



ILLINOIS HEARTLAND LIBRARY SYSTEM

Imagining Tomorrow - Delivering Possibilities Today

**FY2019
SYSTEM AREA & PER CAPITA
GRANT APPLICATION**



**FY2019 LIBRARY SYSTEM AREA AND PER CAPITA GRANT APPLICATION
COVER SHEET**

Library System: Illinois Heartland Library System

Address: 6725 Goshen Rd.

Address 2: _____

City: Edwardsville

State: Illinois

ZIP+Four : 62025

Telephone: 618-656-3216

FAX: 618-656-9401

URL: <http://illinoisheartland.org/>

FEIN Number: 27-5345876

Person submitting this application:

First Name: Leslie

Last Name: Bednar

Title: Executive Director

Telephone: 618-656-3216 ext 420

FAX: 618-656-9401

E-Mail Address: lbednar@illinoisheartland.org



System Board President Signature

5-22-18

Date



Executive Director Signature

5-22-18

Date



Illinois Heartland Library System

May 24, 2018

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 FY2019 System Area and Per Capita Grant application. The guiding operational plan and budgets are built on funding at the current FY2018 level. We are aware the State of Illinois does not have an FY2019 budget at this time, and when one is finally agreed upon our FY2019 funding level may be adjusted accordingly.

As a service provider to residents of Illinois, our organization recognizes the limits and responsibilities of a defined operating budget. Two years of significant reductions to our annual operating budget (FY2016 and FY2017) underscored the necessity of prudent and cautious business practices. We provide improved and new services to members after careful consideration and with end-user benefit in mind.

In FY2018 one of the most significant member service improvements is the removal of volume-based delivery. Interlibrary loan materials are delivered to libraries in smaller communities when the items appear in our service hub and routed back through the delivery system when a library has an item ready to return. The demonstrated increase in delivery stops for libraries has had the unanticipated benefit of noticeable increases in patron interlibrary loan requests. From anecdotal information only, it appears patrons request more frequently because items are delivered more frequently. In FY2019 we will continue to refine delivery service and look for ways to gauge patron request motivation.

Thank you for your consideration of our application. At IHLS our commitment to resource sharing in a broader sense is paired with our passion to support our member libraries with excellent library services. We look forward to the challenges and opportunities in FY2019.

Sincerely,

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

Leslie M. Bednar
Executive Director

cc: Sandy West, IHLS Board President

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

**ILLINOIS STATE LIBRARY
SYSTEM AREA AND PER CAPITA GRANT APPLICATION
FY 19 BUDGET SHEET**

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Revenues						
State Grants						
Area & Per Capita	\$3,400,700.	\$0.	\$0.	\$0.	\$0.	\$3,400,700.
Blind & Physically Handicapped	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
System Automation & Technology	\$0.	\$560,497.	\$0.	\$0.	\$0.	\$560,497.
Other	\$0.		\$0.	\$0.	\$0.	\$0.
Federal Grants	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other Grants	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Fees for Services & Materials	\$245,417.	\$0.	\$0.	\$1,271,746.	\$5,082,995.	\$6,600,158.
Reimbursements	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Investment Income	\$23,029.	\$0.	\$4,527.	\$8,566.	\$0.	\$36,122.
Other Revenue	\$22,311.	\$0.	\$0.	\$347,890.	\$0.	\$370,201.
Estimated Total Revenue	\$3,691,457.	\$560,497.	\$4,527.	\$1,628,202.	\$5,082,995.	\$10,967,678.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Expenditures						
Personnel						
Salaries						
Library Professionals	\$285,927.	\$238,011.	\$0.	\$383,542.	\$0.	\$907,480.
Other Professionals	\$629,263.	\$97,407.	\$0.	\$363,747.	\$0.	\$1,090,417.
Support Services	\$851,021.	\$0.	\$0.	\$98,002.	\$0.	\$949,023.
Payroll Taxes & Benefits						
Social Security Taxes	\$135,115.	\$25,659.	\$0.	\$64,665.	\$0.	\$225,439.
Unemployment Insurance	\$14,975.	\$1,506.	\$0.	\$3,855.	\$0.	\$20,336.
Workmen's Compensation	\$57,097.	\$627.	\$0.	\$1,581.	\$0.	\$59,305.
Retirement Benefits	\$96,487.	\$28,611.	\$0.	\$67,839.	\$0.	\$192,937.
Health, Dental & Life Insurance	\$195,313.	\$65,730.	\$0.	\$131,461.	\$0.	\$392,504.
Other	\$22,734.	\$199.	\$0.	\$0.	\$0.	\$22,933.
Temporary Help	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Recruiting	\$2,600.	\$0.	\$0.	\$900.	\$0.	\$3,500.
Library Materials						
Printed Materials	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Non-Printed Materials	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
E-Resources	\$0.	\$0.	\$0.	\$100,881.	\$0.	\$100,881.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Buildings & Grounds						
Rent	\$100,821.	\$0.	\$0.	\$0.	\$0.	\$100,821.
Utilities	\$53,977.	\$0.	\$0.	\$0.	\$0.	\$53,977.
Property Insurance	\$18,822.	\$0.	\$0.	\$0.	\$0.	\$18,822.
Repairs & Maintenance	\$39,276.	\$0.	\$0.	\$0.	\$0.	\$39,276.
Custodial and Janitorial Service & Supplies	\$13,397.	\$0.	\$0.	\$0.	\$0.	\$13,397.
Other	\$15,415.	\$0.	\$0.	\$0.	\$0.	\$15,415.
Vehicle Expense						
Fuel	\$215,503.	\$525.	\$0.	\$1,804.	\$0.	\$217,832.
Repairs & Maintenance	\$54,700.	\$0.	\$0.	\$0.	\$0.	\$54,700.
Vehicle Insurance	\$24,200.	\$0.	\$0.	\$0.	\$0.	\$24,200.
Vehicle Leasing & Rent	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$1,300.	\$0.	\$0.	\$0.	\$0.	\$1,300.
Travel, Meetings and Continuing Education for Staff & Board						
In-state Travel	\$19,587.	\$4,111.	\$0.	\$8,591.	\$0.	\$32,289.
Out-of-State Travel	\$7,078.	\$0.	\$0.	\$9,210.	\$0.	\$16,288.
Registrations, Meetings and Other Fees	\$20,338.	\$1,850.	\$0.	\$5,570.	\$0.	\$27,758.
Conferences and Continuing Education Meetings	\$7,700.	\$0.	\$0.	\$0.	\$0.	\$7,700.
Public Relations	\$30,000.	\$800.	\$0.	\$500.	\$0.	\$31,300.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Liability Insurance	\$19,080.	\$0.	\$0.	\$0.	\$0.	\$19,080.
Supplies, Postage and Printing						
Computer Software and Supplies	\$29,735.	\$7,060.	\$0.	\$9,525.	\$0.	\$46,320.
General Office Supplies and Equipment	\$6,450.	\$1,200.	\$0.	\$500.	\$0.	\$8,150.
Postage	\$1,200.	\$1,800.	\$0.	\$1,000.	\$0.	\$4,000.
Binding	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Library Supplies	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Delivery Supplies	\$26,620.	\$0.	\$0.	\$0.	\$0.	\$26,620.
Other	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Telephone and Telecommunications	\$16,372.	\$5,654.	\$0.	\$16,994.	\$0.	\$39,020.
Equipment Rental, Repair & Maintenance						
Equipment Rental	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Equipment Repair and Maintenance Agreements	\$11,260.	\$7,660.	\$0.	\$4,900.	\$0.	\$23,820.
Professional Services						
Legal	\$15,000.	\$0.	\$0.	\$1,000.	\$0.	\$16,000.
Accounting	\$18,900.	\$4,800.	\$0.	\$10,300.	\$0.	\$34,000.
Consulting	\$7,000.	\$0.	\$0.	\$10,000.	\$0.	\$17,000.
Contractual Staff	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Contractual Services						
Information Service Costs	\$18,286.	\$8,763.	\$0.	\$216,198.	\$0.	\$243,247.

Agreements with systems, member libraries and other cooperatives	\$0.	\$0.	\$0.	\$0.	\$5,082,995.	\$5,082,995.
Outside Printing Services	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$29,259.	\$58,524.	\$0.	\$0.	\$0.	\$87,783.
Depreciation	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Professional Association Membership Dues	\$3,988.	\$0.	\$0.	\$800.	\$0.	\$4,788.
Miscellaneous	\$302,635.	\$0.	\$0.	\$142,860.	\$0.	\$445,495.
Capital Outlays						
Equipment	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Computer hardware and software	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Furniture & Fixtures	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Building and Improvements	\$0.	\$0.	\$14,000.	\$0.	\$0.	\$14,000.
Land	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Vehicles	\$0.	\$0.	\$210,000.	\$0.	\$0.	\$210,000.
Debt Service						
Principal	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Interest	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Estimated Total Expenditures	\$3,418,431.	\$560,497.	\$224,000.	\$1,656,225.	\$5,082,995.	\$10,942,148.
Excess of Estimated Revenues Over (Under) Estimated Expenditures	\$273,026.	\$0.	\$-219,473.	\$-28,023.	\$0.	\$25,530.



Exhibit 2.1 Operating Budget Narrative

Budget Line Item	General Fund			Special Revenues				Capital	Proprietary	Fiduciary	Total
	General	ILDS	Fund Budget	CMC	OCLC	TMQ	Budget	Project	SHARE	OCLC	Budget
REVENUES											
State Grants											
Area & Per Capita	4000	3,400,700.32	3,400,700.32				-				3,400,700.32
CMC	4027		-	382,115.65			382,115.65				382,115.65
OCLC	4032		-		170,181.69		170,181.69				170,181.69
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
Fees for Services & Materials	4305		-				-			5,082,995.00	5,082,995.00
Member Day	4315		-				-				-
Cloud Subscription	4380		-				-	100,880.52			100,880.52
SHARE Basic Fee (Membership Fee)	4385		-				-	1,042,244.10			1,042,244.10
Bibliographic Services	4386		-				-	94,526.40			94,526.40
Add'l Module Fee	4387		-				-	26,400.00			26,400.00
SHARE Transitions Fee	4388		-				-	7,695.00			7,695.00
Investment Income	4500	23,028.87	23,028.87				-	4,527.22	8,565.78		36,121.87
Other Revenue											-
Room Rental	4600		-				-				-
Miscellaneous Income	4650		-				-				-
Miscellaneous Income Uncollectible	4651		-				-				-
Asset Surplus Proceeds	4655		-				-				-
Grant Administration	4660	15,471.06	15,471.06				-	34,737.79			50,208.85
E-Rate Funding	4675	6,839.95	6,839.95				-				6,839.95
SAM	4678		-				-	12,852.00			12,852.00
ICN Filtering	4680		-				-	300.00			300.00
Dream Host	4685		-				-				-
Transfer From Other Funds	4999	48,941.02	48,941.02				-	300,000.00			348,941.02
Estimated Total Revenue		3,446,040.20	294,358.02	382,115.65	170,181.69	8,200.00	560,497.34	4,527.22	1,628,201.59	5,082,995.00	11,016,619.37
EXPENSES											
Personnel											
Salaries & Wages											
Library Professional	5000	285,926.70	285,926.70	238,011.00			238,011.00	383,542.62			907,480.33
Other Professional	5010	629,263.59	629,263.59		97,406.89		97,406.89	363,746.67			1,090,417.15
Support Professional	5020	689,875.25	161,145.85				-	98,002.01			949,023.11
Payroll Taxes & Fringe Benefits											-
Social Security Taxes	5030	122,787.51	12,327.66	18,207.84	7,451.63		25,659.47	64,664.78			225,439.42
Unemployment Insurance	5035	13,007.63	1,967.69	1,075.68	430.27		1,505.95	3,854.67			20,335.94
Worker's Compensation	5040	43,162.72	13,934.17	445.08	182.15		627.23	1,580.69			59,304.82
Retirement Benefits (IMRF)	5045	89,657.34	6,829.20	20,302.34	8,308.81		28,611.15	67,839.09			192,936.78
Dental, Health, Life & Vision Ins.	5050	176,532.72	18,780.08	46,950.19	18,780.08		65,730.27	131,460.54			392,503.61
Other Fringe Benefits	5055	3,684.32	3,684.32				-				3,684.32
Retention & Wellness	5057	3,050.00	3,050.00				-				3,050.00
Training & Professional Development	5058	16,000.00	16,000.00	199.00			199.00				16,199.00
Recruiting	5070	2,600.00	2,600.00				-	900.00			3,500.00
Subtotal-Personnel Total		2,075,547.77	214,984.65	325,191.13	132,559.83	-	457,750.96	1,115,591.09		-	3,863,874.47
Library Materials											
Printed Materials	5100		-				-				-
Nonprinted Materials	5110		-				-				-
E-Resources	5120		-				-	100,880.52			100,880.52
Subtotal-Total Library Materials		-	-	-	-	-	-	100,880.52		-	100,880.52

IHLS 2019 System Area & Per Capita Grant Application



Exhibit 2.1 Operating Budget Narrative

Budget Line Item	General Fund			Special Revenues				Capital	Proprietary	Fiduciary	Total
	General	ILDS	Fund Budget	CMC	OCLC	TMQ	Budget	Project	SHARE	OCLC	Budget
Building & Grounds											
Rent	5150	100,821.34	100,821.34				-				100,821.34
Utilities	5160	53,976.60	53,976.60				-				53,976.60
Property Insurance	5170	18,822.22	18,822.22				-				18,822.22
Repairs and Maintenance	5180	39,275.53	39,275.53				-				39,275.53
Custodial/Janitoria Svcs & Supplies	5190	13,397.00	13,397.00				-				13,397.00
Other Building & Grounds	5195	15,415.13	15,415.13				-				15,415.13
Subtotal-Building & Grounds		241,707.82	-	241,707.82							241,707.82
Vehicle Expenses											
Fuel	5200	153,157.46	62,345.42	215,502.88	524.61		524.61		1,804.44		217,831.94
Repairs and Maintenance	5210	44,300.00	10,400.00	54,700.00			-				54,700.00
Vehicle Insurance	5220	21,780.00	2,420.00	24,200.00			-				24,200.00
Other Vehicle Expense	5245	1,180.00	120.00	1,300.00			-				1,300.00
Subtotal-Vehicle Expenses		220,417.46	75,285.42	295,702.88	524.61	-	524.61		1,804.44	-	298,031.94
Travel & Continuing Education for Staff & Board											
Mileage,Gas, Tolls-In State	5250	5,699.60	455.95	6,155.55	813.84		813.84		1,820.00		8,789.39
In State Travel(Airfare,Train,Taxi)	5255						-				-
Meals In State	5260	3,800.00	612.00	4,412.00	1,087.00		1,087.00		2,061.00		7,560.00
Lodging In State	5265	7,700.00	1,320.00	9,020.00	2,210.00		2,210.00		4,710.00		15,940.00
Mileage,Gas, Tolls-Out State	5270			-			-				-
Out State Travel(Airfare,Train,Taxi)	5275	1,620.00		1,620.00			-		2,500.00		4,120.00
Meals Out State	5280	1,271.00		1,271.00			-		1,525.00		2,796.00
Lodging Out State	5285	4,187.00		4,187.00			-		5,185.00		9,372.00
Registration and Meetings	5290	20,138.00	200.00	20,338.00	1,850.00		1,850.00		5,570.00		27,758.00
Conferences & Cont Ed Mtgs	5300	1,700.00		1,700.00			-				1,700.00
Member Day	5315	6,000.00		6,000.00			-				6,000.00
Subtotal-Travel & Continuing Education		52,115.60	2,587.95	54,703.55	5,960.84	-	5,960.84		23,371.00	-	84,035.39
Public Relations	5330	30,000.00		30,000.00	800.00		800.00		500.00		31,300.00
Liability Insurance	5350	19,080.37		19,080.37			-				19,080.37
Supplies, Postage & Printing											-
Computers, Software & Supplies	5360	29,735.00		29,735.00	4,460.00	2,600.00	7,060.00		9,525.00		46,320.00
Gen'l Office Supplies & Equipment	5365	6,450.00		6,450.00	700.00	500.00	1,200.00		500.00		8,150.00
Postage	5370	1,200.00		1,200.00		1,800.00	1,800.00		1,000.00		4,000.00
Delivery Supplies	5385	25,120.00	1,500.00	26,620.00			-				26,620.00
Subtotal-Supplies, Postage & Printing		62,505.00	1,500.00	64,005.00	5,160.00	4,900.00	10,060.00		11,025.00	-	85,090.00
Telephone and Telecommunications	5400	16,372.40		16,372.40	2,619.00	3,034.80	5,653.80		16,993.80		39,020.00
Equipment Rental, Repair & Maintenance											-
Equipment Rental	5450			-			-				-
Equipment Repair & Maintenance Agreements	5455	11,260.00		11,260.00	3,700.00	3,960.00	7,660.00		4,900.00		23,820.00
Subtotal-Equipment Rental, Repair & Maintenance		11,260.00	-	11,260.00	3,700.00	3,960.00	7,660.00		4,900.00	-	23,820.00



Exhibit 2.1 Operating Budget Narrative

Budget Line Item	General Fund			Special Revenues				Capital	Proprietary	Fiduciary	Total	
	General	ILDS	Fund Budget	CMC	OCLC	TMQ	Budget	Project	SHARE	OCLC	Budget	
Professional Services												
Legal	5500	15,000.00	15,000.00				-		1,000.00		16,000.00	
Accounting	5510	18,900.00	18,900.00		4,800.00		4,800.00		10,300.00		34,000.00	
Consulting	5520	7,000.00	7,000.00				-		10,000.00		17,000.00	
Contractual Staff	5530		-				-				-	
Subtotal-Professional Services		40,900.00	-	40,900.00	-	4,800.00	-	4,800.00	21,300.00	-	67,000.00	
Contractual Services												
Information Service Costs	5550	18,285.59	18,285.59	3,422.28	5,341.00		8,763.28		216,198.39		243,247.26	
Contract Agreements w/Systems, Member Lib	5560		-				-			5,082,995.00	5,082,995.00	
Outside Printing Services	5570		-				-				-	
Other Contractual Services	5580	29,259.00	29,259.00	34,737.79	15,586.06	8,200.00	58,523.85				87,782.85	
Subtotal-Contractual Services		47,544.59	-	47,544.59	38,160.07	20,927.06	8,200.00	67,287.13	216,198.39	5,082,995.00	5,414,025.10	
Professional Association Membership Dues	5700	3,988.00	3,988.00				-		800.00		4,788.00	
Miscellaneous	5725	2,635.00	2,635.00				-		360.00		2,995.00	
Capital Outlays											-	
Capital Outlays- Equipment	5750		-				-				-	
Capital Outlays- Computers	5755		-				-				-	
Capital Outlays- Furniture & Fixtures	5760		-				-				-	
Capital Outlays- Building & Improvements	5765		-				-	14,000.00			14,000.00	
Capital Outlays- Land	5770		-				-				-	
Capital Outlays- Vehicles	5775		-				-	210,000.00			210,000.00	
Subtotal-Capital Outlays		-	-	-	-	-	-	224,000.00	-	-	224,000.00	
Transfer To Other Funds												
SHARE		300,000.00	300,000.00				-		142,500.00		442,500.00	
ILDS		48,941.02	48,941.02				-				48,941.02	
Subtotal-Transfer To Other Funds		348,941.02	-	348,941.02	-	-	-	142,500.00	-	-	491,441.02	
Estimated Total Expenses		3,173,015.03	294,358.02	3,467,373.06	382,115.65	170,181.69	8,200.00	560,497.34	224,000.00	1,656,224.24	5,082,995.00	10,991,089.63
Estimated Excess (Deficiency) of Revenue over Expenses		273,025.16	(0.00)	273,025.16	-	-	-	-	(219,472.78)	(28,022.65)	-	25,529.74



2.1 System Budget Narrative

Introduction

In a memorandum dated March 21, 2018, the Illinois State Library (ISL) instructed the library systems to submit FY2019 System Area and Per Capita Grant Applications (SAPG) based on the FY2018 grant award. Also, due to the State of Illinois FY2019 Budget not yet being approved, systems must be prepared to modify their FY2019 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 FY2019 SAPG is due to ISL on June 1, 2018.

The Illinois Heartland Library System (IHLS) FY2019 Operating Budget was developed in April and revised in May 2018. It is based on a combination of FY2018 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, 2018 and ends June 30, 2019. 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

General Fund projected revenue of \$3,740,398 is mainly comprised of SAPG \$3,400,700 or 91% of the total; the state-wide Illinois Library Delivery Services (ILDS) \$245,417 or 7% (IHLS has projected to contribute an additional \$48,941 of General Fund revenue to this service); other projected items are investment income; OCLC Special Revenue Grant Administration Fee; and E-Rate Funding.

Special Revenues Fund projected revenues are comprised of CMC \$382,116, OCLC \$170,182, and TMQ \$8,200. The projected revenue of increase of \$89,088 in CMC is mainly due to the repositioning of staff, elimination of the contract consultant position, and adding an additional position. The \$34,675 projected revenue increase in OCLC is primarily due to the fact of FY2018 having a revenue carryforward of \$20,719 from FY2017.

SHARE Fund projected revenues of \$1,628,202 is comprised mainly of fees for services and materials, which is \$1,179,431 or 72% of the total; IHLS Contribution of \$300,000 or 18%; and Cloud subscription of \$100,881 or 6%. Other items included are investment income, CMC grant administration fee, SAM, and ICN filtering. SHARE revenues of \$1,628,202 represents a 3% increase over FY2017.

Fiduciary OCLC revenues of \$5,082,995 is a 4% increase over FY2018 due to increase in ILLINET/OCLC Group Services Fees.



2.1 System Budget Narrative

Expenses – Personnel

Personnel-related expenses comprise the largest expense category in the IHLS Operating FY2019 Budget. The FY2019 budget for salary and benefit expenses includes the following assumptions:

- All positions, including Library Professionals, Other Professionals, and Support Services, are projected at a 3.0% increase over FY2018.
- Social Security Taxes projected at 7.5%, which is flat to FY2018 budget.
- Unemployment Insurance projected at 1.66% of the first \$12,960 wages earned per worker which is flat to FY2018.
- Workmen's Compensation Insurance projected at 10% increase over FY2018 because the renewal is not until July 1, 2018.
- Retirement Benefits projected for staff members who are estimated to work more than 1,000 hours in FY2019. The projected rate is 8.53% which is flat to FY2018.
- Health, Dental, Accidental Death, and Life Insurances projected at a 8.0% increase over FY2018 actual rates. The ancillary policies (dental, accidental death, and life insurance) renew on July 1, 2018 and the health insurance does not renew until October 1, 2018.

General Fund Other Professional projection includes the addition of a full-time position, HR Generalist and a part-time position, Marketing Coordinator. Also included is a Support Service part-time position, Accounting Assistant. Training and Development includes an all staff day, in addition to projecting for training and development for staff.

SHARE Fund Personnel Expenses projection reflects the addition of part-time staff and repositioning of staff.

Expenses – Operating

Library Materials

SHARE Fund E-Resources projection of \$100,881 is a direct expense of Cloud Subscription Fees included FY2019 Revenues.

Building & Grounds

General Fund projected expenses represent the rent expenses at two locations (Carbondale for a full year and DuQuoin for three months); utilities at four locations (Edwardsville, Champaign, Carbondale and DuQuoin (only three months); 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 increased over FY2018 is due to normal cost increase. The repairs and maintenance and miscellaneous vehicle expenses reduced because of the reduction in total number of vehicles owned by IHLS.



2.1 System Budget Narrative

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 six conferences--Innovative Users Group (IUG), 1 attendee; 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 11 attendees; and Youth Services Institute, 2 attendees.

CMC Fund projections mainly include staff attendance at three conferences – ILA, 4 attendees; Reaching Forward, 2 attendees, and Reaching Forward South, 2 attendees.

SHARE Fund projections mainly include staff attendance at four conferences—IUG, 5 attendees; ILA, 4 attendees; ISLMA, 2 attendees, and Health Science Librarians of Illinois (HSLI), 1 attendee.

Public Relations

General Fund total projection is to continue the rebranding efforts of IHLS, which is a high priority in the FY2019 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 also include an additional insurance in FY2019 Cyber Liability. The policies renew on July 1, 2018.

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 increased projection for delivery supplies include replacement of sorting tables, tubs, platform trucks, and the purchase of delivery staff jackets.

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.

Professional Services

Expenses include projections for legal, accounting, 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.



2.1 System Budget Narrative

General Fund Other Contractual Services projection includes cost of new website for IHLS which is a significant objective in the FY2019 Plan of Service.

SHARE Fund Information Service Costs projection's significant decrease over FY2018 is due to removal of Cloud Platform fee of \$25,000 and which is included E-Resources.

Transfer to Other Funds

General Fund annual contribution to SHARE Fund projection of \$300,000 is an increase of 20% FY2018. A projected contribution of \$48,941 to ILDS project is an increase 80% over FY2018.

SHARE Fund transfer to SHARE Reserves projection of \$142,500 is flat to FY2018.

Estimated Excess (Deficiency) of Revenues over Expenses

General Fund projected revenues over expenses is \$273,025 which represents 7% of revenues received.

SHARE Fund projected revenues over expenses is deficient of (\$28,023).

Capital Projects

Capital Projects only projected income source is investment income.

Listed below are the FY2019 Project Capital Projects included in this budget by category:

- Capital Outlays--Building & Improvements projection is for the painting of soffit, doors, and trim at the Champaign location.
- Capital Outlays--Vehicles projection is for the replacement of (7) delivery vehicles.



As Illinois Heartland Library System (IHLS) looks to its eighth year as a service organization in central and southern Illinois, we are not content to rest on our laurels. Our services are designed to benefit all 519 member libraries and the communities they serve. We have made significant improvements in these areas and look forward to another meaningful year. The following accomplishments are of particular note:

- Extension of networking and group purchasing opportunities applicable to all IHLS member libraries
- Expansion in the reach and depth of Sharing Heartland's Available Resources Equally Consortium (or SHARE) through its 485 service locations
- Revision of delivery model to functional 5-day delivery that has altered patron borrowing behavior

A. Administration

In FY2019 the following priorities will be addressed in our administrative area:

- Debut a new stakeholder newsletter
- Increase IHLS advocacy and marketing across multiple channels
- Revamp staff evaluation process

Communications

Goal: Effective and efficient communication with IHLS stakeholders.

Objectives	Planned Activities	Administrative Rule Citations
Target communication based efforts on IHLS website.	<ul style="list-style-type: none">- Add content depth through updated newsletter strategy- Receive and post job openings: both internal positions and those at member libraries	23 ILAC 3030.215 a) 3) G)
Improve communication among stakeholders through the utilization of Web Conferencing Tools.	<ul style="list-style-type: none">- Continue regularly scheduled online chats for library directors- 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- Reinvent Connect with Leslie to bi-monthly online Zoom meetings opposite months of "Members Matter" meetings	23 ILAC 3030.215 a) 3) G)

	<ul style="list-style-type: none"> - Consider available options to reinvent SHARE chats in a new, more interactive format - Provide Zoom meeting access to outside groups for enhanced networking between libraries/groups in a larger geographical area 	
Keep stakeholders informed on what is happening at the system, statewide and national levels.	<ul style="list-style-type: none"> - Revitalize electronic newsletter for regular delivery to approximately 2,500 subscribers - Produce and distribute a monthly newsletter to IHLS Staff - Continue public library trustee and other stakeholder communication focus. Produce two newsletters with trustee-specific information - Improve access to trustee contact information 	<p>23 ILAC 3030.215 a) 3) G)</p> <p>23 ILAC 3030.215 d) 1)</p>
Work cooperatively with ISL, RAILS and other stakeholders to provide excellent library services.	<ul style="list-style-type: none"> - As opportunities present, support statewide library initiatives - Promote IHLS involvement through various communication channels 	<p>23 ILAC 3030.215 d) 1)</p>
Expand IHLS social media presence.	<ul style="list-style-type: none"> - Continue effective use of social media to promote services and informational updates to members - Utilize social media analytics as a guide to stakeholder-desired content 	<p>23 ILAC 3030.215 a) 3) G</p>

Goal: Rebranding to continue increasing visibility within the community.

Objectives	Planned Activities	Administrative Rule Citations
Create a standardized look to communication.	<ul style="list-style-type: none"> - Promote IHLS brand in all external communications and marketing - Monitor outgoing materials to ensure materials are sent out accurately with a consistent, professional and branded look - Support advocacy and education by looking for new and innovative means of marketing 	<p>23 ILAC 3030.215 a) 3) G)</p>

Goal: Advocacy for the organization and our members.

Objectives	Planned Activities	Administrative Rule Citations
Increase IHLS visibility to membership and our service area.	<ul style="list-style-type: none"> - Training for board and staff: creating an effective group of library advocates 	<p>23 ILAC 3030.215 a) 3) D)</p>

	<ul style="list-style-type: none"> - Launch a return on investment program (ROI) that will reach out to all of our 519 multitype members - Support events that provide opportunities for advocacy (legislative meet-ups/Chambers of Commerce, etc.) 	
Advocate for member libraries.	<ul style="list-style-type: none"> - Share advocacy resources with membership - Provide networking support for libraries interested in developing advocacy initiatives 	23 ILAC 3030.215 a) 3) D)

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	Administrative Rule Citations
Ensure that IHLS has sufficient staff to accomplish statutory priorities established by the ISL.	<ul style="list-style-type: none"> - Find a diverse pool of candidates when recruiting additional IHLS staff - Utilize various job boards and media methods to seek high-quality candidates - Educate new staff on all IHLS policies and procedures upon hiring 	23 ILAC 3030.215 a) 3)
Revamp staff performance evaluation process.	<ul style="list-style-type: none"> - Redesign staff probationary period (90 days) evaluation which will include a meeting with manager and human resources - Implement a new staff evaluation process reflective of the IHLS work environment 	23 ILAC 3030.215 a) 3)
Support and develop IHLS staff.	<ul style="list-style-type: none"> - Monitor staff educational training - Suggest staff training sessions beneficial to each department - Conduct quarterly staff trainings focused on personal development 	23 ILAC 3030.215 a) 3)
Establish employee web services.	<ul style="list-style-type: none"> - Enhance current payroll processing system to be paperless - Establish an electronic system for delivery staff to track hours worked to operate in conjunction with current accounting system - Train staff how to utilize employee web services 	23 ILAC 3030.215 a) 3)

Re-establish organizational morale.	<ul style="list-style-type: none"> - Maintain monthly site visit schedule - Create a recognition process to show appreciation to staff - Conduct Annual Staff Day - Conduct monthly recognition celebrations 	23 ILAC 3030.215 a) 3)
Maintain high levels of intellectual property within the organization.	<ul style="list-style-type: none"> - Create monthly recognition programs (listed above) - Conduct cross-training and OJT (on the job training) for staff 	23 ILAC 3030.215 a) 3)

Information Technology (IT)

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

Objectives	Planned Activities	Administrative Rule Citations
Provide support for core system services.	<ul style="list-style-type: none"> - Provide software and technical assistance for members of the LLSAP (Local Library System Automation Project) as it relates to the services of SHARE - Support IHLS staff at all office locations and provide remote support through applications like TeamViewer and Zoom - Maintain internal and external web services for IHLS and SHARE - Maintain SHARE helpdesk software to track and repair problems reported by SHARE membership - Work with Operations to maintain the driver counting project utilizing tablets - 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. - Support communication electronically using technologies like Zoom and the traditional H.323 bridge hosted by RAILS - Take continuing education opportunities provided, especially utilizing Lynda.com® 	23 ILAC 3030.215 a) 5)

Goal: Continue implementing a new website design to IHLS website.

Objectives	Planned Activities	Administrative Rule Citations
Review and release RFP for website development.	<ul style="list-style-type: none">- Write and release an RFP for website redesign- Form an internal group of interested staff to review the RFP results- Select and notify successful bidder- Execute contract with successful bidder- Reach out to stakeholders through survey and focus groups regarding effectiveness of new website design	23 ILAC 3030.215 a) 5)

Board Support

Goal: Refine process for future board and committee meetings.

Objectives	Planned Activities	Administrative Rule Citations
Work with members to determine what works best for them.	<ul style="list-style-type: none">- Provide support for monthly meetings for the board and six committees	23 ILAC 3030.250 (outside of core standards)
Modify processes to improve communication between board and executive staff.	<ul style="list-style-type: none">- Share monthly meeting calendars with board and appropriate staff	23 ILAC 3030.250 (outside of core standards)
Ensure compliance with Open Meetings Act.	<ul style="list-style-type: none">- Post meeting packets and approved meeting minutes within timeframes outlined in Open Meetings Act	23 ILAC 3030.250 (outside of core standards)

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

Objectives	Planned Activities	Administrative Rule Citations
Ensure all board members are compliant with state and federal law.	<ul style="list-style-type: none">- Submit all compliance documentation to board members annually and/or when new board members are seated- Ensure all compliance documentation in board binders is updated as needed	23 ILAC 3030.250 (outside of core standards)

Record Retention

Goal: Retain and purge materials on an approved schedule.

Objectives	Planned Activities	Administrative Rule Citations
Researching, compiling, assimilating and preparing material (using executive team resources) to ensure all data is handled in compliance with approved records retention policies.	<ul style="list-style-type: none"> - Continue the process begun with the merger of the four legacy systems - Prepare space for storage of permanent records. - Identify records eligible for destruction and submit for certificate of destruction 	23 ILAC 3030.265 (outside of core standards)

Membership

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

Objectives	Planned Activities	Administrative Rule Citations
Support the annual statewide certification process.	<ul style="list-style-type: none"> - Staff will monitor library activities during the certification timeframe - Staff will monitor and follow-up with libraries experiencing membership challenges 	23 ILAC 3030.215 a) 4) A-D
Maintain timely and accurate information on our membership.	<ul style="list-style-type: none"> - Regularly remind our membership to update their accounts in L2 (LibraryLearning: www.librarylearning.info) - Work within the parameters of our developing membership database to consistently update information 	23 ILAC 3030.215 a) 4) A-D
Provide support to membership on an ongoing basis.	<ul style="list-style-type: none"> - Site visits will be done at diverse libraries, with a particular focus on libraries with new directors or libraries facing particular challenges. It is expected that with additional staff, more attention can be focused on our school library membership - System staff will be available to discuss issues with member libraries that pertain to their compliance with the administrative code and library management 	23 ILAC 3030.215 a) 4) A-D
Provide information and consulting to agencies interested in pursuing system membership.	<ul style="list-style-type: none"> - System staff will be available to work cooperatively with agencies interested in system membership 	23 ILAC 3030.215 a) 4) A-D
Increase outreach to public library trustees.	<ul style="list-style-type: none"> - Explore in person and electronic methods of informing and educating public library trustees 	23 ILAC 3030.215 a) 3) D

Networking

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

Objectives	Planned Activities	Administrative Rule Citations
Provide and participate in networking initiatives throughout the system.	<ul style="list-style-type: none">- “Members Matter” meetings will be held at diverse locations through the system on a bi-monthly basis- Online chats (in various formats) will be held regularly to connect target audiences- IHLS staff will be available to participate in regional networking groups	23 ILAC 3030.215 a) 2)

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

Objectives	Planned Activities	Administrative Rule Citations
Encourage professional development and continuing education opportunities for member libraries.	<ul style="list-style-type: none">- Explore opportunities for shared services in consulting and continuing education- Participate, as appropriate, in committee work that will benefit our stakeholders	23 ILAC 3030.215 d) 1)

Goal: Work with other library entities within the state among others.

Objectives	Planned Activities	Administrative Rule Citations
Attend user group conferences appropriate for our industry and network with fellow colleagues there.	<ul style="list-style-type: none">- Attend statewide and national conferences that support IHLS members and the services offered. This would include, but not be limited to ILA, AISLE, IUG (Innovative Users Group), Computers in Libraries, Reaching Forward South, ALA and the Association of Rural Libraries as funding allows- Grow relationships with organizations worldwide that share our values on resource sharing and innovation	23 ILAC 3030.215 d) 1)

Accounting Operations

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

Objectives	Planned Activities	Administrative Rule Citations
Complete and present practical financial reporting in a timely manner.	<ul style="list-style-type: none">- Accurately record financial transactions- Start FY2018 Audit Fieldwork on August 1, 2018	23 ILAC 3030.260 (outside core standards)

	<ul style="list-style-type: none"> - Present FY2018 Audited Financial Statements to IHLS Board at September 2018 meeting - Submit FY2018 Audited Financial Statements to Illinois State Library by September 28, 2018 - Submit all special revenue grant reports to Illinois State Library 15 days after each fiscal quarter end - Produce interim financial reports that show actual versus budget for IHLS Administration and Board of Directors, as well as in agreed-upon formats for select committees - Research appropriate industry forecasts and reflect those projected predictions as necessary in future fiscal year operating budgets 	
Promote good stewardship of public funds.	- Evaluate and consider opportunities for creation of friends group or foundation to further support IHLS	23 ILAC 3030.260 (outside core standards)

Grants

Goal: Consistent communication of available grants.

Objectives	Planned Activities	Administrative Rule Citations
Provide awareness of grant opportunities for member libraries.	<ul style="list-style-type: none"> - Consistently monitor grant opportunities for IHLS and our member libraries - Appropriate grant opportunities for IHLS will be developed and submitted - Promote grants appropriate to our 519 multitype members via all communications channels including grants section of website 	23 ILAC 3030.215 d) 1)

Long Range Planning

Goal: Recognize and incorporate facets three-year plan approved by board in October 2015.

Objectives	Planned Activities	Administrative Rule Citations
Complete development of rationale and initiatives for all six (6) goals.	<ul style="list-style-type: none"> - Identify initiatives and activities that closely align with FY2019 Operational Plan - Begin implementation of long range plan components 	23 ILAC 3030.215 a) 1) 23 ILAC 3030.215 a) 2)

B. Bibliographic Access

As a cornerstone of resource sharing, Bibliographic Access allows library patrons and staff to find and request materials. Detailed and consistent descriptive metadata allows library patrons to easily retrieve information and resources needed. The focus of bibliographic services provided by the Illinois Heartland Library System in FY2019 will include:

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

Cataloging Services for SHARE

Goal: *Provide cataloging services for SHARE member libraries, including transitional libraries, and 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	Administrative Rule Citations
User access to information resources will be improved as the result of the SHARE database containing fewer "less than full level" bibliographic records and duplicate bibliographic and authority records.	<ul style="list-style-type: none">- Identify and merge duplicate bibliographic records found in SHARE database, including development of an automated process- Check for and remove provisional bibliographic records- Check for and mark ON THE FLY bibliographic records- Import weekly authority record changes and correct as necessary- Continue systematically working through SHARE database to identify and merge duplicate or incorrect authority records- Create and maintain local serial authority records for titles found in the SHARE database	23 ILAC 3030.215 c) 3)

Catalog Training for SHARE Members

Goal: *Increase the understanding and skills in bibliographic services and cataloging for member libraries. Support member skills necessary for fluency in national, state and local policies such as RDA (Resource, Description and Access), OCLC and Library of Congress.*

Objectives	Planned Activities	Administrative Rule Citations
Enable catalogers within SHARE to increase knowledge of cataloging policies and procedures, locally as well as nationally, and complete 15 hours of continuing	<ul style="list-style-type: none">- Monthly Cataloging Sessions- Provide classes including Monograph Cataloging, Authority/Subject Analysis and Dewey.- Offer Cataloging Workdays	23 ILAC 3030.215 c) 6)

education in cataloging per fiscal year.	- Develop and add classes and information to the SHARE training portal	
Help member libraries correctly search and match to bibliographic records found in the SHARE database based on item in hand or question from patron.	<ul style="list-style-type: none"> - Provide classes including Searching and Matching, Item Records, and Reports - Add classes and information to the SHARE training portal 	23 ILAC 3030.215 c) 6)

Cataloging Maintenance Center

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

Objectives	Planned Activities	Administrative Rule Citations
Improve user access to information resources as a result of LLSAP databases containing fewer "less than full level" bibliographic records and fewer duplicate bibliographic and authority records.	<ul style="list-style-type: none"> - Provide full level OCLC records for substandard local records from the IHLS and RAILS LLSAP databases - Maintain statistics documenting the number of bibliographic records upgraded and for whom 	23 ILAC 3030.215 c) 3)
Establish user access to Illinois libraries' special collections will be established via CMC cataloging of these resources.	<ul style="list-style-type: none"> - Catalog materials and set holdings in OCLC WorldCat and supply RAILS LLSAP staff with the resultant bibliographic records. CMC staff will import the bibliographic records into the IHLS SHARE database - Use system courier service and ILDS 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 web site, contacts with Illinois LLSAP staff and current service recipients - Maintain statistics documenting the number of items cataloged and the libraries for whom they were cataloged 	23 ILAC 3030.215 c) 8)
Contribute at least 100 name or uniform title authority records to the Library of Congress Authority File	<ul style="list-style-type: none"> - IHLS catalogers trained in NACO (Name Authority Cooperative Program) authority work will submit new name records to NACO - Distribute authority records via OCLC Connexion and, when necessary, supply the resultant records to LLSAP staff for importation 	23 ILAC 3030.215 c) 3)

	- Maintain statistics documenting authority record creation	
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Goal: Support access to digitized information found in Illinois libraries and at IDA by providing information on formation and content of metadata.

Objectives	Planned Activities	Administrative Rule Citations
User access to digitized information will be established for items added to IDA database.	<ul style="list-style-type: none"> - Work with library to determine what information is needed for metadata, where metadata and digital images will reside, and create metadata if necessary - Continue to provide metadata creation, including transcription, for the SIUE immigration and naturalization documents previously digitized - Publicize this service via the IHLS web site 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 	23 ILAC 3030.215 c) 8)

Goal: Facilitate the development of expertise in the use of resource description, including cataloging and metadata, among library staffs in Illinois.

Objectives	Planned Activities	
Enable Illinois libraries to learn and increase knowledge of bibliographic services, cataloging and metadata.	<ul style="list-style-type: none"> - Provide schedule of online and/or in-person classes on cataloging and metadata topics - Develop cataloging and metadata presentations - Attend and present at LLSAP member meetings and conferences, offering short discussions on cataloging and metadata - Conduct trial <i>On-line with the CMC</i>, monthly office hours program with brief presentation and question and answer component - Provide Cataloging Workdays for libraries who have questions concerning OCLC Connexion and cataloging difficult items 	23 ILAC 3030.215 c) 6)

TMQ (The MARC of Quality)

Goal: *Improve the quality of the SHARE database, thus improving user access to information resources. Add OCLC WorldCat holdings for member libraries in a timely manner, increasing resource sharing.*

Objectives	Planned Activities	Administrative Rule Citations
Set OCLC holdings for SHARE members in a timely manner and have access to reports provided by TMQ.	<ul style="list-style-type: none">- Identify and merge duplicate bibliographic records in the SHARE database- Make corrections to bibliographic records as found on reports from TMQ- Maintain spreadsheets documenting the number of WorldCat holdings altered, as reported by TMQ	23 ILAC 3030.215 c) 9)

C. Delivery

Feedback from our member libraries regarding library materials delivery has guided modifications and enhancements of the service. Our late winter 2017 delivery survey results indicated very high satisfaction with the current delivery model known as functional five-day delivery. We also received feedback from very large member libraries expressing a desire for a sixth day of delivery service. They are seeking assistance with managing the high delivery volumes in their already crowded facilities. It may also alleviate some workflow challenges at our three hubs.

IHLS Delivery has been actively using the Illinois State Library Delivery Recommendations since their adoption in 2014. We support the need for standard delivery practices statewide and agree to implement the recommendations to the degree possible in IHLS. We acknowledged that one particular component of the recommendations regarding Community Delivery Partnerships (CDP), remains a challenge. CDPs require that libraries who are geographically close and willing to partner work together for increased delivery access, and we continue to encourage these arrangements.

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 to L2.

The focus of delivery services provided by the Illinois Heartland Library System in FY2019 will include:

- Compliance with the recommendations of the Illinois Statewide Delivery Committee
- Availability of five-day a week delivery using zoned routes and SHARE software to create daily route lists
- Revised web presence
- Presenting the IHLS delivery model to other stakeholders
- Continued partnership with the Laboratory of Applied Spatial Analysis (LASA) at Southern Illinois University Edwardsville regarding possible scenarios for more efficiencies in delivery
- Development of sorter training program to ensure a standard level of service
- Investigate sixth day of service for larger volume libraries

Delivery Services

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

Objectives	Planned Activities	Administrative Rule Citations
Comply with recommendations of the Statewide Delivery Committee.	- Monitor compliance progress on an ongoing basis	23 ILAC 3030.215 e) 5) E)
Continue to enhance functional five-day a week delivery model.	- Evaluate routes in regard to providing the best service possible with the best economic results - Explore using SHARE's Polaris software in conjunction with creating daily routes - Utilize financial information to evaluate the cost of having modified routes on Saturdays	23 ILAC 3030.215 e) 4) G)
Quantify the impact of the delivery service.	- Assess the impact of delivery services for all IHLS member libraries using the Polaris software for SHARE members and the daily counts from other informational tools for remaining members	23 ILAC 3030.215 e) 5) I)

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

Objectives	Planned Activities	Administrative Rule Citations
Revise the delivery section of the IHLS website.	- Delivery section will be revised to include training materials 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 more evident to members - Add the ability to search any library on any route without knowing the hub location	23 ILAC 3030.215 e) 6)
Provide continuing education on delivery.	- Utilize newsletters such as the IHLS Member Connection newsletter and the SHARE newsletter to share tips and best practices - Attend networking events - Present at conferences: regional, statewide and national	23 ILAC 3030.215 e) 6)
Participate in ALA ASCLA Physical Delivery group.	- Participate in ASCLA (The Association of Specialized & Cooperative Library Agencies) online learning development	23 ILAC 3030.215 e) 3)

Goal: Accurate member library delivery data in L2.

Objectives	Planned Activities	Administrative Rule Citations
Review L2 data annually.	- Update L2 delivery changes as they occur	23 ILAC 3030.215 a) 4) A-D)

D. Resource Sharing

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, while seeking out funding opportunities that would help offset migration costs.
- 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: Provide an innovative resource discovery, sharing, and delivery system.

Objectives	Planned Activities	Administrative Rule Citations
Encourage resource sharing.	- Monitor SHARE policy and protocol compliance and coordinate those policies with IHLS policies and the ILLINET Interlibrary Loan Code regarding resource sharing - Assist member libraries in promoting their participation in reciprocal borrowing within IHLS and statewide - Maintain non-resident borrower card purchase locations on the IHLS website - Expand background information on non-residency on IHLS website - Promote resource sharing capabilities of the LLSAP to member libraries with other integrated library systems, through ongoing communication and visits - Review the IHLS resource sharing policy to ensure it is up-to-date and aligned to current Illinois Library Laws & Rules, as well as the SHARE Resource Sharing Policies	23 ILAC 3030.215 f) 3) D) i

	<ul style="list-style-type: none"> - Monitor the progress of member agencies in adopting the recommendations of the revisions in delivery and ILL policies and processes - Continue developing consortia groups to participate in shared resources or vendor discount programs, in order to meet the needs of interested library members and their patrons 	
Provide a framework for members to participate in a state-of-the-art integrated library system.	<ul style="list-style-type: none"> - Act as legal and financial authority for SHARE - Manage the SHARE investment account - 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 & Resource Committee, the eResource Committee, and the Finance and Policy Committee - Analyze trends in data and in the library marketplace to determine opportunities for changes and enhancements of LLSAP services - Seek out funding opportunities to provide enhancements to the SHARE catalog and expansion of membership - 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 - Prepare a continuing education and certification program for member library staff, in order to provide a high level of database accuracy and library efficiency. - Continue to seek out opportunities to reach staff that have difficulty in participating in traditional continuing educational opportunities - Assist with the migration of libraries who do not wish to continue to participate in the SHARE LLSAP - Support the SHARE HelpDesk to track concerns and technical issues with the Integrated Library System - Continue the development and enhancement of the SHARE website to meet the informational and training needs of the IHLS libraries - Provide software and technical support for members of the LLSAP 	<p>23 ILAC 3030.215</p> <p>c) 1)</p>

	- Continue the development and implementation of a database to maintain all critical information about member libraries, including fees, automation settings, training requirements, and staff access	
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LLSAP Development

Goal: Increase members participating in SHARE.

Objectives	Planned Activities	Administrative Rule Citations
Continue to promote the growth of SHARE.	<ul style="list-style-type: none"> - Market the advantages of belonging to the SHARE consortium to ILLINET members who are not already members of SHARE through mailings, email, and conference participation - Continue to seek funding to assist libraries and schools in offsetting migration costs, so they can participate more fully in resource sharing - Support members as they strive 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 Wi-Fi access for patrons - Work with stakeholders to assess barriers to SHARE membership beyond financial restraints. Develop strategies to better understand and appreciate member constraints 	23 ILAC 3030.215 c) 1)

ILLINET Interlibrary Loan

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

Objectives	Planned Activities	Administrative Rule Citations
Provide educational opportunities for member agencies to become familiar with the requirements of the ILL Code.	<ul style="list-style-type: none"> - Train staff at the various multitype libraries using both digital and in-person formats, continuing to seek out opportunities to reach staff that have difficulty participating in traditional continuing educational opportunities - Work with statewide partners to develop training opportunities 	23 ILAC 3030.215 f) 3) D) i
Monitor the progress of member agencies in adopting the recommendations of the revisions in the ILL Code.	- Maintain regular contact with member libraries to help ensure understanding and compliance with the ILL Code	23 ILAC 3030.215 f) 3) D) i

	<ul style="list-style-type: none"> - Monitor the submission of the annual ILLINET Interlibrary Loan Traffic Survey - Continue to mediate between member libraries in the event of ILL disputes 	23 ILAC 3030.215 b) 3)
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eResources

Goal: Increase familiarity with and utilization of eResources.

Objectives	Planned Activities	Administrative Rule Citations
Continue development and provision of eResources to all multi-type member libraries.	<ul style="list-style-type: none"> - Continue developing consortia for the purpose of sharing electronic resources, as appropriate to meet the needs of interested library members and their patrons - Facilitate user focus groups existing eResource consortia, in order to review member library preferences and needs 	23 ILAC 3030.215 b) 1)
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"> - 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 - Provide on-site assistance to library staff on use of eResources, who will, in turn, provide training to their patrons - Create training videos and materials for member library use - Work with the eResource Committee to review products, policies, and practices for each of the platforms, as well as approving member fees for each consortial product. The committee consists of representatives of the SHARE governing organization, SHARE member libraries, and SHARE staff as ex-officio members - Continue developing consortia for the purpose of sharing electronic resources, as appropriate to meet the needs of interested library members and their patrons - Develop user focus groups for each of the eResource consortia, in order to review member library preferences and needs 	23 ILAC 3030.215 b) 1)

E. Consulting and CE (Continuing Education)

As IHLS enters its eighth year of operation, the hope is to offer consulting and continuing education services that fit within the parameters of this grant and that meet prioritized needs of IHLS Membership. The 2015 IHLS Long Range plan is being reviewed by multiple IHLS stakeholders, and system staff will include initiatives and activities based on input from multiple sources. This work will greatly influence what IHLS provides in the areas of consulting and continuing education.

Consulting Services

Goal: *Increased responsiveness to the expressed needs of member libraries for consulting services.*

Objectives	Planned Activities	Administrative Rule Citations
Visits to 20% of IHLS libraries.	<ul style="list-style-type: none">- Priority visits will be to new directors of public libraries, libraries interested in joining the automation consortium and libraries struggling with membership compliance- Site visits will also be scheduled with libraries that express specific needs, eg: A presentation for a board or administrators on a specific topic- System Staff will also be available to work with local special interest groups	23 ILAC 3030.215 d) 1)

Continuing Education

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

Objectives	Planned Activities	
Identification and provision 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">- As staffing and funding allow and as opportunities present themselves, IHLS will offer continuing education to membership- Develop and implement annual Member Day- Develop guidelines and serve as host for no cost and low cost training opportunities- Actively promote continuing education offered by the Illinois State Library, The Illinois Library Association and the Association of Illinois School Library Educators- Through available communication tools, share information regarding appropriate continuing education opportunities that would be of interest to our members- Continue to partner with the Illinois State Library in an effort to provide professional development hours to school libraries	23 ILAC 3030.215 d) 1)



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.



Exhibit 3.2 Statewide Service Collaboration

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

Bibliographic Services

- Cataloging Maintenance Center (CMC) provides:
 - database support services to Local Library System Automation Programs (LLSAPs)
 - cataloging services for special collections in libraries statewide
 - cataloging training and phone/email support for related inquiries
 - global bibliographic access to authors, corporate bodies, and geographic places through development of Library of Congress Name Authority Records
 - consultation on formation and content of metadata in support of digitized information found in Illinois libraries and in Illinois Digital Archives (IDA)

Consulting/Continuing Education

- IHLS supports statewide continuing education leadership activities such as Directors University and Elevate.
- The IHLS Zoom connectivity is offered to statewide committees for their use.
- The system consistently shares information regarding any continuing education opportunity that would benefit the membership.

Delivery

- IHLS partners with Reaching Across Illinois Library System (RAILS) to deliver library materials via the Illinois Library Delivery Service (ILDS) through a subcontractor/contractor agreement:
 - IHLS Champaign service hub serves as exchange between north and south delivery. Capital improvements to the facility allow for ever-increasing delivery demands.
 - IHLS delivers to its 33 CARLI (Consortium of Academic and Research Libraries in Illinois) member libraries every day, Monday – Friday.

IT

- IHLS is sharing with RAILS the iPad app that allows for paperless tracking of daily statistics.
- Provide videoconferencing technology, via Zoom, to provide digital space for inter-system meetings.

Resource Sharing

- IHLS staff members actively participate in the RAILS Consortia and Resource Sharing Committees.
- IHLS staff provide consulting support (when requested) regarding RAILS overlay project.



3.3 Operational Plan – Proposed Fees for Service

Fee Description	Who Fee Impacts	Amount of Fee	Estimate of Annual Revenue Generated
Cloud Subscription	SHARE Members that elect to participate	\$250-\$1,922	\$100,881
Continuing Education Session Fees	IHLS Members that elect to participate	\$10-\$50	\$1,500
Domain Name	IHLS Members that elect to participate	\$13.95	\$432
ICN Filtering	IHLS Members that elect to participate	\$32-\$100	\$300
ILLINET/OCLC Group Services Fee	Illinois Member and Non-Member Libraries	\$194-\$330,459	\$4,482,995
ILLINET/OCLC Monthly Network Transactional Billing	Illinois Member and Non-Member Libraries	\$1-\$20,000	\$600,000
SAM Fee	IHLS Members that elect to participate	\$477-\$1,167	\$12,852
SHARE Additional Modules	SHARE Members that elect to participate	\$100-\$2,100	\$26,400
SHARE Bibliographic Service Fee	SHARE Members that elect to participate	\$3-\$18,843	\$94,526
SHARE LLSAP Full Member Fee	SHARE Full Member Libraries	\$200-\$36,510	\$1,042,244
SHARE LLSAP Transitional Member Fee	SHARE Transitional Member Libraries	\$495-\$1200	\$7,695



Exhibit 4.1a List of Position Titles

Position title	Annualized Salary	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund
A/P Coordinator	47,500.23	35,625.17	11,875.06			
Accounting Assistant	27,422.72	27,422.72				
Admin Services Spec	37,336.68				37,336.68	
Administrative Assist	29,522.27	29,522.27				
Associate Director	95,002.05	95,002.05				
Bibliographic Svc Mgr	65,882.01				65,882.01	
Cataloger	41,701.01				40,290.51	
Cataloger	49,058.28				40,290.51	
Cataloger	43,160.52				43,160.52	
Cataloger	40,290.51		41,701.01			
Cataloger	40,290.51		49,058.28			
Cataloger	46,000.01		46,000.01			
Cataloging Assistant II	12,056.36				12,056.36	
Cataloging Supervisor	49,847.22				49,847.22	
Cataloging Supervisor	61,671.93				61,671.93	
Chief Fiscal Officer	79,168.11	79,168.11				
Communications Coor	47,390.96	47,390.96				
Courier	10,215.54	10,215.54				
Courier	10,169.19	10,169.19				
Courier	10,873.71	10,873.71				
Courier	9,826.20	9,826.20				
Courier	10,382.40	10,382.40				
Courier	10,169.19	10,169.19				
Courier	9,826.20	9,826.20				
Courier	10,169.19	10,169.19				
Courier	9,826.20	9,826.20				
Courier	29,929.33	29,929.33				
Courier	11,365.02	11,365.02				
Courier	9,826.20	9,826.20				
Courier	10,169.19	10,169.19				
Courier	10,215.54	10,215.54				
Courier	10,169.19	10,169.19				
Courier	9,492.48	9,492.48				
Courier	9,492.48	9,492.48				
Courier	10,169.19	10,169.19				
Courier	9,826.20	9,826.20				
Courier	13,348.80	13,348.80				



Exhibit 4.1a List of Position Titles

Position title	Annualized Salary	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund
Courier	11,856.33	11,856.33				
Courier	10,873.71	10,873.71				
Courier	10,169.19	10,169.19				
Courier	20,202.30	20,202.30				
Courier	30,850.56	30,850.56				
Courier	10,122.84	10,122.84				
Courier	11,856.33	11,856.33				
Courier	10,169.19	10,169.19				
Courier	10,169.19	10,169.19				
Courier	10,169.19	10,169.19				
Courier	9,918.90	9,918.90				
Courier	10,122.84	10,122.84				
Courier	10,215.54	10,215.54				
Courier	10,169.19	10,169.19				
Courier	10,215.54	10,215.54				
Courier	23,395.01	23,395.01				
Courier	10,122.84	10,122.84				
Courier	10,169.19	10,169.19				
Courier	10,122.84	10,122.84				
Courier	10,122.84	10,122.84				
Courier	9,492.48	9,492.48				
Courier	29,929.33	29,929.33				
Courier	11,856.33	11,856.33				
Courier	10,122.84	10,122.84				
Courier	14,389.10	14,389.10				
Courier	10,215.54	10,215.54				
Courier	9,492.48	9,492.48				
Executive Assistant	44,774.02	44,774.02				
Executive Director	134,274.65	134,274.65				
Grants Specialist	18,413.93	18,413.93				
HR Generalist	52,530.04	52,530.04				
IT Director	93,477.20	93,477.20				
IT Specialist	36,420.80	36,420.80				
Lead Sorter	27,851.20	27,851.20				
Membership Svcs Coordinator	56,650.00	56,650.00				
Network Admin	66,628.10				66,628.10	
OCLC A/R Coordinator	38,430.91		38,430.91			
OCLC/Sr. Accountant	62,801.24	15,700.31	47,100.93			
Operations Director	75,775.08	75,775.08				



Exhibit 4.1a List of Position Titles

Position title	Annualized Salary	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund
Operations Manager	47,920.67	47,920.67				
Operations Manager	47,920.67	47,920.67				
Operations Manager	49,411.24	49,411.24				
SHARE Circulation Specialist	25,142.30				25,142.30	
SHARE Circulation Specialist	43,376.64				43,376.64	
SHARE Director	82,399.92				82,399.92	
SHARE Mgr. for Admin Srvcs	104,932.54				104,932.54	
SHARE Reporting Srvcs Spec	12,792.60				12,792.60	
SHARE Tech Sup Spec	35,816.38				35,816.38	
Sorter	9,112.41	9,112.41				
Sorter	9,826.20	9,826.20				
Sorter	7,853.54	7,853.54				
Sorter	1,963.39	1,963.39				
Sorter	8,806.50	8,806.50				
Sorter	9,112.41	9,112.41				
Sorter	9,112.41	9,112.41				
Sorter	10,122.84	10,122.84				
Sorter	8,806.50	8,806.50				
Sorter	10,122.84	10,122.84				
Sorter	9,112.41	9,112.41				
Sorter	9,112.41	9,112.41				
Sorter	9,112.41	9,112.41				
Sorter	9,112.41	9,112.41				
Sorter	10,122.84	10,122.84				
Sorter	8,806.50	8,806.50				
Sorter	8,806.50	8,806.50				
Web Developer	71,371.91				71,371.91	
Totals	2,763,411.04	1,736,248.71	234,166.20		792,996.31	



4.1b List of Vacancies

Position title	Funding Priority	Annualized Salary	General Fund	Special Revenue Fund	Capital Projects Fund	Proprietary Fund	Fiduciary Fund
Bibliographic Project Coordinator	CMC	54,901.68		54,901.68			
SHARE Circulation Specialist	SHARE	52,295.18				52,295.18	
Marketing Coordinator	Administration	21,156.20	21,156.20				
Metadata Cataloger	CMC	46,350.02		46,350.02			
Sorter	Delivery	8,806.50	8,806.50				
Totals		183,509.58	29,962.70	101,251.70		52,295.18	



Exhibit 4.2 List of Planned Motor Vehicle Purchases

<u>Replacement</u>	<u>Type of Use</u>	<u>Budget Cost</u>
7 Delivery Vans	Delivery Service	\$210,000



Exhibit 4.3 Summary Out-of-State Travel

Number of Travelers	Month of Travel	Budget Year Estimated Expense	Reason for Travel Destination & Duration
6	May	\$10,758	Innovative Users Group Conference – 4 Days
4	June	\$9,080	American Library Association Conference – 6 Days



Exhibit 4.4 Agency Contracts

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start and End	Contract Amount Budget Year	Comments
ABC Heating & Air Conditioning, 2815 Hundman Dr #1, Champaign, IL 61822	Building & Grounds	HVAC Maintenance	N/A-N/A	\$1,400	Ongoing
Abila, Dept 3303 PO Box 123303, Dallas, TX 75312	Contractual Services	Maintenance & Support	7/24/18-7/23/19	\$7,489	
Above & Beyond, 53 Westbrooke, Troy, IL 62294	Building & Grounds	Facilities Cleaning	7/1/18-6/30/19	\$7,200	
Actsoft, 10006 North Dale Mabry Hwy, Ste.100, Tampa, FL 33618	Telephone & Telecommunications	Comet GPS Trackers for Delivery Vans	N/A-N/A	\$4,500	Ongoing
Ameren Illinois, PO Box 88034, Chicago, IL 60680-1034	Building & Grounds	Gas	3/1/18-9/30/19	\$4,326	
Ameren Illinois/ AEP Energy, PO Box 88034, Chicago, IL 60680-1034	Building & Grounds	Electricity	3/1/18-9/30/19	\$18,540	
Ameren Illinois/AEP Energy, PO Box 88034, Chicago, IL 60680-1034	Building & Grounds	Electricity	3/1/18-9/30/19	\$11,124	
American Pest Control, 14003 W. Farmington Rd., Hanna City, IL 61536	Building & Grounds	Pest Control	N/A-N/A	\$420	Ongoing
Anderson Pest Control, PO Box 600670, Jacksonville, FL 62260	Building & Grounds	Pest Control	N/A-N/A	\$500	Ongoing
AT&T, PO Box 5080, Carol Stream, IL 60197	Telephone & Telecommunications	Alarm, Fax, Fire Phone Line	N/A-N/A	\$2,340	Ongoing
AT&T, PO Box 5080, Carol Stream, IL 60197	Telephone & Telecommunications	Internet	N/A-N/A	\$4,680	Ongoing



Exhibit 4.4 Agency Contracts

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start and End	Contract Amount Budget Year	Comments
Belo-man, 5909 Cool Sports Road, Belleville, IL 62223	Building & Grounds	HVAC Maintenance & Repair	7/1/18-6/30/19	\$4,266	
Busey Cardmember Services, PO Box 790408, St. Louis, MO 63179	Various	Credit Card Purchases	N/A-N/A	\$100,000	Ongoing
Charter Communications, PO Box 790086, St. Louis, MO 63179	Telephone & Telecommunications	Internet	3/1/17-2/28/19	\$1,800	
City of Edwardsville, PO Box 407, Edwardsville, IL 62025	Building & Grounds	Sewer & Water	N/A-N/A	\$800	Ongoing
CMC Electric, PO Box 37, Collinville, IL 62234	Building & Grounds	Electrical	N/A-N/A	\$2,000	Ongoing
CNA Surety, P.O. Box 957312, St. Louis, MO 63195	Liability Insurance	Employee Dishonesty Bond	8/6/18-8/5/19	\$2,530	
Consolidated Communications, 1300 S. Neil Street, Champaign, IL 61820	Telephone & Telecommunications	Local & Long Distance & Toll Free Line	4/18/17-4/18/20	\$5,300	
Consolidated Insurance, 312 E. Main St., Carbondale, IL 62903	Liability Insurance	Treasurer's Bond	7/1/18-6/30/19	\$1,925	
Continental Western Group, PO Box 14558, Des Moines, IA 50306	Vehicle Expenses, Liability Insurance & Building & Grounds	Auto, General Liability, & Property Insurance	7/1/18-6/30/19	\$42,730	
Dave's Precision Mowing, 1406 Brunswick Court, St. Joseph, IL 61873	Building & Grounds	Lawn Maintenance Landscaping	04/01/18-11/30/18	\$2,600	
Fabick, 101 Fabick Dr., Fenton, MO 62232	Building & Grounds	Generator Maintenance	7/1/18-6/30/19	\$1,436	
George Alarm Co, Inc, 917 South 9 th Street, Springfield, IL 62703	Building & Grounds	Burglar Alarm	N/A-N/A	\$1,132	Ongoing



Exhibit 4.4 Agency Contracts

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start and End	Contract Amount Budget Year	Comments
Illinois American Water, PO Box 3027, Milwaukee, WI 53201	Building & Grounds	Water	N/A-N/A	\$988	Ongoing
Illinois Library Association, 33 West Grand Avenue #401, Chicago, IL 60654	Professional Association Membership Dues	Institutional Membership	6/1/18-5/31/19	\$1,000	
iTV-3, 602 High Point Ln, East Peoria, IL 61611	Telephone & Telecommunications	Internet	N/A-N/A	\$300	Ongoing
John's Custom Lawn Care, LLC, 302 East Lake Drive, Edwardsville, IL 62025	Building & Grounds	Lawn Maintenance	04/01/17-11/30/18	\$5,000	
Kone Elevator Service, PO Box 429, Moline, IL 61266	Building & Grounds	Elevator Maintenance	10/1/17-9/30/18	\$2,697	Ongoing
Management Association, 3025 Highland Pkwy., Suite 225, Downers Grove, IL 65105	Professional Association Membership Dues	HR Management Membership	7/1/18-6/30/19	\$1,260	
Marketview Car Wash, 501 W. Marketview Dr, Champaign, IL 61822	Vehicle Expenses	Van Washes	N/A-N/A	\$500	Ongoing
MetLife, PO Box 804466, Kansas City, MO 64180-4466	Personnel	Dental, Vision & Life Insurance	7/1/18-6/30/19	\$15,975	
Myler Automotive, 1212 Parkland Ct., Champaign, IL 61821	Vehicle Expenses	Vehicle Repairs	N/A-N/A	\$8,000	Ongoing
Omnilert, 202 Church St SE, Leesburg, VA 20175	Telephone & Telecommunications	Text Alert System	N/A-N/A	\$240	Ongoing
Parker Kent, LLC, 208 Public Square, Apt 300, Benton, IL 62812	Building & Grounds	Building Rent	8/1/13-8/1/18	\$13,500	
Quest Diagnostics, PO Box 740709, Atlanta, GA 30374	Personnel	Pre-Employment Drug Screen	N/A-N/A	\$1,000	



Exhibit 4.4 Agency Contracts

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start and End	Contract Amount Budget Year	Comments
Scheffel Boyle, 322 State St., Alton, IL 62002	Professional Services	Audit	7/1/18-06/30/19	\$25,500	
Selective Insurance Company, PO Box 782747, Philadelphia, PA 19178	Building & Grounds	Flood Insurance	6/20/18-6/20/19	\$957	
Shred-it, 28883 Network Pl., Chicago, IL 60673	Building & Grounds	Shredding	N/A-N/A	\$576	Ongoing
Southern Illinois University Carbondale, One Enterprise Place, Carbondale, IL 62903	Building & Grounds	Office Leasing	07/01/18-06/30/19	\$87,322	
Speed Lube, 901 W. Springfield, Champaign, IL 61821	Vehicle Expenses	Vehicle Maintenance	N/A-N/A	\$5,000	Ongoing
Stutz Excavating, 3837 Fosterburg Road, Alton, IL 62002	Building & Grounds	Snow Removal	N/A-N/A	\$1,500	Ongoing
Technology Management Rev Fund, PO Box 10255, Springfield, IL 62791-1025	Telephone & Telecommunications	VTEL Bandwidth & ICN Filtering	N/A-N/A	\$6,900	Ongoing
Today's Technology, 1235 E Walnut St, Carbondale, IL 62901	Vehicle Expenses	Vehicle Maintenance	N/A-N/A	\$5,000	Ongoing
Tyco Integrated Security LLC, PO Box 371967, Pittsburgh, PA 15250	Building & Grounds	Burglar Alarm	N/A-N/A	\$1,589	Ongoing
UnitedHealth Care, PO Box 959782, St. Louis, MO 63195	Personnel	Health Insurance	10/1/18-9/30/19	\$305,721	
Urbana Champaign Sanitary District, PO Box 669, Urbana, IL 61803	Building & Grounds	Sewer	N/A-N/A	\$803	Ongoing



Exhibit 4.4 Agency Contracts

Contractor Name and Address	Budget Line Item	Description of Services Rendered	Proposed Dates of Contract Start and End	Contract Amount Budget Year	Comments
WEX Bank, PO Box 6293, Carol Stream, IL 60197	Vehicle Expenses	Gasoline Purchases	N/A-N/A	\$215,500	Ongoing
Wright National Insurance, PO Box 33003, St. Petersburg, FL 33733	Building & Grounds	Flood Insurance	10/21/17-10/20/18	\$4,934	
Xerox, 26152 Network Pl., Chicago, IL 60673	Maintenance Agreements	Copier Lease	Various	\$19,860	



Exhibit 4.5 Insurance Coverage for Employees & 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**



Exhibit 4.6 Description of Facilities in All Locations

Property Description	Own or Rent?	Use of Property	Plans for Property
Champaign hub 1704 Interstate Drive Champaign, IL	Own	SHARE staff, Delivery both for IHLS and ILDS exchange point	Continue
Edwardsville hub 6725 Goshen Road Edwardsville, IL	Own	SHARE Staff, Administration, Delivery	Continue
Du Quoin hub 500 South Madison Du Quoin, IL	Rent	Lease is up August, 2018	Eliminate
Carbondale hub SIU Research Park One Enterprise Place Carbondale, IL	Rent	SHARE staff, Membership Director, Delivery	Continue



Exhibit 4.7 Corporations Formed by Library System

No corporations have been formed by Illinois Heartland Library System.



Exhibit 4.8 Pending Litigation

No pending litigation for the Illinois Heartland Library System.



Exhibit 4.9 Recently Filed Statements of Economic Interest



ETHICS ONLINE

Wednesday, April 11, 2018

STATEMENTS OF ECONOMIC INTERESTS

[< Search Home](#)

30 Results (30 Unique Filers) - Agency Name Search of (Illinois Heartland Library System) for 2018:

[Download](#)

Sort by

Agency (Level, Name)

[Sort](#)

First Name	Last Name	Agency Level	Agency Name	Title	View SEI	Agencies
GEOFFREY	BANT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/27/2018	1
JOAN	BAUER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	SHARE MGR FOR BIBLIOGRAPHIC SERVICES	3/27/2018	1
LESLIE	BEDNAR	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	DIRECTOR	3/28/2018	1
MARY	BEIL	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/4/2018	1
TROY	BROWN	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	IT DIRECTOR	3/27/2018	1
STACIE	BUSHONG	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	EXEC ASST	3/27/2018	1
STACEY	CARTER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/6/2018	1

BRANDON	CHAPMAN	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	NETWORK ADMINISTRATOR	3/27/2018	1
GARY	DENUE	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/29/2018	3
TIFFANY	DROEGE	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/5/2018	1
TRACI	EDWARDS	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	SHARE MGR OF ADMINISTRATIVE SERVICES	3/30/2018	1
ADRIENNE	ELAM	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	CFO	3/28/2018	1
DOMINIQUE	GRANGER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	HR GENERALIST	4/4/2018	1
ATHENA	HUBERT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/28/2018	2
GARY	JONES	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/4/2018	1
LINDA	KATES	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	OPERATIONS MANAGER	4/5/2018	1
BEVERLY	OBERT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/2/2018	1
DEBORAH	OWEN	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/27/2018	2
ROBERT	PAARLBERG	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/27/2018	1
SUSAN	PALMER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	OPERATIONS DIRECTOR	3/28/2018	1
SUSAN	PENNINGTON	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/5/2018	1
JULIA	PERNICKA	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	COMMUNICATIONS COORDINATOR	4/6/2018	1

IHLS FY2019 System Area & Per Capita Grant Application

LINDA	PETTY	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	OPERATIONS MANAGER	3/27/2018	1
ELLEN	POPIT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	MEMBERSHIP & GRANTS DIRECTOR	4/5/2018	1
MARY	SMITH	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/28/2018	1
CASSANDRA	THOMPSON	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	SHARE DIRECTOR	4/4/2018	1
CHARLENE	TOPEL	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	4/10/2018	1
SANDRA	WEST	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/27/2018	1
BRANT	WINGERTER	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	WEB DEVELOPER	4/9/2018	1
SARA	ZUMWALT	SERVICE DISTRICTS	ILLINOIS HEARTLAND LIBRARY SYSTEM	BOARD MEMBER	3/27/2018	1

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

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Exhibit 4.10 Copy of Board Ordinance Required
by Section 70-5 of Ethics Act [5 ILCS 430]

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



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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



Exhibit 4.10 Copy of Board Ordinance Required
by Section 70-5 of Ethics Act [5 ILCS 430]

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;



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by Section 70-5 of Ethics Act [5 ILCS 430]

- (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.



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by Section 70-5 of Ethics Act [5 ILCS 430]

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,



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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



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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



Exhibit 4.10 Copy of Board Ordinance Required by Section 70-5 of Ethics Act [5 ILCS 430]

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.



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by Section 70-5 of Ethics Act [5 ILCS 430]

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

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

ARTICLE 25
PENALTIES

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

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

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

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

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

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

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

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

Karen Bounds, President, Board of Directors



Exhibit 4.10 Copy of Board Ordinance Required
by Section 70-5 of Ethics Act [5 ILCS 430]

Illinois Heartland Library System
ATTEST:

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



Exhibit 4.11 Certification Indicating Review and Compliance of Board with Illinois Statutes

Legal Statute	Citation	Geoff Bant	Mary Beil	Stacey Carter	Gary Denue	Tiffany Droegge	Tina Hubert	Gary Jones	Bev Obert	Debbie Owen	Robert Paarlberg	Susan Pennington	Mary Smith	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
FOIA	5 ILCS 140	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
IL PUBLIC LABOR RELATIONS ACT	5 ILCS 315	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
IL GOVERNMENT ETHICS ACT	5 ILCS 420	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
LOCAL RECORDS ACT	50 ILCS 205	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
STATE OFFICIALS & EMPLOYEES ACT	5 ILCS 430	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PUBLIC FUNDS DEPOSIT ACT	30 ILCS 225	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PUBLIC FUNDS INVESTMENT ACT	30 ILCS 235	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
IMRF	40 ILCS 5/Art. 7	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PUBLIC OFFICER PROHIBITED ACTIVITIES	50 ILCS 105	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
IL LIBRARY SYSTEM ACT	75 ILCS 10	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
AMERICANS WITH DISABILITIES ACT	42 USC 1201	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
IL HUMAN RIGHTS ACT	775 ILCS 5	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



Article I Name

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

Article II Authority

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

Article III Purpose/Objectives/Vision & Mission

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

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

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

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

Article IV Fiscal Year

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

Article V Membership

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

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

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

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

Article VI Board of Directors

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

Section 2. Duties of Board

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

Section 3.

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

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

Section 4. Nominating Committee for the Board of Directors.

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

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

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

b. The Nominating Committee shall prepare a ballot and certify that all candidates are eligible electors in the geographic area of the System. The ballot will include no more than four (4) eligible candidates for each open seat. In the event that there are no eligible candidates for an open position on the IHLS board, there will be a write-in vote. Any viable write-in candidate will be required to meet all eligibility criteria for the specific board position and must receive a minimum of five (5) affirmative votes in order to win election. The nominating committee must verify the winning candidate. If there is no clear winner from the write-in vote, the president will appoint a new board member.

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

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

Section 5. Terms of Office

- a. Except for those Board members who are elected to the Initial System Board in 2011 and who draw either one or two year terms as provided in Section 4d above, and for those board members whose term might be limited by Section 5b below, all Board members will be elected for a term of three (3) years.
- b. No Board member shall be permitted to serve for more than a total of six (6) consecutive years unless two (2) years have elapsed since his/her sixth year of service.
- c. All terms of office shall be staggered, with one-third of the board seats ending each year.
- d. Terms of office begin on July 1 and end on June 30, the System's fiscal year.
- e. Any appointment to the System Board for a partial term is counted as a full year of service at the conclusion of the most current fiscal year.
- f. Prior service in office on the board of directors of any Illinois Library System, shall count toward the statutory maximum of serving a total of no more than six (6) years as a director, unless two years has elapsed since their sixth year of service.

Section 6. Economic Interest

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

Section 7.

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

Section 8. Officers

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

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

Section 9. Attendance of Board members

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

Section 10. Committees

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

Executive Committee:

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

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

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

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

Executive Director

- iii. To establish the budget tracking and reporting standards provided by the Chief Fiscal Officer as are appropriate to the needs of the committee
- iv. To monitor System expenditures and income and report significant variances to the Board of Directors*
- 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