)	Negotiating with landlord for buyout amount for term of lease (14 months)
Carbondale hub  SIU Research Park 1740 Innovation Drive Carbondale, IL	Rent	\$2,083.34/month (\$25,000.08/annual)	Currently running all previous operations from Du Quoin here

**IHLS FY2018 System Area & Per Capita Grant Application**  
**Exhibit 4.7 Corporations Formed by Library System**

None.

**IHLS FY2018 System Area & Per Capita Grant Application**  
**Exhibit 4.8 Pending Litigation**

None.

**IHLS FY2018 System Area & Per Capita Grant Application**

**Exhibit 4.9 Copy of Recently Filed Statement of Economic Interest**

First Name	Last Name	Agency Level	Agency Name	Title	Filing Date	Agencies
GEOFFREY	BANT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/10/2017	1
JOAN	BAUER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	SHARE MGR FOR BIBLIOGRAPHIC SERVICES	4/11/2017	1
LESLIE	BEDNAR	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	DIRECTOR	3/31/2017	1
MARY	BEIL	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/13/2017	1
TROY	BROWN	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	IT DIRECTOR	3/13/2017	1
STACIE	BUSHONG	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	EXEC ASST	3/13/2017	1
BRANDON	CHAPMAN	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	NETWORK ADMINISTRATOR	3/14/2017	1
CHRISTINE	DAWDY	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	SHARE DIRECTOR	3/14/2017	1
GARY	DENUE	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/15/2017	3
TIFFANY	DROEGE	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/28/2017	1
TRACI	EDWARDS	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	SHARE MGR OF ADMINISTRATIVE SERVICES	3/21/2017	1
ADRIENNE	ELAM	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	CFO	3/13/2017	1
RACHEL	FULLER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/13/2017	1
CLYDE	HALL	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/12/2017	1
ATHENA	HUBERT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/10/2017	2
SARAH	ISAACS	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/22/2017	1
GARY	JONES	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/10/2017	1
LINDA	KATES	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	OPERATIONS MANAGER	3/13/2017	1
BEVERLY	OBERT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/16/2017	1
DEBORAH	OWEN	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/29/2017	2
SUSAN	PALMER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	OPERATIONS DIRECTOR	3/10/2017	1
LINDA	PETTY	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	OPERATIONS MANAGER	3/10/2017	1
JOHN	PHILLIPS	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/10/2017	1
ELLEN	POPIT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	MEMBERSHIP & GRANTS DIRECTOR	3/28/2017	1
CHARLENE	TOPEL	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/13/2017	1
SANDRA	WEST	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/10/2017	1
BRANT	WINGERTER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	WEB DEVELOPER	3/20/2017	1
SARA	ZUMWALT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/13/2017	1

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## 28 Results (28 Unique Filers) - Agency Name Search of (Illinois Heartland Library System) for 2017:

Sort by Agency (Level, Name) ▼

SORT

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First Name	Last Name	Agency Level	Agency Name	Title	View SEI	Agencies
GEOFFREY	BANT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<a href="#">4/10/2017</a>	1
JOAN	BAUER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	SHARE MGR FOR BIBLIOGRAPHIC SERVICES	<a href="#">4/11/2017</a>	1
LESLIE	BEDNAR	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	DIRECTOR	<a href="#">3/31/2017</a>	1
MARY	BEIL	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<a href="#">3/13/2017</a>	1
TROY	BROWN	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	IT DIRECTOR	<a href="#">3/13/2017</a>	1
STACIE	BUSHONG	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	EXEC ASST	<a href="#">3/13/2017</a>	1
BRANDON	CHAPMAN	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	NETWORK ADMINISTRATOR	<a href="#">3/14/2017</a>	1
CHRISTINE	DAWDY	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	SHARE DIRECTOR	<a href="#">3/14/2017</a>	1
GARY	DENUE	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<a href="#">3/15/2017</a>	3
TIFFANY	DROEGE	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<a href="#">4/28/2017</a>	1
TRACI	EDWARDS	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	SHARE MGR OF ADMINISTRATIVE SERVICES	<a href="#">3/21/2017</a>	1
ADRIENNE	ELAM	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	CFO	<a href="#">3/13/2017</a>	1
RACHEL	FULLER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<a href="#">3/13/2017</a>	1
CLYDE	HALL	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<a href="#">4/12/2017</a>	1
ATHENA	HUBERT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<a href="#">3/10/2017</a>	2
SARAH	ISAACS	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<a href="#">3/22/2017</a>	1

GARY	JONES	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<a href="#">4/10/2017</a>	1
LINDA	KATES	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	OPERATIONS MANAGER	<a href="#">3/13/2017</a>	1
BEVERLY	OBERT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<a href="#">3/16/2017</a>	1
DEBORAH	OWEN	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<a href="#">3/29/2017</a>	2
SUSAN	PALMER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	OPERATIONS DIRECTOR	<a href="#">3/10/2017</a>	1
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SANDRA	WEST	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<a href="#">3/10/2017</a>	1
BRANT	WINGERTER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	WEB DEVELOPER	<a href="#">3/20/2017</a>	1
SARA	ZUMWALT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	<a href="#">3/13/2017</a>	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.*

Illinois Heartland Library System

ORDINANCE NO. 2011-02 ETHICS ACT ORDINANCE

PREAMBLE

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

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

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

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

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE ILLINOIS HEARTLAND LIBRARY SYSTEM [herein "IHLS"], AS FOLLOWS:

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

ARTICLE 1

DEFINITIONS

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

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

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

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

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

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

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

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

"Employer" means the IHLS.

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

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

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

## ARTICLE 5

### PROHIBITED POLITICAL ACTIVITIES

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

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

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

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

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

## ARTICLE 10

### GIFT BAN

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

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law,

daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

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

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

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

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

(11) Bequests, inheritances, and other transfers at death.

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

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

## ARTICLE 15

### ETHICS ADVISOR

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

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

## ARTICLE 20

### ETHICS COMMISSION

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

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

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

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

Section 20-4. The Commission shall have the following powers and duties:

(1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.

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

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

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

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

Section 20-5. (a) Complaints alleging a violation of this Ordinance shall be filed with the Ethics Commission.

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

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

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

then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.

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

(d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

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

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

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

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

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

## ARTICLE 25

### PENALTIES

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

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

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

(d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the IHLS by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

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

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

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

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

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Karen Bounds, President, Board of Directors  
Illinois Heartland Library System

ATTEST:

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Janet Hasten, Secretary, Board of Directors  
Illinois Heartland Library System

# IHLS 2018 System Area & Per Capita Grant Application

## Exhibit 4.11 Certification indicating review and compliance of Board with Illinois statutes

IHLS BOARD MEMBERS

Legal Statute	Citation	Geoffrey Bant	Mary Barteau	Mary Beil	Gary Denue	Tiffany Droegge	James Fenton	Rachel Fuller	Clyde Hall	Tina Hubert	Sara Isaacs	Gary Jones	Beverly Obert	Susan Pennington	John Phillips	Charlene Topel	Sandy West	Sara Zumwalt
OMA	5 ILCS 120	x	X	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	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	X	x
IL GOVERNMENT ETHICS ACT	5 ILCS 420	X	x	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	X	X
STATE OFFICIALS & EMPLOYEES ACT	5 ILCS 430	X	X	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	X	X
PUBLIC FUNDS INVESTMENT ACT	30 ILCS 235	X	X	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	X	X
PUBLIC OFFICER PROHIBITED ACTIVITIES	50 ILCS 105	X	X	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	X	X
AMERICANS WITH DISABILITIES ACT	42 USC 1201	X	X	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	X	X

Note: In FY2017 IHLS Board members increased their awareness of the above statutes by presentation at monthly meetings, and participating in electronic training when appropriate.

## **IHLS FY2018 System Area & Per Capita Grant Application**

### **Exhibit 4.12 Current Bylaws**

#### **Article I Name**

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

#### **Article II Authority**

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

#### **Article III Purpose/Objectives/Vision & Mission**

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

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

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

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

#### **Article IV Fiscal Year**

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

## Article V Membership

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

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

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

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

## Article VI Board of Directors

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

### Section 2. Duties of Board

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

Section 3. The Board of Directors shall be composed of elected members according to the following manner:

- a. Eight (8) members from the governing boards of public library members.
- b. Two (2) members representing public libraries
- c. Three (3) members representing school libraries
- d. One (1) member representing special libraries
- e. One (1) member representing academic libraries

### Section 4. Nominating Committee for the Board of Directors.

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

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

- a. The Nominating Committee shall select and confirm candidates for election to the System Board representing all geographic areas. Nominees must be members of a governing board of a member library, professional staff or the administration of the type of library to be represented as set out in these Bylaws. The call for nominations will be appropriately publicized to the Members of the System and any member may propose names for the Nominating Committee's consideration. Additional nominations may be sent to the Nominating Committee upon written petitions of ten (10) member libraries represented by the type of seat on the System Board to be filled. Such petitions, accompanied by written acceptance of the nominee, must be filed with the System Board Secretary who will forward them to the Chair of the Nominating Committee for inclusion on the list of nominees. Criteria for the inclusion or any elimination of names to appear on the ballot will be developed by the Nominating Committee, and this information will be included with the certification results presented to the Board at its May meeting. The determination of the final slate of candidates is the responsibility of the Nominating Committee, with the goal of creating a balanced ballot representative of all System members.
- b. The Nominating Committee shall prepare a ballot and certify that all candidates are eligible electors in the geographic area of the System. The ballot will include no more than 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 25<sup>th</sup>. This ballot will be available electronically for one full week. The Nominating Committee will certify the election results to the System Board of Directors at its May meeting each year.

## Section 5. Terms of Office

- a. Except for those Board members who are elected to the Initial System Board in 2011 and who draw either one or two year terms as provided in Section 4d above, and for those board

members whose term might be limited by Section 5b below, all Board members will be elected for a term of three (3) years.

- b. No Board member shall be permitted to serve for more than a total of six (6) consecutive years unless two (2) years have elapsed since his/her sixth year of service.
- c. All terms of office shall be staggered, with one-third of the board seats ending each year.
- d. Terms of office begin on July 1 and end on June 30, the System's fiscal year.
- e. Any appointment to the System Board for a partial term is counted as a full year of service at the conclusion of the most current fiscal year.
- f. Prior service in office on the board of directors of any Illinois Library System, shall count toward the statutory maximum of serving a total of no more than six (6) years as a director, unless two years has elapsed since their sixth year of service.

#### Section 6. Economic Interest

- a. No member of the System Board may profit personally, either directly or indirectly, from any business connected with the System.
- b. Each member of the System Board shall file a Statement of Economic Interest pursuant to the Illinois Governmental Ethics Act.
- c. All records and accounts of the System shall be kept in the System headquarters office and in the custody of the Executive Director. All such records and accounts shall be open to the inspection and use of all members of the System Board at all reasonable times.
- d. The members of the System Board shall serve without compensation, but their actual and necessary expenses shall be paid by the System.

Section 7. Should a board member no longer be an eligible elector within the geographic area of the System, or leave the local position by virtue of which he/she was eligible, nominated and elected, the seat shall be declared vacant. Vacancies may be filled by appointment by the remaining members of the Board. The appointee shall serve for the unexpired term of the Director replaced. Persons appointed must have the same qualifications as those elected, and represent the constituency of the vacant seat.

#### Section 8. Officers

- a. The Officers of the Board of Directors shall be a President, Vice-President, Secretary, and Treasurer.
- b. The Board Nominating Committee shall present a slate of candidates to the Board at the first meeting of the fiscal year. Additional nominations may be made from the floor. The Directors shall then vote on the slate of candidates.
- c. The Officers shall be elected for one year, and no Officer shall serve more than two consecutive terms. A term of six months or more shall be considered a full term.
- d. The duties of the Officers shall be
  - i. The President shall preside at all meetings of the Board, appoint any necessary committees, be an ex officio member of all committees, and be entitled to vote on such committees.

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

## Section 9. Attendance of Board members

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

## Section 10. Committees

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

### Executive Committee:

The elected officers of the Board of Directors plus one other Board member shall constitute the Executive Committee. A majority of the Executive Committee may authorize payment of bills in the event a meeting cannot be held. The duties of the committee shall be:

- a. To conduct business between regularly scheduled meetings of the Board of Directors
- b. To provide for the annual evaluation of the Executive Director
- c. To review the By-Laws of the System annually

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

- a. Budget and Finance
  - i. The Treasurer shall be the chair of this committee
  - ii. The committee assumes that the Board of Directors as a whole has the responsibility to review and approve the overall budget as submitted by the Executive Director
  - iii. To establish the budget tracking and reporting standards provided by the Chief Fiscal Officer as are appropriate to the needs of the committee
  - iv. To monitor System expenditures and income and report significant variances to the

#### Board of Directors\*

- v. To review expenses over \$2,500.00 not included in the currently approved budget
- vi. To review quarterly projections provided by the Chief Fiscal Officer
- vii. To review and provide guidance to the Board of Directors on policies or recommendations having potential financial implications
- viii. To review annual audit findings
- ix. To expect the Chief Fiscal Officer to brief the committee on up-coming known issues that will skew the financials in some significant manner
- x. To establish criteria for insurance (board, property, fleet) carriers, review and approve specifications for bids
- xi. To update the salary schedule appropriately based upon information from the Executive Director.

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

#### b. Facilities and Operations

- i. To review the property needs of the System
- ii. To review that system property fits into the System strategic plan
- iii. To review property leases and purchases
- iv. To review delivery policies

#### c. Personnel

- i. To review position descriptions and staffing requirements of the System
- ii. To review and update the personnel code of the System

#### d. Policy and Membership

- i. To review and update the service policies of the System
- ii. To review and evaluate progress in fulfilling the System strategic plan
- iii. To review continued membership eligibility of libraries that are members of the System

#### e. Nominating Committee for Officers of the Board

- i. To develop a slate of officer candidates from the Directors serving on the board at the beginning of the fiscal year
- ii. Each candidate shall be contacted about their willingness to serve as an officer
- 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

- a. The Board shall hold a minimum of nine (9) regular monthly meetings per year to conduct the business of the System. The dates, times and locations of the meetings shall be determined at the July meeting. Board agendas shall be posted in accordance with the Illinois Open Meetings Act.
- b. All Board and Committee meetings will be conducted in full compliance with the Open Meetings Act (5 ILCS 120/1 et seq.). All Board, Committee, and sub-committee meetings will be conducted in full compliance with the Open Meetings Act (5 ILCS 120/1 et seq.) and the IHLS Policy on Meetings via Electronics Means.
- c. The President may call special meetings on his/her initiative; the President must call a special board meeting when requested by at least five (5) board members. Notice shall be given 48 hours prior to the date of the meeting and shall state the business to be transacted. The meeting will be limited to the business stated.
- d. A quorum shall be a simple majority of the members of the System Board. With fifteen (15) members, the quorum is eight (8).
- e. Should both the President and Vice-President be absent from any meeting, the Directors present shall choose, from among their number, a temporary, presiding Officer who shall be designated President Pro Tem for that meeting.
- f. A roll call vote shall be taken for the expenditure of funds, execution of a contract, and upon the request of any board member.
- g. Standard Order of Business will comply with the Open Meetings Act.

## Article VII Executive Director

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

## Article VIII Advisory Councils

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

1. Promote System development
2. Provide input and review of changes to System policy and membership criteria

3. Initiate suggestions to the Executive Director and the Board

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

#### Article IX LLSAP Governance Group

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

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

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

#### Article X Parliamentary Authority

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

#### Article XI Amendments and Revisions

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

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

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

*Approved by Planning Panel on February 26, 2011*

*Approved by the Illinois Heartland Library System Transition Board on March 29, 2011*

*Approved by the Illinois Heartland Library System Board of Directors on July 5, 2011*

*Amended by the Illinois Heartland Library System Board of Directors on August 23, 2011*

*Amended by the Illinois Heartland Library System Board of Directors on August 28, 2012*

*Amended by the Illinois Heartland Library System Board of Directors on February 26, 2013*

*Amended by the Illinois Heartland Library System Board of Directors on July 23, 2013*

*Amended by the Illinois Heartland Library System Board of Directors on October 22, 2013*

*Amended by the Illinois Heartland Library System Board of Directors on May 27, 2014*  
*Amended by the Illinois Heartland Library System Board of Directors on October 28, 2014*  
*Amended by the Illinois Heartland Library System Board of Directors on November 25, 2014*  
*Amended by the Illinois Heartland Library System Board of Directors on March 5, 2015*  
*Amended by the Illinois Heartland Library System Board of Directors on July 28, 2015*  
*Amended by the Illinois Heartland Library System Board of Directors on April 26, 2016*