

IHLS - Board of Directors Meeting

January 23, 2018

Effingham Public Library

200 North Third Street, Effingham, IL 62401

Phone: 217-342-2464

5:00 P.M.

You may also attend the meeting via videoconference at the following locations:

Carbondale Office: 1740 Innovation Drive, Carbondale, IL 62903, 618-985-3711

Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047

Decatur Public Library: 130 North Franklin Street, Decatur, IL 62523, 217-424-2900

Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025, 217-656-3216

Illinois State Library: Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701, 217-785-5600

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

Sandy West, President

Geoffrey Bant, Vice-President

Tiffany Droege, Secretary

Sara Zumwalt, Treasurer

Mary Beil

Stacey Carter

Gary Denué

Tina Hubert

Gary Jones

Beverly Obert

Deborah Owen

Susan Pennington

Mary Smith

Charlene Topel

AGENDA

- | | | |
|---------|--------|---|
| 5:00 PM | Action | 1. Call to Order |
| 5:01 PM | Action | 2. Roll Call |
| 5:05 PM | Action | 3. Appoint Robert Paarlberg from Caseyville Public Library to fill vacant board seat. |
| | | 4. Consent Agenda |
| 5:10 PM | | All items listed under the Consent Agenda are considered routine by the Board and will be enacted by one motion. Committee and Staff reports may also be included as information items. Detailed information on all items is included in the meeting packet. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the consent agenda for discussion. |
| | | a. Approval of November 28, 2017 Minutes (Attachment 4.1) |
| | | b. Approval of January 3, 2018 Minutes (Attachment 4.2) |
| | | c. Department and Staff Activity Report (Attachment 4.3) |

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

5:15 PM	Action	5. Acceptance of Bills November 2017 (Attachment 5.1)
	Action	6. Acceptance of Bills December 2017 (Attachment 6.1)
		7. November/December Financial Report (Attachment 7 .1)
5:30 PM	Action	8. Freedom of Information Act (FOIA) Update
	Information	9. Open Meetings Act (OMA) Update
	Information	10. Public Comment
		11. Communication
		12. Human Resources
5:45 PM	Action	a. Staff Report (Attachment 12.1)
	Action	b. Secondary Employment – IHLS Staff (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))
5:50 PM	Action	c. Personnel (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))
5:55 PM	Information	13. Illinois State Library Report
6:05 PM	Information	14. Committee Reports
		a. Executive
		b. Budget and Finance
		c. Policy and Membership
		d. Facilities and Operations
		e. Personnel
		f. Advocacy
		g. Nominating (Attachment 14.1)
		15. Unfinished Business
		a. Personnel (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1)) (Attachment 15.1)
		b. Facilities (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(5))
		c. Surplus Items (Attachment 15.2)
	Information	16. New Business
6:40 PM	Information	a. Champaign HVAC Replacement
		b. Review of Closed Session Minutes July 2017 – December 31, 2017 (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(21))
7:05 PM	Action	17. Agenda Building
		18. Public Comment
7:10 PM		19. Announcements
7:15 PM		20. Adjournment

Times are approximate and the Board President may alter the agenda item order or times during the meeting. The Illinois Heartland Library System strives to ensure that its meetings are accessible to individuals with disabilities. If you are an individual with a disability and require assistance to observe or participate in this meeting, please contact any system office at least 48 hours prior to the start of the meeting with your specific request.



Illinois Heartland Library System

BOARD OF DIRECTORS MEETING MINUTES

November 28, 2017

5:00 pm

Carbondale Office: 1740 Innovation Drive, Carbondale, IL 62903, 618-985-3711

Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047

Decatur Public Library: 130 North Franklin Street, Decatur, IL 62523, 217-424-2900

Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216

Effingham Public Library: 200 North Third Street, Effingham, IL 62401, 217-342-2464

Illinois State Library, Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701, 217-785-5600

Morrison-Talbott Library (Waterloo): 215 Park Street, Waterloo, IL 62298, 618-939-6232

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

3	Approve the November 2017 Consent Agenda a. Approval of October 24, 2017 Minutes b. Approval of November 13, 2017 Minutes c. Department and Staff Activity Report	Carried
4	Accept the October 2017 Bills	Roll Call – Carried
5	Accept the October Financial Reports	Carried
10.a	Accept the Staff Update	Roll Call – Carried
13.c	Vacate Board Seat	Roll Call - Carried
14.a	Nominating Committee	Roll Call -- Carried
14.b	IHLS Hiring Procedure	Consensus
14.c	Human Resource Generalist Proposal	Roll Call – Carried
14.d	Part-time Accounting Assistant Proposal	Roll Call – Carried
14.f	Additional Bank Signers	Roll Call – Carried
14.g	Surplus Items	Roll Call - Carried
	Adjourn	Roll Call - Carried

Call to Order

Sandy West called the meeting to order at 5:02 p.m.

Roll Call

Board Members:

Champaign: Geoff Bant

Decatur: Stacey Carter, John Phillips (exits at 6:43 p.m.)

Edwardsville: Mary Beil, Tiffany Droege (arrived at 5:04 p.m.), Deb Owen, Mary Smith

Illinois State Library: Tina Hubert, Beverly Obert, Susan Pennington, Sandy West, Sara Zumwalt

Southeastern Illinois College: Gary Jones

Absent excused: Gary Denué, Charlene Topel

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Other Attendees:

Carbondale: Troy Brown

Champaign: Brandon Chapman, Robert Brady

Decatur Public Library: Robert Edwards

Edwardsville: Colleen Dettenmeier, Adrienne Elam, Rhonda Johnisee, Shirley Paden

Illinois State Library: Leslie Bednar, Julia Pernicka, Susan Palmer, Ellen Popit, Deb Aggertt, Pat Burg, Greg McCormick, Barbara Ellis

Consent Agenda

Beverly Obert motion to approve consent agenda. Deb Owen second. Motion carried.

October Bills

Sara Zumwalt motion to accept October bills. Tina Hubert second. Motion carried by roll call vote.

Financial Reports

Sara Zumwalt motion to accept October financial reports. Susan Pennington second. Motion carried.

FOIA Update

None

Open Meetings Act (OMA) Update

None

Public Comment

None

Communication

None

Human Resources

Staff Report

Rhonda Johnisee shared information regarding the cataloger opening.

Tina Hubert motion to approve the Staff Report. Susan Pennington second. Motion carried unanimously by roll call vote.

Secondary Employment

None

Personnel

None

Illinois State Library Report

Greg McCormick reported that the FY19 budgeting process has begun. There are in the initial stages for discussing library funding to share with the general assembly after the first of the year. The school library grant calculations were completed and 610 districts applied and qualified for the full amount of

\$.75/student. Public Library Per Capita Grants are due January 15 and encourages all libraries to apply. Live & Learn Construction grants are due January 12. Public library construction needs survey results to be shared with the General Assembly this month and totals over \$700M. Internal discussion continue with legal counsel and library systems regarding the unserved in the state. Two long-time staff members retire at the end of November: Vandella Brown and JoAnn Jennings.

Tina Hubert expressed her gratitude to the Secretary of State for his continued support of the grant programs, especially full funding levels. Sandy West expressed thanks to the State Library for hosting our networking event at the library.

Committee Reports

Executive

Sandy West reported a routine meeting of committee recaps.

Budget & Finance

Sara Zumwalt reported a routine meeting. They reviewed bills and the financial reports.

Policy & Membership

Tiffany Droege reported the committee had a regular meeting and discussed the survey sent out by RAILS.

Facilities & Operations

Stacey Carter reported the committee did meet and discussed the surplus list. Requested more detail on the surplus. Will send the surplus list to the State Library for their approval. Miscellaneous items were not on the list to be approved. That list will go to the board in January.

Personnel

Geoff Bant reported the committee met and discussed job descriptions. They will meet again on December 7.

Advocacy

Sandy West reported the committee met on November 7. They will more clearly define committee goals and charges. They are focusing on school libraries. There is concern over losing schools due to certification. Leslie Bednar will meet with Laura Huth to see if they are on the right path. The committee will vote at the next meeting to change the name of the committee. The committee will not meet in December.

Unfinished Business

Personnel

Tina Hubert motion to go into closed session at 5:36 p.m. Susan Pennington second. Motion carried. Returned to open session at 6:21 p.m. No action.

Facilities

No change in status regarding the Du Quoin building.

Board Member Attendance

Sandy West reported that a letter was sent to John Phillips regarding attendance. John Phillips was then unable to be reached for a special board meeting and Sandy would like to move that the board act and the seat be declared vacant. John Phillips responded that he does take his commitment seriously but was unavailable and unable to be reached for the special meeting.

Geoff Bant motion that John Phillips' seat become vacant after this meeting. Sara Zumwalt second. Motion carried by roll call vote.

Yes: Geoffrey Bant, Mary Beil, Stacey Carter, Tina Hubert, Susan Pennington, Mary Smith, Sandy West, Sara Zumwalt

No: Beverly Obert

Abstain: Tiffany Droege, Gary Jones, Debbie Owen, John Phillips

John Phillips left the meeting.

New Business

Nominating Committee

Sandy West asked for acceptance of the following for the FY2018 Nominating Committee:

- Lacey Wright – Barclay Public Library District
- Monica Cameron – Shelbyville Public Library
- Rachael Fuller – Urbana Free Library
- Merna Youngblood – Frontier Community College
- Kathy West – Pinckneyville Public Library

Susan Pennington motion to accept the FY2018 Nominating Committee. Mary Smith second. Motion carried.

IHLS Hiring Procedures

Leslie Bednar reviewed the hiring process. After discussion the board requested they are given the minimum qualifications for the position, indicate that the candidate meets the minimum qualifications, and include former position if it is an internal hire. Agreement by consensus.

Human Resources Generalist Proposal

Leslie Bednar stated that this is a new position and a full-time HR professional position was not included when the board and ISL approved the FY2018 budget.

Geoffrey Bant motion to add the Human Resource Generalist position to the FY2018 budget. Tina Hubert second. Motion carried with a roll call vote.

Part-Time Accounting Assistant Proposal

Leslie Bednar stated that the new Part-Time Accounting Coordinator position was not included when the board and ISL approved the FY2018 budget.

Tina Hubert motion to add the Part-Time Accounting Coordinator position to the FY18 budget. Sara Zumwalt second. Motion carried by roll call vote.

Membership Considerations

Leslie Bednar reported that she does not have a membership application for the board to consider this evening. She will share it at the next board meeting.

Additional Bank Signers

Leslie Bednar reported that necessary adjustments to bank signatories for IHLS accounts has been sent to the board.

Beverly Obert move to accept the additional bank signers. Sara Zumwalt second. Motion carried by roll call vote.

Tina Hubert recommended going forward to change the bylaws to include position titles rather than individual people for bank signatories. This will be moved to the policy and membership committee in January.

Surplus Items

Leslie Bednar shared the process IHLS follows once the Items listed on attachment 14.7 have been declared surplus.

Stacey Carter motion to declare items on attachment 14.7 as surplus and available for sale. Susan Pennington second. Motion carried by roll call vote.

Agenda Building

Surplus, Personnel, Updating Bylaws with Positions for signers, Appoint new board member, Review of Closed Session Minutes

Public Comment

Tina Hubert would like to thank the system, and especially Sue Person. She appreciates the work Sue is doing. Children's materials at the Six Mile Regional Library District are becoming fine free and Sue is changing the records in Polaris.

Announcement

Please let Sandy West and Stacie Bushong know if your committee is meeting in December.

Adjournment

Susan Pennington motion to adjourn. Sara Zumwalt second. Motion carried unanimously by roll call vote. Adjourned at 7:16 p.m.

**Illinois Heartland Library System****BOARD OF DIRECTORS MEETING MINUTES**

January 3, 2018

4:30 pm

Carbondale Office: 1740 Innovation Drive, Carbondale, IL 62903, 618-985-3711**Champaign Office: 1704 West Interstate Drive, Champaign, IL 61822, 217-352-0047****Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025, 618-656-3216****Illinois State Library, Gwendolyn Brooks Building, 300 South Second Street, Springfield, IL 62701, 217-785-5600**

3	Changes to Sexual Harassment Policy	Roll Call – Carried
4	Staff Report	Roll Call – Carried
	Adjourn	Roll Call – Carried

Call to Order

-Sandy West called the meeting to order at 4:30 p.m.

Roll CallBoard Members:

Edwardsville: Mary Beil

Phone: Sandy West, Charlene Topel, Stacey Carter, Mary Smith, Bev Obert, Debbie Owen, Gary Denué, Geoff Bant, Tina Hubert, Sara Zumwalt

Absent excused: Susan Pennington

Absent: Tiffany Droege, Gary Jones

Other Attendees:

Champaign: Don Pippin

Edwardsville: Leslie Bednar, Stacie Bushong, Colleen Dettenmeier, Adrienne Elam, Rhonda Johnisee, Shirley Paden

Phone: Greg McCormick, Ellen Popit

Public Comment

N/A

Unfinished Business

None

New Business

Changes to Sexual Harassment Policy

Bev Obert motion to accept the changes to the Sexual Harassment Policy. Sara Zumwalt second. Leslie Bednar explained the changes to the policy. There are a few minor errors to be changed.

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Tina Hubert motion to accept changes with corrections. ? second. Motion accepted unanimously by roll call vote.

Staff Report

Sara Zumwalt motion to accept staff report. Gary Denu second. Motion carried unanimously by roll call vote.

Public Comment

None

Announcement

Leslie announced she will be absent January 4 – 22 and Ellen Popit will be stepping in as acting director during her absence.

Adjournment

Sara Zumwalt motion to adjourn. Mary Smith second. Motion carried unanimously by roll call vote.
Adjourned 4:56 p.m.



DIRECTOR & STAFF ACTIVITY REPORT

November & December 2017

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

ADMINISTRATIVE STAFF ACTIVITIES

COMMUNICATIONS

Goals: Effective and efficient communication with IHLS stakeholders, rebranding and advocacy.

- Through research yielded several leads and resources of potential interest to IHLS members. Along with numerous grants opportunities, member libraries in the news, upcoming events, and continuing education opportunities, also shared information on net neutrality, STEM/STEAM resources, and tips for talking to your legislator. Information was shared several ways, including email, posting on Facebook, Twitter and posting on the IHLS website.
- Nineteen (19) grants and award opportunities were added to the Grants page on the IHLS website and shared through the IHLS newsletter.
- One (1) vendor discount was added to the Vendor Discount page on the IHLS website and shared through the IHLS newsletter.
- The IHLS newsletter, IHLS Member Connection, sent on a regular basis to over 2,100 subscribers.
- The monthly newsletter, IHLS Staff Connection, was sent to staff.

BOARD SUPPORT

Goals: Improve communication with and support of board and committees. 100% State and Federal Compliance for IHLS/Board and appropriate IHLS staff. Encourage board participation in applicable continuing education activities.

- Executive assistant attended the Designing the Future workshop
- Provided committee meeting calendars to board members
- Destroyed closed session recordings approved for destruction
- Completed staff and board name tags design and order
- Completed design and ordered window clings

HUMAN RESOURCES REPORT & STAFF ACTIVITIES

The HR staff has been particularly involved in recruiting and hiring for new positions. Staff has also been able to take advantage of the workshops listed below.

Live workshop or online training	Format	# of staff
Designing the Future	workshop	2
Managing Multiple Priorities and Deadlines	Live	6
Criticism & Discipline Skills for Managers and Supervisors	Live	4
Microsoft Excel 2007/2010 Basics	Live	1
Social Media Analytics: What to Measure and Why (WJ)	Online	1
Going Deeper with Social Media (WJ)	Online	1
60 Minutes of Adobe Acrobat Secrets	Online	1
To-Do List Tool: Paired Comparison	Online	1
Cutting Edge Communication: Ensuring a Respectful Workplace	Online	1
Records Management in Government Agencies	Online	1
Healthy Communication: 04. Using Email at Work	Online	1

HR

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

- Orientated and processed two promoted employees.
- Processed out one terminated employee.

INFORMATION TECHNOLOGY REPORT & STAFF ACTIVITIES

Submitted by Troy Brown, IT Director

The end of 2017 wrapped up in a very positive way for the IT department. We hired Zach Henderson as the new IT Specialist. This position had been vacant for a couple years because of the budget cuts. Zach has been learning all things IT from all the rest of us on the IT team, and I'm happy to report he's fitting in perfectly, and it already taking phone calls from libraries. One of Zach's duties is to inventory the computers and technology for all the offices and he's off to a great start. Almost all of Edwardsville and Champaign are done, and Carbondale will finish up in January. It's great having him on board and he's eager to learn new things.

The IT staff is also working with Dell to plan the next major upgrade to the SHARE server infrastructure. This is a planned upgrade that the membership of SHARE plan for. Their fees help support the SHARE reserve funds, which is money set aside to upgrade software and hardware for the SHARE group.

IT

Goals: To provide the IT support necessary for IHLS and SHARE to function efficiently. Support rebranding effort by implementing a new website design to IHLS website.

- Continue to support the member libraries of IHLS through phone calls, emails, and helpdesk tickets.
- Explore new possibilities with Zoom and the use of webinars for training.
- Continue to update the IHLS website.

MEMBERSHIP REPORT & STAFF ACTIVITIES

Submitted by Ellen Popit, Membership and Grants Director

After a busy conference season in October, November and December brought the opportunity for more networking and site visits.

NETWORKING

Goals: IHLS will continue to develop relationships with and among the membership. Make IHLS an active partner in statewide and national initiatives that support enhanced library service. Work with other library entities within the state and without.

- On November 9th, a site visit was made to the Greenview School District to explore the possibility of System membership.
- On November 9th, a site visit was made to the Hillsboro Public Library to meet with the new library director.
- On November 14th, a site visit was made to the East St. Louis School District to explore the possibility of System Membership.
- On November 17th, system staff attended the CARLI Annual Meeting.
- On November 28th, the Membership Director participated in a ZOOM meeting with the conference planning committee of the Association of Rural and Small Libraries.
- On November 30th, system staff attended the retirement reception for Vandella Brown at the Illinois State Library.
- On December 5th, a Members Matter Meeting was hosted at the Morrison-Talbott Library in Waterloo and was attended by System Staff.
- On December 14th, the Membership Director participated in a conference planning call for the April, 2018 ELEVATE event.
- On December 14th, the Membership Director attended the MEPL at the Fairview Heights Public Library

SHARE REPORT & STAFF ACTIVITIES

Submitted by Joan Bauer, Interim SHARE Co-Director

SHARE and Decatur Public Library hosted the South County Library System of Wisconsin and provided answers concerning how Polaris works in a consortium. South County Library System consists of libraries in the central part of Wisconsin, including Madison. Many questions centered around how we handle holds, fines, overdues, and cataloging. SHARE staff provided demonstrations of the administrative setup of Polaris and how it works for us. While this is not the first time that SHARE staff have been asked to share our knowledge and use of Polaris, it was the first schedule visit. Thank you to Decatur Public Library, Carol Ziese, Robert Edwards, and Julia Martin as well as Bobbi Perryman and Donna Schaal for joining SHARE staff in welcoming the South County Library System.

December is usually seen as a slower time for SHARE staff, with not as many training sessions scheduled. With the extra time, staff have the opportunity to finish projects and re-think/adjust how to tackle upcoming tasks. We never find the time "long-enough" to get all done what we wish, but we do start the new year re-energized. In December we also welcomed new cataloger, Donald Pippin. Don already has barcoding abilities so he hit the ground running, filling the "item clean up guy", a position vacated when Steve Johnson left the group. Don indicated this task made him feel "useful" since much of his first weeks were watching recorded webinars.

Circulation and SHARE administration staff spent the month of December gearing up for January and many Go Live dates. While the actual "go live date" is just one day, much needs to be done in order for that one day to happen. Preparations include set up in Polaris and training, but also working with the staff at the libraries to ensure computers and printers are ready. The most treasured compliment staff receive is from that librarian who says, "Thank you. You made this day so easy." We pride ourselves in our "hand-holding" through this final process.

CATALOGING SERVICE FOR SHARE

Goals: To provide cataloging services for SHARE member libraries, including transitional libraries. Increase the usability of the SHARE database by cleaning up duplicate records and incorrect cataloging, and maintaining authority fines in the SHARE database.

- Staff cataloged 960 items for SHARE members, and 343 items for libraries joining SHARE.
- 370 \$3 bibliographic records were imported and 82 on order bibliographic records created for SHARE members.
- Staff continue with clean of the SHARE database, with 391 items corrected, 1223 bibliographic records merged, and 7522 bibliographic records corrected.

CATALOG TRAINING FOR SHARE MEMBERS

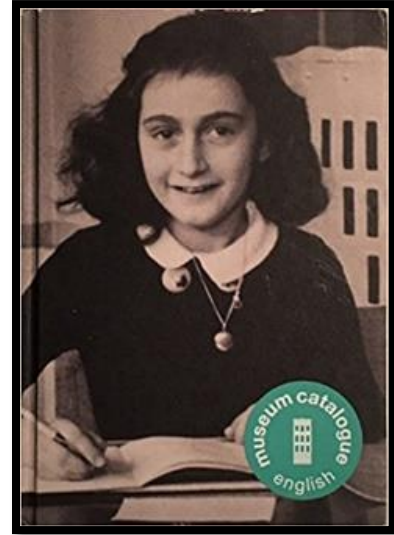
Goal: To increase the understanding and skills in bibliographic services and cataloging for members libraries and to stay current with national, state and local policies such as RDA, AACR2, OCLC and Library of Congress.

- Staff hosted one Cataloger's Training session, one workday, and two in-services. Three classes of Barcoding 1 and 2 were conducted.

CATALOGING MAINTENANCE CENTER (CMC)

Goals: To provide cataloging and bibliographic services for the libraries in RAILS and IHLS in order to increase access and encourage resource sharing of information resources found in Illinois libraries. To support access to digitalized information found in Illinois libraries and at IDA by providing information on formation and content of metadata. Increase skills and understanding in bibliographic services and cataloging for libraries in Illinois.

- CMC staff cataloged 197 items for libraries in Illinois. Most were local history and genealogical items. One item of interest was a gift to the one of the local schools when the longtime librarian visited Amsterdam and returned with a souvenir book from the Anne Frank House.
- Staff reviewed files from catalogers learning RDA.
- A CMC survey about the current usage and training and recommendations for future training was sent out to librarians in RAILS and IHLS. Review of the survey will be in January, with hopes that future training on topics of need will be planned for FY2019.
- Staff continue to transcribe metadata from the Meadville Lombard Theological School.



THE MARC OF QUALITY (TMQ)

Goals: Improve the quality of the SHARE database, thus improving user access to information resources. OCLC WorldCat holdings for member libraries are updated in a timely manner, which should increase resource sharing.

- Holdings for OCLC were added by TMQ.
- Staff reviewed reports received from TQM and are working to correct the SHARE database.

LLSAP (SHARE)

Goal: Provide an innovative resource discovery, sharing and delivery system.

	Circulation	ILL	Reciprocal Borrowing	PAC Searches	Holdings	Bibs	Patrons
Dec - 16	681,303	150,605	46,402	815,326	9,323,317	1,847,422	814,693
Jan - 17	862,751	186,851	52,758	897,795	9,330,945	1,849,837	816,146
Feb - 17	801,069	171,320	51,303	809,065	9,338,607	1,842,104	815,965
Mar - 17	899,448	189,149	57,252	903,580	9,341,656	1,843,529	816,754
Apr - 17	756,642	162,917	53,731	767,834	9,359,144	1,845,711	816,719
May - 17	686,822	152,452	55,730	767,561	9,343,291	1,849,368	809,673
June - 17	774,872	157,431	78,136	713,745	9,354,324	1,848,287	812,667
July - 17	720,641	153,978	60,811	714,687	9,355,933	1,847,100	814,428
Aug - 17	767,106	169,260	55,240	736,681	9,373,712	1,848,210	820,872
Sept - 17	847,113	172,232	54,397	710,171	9,384,367	1,848,070	814,047
Oct - 17	865,650	147,426	53,008	696,422	9,401,001	1,849,376	811,211
Nov-17	805,899	134,963	49,454	686,965	9,410,518	1,850,983	809,708
Dec - 17	651,911	113,043	43,335	589,394	9,408,362	1,850,700	808,091

LLSAP DEVELOPMENT

Goal: To increase members participating in SHARE.

- The last of the Walmart Grant libraries were trained to add item records.

CONTINUING EDUCATION

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

- SHARE staff provided Circulation training in Carbondale, Reports training in Danville and Edwardsville, and Barcoding 1 and 2 in Champaign and Edwardsville. Two inservice days were held, one for circulation, one for barcoding. One new library was trained for adding items into Polaris, and staff conducted one Cataloger's Training session.

OPERATIONS & DELIVERY REPORT & STAFF ACTIVITIES

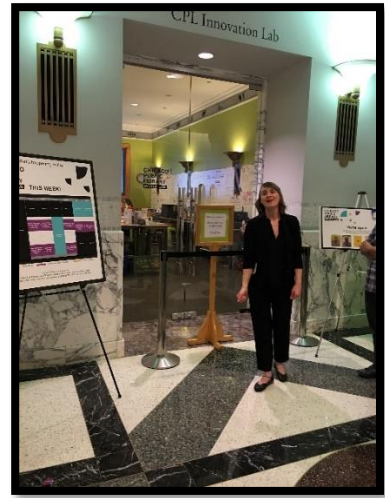
Submitted by Susan Palmer, Operations Director

November/December 2017

- Attended the CARLI (Consortium of Academic and Research Libraries) annual meeting in Champaign.
- Participated in the ASCLA (Association of Specialized & Cooperative Library Associations, a division of the American Library Association) Physical Delivery group through the IHLS Zoom Room. I will sit on a newly formed Continuing Education subcommittee of this group.
- Attended a session at the Chicago Public Library on Design Thinking. Stacie Bushong and myself were able to take advantage of the training. Design Thinking was developed through the collaboration of IDEO (a global design company), Chicago Public Library and Aarhus Public Library in Denmark. The Bill and Melinda Gates Foundation provided the funding for this project.

Design Thinking is basically a way of communicating with library's patrons (or any customer) to discover what their needs truly are and how to meet those needs. Through a series of interviews, brainstorming sessions and involving employees, potential projects are examined and evaluated as to the impact on the user. There will be a free, online mini conference of [Design Thinking: How Librarians Are Incorporating It Into Their Practice](#), on Thursday, March 8, 2018.

- The delivery team and myself attended the Fred Pryor Meeting Deadlines and Priorities as well as the Criticism and Discipline Skills for Managers and Supervisors seminars.
- Visited the ILDS night staff up in Champaign which is definitely a well-oiled machine. They are able to do the exchange of statewide items within a 30 minute window.



Design Thinking at Chicago Public Library



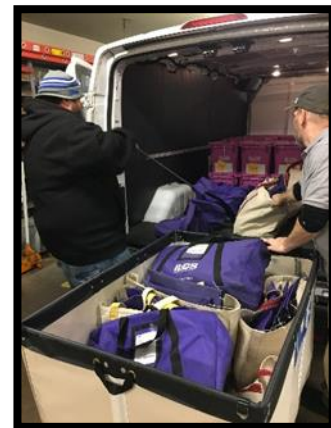
The ILDS Night Crew. Shane Ellis (RAILS East Peoria), Justin Schmidt (RAILS Bolingbrook), Dave Voyles (IHLS Edwardsville), Mike McGinn (IHLS Carbondale) and Stephen Downes (IHLS Champaign).



Justin, Stephen and Shane



ILDS stops in Illinois



Justin and Stephen loading RAILS East Peoria van

DELIVERY

Goals:

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

Provision of accurate information and educational tools to support delivery.

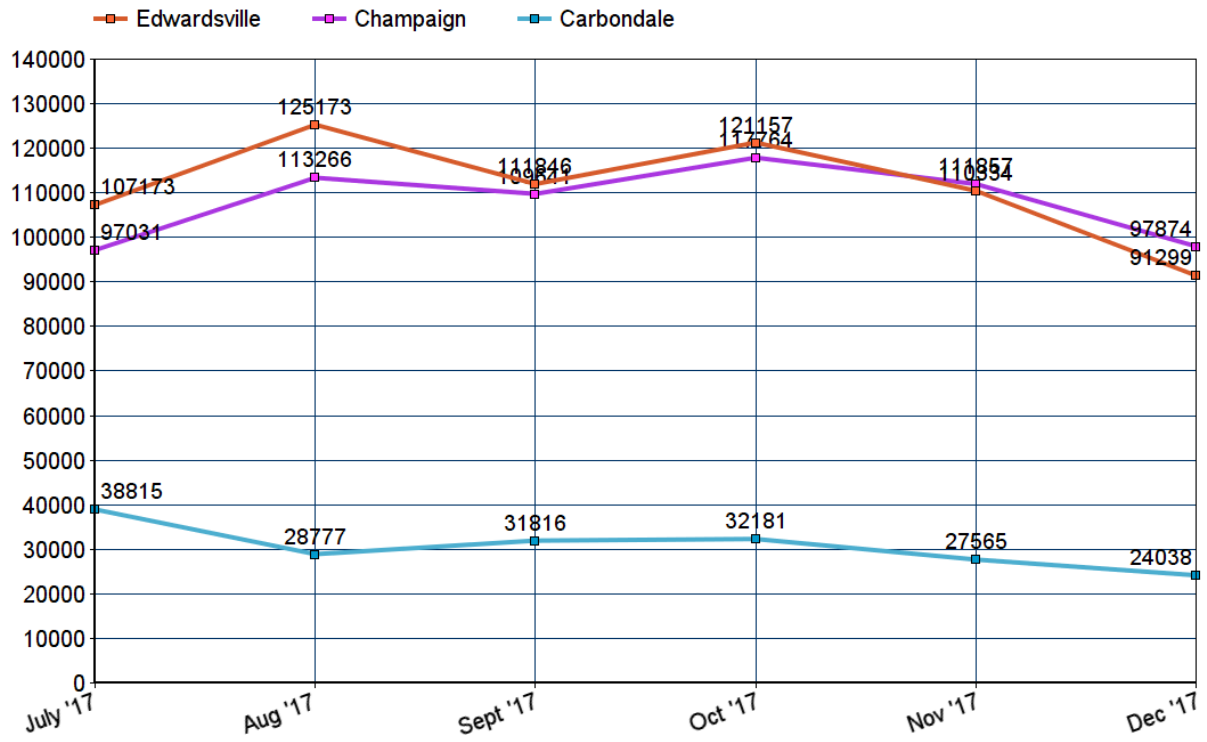
Accurate member library delivery data in L2 (Library Learning)

- Brian Smith, Applications and Web Developer at RAILS, uploaded all library delivery changes in L2 (Library Learning) for IHLS.
- Route sheets for the libraries in the Champaign hub have been updated with all the current information. The Edwardsville hub and Carbondale hub are in the process of completing.
- Driver Training Manual has now received driver input. Changes are being made to reflect their input.

November 2017	IHLS LIBRARIES DELIVERY	IHLS HUB TO HUB DELIVERY	ILDS – CARLI DELIVERY
Carbondale	27,565	14,160	662
Champaign	111,857	27,520	1,519
Edwardsville	110,334	29,360	2,123

December 2017	IHLS LIBRARIES DELIVERY	IHLS HUB TO HUB DELIVERY	ILDS – CARLI DELIVERY
Carbondale	24,038	11,720	581
Champaign	97,874	22,480	1,349
Edwardsville	91,299	24,360	1,763

July 2017 - December 2017 Items Incoming



Illinois Heartland Library System

Disbursement Summary Report

Attachment 5.1

From 11/01/2017 Through 11/30/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount	
11/9/2017	19145	No	Vincent P. Andrzejewski	27	EDW:Reimb for Food & Lodging - OLAC Conf - Vince & Cheri 10/26-10/29/17	1,135.75	A
11/9/2017	19146	No	Monro Inc.	10	EDW:Change Oil/Filter Lic#U29062	46.39	
11/9/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic#U29925	44.88	
11/9/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic#U30203	36.39	
11/9/2017		No	Monro Inc.	10	EDW:Change Rear Blinker Light Bulb Lic#U29923	17.99	
11/9/2017	19147	No	Beaumont Tire & Auto Repair	10	CHA:Flat Repair Lic#U30759	18.84	
11/9/2017	19148	No	Charter Communications	10	EDW:Internet 11/01-11/30/17	29.09	
11/9/2017		No	Charter Communications	27	EDW:Internet 11/01-11/30/17	29.09	
11/9/2017		No	Charter Communications	32	EDW:Internet 11/01-11/30/17	29.09	
11/9/2017		No	Charter Communications	85	EDW:Internet 11/01-11/30/17	29.09	
11/9/2017	19149	No	Communication Revolving Fund	10	CAR:Bandwidth & ICN Filtering 09/01-09/30/17	(270.00)	
11/9/2017		No	Communication Revolving Fund	85	CAR:Bandwidth & ICN Filtering 09/01-09/30/17	574.65	
11/9/2017	19150	No	E-Rate Funding Services	10	E-Rate Funding Consulting/Filing Srvcs FY2018-2019	2,000.00	B
11/9/2017	19151	No	Cheryl Horn	10	CAR:Reimb for Fit for Duty Exam Horn,Cheryl	165.00	
11/9/2017	19152	No	Illinois American Water	10	CHA:Water 09/28-10/25/17	68.15	
11/9/2017	19153	No	Innovative Interfaces, Inc	85	Polaris Exit Services - Abraham Lincoln Presidential Library	4,620.00	C
11/9/2017	19154	No	i3 Broadband - CU	10	CHA:Internet 11/01-12/01/17	6.66	
11/9/2017		No	i3 Broadband - CU	27	CHA:Internet 11/01-12/01/17	6.66	
11/9/2017		No	i3 Broadband - CU	85	CHA:Internet 11/01-12/01/17	6.67	
11/9/2017	19155	No	NCPERS Group Life Ins.	10	Supplemental Life Ins 11/01-11/30/17	96.00	
11/9/2017		No	NCPERS Group Life Ins.	32	Supplemental Life Ins 11/01-11/30/17	32.00	
11/9/2017		No	NCPERS Group Life Ins.	85	Supplemental Life Ins 11/01-11/30/17	48.00	
11/9/2017	19156	No	Parker Kent, LLC	10	DUQ:Electric/Gas/Lighting 08/16-10/16/17	939.47	
11/9/2017		No	Parker Kent, LLC	10	DUQ:Office Leasing 11/01-11/30/17	4,500.00	
11/9/2017	19157	No	Quest Diagnostics	10	Preemployment Drug Screens (2)	61.00	
11/9/2017	19158	No	Republic Services #729	10	CHA:Trash Removal 11/01-11/30/17	271.12	
11/9/2017	19159	No	Safelite Fulfillment, Inc.	10	EDW:Replace Windshield Lic#U30840	345.38	
11/9/2017	19160	No	Cheri L. Schuler-Faust	27	EDW:Reimb for Cab Fare & Food - OLAC Conf - Cheri 10/26-10/29/17	93.15	
11/9/2017	19161	No	Secretary of State	10	2017 Annual Report Filing Fee	10.00	
11/9/2017	19162	No	Shred-it USA	10	EDW:Shredding 09/26/17	70.85	
11/9/2017	19163	No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U30472	55.95	
11/9/2017		No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U30759	55.95	
11/9/2017	19164	No	Pamela Thomas	27	EDW:Metadata Cataloging 10/16-10/31/17	2,613.00	D
11/9/2017	19165	No	UHS Premium Billing	10	Health Ins 10/01-11/30/17	7,839.50	
11/9/2017		No	UHS Premium Billing	27	Health Ins 10/01-11/30/17	1,567.90	
11/9/2017		No	UHS Premium Billing	32	Health Ins 10/01-11/30/17	1,567.90	
11/9/2017		No	UHS Premium Billing	85	Health Ins 10/01-11/30/17	3,135.80	
11/9/2017	19166	No	Uline	10	CHA:Tie-Down Straps Lic#U30209	36.19	
11/9/2017	19167	No	Verizon Wireless	10	GPS Tracking Srvcs 09/24-10/23/17	140.56	
11/9/2017	19168	No	Verizon Wireless	10	Cellphone Srvcs, MIFI, Router & After Hrs Line 09/24-10/23/17	369.57	
11/9/2017		No	Verizon Wireless	85	Cellphone Srvcs, MIFI, Router & After Hrs Line 09/24-10/23/17	369.65	
11/9/2017	19169	No	Sara Zumwalt	10	Board Member:Travel to IHLS Board Mtgs 01/24-10/24/17 Zumwalt,Sara	419.44	
11/20/2017	19170	No	Above and Beyond Commercial Cleaning	10	EDW:Janitorial Srvcs October 2017	600.00	
11/20/2017	19171	No	Actsoft	10	GPS Qtrly Subscriptions 12/01/17 - 02/28/18	1,080.00	
11/20/2017	19172	No	Ameren Illinois	10	EDW:Gas 09/26-10/25/17	90.41	
11/20/2017	19173	No	Ameren Illinois	10	EDW:Electric/Lighting Srvcs 09/26-10/25/17	1,089.75	
11/20/2017	19174	No	American Pest Control	10	CHA:Mnthly Extermination 11/10/17	35.00	
11/20/2017	19175	No	Busey	10	Busey Credit Card Stmt Ending 11/01/17	12,319.61	
11/20/2017		No	Busey	27	Busey Credit Card Stmt Ending 11/01/17	889.54	
11/20/2017		No	Busey	32	Busey Credit Card Stmt Ending 11/01/17	28.00	
11/20/2017		No	Busey	85	Busey Credit Card Stmt Ending 11/01/17	3,240.26	
11/20/2017	19176	No	Consolidated Communications	10	Local/Long Distance & Toll Free Line 11/01-11/30/17	110.20	
11/20/2017		No	Consolidated Communications	27	Local/Long Distance & Toll Free Line 11/01-11/30/17	73.47	
11/20/2017		No	Consolidated Communications	32	Local/Long Distance & Toll Free Line 11/01-11/30/17	73.47	
11/20/2017		No	Consolidated Communications	85	Local/Long Distance & Toll Free Line 11/01-11/30/17	110.20	
11/20/2017	19177	No	Continental Western Insurance Company	10	Ins Pmt 5 of 10	3,038.00	E

Illinois Heartland Library System
Disbursement Summary Report
From 11/01/2017 Through 11/30/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction
				Code			Amount
11/20/2017	19178	No	Dave's Precision Mowing	10		CHA:Mowing/Trimming/Blowing 10/04/17	70.00
11/20/2017		No	Dave's Precision Mowing	10		CHA:Mowing/Trimming/Blowing 10/11/17	70.00
11/20/2017		No	Dave's Precision Mowing	10		CHA:Mowing/Trimming/Blowing 10/18/17	70.00
11/20/2017		No	Dave's Precision Mowing	10		CHA:Mowing/Trimming/Blowing 10/26/17	70.00
11/20/2017	19179	No	Findaway World LLC	85		Fins, Furs and Fun Pkg - Walmart Grant - Herrick Township PL	169.99
11/20/2017	19180	No	Grace Findley	10		SWAT Team Barcoding 10/12/17 Findley,Grace	56.75
11/20/2017	19181	No	Theresa Hahne	85		SWAT Team Barcoding 09/23-11/03/17 Hahne,Theresa	419.80
11/20/2017	19182	No	Illinois Library Association	10		EDW:Registration-Booth Deposit - ILA Conf 2018	500.00 F
11/20/2017		No	Illinois Library Association	85		EDW:Job Posting - SHARE Director	100.00
11/20/2017	19183	No	Kavanagh, Scully, Sudow, White &	10		DUQ:Legal Counsel re:Du Quoin Lease 10/19/17	122.50 G
11/20/2017		No	Kavanagh, Scully, Sudow, White & Frederick, P.C.	10		EDW:Legal Counsel re:Statutes & Certification Document 09/22-10/18/17	2,000.00
11/20/2017		No	Kavanagh, Scully, Sudow, White &	37		Legal Svcs - SWAYS Library Mtg 10/17/17	181.90
11/20/2017	19184	No	The Lowenbaum Partnership, L.L.C.	10		EDW:Legal Counsel re:HR Issue 10/17-10/25/17	611.25
11/20/2017	19185	No	Safelite Fulfillment, Inc.	10		CHA:Replace Windshield Lic#U30759	345.38
11/20/2017	19186	No	SIUC	10		CAR:Office Leasing 11/01-11/30/17	2,083.34
11/20/2017	19187	No	The Window Crew, Inc.	10		EDW:Inside/Outside Window Cleaning 11/08/17	447.00
11/20/2017	19188	No	Pamela Thomas	27		EDW:Metadata Cataloging 11/01-11/15/17 85.5/hrs Thomas,Pam	2,864.25 H
11/20/2017	19189	No	Uline	10		CAR:Replacement Springs for ILDS Baskets	139.91
11/20/2017	19190	No	Wex Bank	10		Fuel Charges 10/06-11/05/17	12,660.71
11/20/2017		No	Wex Bank	85		Fuel Charges 10/06-11/05/17	89.61
11/20/2017	19191	No	Xerox Corporation	10		CAR:Base & Usage Chrg 09/21-10/21/17	170.71
11/20/2017		No	Xerox Corporation	10		CHA:Staples for Xerox Copier	99.00
11/20/2017	19192	No	Xerox Corporation	10		CHA:Base & Usage Chrg 09/21-10/21/17	88.67
11/20/2017		No	Xerox Corporation	27		CHA:Base & Usage Chrg 09/21-10/21/17	88.68
11/20/2017		No	Xerox Corporation	85		CHA:Base & Usage Chrg 09/21-10/21/17	88.68
11/20/2017	19193	No	Xerox Corporation	10		CAR:Base & Usage Chrg 09/21-10/21/17	88.88
11/20/2017		No	Xerox Corporation	85		CAR:Base & Usage Chrg 09/21-10/21/17	88.89
11/20/2017	19194	No	Xerox Corporation	10		EDW:Base & Usage Chrg 09/21-10/21/17	101.78
11/20/2017		No	Xerox Corporation	27		EDW:Base & Usage Chrg 09/21-10/21/17	101.78
11/20/2017		No	Xerox Corporation	85		EDW:Base & Usage Chrg 09/21-10/21/17	101.78
11/20/2017	19195	No	Xerox Corporation	32		EDW:Base & Usage Chrg 09/21-10/21/17	272.86
11/29/2017	19196	No	Allstate Benefits	10		Critical Care Supp Ins 12/01-12/31/17	78.00
11/29/2017		No	Allstate Benefits	85		Critical Care Supp Ins 12/01-12/31/17	43.16
11/29/2017	19197	No	Allstate Benefits	10		Gap Supp Ins 12/01-12/31/17	166.44
11/29/2017		No	Allstate Benefits	85		Gap Supp Ins 12/01-12/31/17	17.83
11/29/2017	19198	No	American Heritage Life Insurance Company	85		Accident Supp Ins 11/19-12/16/17	16.64
11/29/2017	19199	No	AmTrust North America	10		Workers Comp Ins Pmt 4 of 9	3,714.91 I
11/29/2017		No	AmTrust North America	27		Workers Comp Ins Pmt 4 of 9	22.10
11/29/2017		No	AmTrust North America	32		Workers Comp Ins Pmt 4 of 9	14.17
11/29/2017		No	AmTrust North America	85		Workers Comp Ins Pmt 4 of 9	122.82
11/29/2017	19200	No	AT&T	10		CHA:Alarm, Fax & Fire Phone Line 10/08-11/07/17	42.32
11/29/2017		No	AT&T	27		CHA:Alarm, Fax & Fire Phone Line 10/08-11/07/17	26.00
11/29/2017		No	AT&T	85		CHA:Alarm, Fax & Fire Phone Line 10/08-11/07/17	42.33
11/29/2017	19201	No	AT&T	10		EDW:Elevator Phone Line 10/05-11/04/17	26.91
11/29/2017		No	AT&T	85		EDW:Elevator Phone Line 10/05-11/04/17	26.91
11/29/2017	19202	No	AT&T	10		EDW:Fax Line 10/05-11/04/17	45.60
11/29/2017		No	AT&T	32		EDW:Fax Line 10/05-11/04/17	33.00
11/29/2017		No	AT&T	85		EDW:Fax Line 10/05-11/04/17	45.60
11/29/2017	19203	No	Monro Inc.	10		EDW:Change Oil/Filter, Air Filter & Rear Differential	192.77
11/29/2017	19204	No	Leslie M. Bednar	10		EDW:Travel to iHotel CHA for CARLI Annual Mtg 11/17/17 Bednar,Leslie	46.26
11/29/2017		No	Leslie M. Bednar	10		EDW:Travel to ISL for IL Digital Heritage Mtg 11/16/17 Bednar,Leslie	22.69
11/29/2017	19205	No	Bibliotheca, LLC	85		eBooks Subscription Purchases 10/01-10/31/17	11,233.20 J
11/29/2017	19206	No	Edwardsville Plumbing & Heating, Inc.	10		EDW:Flushometer Valve - Replace Main Floor(1) & Repair Upstairs (5)	1,005.20 K
11/29/2017	19207	No	Derek Huber	10		CPR Training (9 Staff)	225.00
11/29/2017	19208	No	Marketview Car Wash	10		CHA:Van Wash 10/02/17	7.00

Illinois Heartland Library System
Disbursement Summary Report
From 11/01/2017 Through 11/30/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
11/29/2017	19209	No	MetLife - Group Benefits	10	Dental, A&D, Life & Vision Ins 12/01-12/31/17	931.21
11/29/2017		No	MetLife - Group Benefits	27	Dental, A&D, Life & Vision Ins 12/01-12/31/17	130.83
11/29/2017		No	MetLife - Group Benefits	32	Dental, A&D, Life & Vision Ins 12/01-12/31/17	117.72
11/29/2017		No	MetLife - Group Benefits	85	Dental, A&D, Life & Vision Ins 12/01-12/31/17	586.24
11/29/2017	19210	No	Parker Kent, LLC	10	DUQ:Office Leasing 12/01-12/31/17	4,500.00
11/29/2017	19211	No	Susan C. Pearson	85	EDW:Travel to IHLS CHA for Circ Training 10/19/17 Pearson,Sue	34.50
11/29/2017		No	Susan C. Pearson	85	EDW:Travel to Mt. Olive SD#5 for 'Go Live' 09/25/17 Pearson,Sue	5.82
11/29/2017		No	Susan C. Pearson	85	EDW:Travel to Mt. Olive SD#5 for Circ Training 09/19/17 Pearson,Sue	5.87
11/29/2017		No	Susan C. Pearson	85	EDW:Travel to Oakland CUSD#5 for Circ Training 09/07/17 Pearson,Sue	31.79
11/29/2017		No	Susan C. Pearson	85	EDW:Travel to Onarga School for 'Go Live' 10/17/17 Pearson,Sue	41.75
11/29/2017		No	Susan C. Pearson	85	EDW:Travel to Onarga School for Circ Training 09/14/17 Pearson,Sue	43.96
11/29/2017		No	Susan C. Pearson	85	EDW:Travel to Ramsey PL for 'Go Live' 11/01/17 Pearson,Sue	14.45
11/29/2017		No	Susan C. Pearson	85	EDW:Travel to Ramsey PL for Circ Refresher 10/05/17 Pearson,Sue	14.39
11/29/2017		No	Susan C. Pearson	85	EDW:Travel to Ramsey PL for Circ Training 09/06/17 Pearson,Sue	14.45
11/29/2017	19212	No	Quill Corporation	10	EDW:File Folder Labels, Coffee & Label Tape	45.46
11/29/2017	19213	No	Cheri L. Schuler-Faust	10	EDW:Reimb for Snacks for CPR Training 11/16/17 Schuler- Faust,Cheri	15.57
11/29/2017	19214	No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U29926	55.95
11/29/2017	19215	No	UHS Premium Billing	10	Health Ins 12/01-12/31/17	9,428.23
11/29/2017		No	UHS Premium Billing	27	Health Ins 12/01-12/31/17	2,161.07
11/29/2017		No	UHS Premium Billing	32	Health Ins 12/01-12/31/17	1,472.51
11/29/2017		No	UHS Premium Billing	85	Health Ins 12/01-12/31/17	8,453.50
11/30/2017	ACHIMRFNovember	No	Illinois Municipal Retirement Fund	10	November 2017 IMRF Payment-General	11,142.07
11/30/2017		No	Illinois Municipal Retirement Fund	27	November 2017 IMRF Payment-CMC	1,625.18
11/30/2017		No	Illinois Municipal Retirement Fund	32	November 2017 IMRF Payment-OCLC	1,551.19
11/30/2017		No	Illinois Municipal Retirement Fund	85	November 2017 IMRF Payment-SHARE	<u>10,449.22</u>
Total 1000 - US Bank-General Fund						150,464.57
11/3/2017	ACHILPR20171103	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 11/03/2017	2,501.67
11/3/2017		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 11/03/2017	243.47
11/3/2017		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 11/03/2017	152.76
11/3/2017		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 11/03/2017	1,395.60
11/3/2017	ACHIRSPR2017110	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 11/03/2017	13,456.86
11/3/2017		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 11/03/2017	1,338.85
11/3/2017		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 11/03/2017	829.58
11/3/2017		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 11/03/2017	8,331.86
11/17/2017	ACHILPR20171117	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 11/17/2017	2,644.85
11/17/2017		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 11/17/2017	243.47
11/17/2017		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 11/17/2017	285.72
11/17/2017		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 11/17/2017	1,509.04
11/17/2017	ACHIRSPR2017111	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 11/17/2017	14,360.85
11/17/2017		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 11/17/2017	1,338.85
11/17/2017		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 11/17/2017	1,576.99
11/17/2017		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 11/17/2017	9,406.93
11/24/2017	ACHILPR20171124	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 11/24/2017	104.59
11/24/2017	ACHIRSPR2017112	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 11/24/2017	<u>574.79</u>
Total 1030 - US Bank - Web Junction/(Payroll)						<u>60,296.73</u>
Total Disbursed						<u>210,761.30</u>

Illinois Heartland Library System
Disbursement Summary Report
From 11/01/2017 Through 11/30/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
<i>Non-routine Bill Payments Explanations</i>						
A-	<i>Reimbursement for Food & Lodging at OLAC Conference-Cheri & Vince (Fully funded by FY2018 CMC Grant)</i>					
B-	<i>FY2019 E-Rate Funding Consulting & Filing Services</i>					
C-	<i>Polaris Exit Services - Abraham Lincoln Presidential Library (Fully reimbursed by library)</i>					
D-	<i>CMC contracted staff for metadata cataloging (Fully funded by FY2018 CMC Grant)</i>					
E-	<i>Auto, Property, General Liability and Umbrella Insurance Coverages (Payment 5 of 10)</i>					
F-	<i>2018 ILA Annual Conference Booth Deposit</i>					
G-	<i>Legal Counsel re DuQuoin Lease</i>					
H-	<i>CMC contracted staff for metadata cataloging (Fully funded by FY2018 CMC Grant)</i>					
I-	<i>Worker's Compensation Insurance (Payment 4 of 9)</i>					
J-	<i>eBooks purchased 10/01-10/31/17 & eBooks purchases to be reimbursed by members</i>					
K-	<i>EDW-Flushometer Valves - Replaced Main Floor Mens' Restroom (1) & Repaired Mens' & Ladies' Restroom Upstairs (5)</i>					
L-	<i>November 2017 IMRF Pmt.-Employee & Employer Contribution</i>					
M-	<i>November 2017 Payroll Tax Deposits</i>					

Illinois Heartland Library System

Credit Card Transactions

From 10/03/2017 Through 11/01/2017

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	Code
11/1/2017	4654 2433-Bauer Joan C	10/2/2017	MCALISTER'S DELI	CHA:Lunch - Supervisor's Mtg (15 Staff) 10/2017	151.09	10	5290	02	10	
11/1/2017	4654 2433-Bauer Joan C	10/3/2017	SQ * CAFE MOXO	CHA:Lunch - SHARE Mtg 10/2017	30.05	85	5290	02	85	
11/1/2017	4654 2433-Bauer Joan C	10/22/2017	DOUBLETREE AB LINCOLN	EDW:Breakfast - ISLMA Conf - Leslie 10/2017	13.34	10	5260	01	10	
11/1/2017	4654 2433-Bauer Joan C	10/22/2017	DOUBLETREE AB LINCOLN	CHA:Breakfast - ISLMA Conf - Joan 10/2017	13.34	85	5260	02	85	
11/1/2017	4654 2433-Bauer Joan C	10/22/2017	DOUBLETREE AB LINCOLN	CHA:Lodging - ISLMA Conf - Joan 10/2017	314.14	85	5265	02	85	
11/1/2017	4654 2433-Bauer Joan C	10/27/2017	HIPCAST.COM	Recording Storage 11/2017	4.95	85	5550	02	85	
	Total 4654 2433-Bauer Joan C				526.91					
11/1/2017	4654 2458-Pernicka Julia A	10/6/2017	MINUTEMAN PRESS-EDWARD	EDW:Infographics & Brochures - ILA & ISLMA Conf 10/2017	256.30	10	5330	01	10	
11/1/2017	4654 2458-Pernicka Julia A	10/10/2017	GOSHEN POST OFFICE	EDW:Postage 10/2017	112.00	10	5370	01	10	
11/1/2017	4654 2458-Pernicka Julia A	10/10/2017	GOSHEN POST OFFICE	EDW:Postage (OCLC) 10/2017	28.00	32	5370	01	32	
11/1/2017	4654 2458-Pernicka Julia A	10/10/2017	GOSHEN POST OFFICE	EDW:Postage (SHARE) 10/2017	14.00	85	5370	01	85	
11/1/2017	4654 2458-Pernicka Julia A	10/12/2017	VISTAPR	EDW:Business Cards - 5 Board & 1 Staff 10/2017	129.81	10	5330	01	10	
11/1/2017	4654 2458-Pernicka Julia A	10/13/2017	CITY PLACE ST LOUIS	EDW:Parking - Fred Pryor Seminar - 2 Staff 10/2017	6.00	10	5255	01	10	
11/1/2017	4654 2458-Pernicka Julia A	10/19/2017	MICHAELS STORES 7735	EDW:Flowers for Front of Building 10/2017	20.37	10	5195	01	10	
11/1/2017	4654 2458-Pernicka Julia A	10/20/2017	MICHAELS STORES 7735	EDW:Flowers for Front of Building 10/2017	16.75	10	5195	01	10	
11/1/2017	4654 2458-Pernicka Julia A	10/26/2017	DEALS	EDW:Monthly Planner (15) 10/2017	15.00	10	5365	01	10	
	Total 4654 2458-Pernicka Julia A				598.23					
11/1/2017	4654 2482-Brown Troy M	10/2/2017	PAYFLOW/PAYPAL	EDW:PayPal Monthly Srvc Fee 10/2017	30.00	85	5725	01	85	
11/1/2017	4654 2482-Brown Troy M	10/3/2017	DRI*VMWARE	VMWare - Fusion 10 (for Mac OSX) 10/2017	53.11	10	5360	01	10	
11/1/2017	4654 2482-Brown Troy M	10/5/2017	AMAZON MKTPLACE PMTS	EDW:External Hard Drives(2), Webcams (3) & USB Headsets(5) 10/2017	583.15	10	5360	01	10	
11/1/2017	4654 2482-Brown Troy M	10/5/2017	AMAZON MKTPLACE PMTS	EDW:Recharge AA Batteries, Toner Cartridges & USB Drives (4) 10/2017	161.85	10	5360	01	10	
11/1/2017	4654 2482-Brown Troy M	10/5/2017	AMAZON MKTPLACE PMTS	Magazine Rack - Walmart Grant - Clifton PL 10/2017	150.86	85	5360	01	86	
11/1/2017	4654 2482-Brown Troy M	10/5/2017	AMAZON MKTPLACE PMTS	DVD's (3) - Walmart Grant - Clifton PL 10/2017	49.35	85	5360	01	86	
11/1/2017	4654 2482-Brown Troy M	10/6/2017	AMAZON.COM	Ink Cartridges - Walmart Grant - Vance Township 10/2017	184.87	85	5360	01	86	
11/1/2017	4654 2482-Brown Troy M	10/7/2017	AMAZON MKTPLACE PMTS	EDW:AA Batteries 10/2017	21.33	10	5360	01	10	
11/1/2017	4654 2482-Brown Troy M	10/9/2017	Amazon.com	Document Scanner - Walmart Grant - Stonington PL 10/2017	407.05	85	5360	01	86	
11/1/2017	4654 2482-Brown Troy M	10/16/2017	DROPBOX	EDW:Cloud Storage (IT) 10/2017	99.00	10	5550	01	10	
11/1/2017	4654 2482-Brown Troy M	10/18/2017	PLAZA TIRE SERVICE	CAR:Replace Dolly Wheel 10/2017	25.61	10	5385	04	20	
11/1/2017	4654 2482-Brown Troy M	10/18/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic#U30469 10/2017	78.17	10	5210	04	20	
11/1/2017	4654 2482-Brown Troy M	10/24/2017	ADOBE	EDW:Stock Image - Board Networking Invites 10/2017	10.61	10	5330	01	10	
11/1/2017	4654 2482-Brown Troy M	10/24/2017	PAYPAL *JELISSASERR	EDW:Tape Eraser for Approved Destruction of Closed Mtg Recordings 10/2017	25.50	10	5365	01	10	
11/1/2017	4654 2482-Brown Troy M	10/30/2017	PHOTODEX CORPORATION	EDW:Annual Subscription - Video & Slideshow Software 10/2017	163.20	10	5330	01	10	
	Total 4654 2482-Brown Troy M				2,043.66					

Illinois Heartland Library System

Credit Card Transactions

From 10/03/2017 Through 11/01/2017

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	Code
11/1/2017	4654 2508-Edwards Traci L	10/10/2017	BANANAS GRILLE	CHA:Breakfast - ILA Conf - Ian 10/2017	10.76	27	5260	02	27	
11/1/2017	4654 2508-Edwards Traci L	10/10/2017	BANANAS GRILLE	CAR:Breakfast - ILA Conf - Shelley & Traci 10/2017	21.51	85	5260	04	85	
11/1/2017	4654 2508-Edwards Traci L	10/12/2017	HOLIDAY INN	CHA:Lodging - ILA Conf - Ian 10/2017	437.31	27	5265	02	27	
11/1/2017	4654 2508-Edwards Traci L	10/12/2017	HOLIDAY INN	CAR:Lodging - ILA Conf - Shelley 10/2017	437.31	85	5265	04	85	
11/1/2017	4654 2508-Edwards Traci L	10/12/2017	HOLIDAY INN	CAR:Lodging - ILA Conf - Traci 10/2017	437.31	85	5265	04	85	
11/1/2017	4654 2508-Edwards Traci L	10/26/2017	INNOVATIVE USERS GROUP	IUG Institutional Membership 10/2017	<u>100.00</u>	85	5700	01	85	
Total 4654 2508-Edwards Traci L					1,444.20					
11/1/2017	4695 2640-Petty Linda	10/11/2017	AMAZON MKTPLACE PMTS	EDW:Water Filters (2) 10/2017	47.78	10	5195	01	10	
11/1/2017	4695 2640-Petty Linda	10/11/2017	AMAZON MKTPLACE PMTS	EDW:Clock 10/2017	15.99	10	5195	01	20	
11/1/2017	4695 2640-Petty Linda	10/19/2017	GOSHEN POST OFFICE	EDW:Postage 10/2017	1.15	10	5370	01	10	
11/1/2017	4695 2640-Petty Linda	10/26/2017	THE HOME DEPOT #1973	EDW:Crescent Wrench 10/2017	12.97	10	5195	01	10	
11/1/2017	4695 2640-Petty Linda	10/26/2017	THE HOME DEPOT #1973	EDW:Faucet for Ladies Restroom 10/2017	62.00	10	5195	01	10	
11/1/2017	4695 2640-Petty Linda	10/26/2017	THE HOME DEPOT #1973	EDW:Hex Wrench Set 10/2017	<u>8.97</u>	10	5195	01	10	
Total 4695 2640-Petty Linda					148.86					
11/1/2017	5042 9006-Popit Ellen C	10/2/2017	HOLIDAY INN	EDW:Rental - Table, Chairs & Electricity - ILA Conf 10/2017	200.00	10	5290	01	10	
11/1/2017	5042 9006-Popit Ellen C	10/2/2017	KROGER #687	CAR:Water - Members Matter Mtg 10/2017	6.04	10	5290	04	10	
11/1/2017	5042 9006-Popit Ellen C	10/5/2017	PRAIRIE CAPITAL CONV	EDW:Rental - Electricity - ISLMA Conf 10/2017	60.00	10	5290	01	10	
11/1/2017	5042 9006-Popit Ellen C	10/6/2017	CHOCOLATE FACTORY	EDW:Chocolates - ILA Award Winners 10/2017	28.53	10	5290	01	10	
11/1/2017	5042 9006-Popit Ellen C	10/6/2017	TRUE COLORS	EDW:Flowers - Kathy Bloomberg - ILA Award 10/2017	85.95	10	5290	01	10	
11/1/2017	5042 9006-Popit Ellen C	10/8/2017	SCHNUCKS CARBONDALE	EDW:Treats - ILA & ISLMA Conf 10/2017	15.29	10	5290	01	10	
11/1/2017	5042 9006-Popit Ellen C	10/8/2017	TARGET	EDW:Treats, Containers & Gift Bags - ILA & ISLMA Conf 10/2017	34.08	10	5290	01	10	
11/1/2017	5042 9006-Popit Ellen C	10/11/2017	EGG & I TINLEY PARK	EDW:Breakfast - ILA Conf - Susan, Ellen & Sandy 10/2017	49.59	10	5260	01	10	
11/1/2017	5042 9006-Popit Ellen C	10/11/2017	EGG & I TINLEY PARK	CHA:Breakfast - ILA Conf - Ian 10/2017	16.53	27	5260	02	27	
11/1/2017	5042 9006-Popit Ellen C	10/11/2017	EGG & I TINLEY PARK	EDW:Breakfast - ILA Conf - Traci, Shelley & Sue 10/2017	49.58	85	5260	01	85	
11/1/2017	5042 9006-Popit Ellen C	10/12/2017	WINGATE BY WYNDHAM	CAR:Lodging - ILA Conf - Ellen 10/2017	312.45	10	5265	04	10	
11/1/2017	5042 9006-Popit Ellen C	10/12/2017	WINGATE BY WYNDHAM	CHA:Lodging - ILA Conf - Pam 10/2017	312.45	27	5265	02	27	
11/1/2017	5042 9006-Popit Ellen C	10/18/2017	IN*BEST EXPO, INC.	EDW:Rental - Table, Chair & Pedestal - ISLMA Conf 10/2017	118.00	10	5290	01	10	
11/1/2017	5042 9006-Popit Ellen C	10/18/2017	TARGET	EDW:Treats - ISLMA Conf 10/2017	52.94	10	5290	01	10	
11/1/2017	5042 9006-Popit Ellen C	10/22/2017	DOUBLETREE AB LINCOLN	CAR:Breakfast - ISLMA Conf - Ellen 10/2017	15.14	10	5260	04	10	
11/1/2017	5042 9006-Popit Ellen C	10/22/2017	DOUBLETREE AB LINCOLN	EDW:Lodging - ISLMA Conf - Sara 10/2017	314.14	10	5265	01	10	
11/1/2017	5042 9006-Popit Ellen C	10/22/2017	DOUBLETREE AB LINCOLN	CAR:Lodging - ISLMA Conf - Ellen 10/2017	471.21	10	5265	04	10	
11/1/2017	5042 9006-Popit Ellen C	10/26/2017	BIAGGIS	CAR:Dinner - HSLI Conf - Ellen 10/2017	13.28	10	5260	04	10	
11/1/2017	5042 9006-Popit Ellen C	10/27/2017	DESTIHL	EDW:Lunch - HSLI Conf - Ellen & Susan 10/2017	28.68	10	5260	01	10	
11/1/2017	5042 9006-Popit Ellen C	10/28/2017	HAMPTON INN & SUITES	CAR:Lodging - HSLI Conf - Ellen 10/2017	<u>144.48</u>	10	5265	04	10	
Total 5042 9006-Popit Ellen C					2,328.36					

Illinois Heartland Library System

Credit Card Transactions

From 10/03/2017 Through 11/01/2017

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	Code
11/1/2017	5085 0664-Palmer Susan	10/3/2017	A LITTLE TASTE OF HEAV	EDW:Treats - Members Matter Mtg 10/2017	50.34	10	5290	01	10	
11/1/2017	5085 0664-Palmer Susan	10/10/2017	BANANAS GRILLE	EDW:Breakfast - ILA Conf - Susan 10/2017	17.21	10	5260	01	10	
11/1/2017	5085 0664-Palmer Susan	10/10/2017	ISABELLA CAFE	EDW:Dinner- ILA Conf - Leslie, Ellen, Susan & Sandy 10/2017	116.09	10	5260	01	10	
11/1/2017	5085 0664-Palmer Susan	10/10/2017	ISABELLA CAFE	CHA:Dinner - ILA Conf - Ian & Pam 10/2017	58.05	27	5260	02	27	
11/1/2017	5085 0664-Palmer Susan	10/10/2017	ISABELLA CAFE	EDW:Dinner - ILA Conf - Traci, Sue & Shelley 10/2017	87.07	85	5260	01	85	
11/1/2017	5085 0664-Palmer Susan	10/12/2017	BANANAS GRILLE	EDW:Breakfast - ILA Conf - Susan 10/2017	14.69	10	5260	01	10	
11/1/2017	5085 0664-Palmer Susan	10/12/2017	BANANAS GRILLE	CHA:Breakfast - ILA Conf - Ian 10/2017	14.68	27	5260	02	27	
11/1/2017	5085 0664-Palmer Susan	10/12/2017	BANANAS GRILLE	CAR:Breakfast - ILA Conf - Traci 10/2017	14.68	85	5260	04	85	
11/1/2017	5085 0664-Palmer Susan	10/12/2017	HOLIDAY INN	EDW:Lodging - ILA Conf - Susan 10/2017	437.31	10	5265	01	10	
11/1/2017	5085 0664-Palmer Susan	10/19/2017	SQ *CAFE MOXO	EDW:Lunch - ISLMA Conf - Leslie, Ellen & Susan 10/2017	41.56	10	5260	01	10	
11/1/2017	5085 0664-Palmer Susan	10/19/2017	SQ *CAFE MOXO	EDW:Lunch - ISLMA Conf - Edie & Joan 10/2017	27.70	85	5260	01	85	
11/1/2017	5085 0664-Palmer Susan	10/20/2017	DBLETREE LINDSAYS REST	EDW:Breakfast - ISLMA Conf - Susan 10/2017	18.14	10	5260	01	10	
11/1/2017	5085 0664-Palmer Susan	10/21/2017	DBLETREE LINDSAYS REST	EDW:Breakfast - ISLMA Conf - Susan 10/2017	18.14	10	5260	01	10	
11/1/2017	5085 0664-Palmer Susan	10/22/2017	DOUBLETREE AB LINCOLN	EDW:Lodging - ISLMA Conf - Susan 10/2017	314.14	10	5265	01	10	
11/1/2017	5085 0664-Palmer Susan	10/25/2017	GOSHEN POST OFFICE	EDW:Postage 10/2017	6.59	10	5370	01	10	
11/1/2017	5085 0664-Palmer Susan	10/28/2017	OMNILERT LLC	EDW:RainedOut Text Alert System 10/2017	29.95	10	5400	01	10	
Total 5085 0664-Palmer Susan					1,266.34					
11/1/2017	5174 4296-Bednar Leslie M	10/2/2017	ACE EXHIBITS	EDW:Backdrop & Podium Kits 10/2017	1,371.94	10	5330	01	10	
11/1/2017	5174 4296-Bednar Leslie M	10/3/2017	4IMPRINT	EDW:Lunch Coolers (188) - IHLS Logo 10/2017	797.93	10	5330	01	10	
11/1/2017	5174 4296-Bednar Leslie M	10/4/2017	4IMPRINT	EDW:Totes(500), Post-it Notes(1000) & Scratch Pads(500) - IHLS Logo 10/2017	1,305.79	10	5330	01	10	
11/1/2017	5174 4296-Bednar Leslie M	10/9/2017	PANERA BREAD #1296	EDW:Lunch - ILA Conf - Leslie 10/2017	12.69	10	5260	01	10	
11/1/2017	5174 4296-Bednar Leslie M	10/9/2017	SIDE STREET AMERICAN	EDW:Dinner - ILA Conf - Ellen, Susan, Leslie & Sandy 10/2017	79.53	10	5260	01	10	
11/1/2017	5174 4296-Bednar Leslie M	10/9/2017	SIDE STREET AMERICAN	CHA:Dinner - ILA Conf - Pam & Ian 10/2017	39.76	27	5260	02	27	
11/1/2017	5174 4296-Bednar Leslie M	10/9/2017	SIDE STREET AMERICAN	EDW:Dinner - ILA Conf - Traci, Sue & Shelley 10/2017	59.64	85	5260	01	85	
11/1/2017	5174 4296-Bednar Leslie M	10/10/2017	WALGREENS #4743	EDW:Fastners for Booth - ILA Conf 10/2017	5.74	10	5365	01	10	
11/1/2017	5174 4296-Bednar Leslie M	10/11/2017	PANERA BREAD #4029	EDW:Dinner - ILA Conf - Leslie & Susan 10/2017	19.06	10	5260	01	10	
11/1/2017	5174 4296-Bednar Leslie M	10/12/2017	HOLIDAY INN	EDW:Breakfast - ILA Conf - Leslie 10/2017	17.30	10	5260	01	10	
11/1/2017	5174 4296-Bednar Leslie M	10/12/2017	HOLIDAY INN	EDW:Lodging - ILA Conf - Leslie 10/2017	409.06	10	5265	01	10	
11/1/2017	5174 4296-Bednar Leslie M	10/12/2017	HOLIDAY INN	EDW:Lodging - ILA Conf - Sue P 10/2017	437.31	85	5265	01	85	
11/1/2017	5174 4296-Bednar Leslie M	10/14/2017	AMAZON MKTPLACE PMTS	EDW:Printer Ink 10/2017	123.98	10	5360	01	10	
11/1/2017	5174 4296-Bednar Leslie M	10/19/2017	OBED AND ISSACS MICROB	EDW:Dinner - ISLMA Conf - Susan, Ellen, Leslie & Sara 10/2017	54.23	10	5260	01	10	
11/1/2017	5174 4296-Bednar Leslie M	10/19/2017	OBED AND ISSACS MICROB	EDW:Dinner - ISLMA Conf - Edie & Joan 10/2017	36.16	85	5260	01	85	
11/1/2017	5174 4296-Bednar Leslie M	10/22/2017	DOUBLETREE AB LINCOLN	EDW:Lunch - ISLMA Conf - Leslie 10/2017	23.27	10	5260	01	10	
11/1/2017	5174 4296-Bednar Leslie M	10/22/2017	DOUBLETREE AB LINCOLN	EDW:Lodging - ISLMA Conf - Leslie 10/2017	314.14	10	5265	01	10	
11/1/2017	5174 4296-Bednar Leslie M	10/22/2017	DOUBLETREE AB LINCOLN	EDW:Lodging - ISLMA Conf - Edie 10/2017	314.14	85	5265	01	85	
Total 5174 4296-Bednar Leslie M					5,421.67					

Illinois Heartland Library System

Credit Card Transactions

From 10/03/2017 Through 11/01/2017

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
11/1/2017	5407 5276-Chapman Brandon M	10/4/2017	5GUYS	EDW:Dinner-CHA Colo Trip - Brandon 10/2017	19.24	85	5260	01	85
	Total 5407 5276-Chapman Brandon M				19.24				
11/1/2017	5645 2424-Bushong Stacie L	10/12/2017	WAL-MART #0256	EDW:Snacks for Board Mtgs 10/2017	14.62	10	5290	01	10
11/1/2017	5645 2424-Bushong Stacie L	10/20/2017	ALDI	EDW:Flowers for Front of Building 10/2017	12.83	10	5195	01	10
11/1/2017	5645 2424-Bushong Stacie L	10/24/2017	A LITTLE TASTE OF HEAV	EDW:Treats for Board Mtg 10/2017	23.05	10	5290	01	10
11/1/2017	5645 2424-Bushong Stacie L	10/30/2017	GOSHEN POST OFFICE	EDW:Postage 10/2017	47.30	10	5370	01	10
11/1/2017	5645 2424-Bushong Stacie L	10/30/2017	MINUTEMAN PRESS-EDWARD	EDW:Board Networking Invites (400) 10/2017	110.70	10	5290	01	10
	Total 5645 2424-Bushong Stacie L				208.50				
11/1/2017	5724 8383-Fries Arlanna	10/3/2017	TODAY'S TECHNOLOGY	CAR:Replace Shocks & Coils Lic#U29924 10/2017	555.79	10	5210	04	20
11/1/2017	5724 8383-Fries Arlanna	10/4/2017	TODAY'S TECHNOLOGY	CAR:Install Running Boards & A/C Check Lic#U29059 10/2017	168.56	10	5210	04	20
11/1/2017	5724 8383-Fries Arlanna	10/5/2017	CARBONDALE RURAL KING	CAR:Grease Gun & Dolly Tires(2) 10/2017	39.46	10	5385	04	20
11/1/2017	5724 8383-Fries Arlanna	10/5/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic#U30471 10/2017	78.17	10	5210	04	20
11/1/2017	5724 8383-Fries Arlanna	10/6/2017	BENTON RURAL KING	CAR:Dolly Tire 10/2017	14.06	10	5385	04	20
11/1/2017	5724 8383-Fries Arlanna	10/6/2017	MARION RURAL KING	CAR:Return Dolly Tire 10/2017	(12.99)	10	5385	04	20
11/1/2017	5724 8383-Fries Arlanna	10/6/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter, Rotate Tires & Replace Headlamp Assembly Lic#U25399	702.24	10	5210	04	10
11/1/2017	5724 8383-Fries Arlanna	10/13/2017	USPS PO	CAR:Postage 10/2017	2.97	10	5370	04	20
11/1/2017	5724 8383-Fries Arlanna	10/17/2017	TODAY'S TECHNOLOGY	CAR:Replace Spark Plug & Coil Boot Lic#U29059 10/2017	444.48	10	5210	04	20
11/1/2017	5724 8383-Fries Arlanna	10/23/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic#U30471 10/2017	78.17	10	5210	04	20
11/1/2017	5724 8383-Fries Arlanna	10/26/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic#U30468 10/2017	78.17	10	5210	04	20
11/1/2017	5724 8383-Fries Arlanna	10/27/2017	KROGER #714	CAR:Snacks for Qtrly Delivery Mtg 10/2017	25.24	10	5290	04	20
	Total 5724 8383-Fries Arlanna				2,174.32				
11/1/2017	5724 8417-Kates Linda	10/13/2017	RULER #249	CHA:Snacks for Qtrly Delivery Mtg 10/2017	2.61	10	5290	02	20
11/1/2017	5724 8417-Kates Linda	10/13/2017	RULER #249	CHA:Bottled Water 10/2017	11.56	10	5365	02	20
11/1/2017	5724 8417-Kates Linda	10/13/2017	SAMSLUB #8197	CHA:Toliet Wands 10/2017	27.64	10	5190	02	10
11/1/2017	5724 8417-Kates Linda	10/13/2017	SAMSLUB #8197	CHA:Snacks for Qtrly Delivery Mtg 10/2017	47.31	10	5290	02	20
11/1/2017	5724 8417-Kates Linda	10/24/2017	TRUCK TRENDS, INC	CHA:Purchase & Install Running Boards Lic#U30209 10/2017	364.99	10	5245	02	20
11/1/2017	5724 8417-Kates Linda	10/24/2017	WALMART.COM	CHA:Return Running Boards Lic#U30209 10/2017	(156.99)	10	5245	02	20
	Total 5724 8417-Kates Linda				297.12				

Report Transaction Totals

16,477.41

Non-routine Credit Card Transactions Explanations

Bauer, Joan C - Supervisor's Meeting in Champaign Lunch (15 Staff)

Lodging at ISLMA Conference - Joan

Breakfast at ISLMA Conference - Joan & Leslie

Pernicka, Julia A - Infographics & Brochures - ILA & ISLMA Conferences

Business Cards - (5) Board Members & (1) Staff Member

Illinois Heartland Library System

Credit Card Transactions

From 10/03/2017 Through 11/01/2017

Credit Card										
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code	
Brown, Troy M - (2) External Hard Drives, (3) Webcams & (5) USB Headsets										
Rechargeable Batteries, Toner Cartridges & (4) USB Drivers										
Magazine Rack, (3) DVD's, Ink Cartridges & Document Scanner (Fully funded by FY2017 Walmart Grant)										
Annual Renewal of Cloud Storage for IT (10/13/17 - 10/13/18)										
Annual Subscription for Video & Slideshow Software										
Edwards, Traci L - Breakfast & Lodging at ILA Conference - Ian, Shelley & Traci										
Annual IUG Institutional Membership Renewal										
Popit, Ellen C - Rental of Table, Chairs & Electricity for Booth at ILA Conference										
Chocolates for ILA Award Winners										
Flowers for ILA Award Winner - Kathy Bloomberg										
Lodging at ILA Conference - Ellen & Pam										
Breakfast at ILA Conference - Ellen, Ian, Sandy, Shelley, Sue, Susan & Traci										
Rental of Table, Chair & Pedestal for Booth at ISLMA Conference										
Treats for ISLMA Conference Handouts										
Breakfast at ISLMA Conference - Ellen										
Lodging at ISLMA Conference - Ellen & Sara										
Meals at HSLI Conference - Ellen & Susan										
Lodging at HSLI Conference - Ellen										
Palmer, Susan - Refreshments for Members Matter Meeting										
Meals at ILA Conferenece - Ellen, Ian, Leslie, Pam, Sandy, Shelley, Sue, Susan & Traci										
Lodging at ILA & ISLMA Conferences - Susan										
Meals at ISLMA Conference - Edie, Ellen, Joan, Leslie & Susan										
Bednar, Leslie M - Backdrop & Podium for Conferences										
(188) Lunch Coolers with IHLS Logo										
(500) Totes, (1,000) Post-it Notes & (500) Scratch Pads with IHLS Logo										
Meals at ILA Conference - Ellen, Ian, Leslie, Pam, Sandy, Shelley, Sue, Susan & Traci										
Lodging at ILA Conference - Leslie & Sue										
Meals at ISLMA Conference - Edie, Ellen, Joan, Leslie, Sara & Susan										
Lodging at ISLMA Conference - Edie & Leslie										
Bushong, Stacie L - (400) IHLS Board Networking Invites										
Fries, Arlanna - CAR-Replace Shocks & Coils Lic# U29924										
CAR-Install Running Boards & A/C Check Lic# U29059										
CAR-Change Oil & Filter, Rotate Tires & Replace Headlamp Assembly Lic# U25399										
CAR-Replace Spark Plug & Coil Boot Lic# U29059										
Kates, Linda -CHA-Purchase & Install Running Boards Lic# U30209										
CHA-Return Running Boards (Purchased in Previous Month) Lic# U30209										

Illinois Heartland Library System

Disbursement Summary Report

Attachment 6.1

From 12/01/2017 Through 12/31/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
12/8/2017	19216	No	Ameren Illinois	10	CHA:Electric/Lighting Svcs 09/15-10/16/17	934.74
12/8/2017	19217	No	Ameren Illinois	10	CHA:Gas 09/14-10/15/17	97.32
12/8/2017	19218	No	AT&T	10	EDW:Internet 11/10-12/09/17	88.67
12/8/2017		No	AT&T	27	EDW:Internet 11/10-12/09/17	88.67
12/8/2017		No	AT&T	32	EDW:Internet 11/10-12/09/17	88.68
12/8/2017		No	AT&T	85	EDW:Internet 11/10-12/09/17	88.68
12/8/2017	19219	No	Monro Inc.	10	EDW:Change Oil/Filter Lic #U29061	39.39
12/8/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic #U29062	39.39
12/8/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic #U29923	39.39
12/8/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic #U30839	39.39
12/8/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic #U30840	36.49
12/8/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic #U30841	62.02
12/8/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic#U30840	36.39
12/8/2017		No	Monro Inc.	10	EDW:Change Oil/Filter, Tuneup & Fuel System Flush Lic #U29925	665.58
12/8/2017		No	Monro Inc.	10	EDW:Replace Battery Lic #U29923	151.19
12/8/2017		No	Monro Inc.	10	EDW:Replace Muffler, Ignition Coil, Tune up & Fuel Sys Flush Lic #U18195	888.71
12/8/2017	19220	No	BayScan Technologies	10	CHA:Receipt Paper (24) for Delivery Use	172.00
12/8/2017	19221	No	Beaumont Tire & Auto Repair	10	CHA:Replace Tires Lic #U30209	1,079.76 A
12/8/2017	19222	No	Bel-O Sales & Service Inc.	10	EDW:Maint of (11) Heating Units, Replace Filters & Belts 11/21-11/22/17	2,133.00 B
12/8/2017	19223	No	Consolidated Communications	10	Local/Long Distance & Toll Free Line 12/1-12/31/17	110.07
12/8/2017		No	Consolidated Communications	27	Local/Long Distance & Toll Free Line 12/1-12/31/17	73.37
12/8/2017		No	Consolidated Communications	32	Local/Long Distance & Toll Free Line 12/1-12/31/17	73.37
12/8/2017		No	Consolidated Communications	85	Local/Long Distance & Toll Free Line 12/1-12/31/17	110.06
12/8/2017	19224	No	Charter Communications	10	EDW:Internet 12/01-12/31/17	29.09
12/8/2017		No	Charter Communications	27	EDW:Internet 12/01-12/31/17	29.09
12/8/2017		No	Charter Communications	32	EDW:Internet 12/01-12/31/17	29.09
12/8/2017		No	Charter Communications	85	EDW:Internet 12/01-12/31/17	29.09
12/8/2017	19225	No	City of Edwardsville	10	EDW:Water & Sewer 8/20-10/26/17 Issues in Upstairs	1,638.80 C
12/8/2017	19226	No	Technology Management Rev Fund	10	CAR:Bandwidth & ICN Filtering 10/01-10/31/17	(270.00)
12/8/2017		No	Technology Management Rev Fund	85	CAR:Bandwidth & ICN Filtering 10/01-10/31/17	574.65
12/8/2017	19227	No	DELL MARKETING L.P.	10	EDW:Annual Laptop Replacements - (7) Staff	8,780.00 D
12/8/2017		No	DELL MARKETING L.P.	10	EDW:Docking Stations & Sleeves (7)	1,184.65
12/8/2017		No	DELL MARKETING L.P.	29	EDW:Annual Laptop Replacement - (1) Staff	2,130.02
12/8/2017		No	DELL MARKETING L.P.	85	EDW:Annual Laptop Replacements - (7) Staff	3,512.00
12/8/2017		No	DELL MARKETING L.P.	85	EDW:Docking Stations & Sleeves (7)	473.86
12/8/2017	19228	No	George Alarm Co., Inc.	10	EDW:Fire/Burglar/Elevator Alarm Monitoring 01/01-3/31/2018	282.90
12/8/2017	19229	No	Athena Hubert	10	Board Member:Travel to IHLS Board Mtgs 07/25-11/18/17 Hubert, Tina	169.38
12/8/2017	19230	No	Illinois American Water	10	CHA:Water 10/26-11/28/17	68.62
12/8/2017	19231	No	i3 Broadband - CU	10	CHA:Internet 12/01/17 - 01/01/18	6.66
12/8/2017		No	i3 Broadband - CU	27	CHA:Internet 12/01/17 - 01/01/18	6.66
12/8/2017		No	i3 Broadband - CU	85	CHA:Internet 12/01/17 - 01/01/18	6.67
12/8/2017	19232	No	Lazerware Inc	85	Install Wireless Hot Spot & Annual Fee - Walmart Grant - Georgetown PL	684.00 E
12/8/2017		No	Lazerware Inc	85	Website Development Svcs - Walmart Grant - Piper City PL	250.00
12/8/2017	19233	No	Minuteman Press	10	EDW:Infographics (100) & Booklet for Jim Fenton's Wife	87.27
12/8/2017	19234	No	Missouri Library Association	85	EDW:Job Posting - SHARE Director	80.00
12/8/2017	19235	No	Myler Automotive Repair Inc	10	CHA:Replace Diesel Fluid Heater Lic #U30209	700.00
12/8/2017		No	Myler Automotive Repair Inc	10	CHA:Replace Fuel Door Housing Lic #U30470	134.24
12/8/2017	19236	No	NCPERS Group Life Ins.	10	Supp Life Ins 12/01-12/31/17	96.00
12/8/2017		No	NCPERS Group Life Ins.	32	Supp Life Ins 12/01-12/31/17	32.00
12/8/2017		No	NCPERS Group Life Ins.	85	Supp Life Ins 12/01-12/31/17	48.00
12/8/2017	19237	No	Susan J. Palmer	10	EDW:Travel to IHLS CHA & HSLI Conf 10/26-10/27/17 Palmer, Susan	53.35
12/8/2017		No	Susan J. Palmer	10	EDW:Travel to iHotel CHA for CARLI Annual Mtg 11/17/17 Palmer, Susan	47.22
12/8/2017	19238	No	Parker Kent, LLC	10	DUQ:Electric/Gas/Lighting 10/16-11/15/17	347.10
12/8/2017	19239	No	Republic Services #729	10	CHA:Trash Removal 12/01-12/31/17	175.61
12/8/2017	19240	No	Shred-it USA	10	EDW:Shredding 11/21/17	71.50

Illinois Heartland Library System
Disbursement Summary Report
From 12/01/2017 Through 12/31/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction
				Code			Amount
12/8/2017	19241	No	SIUC	10		CAR:Office Leasing 12/01-12/31/17	2,083.34
12/8/2017	19242	No	Speed Lube #14	10		CHA:Change Oil/Filter Lic #U30470	55.95
12/8/2017		No	Speed Lube #14	10		CHA:Change Oil/Filter Lic #U30472	55.95
12/8/2017		No	Speed Lube #14	10		CHA:Change Oil/Filter Lic #U30758	55.95
12/8/2017		No	Speed Lube #14	10		CHA:Change Oil/Filter Lic #U30759	55.95
12/8/2017	19243	No	Speed Lube #9	10		CHA:Change Oil/Filter Lic #U30799	55.95
12/8/2017	19244	No	Staples Credit Plan	10		CHA: Storage Boxes (2 CS)	42.78
12/8/2017	19245	No	Pamela Thomas	27		EDW:Metadata Cataloging 11/16-11/30/17 62.5/hrs Thomas, Pam	2,093.75 F
12/8/2017	19246	No	Urbana & Champaign Sanitary District	10		CHA:Sewer 08/24-10/25/17	121.42
12/8/2017	19247	No	Walmart Community/SYNCB	10		CAR:Papertowels,Trashbags, & Napkins	14.29
12/8/2017	19248	No	Sandra West	10		Board Member:Travel to IHLS Board Mtg 11/28/17 West,	120.91
12/19/2017	19249	No	Above and Beyond Commercial Cleaning	10		EDW:Janitorial Srvcs November 2017	600.00
12/19/2017	19250	No	Allstate Benefits	10		Critical Care Supp Ins 1/1-1/31/18	78.00
12/19/2017		No	Allstate Benefits	85		Critical Care Supp Ins 1/1-1/31/18	43.16
12/19/2017	19251	No	Allstate Benefits	10		Gap Supp Ins 1/1-1/31/18	166.44
12/19/2017		No	Allstate Benefits	85		Gap Supp Ins 1/1-1/31/18	17.83
12/19/2017	19252	No	Ameren Illinois	10		EDW:Gas 10/25-11/27/17	286.76
12/19/2017	19253	No	Ameren Illinois	10		EDW:Electric/Lighting Srvcs 10/25-11/27/17	1,001.62
12/19/2017	19254	No	American Pest Control	10		CHA:Monthly Extermination 12/15/17	35.00
12/19/2017	19255	No	AT&T	10		CHA:Alarm, Fax & Fire Phone Line 11/8-12/7/17	42.33
12/19/2017		No	AT&T	27		CHA:Alarm, Fax & Fire Phone Line 11/8-12/7/17	26.00
12/19/2017		No	AT&T	85		CHA:Alarm, Fax & Fire Phone Line 11/8-12/7/17	42.32
12/19/2017	19256	No	AT&T	10		EDW:Elevator Phone Line 11/05-12/04/17	34.07
12/19/2017		No	AT&T	85		EDW:Elevator Phone Line 11/05-12/04/17	34.06
12/19/2017	19257	No	AT&T	10		EDW:Fax Line 11/5-12/4/17	53.89
12/19/2017		No	AT&T	32		EDW:Fax Line 11/5-12/4/17	33.00
12/19/2017		No	AT&T	85		EDW:Fax Line 11/5-12/4/17	53.89
12/19/2017	19258	No	Leslie M. Bednar	10		EDW:Travel to ISL for Retirement Reception 11/30/17 Bednar,Leslie	21.34
12/19/2017		No	Leslie M. Bednar	10		EDW:Travel to Litchfield to Carpool for Board Mtg 11/28/17 Bednar, Leslie	9.47
12/19/2017		No	Leslie M. Bednar	10		EDW:Travel to Morrison Talbot for Members Matter Mtg 12/05/17 Bednar, Lesli	11.75
12/19/2017	19259	No	Bibliotheca, LLC	85		eBooks 11/1-11/30/17	18,074.18 G
12/19/2017		No	Bibliotheca, LLC	85		eBooks Subscription Purchases 11/1-11/30/2017	131.95
12/19/2017	19260	No	BJ's Printables Inc	10		EDW:Sample Shirts for Delivery & Embrdy Setup Charge	120.65
12/19/2017	19261	No	Troy Brown	10		CAR:Travel to IHLS EDW for Staff Photos 11/15/17 Brown, Troy	124.12
12/19/2017	19262	No	Busey	10		Busey Credit Card Stmt Ending 12/01/17	5,730.37
12/19/2017		No	Busey	27		Busey Credit Card Stmt Ending 12/01/17	243.00
12/19/2017		No	Busey	32		Busey Credit Card Stmt Ending 12/01/17	167.52
12/19/2017		No	Busey	85		Busey Credit Card Stmt Ending 12/01/17	575.26
12/19/2017	19263	No	Continental Western Insurance Company	10		Ins Pmt 6 of 10	3,038.00 H
12/19/2017	19264	No	Dave's Precision Mowing	10		CHA:Fall Clean-up 12/01-12/03/17	500.00
12/19/2017		No	Dave's Precision Mowing	10		CHA:Mowing/Trimming/Blowing 11/04/17	70.00
12/19/2017		No	Dave's Precision Mowing	10		CHA:Mowing/Trimming/Blowing 11/11/17	70.00
12/19/2017		No	Dave's Precision Mowing	10		CHA:Mowing/Trimming/Blowing 11/18/17	70.00
12/19/2017		No	Dave's Precision Mowing	10		CHA:Mowing/Trimming/Blowing 11/25/17	70.00
12/19/2017	19265	No	Arlanna Y. Fries	10		CAR:Reimb for Fuel-Issue w/Card-Fries, Arlanna	10.00
12/19/2017	19266	No	Angela Garrett	10		SWAT Team Barcoding 10/15-12/04/17 Garrett, Angela	417.80
12/19/2017	19267	No	Theresa Hahne	85		SWAT Team Barcoding 11/10-12/1/17 Hahne, Theresa	281.13
12/19/2017	19268	No	Illinois Library Association	10		EDW:Job Posting - Membership Coordinator	100.00
12/19/2017	19269	No	The Lowenbaum Partnership, L.L.C.	10		Legal Counsel re: Personnel 11/16-11/17/17	730.00
12/19/2017	19270	No	Myler Automotive Repair Inc	10		CHA:Change Oil/Filter & Reset Error Message Lic #U30209	191.01
12/19/2017	19271	No	Shirley Paden	10		EDW:Parking - Fred Pryor Workshop 12/14/17 Paden, Shirley	6.00

Illinois Heartland Library System
Disbursement Summary Report
From 12/01/2017 Through 12/31/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
12/19/2017	19272	No	Ellen C. Popit	10	CAR:Trav to ISL for Bd Networking Event & Litchfield for Mtg 11/28/17 Popit	25.70
12/19/2017		No	Ellen C. Popit	10	CAR:Travel for 3 Site Visits 11/29/17 Popit. Ellen	20.23
12/19/2017		No	Ellen C. Popit	10	CAR:Travel to Effghm to Carpool to CARLI Mtg 11/17/17 Popit, Ellen	21.33
12/19/2017		No	Ellen C. Popit	10	CAR:Travel to Greenview for Mbrshp & Hillsboro for Dir 11/09/17 Popit	43.31
12/19/2017		No	Ellen C. Popit	10	CAR:Travel to IHLS EDW for Mtg & ESL for Membership 11/14/17 Popit, Ellen	25.27
12/19/2017		No	Ellen C. Popit	10	CAR:Travel to Litchfield to Carpool to ISL Popit, Ellen	28.55
12/19/2017	19273	No	Reliable Plumbing & Heating Company	10	CHA:Maint (3) Units, Rpl Transformer (2), Cntrl Bd, & Contactor 11/29/17	1,512.29
12/19/2017	19274	No	Speed Lube #14	10	CHA:Change Oil/Filter Lic #U29926	55.95
12/19/2017		No	Speed Lube #14	10	CHA:Change Oil/Filter Lic #U30759	55.95
12/19/2017	19275	No	The MARC of Quality	27	MARC Report Annual Subscription 12/31/17-12/30/18	220.00
12/19/2017		No	The MARC of Quality	85	MARC Report Annual Subscription 12/31/17-12/30/18	8,225.00
12/19/2017	19276	No	UHS Premium Billing	10	Health Ins 01/01-01/31/2018	10,805.35
12/19/2017		No	UHS Premium Billing	27	Health Ins 01/01-01/31/2018	2,161.07
12/19/2017		No	UHS Premium Billing	32	Health Ins 01/01-01/31/2018	1,472.51
12/19/2017		No	UHS Premium Billing	85	Health Ins 01/01-01/31/2018	6,709.15
12/19/2017	19277	No	Verizon Wireless	10	GPS Tracking Srvcs 10/24-11/23/17	140.56
12/19/2017	19278	No	Verizon Wireless	10	Cellphone Srvcs, MiFi, Router & After Hours Line	370.08
12/19/2017		No	Verizon Wireless	85	Cellphone Srvcs, MiFi, Router & After Hours Line	369.65
12/19/2017	19279	No	Watts Copy Systems, Inc.	85	Copier 1/2-2/1/18 - Walmart Fund - Girard TL	82.51
12/19/2017		No	Watts Copy Systems, Inc.	85	Copier 2/2-3/1/18 - Walmart Grant - Girard TL	82.51
12/19/2017		No	Watts Copy Systems, Inc.	85	Copier 3/2-3/14/18 - Walmart Grant - Girard TL	34.98
12/19/2017	19280	No	Wex Bank	10	Fuel Charges 11/06-12/05/17	12,966.15
12/19/2017		No	Wex Bank	85	Fuel Charges 11/06-12/05/17	127.95
12/19/2017	19281	No	Xerox Corporation	10	CAR:Base & Usage Chrg 10/21-11/21/17	142.46
12/19/2017	19282	No	Xerox Corporation	10	CHA:Base & Usage Chrg 10/21-11/21/17	60.99
12/19/2017		No	Xerox Corporation	27	CHA:Base & Usage Chrg 10/21-11/21/17	60.99
12/19/2017		No	Xerox Corporation	85	CHA:Base & Usage Chrg 10/21-11/21/17	60.99
12/19/2017	19283	No	Xerox Corporation	10	CAR:Base & Usage Chrg 10/21-11/21/17	83.35
12/19/2017		No	Xerox Corporation	85	CAR:Base & Usage Chrg 10/21-11/21/17	83.36
12/19/2017	19284	No	Xerox Corporation	10	EDW:Base & Usage Chrg 10/21-11/21/17	103.26
12/19/2017		No	Xerox Corporation	27	EDW:Base & Usage Chrg 10/21-11/21/17	103.26
12/19/2017		No	Xerox Corporation	85	EDW:Base & Usage Chrg 10/21-11/21/17	103.26
12/19/2017	19285	No	Xerox Corporation	32	EDW:Base & Usage Chrg 10/21-11/21/17	231.26
12/28/2017	19286	No	American Heritage Life Insurance Company	85	Accident Supp Ins 11/19-12/16/17	16.64
12/28/2017	19287	No	AmTrust North America	10	Workers Comp Ins Pmt 5 of 9	3,714.91
12/28/2017		No	AmTrust North America	27	Workers Comp Ins Pmt 5 of 9	22.10
12/28/2017		No	AmTrust North America	32	Workers Comp Ins Pmt 5 of 9	14.17
12/28/2017		No	AmTrust North America	85	Workers Comp Ins Pmt 5 of 9	122.82
12/28/2017	19288	No	AT&T	10	EDW:Internet 12/10/17-01/09/18	88.67
12/28/2017		No	AT&T	27	EDW:Internet 12/10/17-01/09/18	88.67
12/28/2017		No	AT&T	32	EDW:Internet 12/10/17-01/09/18	88.68
12/28/2017		No	AT&T	85	EDW:Internet 12/10/17-01/09/18	88.68
12/28/2017	19289	No	CDW Government	10	EDW:Abode Acrobat Creative Suite Additional License	330.00
12/28/2017	19290	No	Champaign County Chamber of Commerce	10	CHA:Chamber of Commerce Membership 01/01-12/31/18	325.00
12/28/2017	19291	No	Technology Management Rev Fund	10	CAR: Bandwidth & ICN Filtering 11/1-11/30/17	(270.00)
12/28/2017		No	Technology Management Rev Fund	85	CAR: Bandwidth & ICN Filtering 11/1-11/30/17	574.65
12/28/2017	19292	No	do good Consulting	10	EDW:Add'l Planning Sessions 6.5/hrs	552.50
12/28/2017	19293	No	Scott Drone-Silvers	85	EDW:Travel to IHLS EDW for SHARE Director Interviews 12/17-12/19/17 Silvers	117.70
12/28/2017	19294	No	MetLife - Group Benefits	10	Dental, AD&D, Life & Vision Ins 1/1-1/31/18	1,001.06
12/28/2017		No	MetLife - Group Benefits	27	Dental, AD&D, Life & Vision Ins 1/1-1/31/18	130.83
12/28/2017		No	MetLife - Group Benefits	32	Dental, AD&D, Life & Vision Ins 1/1-1/31/18	117.72
12/28/2017		No	MetLife - Group Benefits	85	Dental, AD&D, Life & Vision Ins 1/1-1/31/18	506.44
12/28/2017	19295	No	NCPERS Group Life Ins.	10	Supp Life Ins 1/1-1/31/18	96.00
12/28/2017		No	NCPERS Group Life Ins.	32	Supp Life Ins 1/1-1/31/18	32.00
12/28/2017		No	NCPERS Group Life Ins.	85	Supp Life Ins 1/1-1/31/18	48.00
12/28/2017	19296	No	Quest Software Inc.	85	SHARE-Lightspeed Maint on Backup Software 1/31/18-1/31/19	1,037.92

Illinois Heartland Library System
Disbursement Summary Report
From 12/01/2017 Through 12/31/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
12/28/2017	19297	No	Staples Credit Plan	10	CHA:Manilla Folders (2) & Expo Markers (12)	26.97
12/28/2017		No	Staples Credit Plan	10	CHA:Space Heater	26.99
12/28/2017		No	Staples Credit Plan	10	CHA:Space Heaters (3)	80.97
12/28/2017	19298	No	Pamela Thomas	27	EDW:Metadata Cataloging 12/1-12/15/17 77/hrs Thomas, Pam	2,579.50 L
12/28/2017	19299	No	Uline	10	EDW:Cable Ties, Envelopes, and Hand Soap	107.10
12/28/2017		No	Uline	32	EDW:Cable Ties, Envelopes, and Hand Soap	69.85
12/28/2017		No	Uline	85	EDW:Cable Ties, Envelopes, and Hand Soap	46.57
12/28/2017	19300	No	Walmart Community/SYNCB	10	CAR:De-Icer & Windshield Washer Fluid	24.31
12/29/2017	ACHIMRFDDecember	No	Illinois Municipal Retirement Fund	10	December 2017 IMRF Payment-General	16,102.04 M
12/29/2017		No	Illinois Municipal Retirement Fund	27	December 2017 IMRF Payment-CMC	2,437.77
12/29/2017		No	Illinois Municipal Retirement Fund	32	December 2017 IMRF Payment-OCCLC	1,695.66
12/29/2017		No	Illinois Municipal Retirement Fund	85	December 2017 IMRF Payment-SHARE	<u>11,999.77</u>
Total 1000 - US Bank-General Fund						157,323.90
12/1/2017	ACHILPR20171201	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 12/01/2017	2,320.72 N
12/1/2017		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 12/01/2017	243.47
12/1/2017		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 12/01/2017	152.76
12/1/2017		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 12/01/2017	1,132.13
12/1/2017	ACHIRSPR2017120	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 12/01/2017	12,752.73
12/1/2017		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 12/01/2017	1,338.85
12/1/2017		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 12/01/2017	829.58
12/1/2017		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 12/01/2017	6,418.59
12/15/2017	ACHILPR20171215	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 12/15/2017	2,601.69
12/15/2017		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 12/15/2017	243.47
12/15/2017		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 12/15/2017	152.76
12/15/2017		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 12/15/2017	1,057.94
12/15/2017	ACHIRSPR2017121	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 12/15/2017	14,135.13
12/15/2017		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 12/15/2017	1,338.85
12/15/2017		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 12/15/2017	829.58
12/15/2017		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 12/15/2017	5,974.01
12/29/2017	ACHILPR20171229	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 12/29/2017	2,508.62
12/29/2017		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 12/29/2017	246.40
12/29/2017		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 12/29/2017	156.40
12/29/2017		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 12/29/2017	1,130.85
12/29/2017	ACHIRSPR2017122	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 12/29/2017	13,815.85
12/29/2017		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 12/29/2017	1,356.76
12/29/2017		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 12/29/2017	851.81
12/29/2017		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 12/29/2017	<u>6,346.18</u>
Total 1030 - US Bank - Web Junction/(Payroll)						<u>77,935.13</u>
Total Disbursed						<u>235,259.03</u>

Non-routine Bill Payments Explanations

- A-** CHA-Replace (4) Tires Lic #U30209
- B-** EDW-Maintenance on (11) Heating Units-replace filters & belts (11/21-11/22/17)
- C-** EDW-Water & Sewer (08/20-10/26/17)-issue with flushometers in (6) restroom stalls (A written letter was submitted to City of EDW requesting review)
- D-** Annual replacement of laptops for (8) staff members-(5) General Fund, (1) Plinkit Fund & (2) SHARE
- E-** Installed wireless hotspot & annual fee for wireless at Georgetown PL (Fully funded by Walmart Grant)
- F-** CMC contracted staff for metadata cataloging (Fully funded by FY2018 CMC Grant)
- G-** eBooks purchased 11/01-11/30/17 & eBooks purchases to be reimbursed by members
- H-** Auto, Property, General Liability and Umbrella Insurance Coverages (Payment 6 of 10)
- I-** CHA-Maintenance on (3) HVAC Units & replaced transformer, control board & contactor on (1) HVAC Unit
- J-** MARC Report Annual Subscriptions (Fully funded by SHARE & FY2018 CMC Grant)
- K-** Annual Lightspeed Maintenance Subscription on Polaris backup software (01/31/18-01/31/19)
- L-** CMC contracted staff for metadata cataloging (Fully funded by FY2018 CMC Grant)
- M-** December 2017 IMRF Pmt.-Employee & Employer Contribution
- N-** December 2017 Payroll Tax Deposits

Illinois Heartland Library System

Credit Card Transactions

From 11/02/2017 Through 12/01/2017

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
12/1/2017	4654 2433-Bauer Joan C	11/1/2017	PAYPAL *AMIGOSLIBRA	Registration - Innovating with Metadata Webinar - CMC Staff 11/2017	149.00	27	5290	01	27
12/1/2017	4654 2433-Bauer Joan C	11/20/2017	AMER LIB ASSOC-IMIS	CHA:Registration - Cataloging Webinar - Joan 11/2017	59.00	27	5290	02	27
	Total 4654 2433-Bauer Joan C				208.00				
12/1/2017	4654 2458-Pernicka Julia A	11/1/2017	MICHAELS STORES 7735	EDW:Return Flowers for Front of Building 11/2017	(19.44)	10	5195	01	10
12/1/2017	4654 2458-Pernicka Julia A	11/1/2017	MICHAELS STORES 7735	EDW:Return Flowers for Front of Building 11/2017	(14.23)	10	5195	01	10
12/1/2017	4654 2458-Pernicka Julia A	11/3/2017	SAMSClub.COM	EDW:Paper Towels & Bath Tissue 11/2017	134.46	10	5190	01	10
12/1/2017	4654 2458-Pernicka Julia A	11/3/2017	SAMSClub.COM	EDW:Paper Clips, Stapler, File Folder & Labels 11/2017	70.46	10	5365	01	10
12/1/2017	4654 2458-Pernicka Julia A	11/3/2017	SAMSClub.COM	EDW:8.5x11 Copy Paper (4 cs) 11/2017	167.52	32	5360	01	32
12/1/2017	4654 2458-Pernicka Julia A	11/8/2017	OFFICEMAX/OFFICEDEPT #6	EDW:8.5x11 Copy Paper (4 cs) 11/2017	109.46	10	5360	01	10
12/1/2017	4654 2458-Pernicka Julia A	11/8/2017	SAMS CLUB #4878	EDW:Trash Can Liners, Kleenex, Soap, Napkins & Paper Towels 11/2017	69.38	10	5190	01	10
12/1/2017	4654 2458-Pernicka Julia A	11/8/2017	SAMS CLUB #4878	EDW:Coffee 11/2017	15.46	10	5365	01	10
12/1/2017	4654 2458-Pernicka Julia A	11/15/2017	VISTAPR	EDW:Business Cards (2 staff) 11/2017	59.98	10	5330	01	10
12/1/2017	4654 2458-Pernicka Julia A	11/28/2017	A LITTLE TASTE OF HEAV	EDW:Treats for Board Networking Event 11/2017	35.63	10	5290	01	10
	Total 4654 2458-Pernicka Julia A				628.68				
12/1/2017	4654 2482-Brown Troy M	11/1/2017	AMAZON MKTPLACE PMTS	EDW:External Solid State Drive & Case 11/2017	187.98	10	5360	01	10
12/1/2017	4654 2482-Brown Troy M	11/2/2017	AMAZON MKTPLACE PMTS	EDW:External Solid State Drive & Cases (2) 11/2017	375.96	10	5360	01	10
12/1/2017	4654 2482-Brown Troy M	11/2/2017	AMAZON MKTPLACE PMTS	Walmart Grant - Jonesboro PL 11/2017	205.50	85	5360	01	86
12/1/2017	4654 2482-Brown Troy M	11/2/2017	DreamHost	EDW:Domain Name - Benld Library 11/2017	13.95	10	5840	01	12
12/1/2017	4654 2482-Brown Troy M	11/2/2017	DreamHost	EDW:Domain Name - Edwardsville PL 11/2017	13.95	10	5840	01	12
12/1/2017	4654 2482-Brown Troy M	11/2/2017	PAYFLOW/PAYPAL	EDW:PayPal Monthly Srvc Fee 11/2017	30.00	85	5725	01	85
12/1/2017	4654 2482-Brown Troy M	11/15/2017	Peel Wood Fired Pizza	CAR:Dinner-EDW Trip - Troy 11/2017	30.75	10	5260	04	10
12/1/2017	4654 2482-Brown Troy M	11/16/2017	BANN THAI INC	CAR:Lunch-EDW Trip - Troy 11/2017	14.84	10	5260	04	10
12/1/2017	4654 2482-Brown Troy M	11/16/2017	COUNTRY HEARTH INN	CAR:Lodging - EDW Trip - Troy 11/2017	78.85	10	5265	04	10
12/1/2017	4654 2482-Brown Troy M	11/24/2017	SMK*SURVEYMONKEY.COM	EDW:Monthly Subscription - Survey Monkey 11/2017	35.00	27	5550	01	27
12/1/2017	4654 2482-Brown Troy M	11/25/2017	Amazon.com	EDW:Color & Light Meter Attachment for Employee Photos 11/2017	259.45	10	5360	01	10
12/1/2017	4654 2482-Brown Troy M	11/28/2017	AMAZON MKTPLACE PMTS	EDW:Flash Kit for Employee Photos 11/2017	525.00	10	5360	01	10
12/1/2017	4654 2482-Brown Troy M	11/28/2017	AMAZON MKTPLACE PMTS	EDW:Monolight(2) & Softbox for Employee Photos 11/2017	1,085.15	10	5360	01	10
	Total 4654 2482-Brown Troy M				2,856.38				
12/1/2017	4695 2640-Petty Linda	11/10/2017	DOMINO'S 2957	EDW:Pizza for Delivery - Veteran's Day 11/2017	84.30	10	5290	01	20
12/1/2017	4695 2640-Petty Linda	11/13/2017	THE HOME DEPOT #1973	EDW:Pipe Wrench 11/2017	16.48	10	5195	01	10
12/1/2017	4695 2640-Petty Linda	11/15/2017	SAMS CLUB #4878	EDW:Snacks for Delivery Mtg 11/2017	34.06	10	5290	01	20
	Total 4695 2640-Petty Linda				134.84				

Illinois Heartland Library System

Credit Card Transactions

From 11/02/2017 Through 12/01/2017

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	
12/1/2017	5042 9006-Popit Ellen C	11/8/2017	ETCETERA	EDW:Flowers - Diana Sussman - ILA Librarian of the Year 11/2017	81.95	10	5290	01	10	
12/1/2017	5042 9006-Popit Ellen C	11/13/2017	ARSL	EDW:Institutional Membership - Assoc of Rural & Small Lib 11/2017	150.00	10	5700	01	10	
12/1/2017	5042 9006-Popit Ellen C	11/30/2017	CCI*HOTEL GUESTREESERV	CAR:Lodging - Litchfield Trip - Ellen 11/2017	<u>125.98</u>	10	5265	04	10	
Total 5042 9006-Popit Ellen C					357.93					
12/1/2017	5085 0664-Palmer Susan	11/2/2017	HOLIDAY INN STLOUIS	EDW:Lunch - Fred Pryor Seminar - Susan & Arlanna 11/2017	25.87	10	5290	01	20	
12/1/2017	5085 0664-Palmer Susan	11/18/2017	AMTRAK.COM	EDW:Train Fare - Designing the Future Workshop - Susan & Stacie 11/2017	126.00	10	5255	01	10	
12/1/2017	5085 0664-Palmer Susan	11/22/2017	AMER LIB ASSOC-IMIS	EDW:ALA Membership - Susan 11/2017	196.00	10	5700	01	10	
12/1/2017	5085 0664-Palmer Susan	11/28/2017	OMNILERT LLC	EDW:RainedOut Text Alert System 11/2017	29.95	10	5400	01	10	
12/1/2017	5085 0664-Palmer Susan	11/29/2017	AMTRAK MIDWEST CAFE	EDW:Breakfast - Designing the Future Workshop - Susan & Stacie 11/2017	16.75	10	5260	01	10	
12/1/2017	5085 0664-Palmer Susan	11/29/2017	CHI TAXI 0128	EDW:Cab Fare - Designing the Future Workshop - Susan & Stacie 11/2017	10.00	10	5255	01	10	
12/1/2017	5085 0664-Palmer Susan	11/29/2017	MELI CAFE ON DEARB	EDW:Dinner - Designing the Future Workshop - Susan & Stacie 11/2017	44.80	10	5260	01	10	
12/1/2017	5085 0664-Palmer Susan	11/30/2017	MELI CAFE ON DEARB	EDW:Breakfast - Designing the Future Workshop - Susan & Stacie 11/2017	51.93	10	5260	01	10	
12/1/2017	5085 0664-Palmer Susan	11/30/2017	MELI CAFE ON DEARB	EDW:Dinner - Designing the Future Workshop - Susan & Stacie 11/2017	<u>57.39</u>	10	5260	01	10	
Total 5085 0664-Palmer Susan					558.69					
12/1/2017	5174 4296-Bednar Leslie M	11/3/2017	YOURMEMBER-CAREERS	EDW:Job Posting - SHARE Director 11/2017	325.00	85	5070	01	85	
12/1/2017	5174 4296-Bednar Leslie M	11/30/2017	CRACKER BARREL	EDW:Working Lunch - ISL Trip - Leslie & Ellen 11/2017	<u>17.40</u>	10	5290	01	10	
Total 5174 4296-Bednar Leslie M					342.40					
12/1/2017	5407 5276-Chapman Brandon M	11/15/2017	FREDDYS CHAMPAIGN	EDW:Dinner - CHA Laptop Trip - Brandon 11/2017	13.11	10	5260	01	10	
12/1/2017	5407 5276-Chapman Brandon M	11/28/2017	MCDONALD'S	EDW:Lunch - CHA Colo Trip - Brandon 11/2017	<u>14.76</u>	85	5260	01	85	
Total 5407 5276-Chapman Brandon M					27.87					
12/1/2017	5645 2424-Bushong Stacie L	11/3/2017	EDIBLE ARRANGEMENTS	CHA:Flowers - Well Wishes - David 11/2017	54.38	10	5057	02	10	
12/1/2017	5645 2424-Bushong Stacie L	11/6/2017	AMER LIB ASSOC-IMIS	EDW:Annual ALA Membership 11/2017	150.00	10	5700	01	10	
12/1/2017	5645 2424-Bushong Stacie L	11/11/2017	TARGET.COM	EDW:Holiday Cards for Staff 11/2017	21.03	10	5057	01	10	
12/1/2017	5645 2424-Bushong Stacie L	11/16/2017	THE WYLD HOG	EDW:Lunch - Record Retention - Stacie, Susan, Linda, & Ellen 11/2017	43.71	10	5290	01	10	
12/1/2017	5645 2424-Bushong Stacie L	11/17/2017	EB DESIGNING THE FUTU	EDW:Registration - Designing the Future Workshop - Susan & Stacie 11/2017	421.88	10	5290	01	10	
12/1/2017	5645 2424-Bushong Stacie L	11/20/2017	GOSHEN POST OFFICE	EDW:Postage 11/2017	6.59	10	5370	01	10	
12/1/2017	5645 2424-Bushong Stacie L	11/21/2017	WAL-MART #0256	EDW:Plates & Napkins for Board Mtg 11/2017	4.41	10	5290	01	10	
12/1/2017	5645 2424-Bushong Stacie L	11/21/2017	WAL-MART #0256	EDW:Treat Bags for Holidays 11/2017	<u>5.28</u>	10	5290	01	10	
Total 5645 2424-Bushong Stacie L					707.28					
12/1/2017	5720 1358-Downes Stephen	11/1/2017	MENARDS CHAMPAIGN IL	CHA:Leaf Blower & Vac 11/2017	67.96	10	5195	02	10	
12/1/2017	5720 1358-Downes Stephen	11/9/2017	Menards E-Commerce	CHA:Salt Spreader 11/2017	70.67	10	5195	02	10	
12/1/2017	5720 1358-Downes Stephen	11/19/2017	FARM & FLEET OF URBANA	CHA:Salt & Ice Melt (13 bags) 11/2017	<u>94.69</u>	10	5195	02	10	
Total 5720 1358-Downes Stephen					233.32					

Illinois Heartland Library System

Credit Card Transactions

From 11/02/2017 Through 12/01/2017

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	
12/1/2017	5724 8383-Fries Arlanna	11/1/2017	TODAY'S TECHNOLOGY	CAR:Replace Headlight Bulb Lic#U29924 11/2017	59.23	10	5210	04	20	
12/1/2017	5724 8383-Fries Arlanna	11/1/2017	USPS PO	CAR:Postage 11/2017	10.78	10	5370	04	20	
12/1/2017	5724 8383-Fries Arlanna	11/8/2017	USPS PO	CAR:Postage 11/2017	2.50	10	5370	04	20	
12/1/2017	5724 8383-Fries Arlanna	11/9/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic#U29924 11/2017	86.92	10	5210	04	20	
12/1/2017	5724 8383-Fries Arlanna	11/10/2017	DOMINO'S 9174	CAR:Pizza for Delivery - Veteran's Day 11/2017	25.98	10	5290	04	20	
12/1/2017	5724 8383-Fries Arlanna	11/10/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic#U30469 11/2017	78.17	10	5210	04	20	
12/1/2017	5724 8383-Fries Arlanna	11/16/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter, Rotate Tires & Lic Plate Bulb Lic#U30471 11/2017	80.35	10	5210	04	20	
12/1/2017	5724 8383-Fries Arlanna	11/22/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic#U18520 11/2017	68.76	10	5210	04	10	
12/1/2017	5724 8383-Fries Arlanna	11/22/2017	TODAY'S TECHNOLOGY	CAR:Flat Tire Repair Lic#U29924 11/2017	21.81	10	5210	04	20	
12/1/2017	5724 8383-Fries Arlanna	11/28/2017	LOWE'S #00493	CAR:Bolts, Nuts & Washers for Shelving 11/2017	6.88	10	5195	04	20	
12/1/2017	5724 8383-Fries Arlanna	11/30/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic#U30468 11/2017	78.17	10	5210	04	20	
	Total 5724 8383-Fries Arlanna				519.55					
12/1/2017	5724 8417-Kates Linda	11/6/2017	ADVANCE AUTO PARTS #52	CHA:Tire Pressure Gauges (3) 11/2017	11.97	10	5245	02	20	
12/1/2017	5724 8417-Kates Linda	11/6/2017	ADVANCE AUTO PARTS #52	CHA:Tire Pressure Gauges (5) 11/2017	21.75	10	5245	02	20	
12/1/2017	5724 8417-Kates Linda	11/6/2017	WAL-MART #1734	CHA:Glass Cleaner 11/2017	5.88	10	5190	02	10	
12/1/2017	5724 8417-Kates Linda	11/6/2017	WAL-MART #1734	CHA:Diesel Kleen (3) 11/2017	47.46	10	5210	02	20	
12/1/2017	5724 8417-Kates Linda	11/6/2017	WAL-MART #1734	CHA:Tire Pressure Gauges (2) 11/2017	14.60	10	5245	02	20	
12/1/2017	5724 8417-Kates Linda	11/10/2017	MEIJER INC #146	CHA:Snacks for Delivery - Veteran's Day 11/2017	25.74	10	5290	02	20	
12/1/2017	5724 8417-Kates Linda	11/29/2017	SAMSLUB #8197	CHA:Bowls 11/2017	9.79	10	5190	02	10	
12/1/2017	5724 8417-Kates Linda	11/29/2017	WAL-MART #1734	CHA:Sandwich Bags 11/2017	4.02	10	5190	02	10	
	Total 5724 8417-Kates Linda				141.21					

Report Transaction Totals

6,716.15

Non-routine Credit Card Transactions Explanations

Bauer, Joan C - Innovating with Metadata Webinar Registration for CMC Staff (Fully funded by FY2018 CMC Grant)

Brown, Troy M - Ink Cartridges for Jonesboro Library (Fully funded by Walmart Grant)

EDW Trip Meals & Lodging

(2) Monolights, Softbox, Flash Kit & Color/Light Meter Attachment for Staff Photos

Popit, Ellen C - Flowers for Diana Sussman-ILA Librarian of the Year

Annual Institutional Membership-Association of Rural & Small Libraries

Litchfield Trip Lodging

Palmer, Susan - Train Fare, Cab Fare & Meals-Designing the Future Workshop-Stacie & Susan

Annual ALA Membership-Susan

Bednar, Leslie M - SHARE Director Job Posting-ALA

Bushong, Stacie L - Flowers- David Lottes Last Day of Employment

Annual Institutional Membership-ALA

Designing the Future Workshop Registration-Stacie & Susan



Illinois Heartland Library System

To: IHLS Finance Committee
From: Adrienne L. Elam
Date: January 11, 2018
RE: IHLS Financial Reports as of December 31, 2017

As of December 31, 2017, IHLS has received FY2018 partial funding of \$659,722.21 which represents the LSTA portion of the System Area & Per Capita Grant and total funding of all FY2018 Special Revenue Grants-OCCL Grant-\$135,506.55, CMC-\$293,028.00, and TMQ-\$8,200.

The financial reports included represent IHLS' Financial Activities through December 31, 2017. On the Statement of Revenues and Expenditures, the column titled, *"IHLS Approved FY2017-18 Budget Percent Total Budget Remaining"*, represents the remainder left (based on %) of the *"IHLS Approved FY2017-18 Budget"*. As of December 31, 2017, the target benchmark of the remaining budget should be 50% for all budget line items.

Statement of Revenues and Expenditures

General Fund

"Total Revenue" (76.96 %) below IHLS Approved FY2017-18 Budget is due primarily to receiving only 19.61% of FY2017-18 SAPG Funds.

"Total Expenses" YTD Actuals are below YTD Budget by 19%.

Special Revenue Funds

IHLS has received the entire FY2017-18 funding for all Special Revenue Grants.

SHARE

"Total Expenses" YTD Actuals are greater than YTD Budget primarily due to the purchasing of annual software maintenance agreements and subscriptions in the beginning of the fiscal year.

Balance Sheet Governmental Funds

General Fund

"Cash and Cash Equivalents" \$4,110,895.65 would fund IHLS General Fund Operations an estimated 14.8 months.

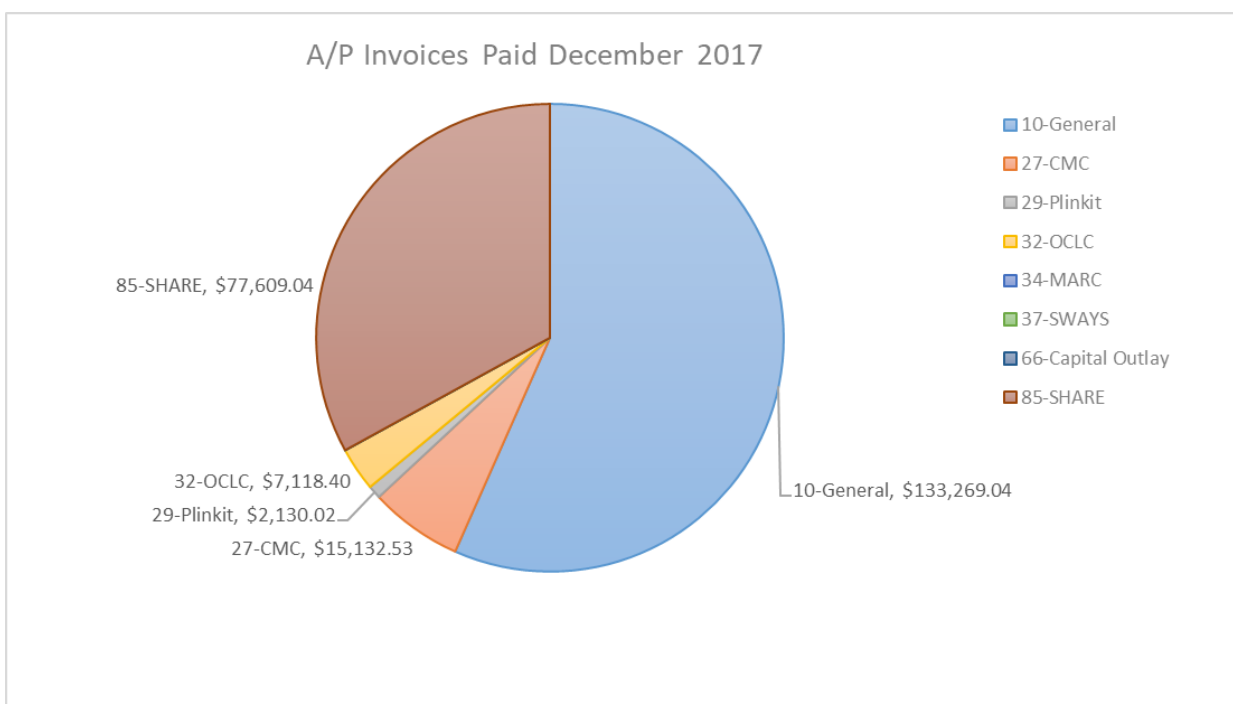
SHARE

"Cash and Cash Equivalents" \$2,0284,000.78 represents \$951,981.34 (includes FY2017-18 transfer of \$142,500) in SHARE Reserve Fund and \$1,075,058.51 SHARE Operating Cash. The \$1,075,058.51 operating cash would fund SHARE Operations 8 months.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Finance Team Tasks Performed in December 2017

- Prepared and processed three payrolls.
- Prepared November 2017 Bill Payments, Credit Card Transactions, Statement of Revenues and Expenditures, and Balance Sheets Reports for IHLS Finance Committee and Board of Directors.
- Generated and mailed 176 accounts receivable invoices (OCLC –18 Monthly and 125 Transactional; SHARE – 3 Monthly, 15 Cloud (3M) eBooks, and 1 Cloud Subscriptions (3M); General - 1 ILDS Project and 13 Dreamhost).
- Received and posted 112 accounts receivable cash receipts checks totaling \$487,913.25 (OCLC – 88, SHARE – 21, and General – 3).
- Received and entered 160 accounts payable invoices.
- Disbursed 92 accounts payable checks totaling \$235,259.03.



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

	Dec. 2017	YTD Actuals	YTD Budget	YTD Budget		IHLS Approved	Audited
	(12/01/2017 -	(07/01/2017 -	(07/01/2017 -	Variance	IHLS Approved	FY2017-18 Budget	FY2016-2017
	12/31/2017)	12/31/2017)	12/31/2017)	(07/01/2017 -	FY2017-18 Budget	Percent Total	Actuals
				12/31/2017)		Budget Remaining	(07/01/2016 -
							06/30/2017)
Revenues							
State Grants	0.00	659,722.21	1,682,214.72	(1,022,492.51)	3,364,429.41	(80.39)%	1,989,670.98
Fees for Services and Materials	0.00	0.00	0.00	0.00	0.00	0.00%	2,674.45
Investment Income	2,643.86	13,951.56	6,606.12	7,345.44	13,212.19	5.60%	15,000.01
Other Revenue	<u>26,880.81</u>	<u>164,797.17</u>	<u>130,922.88</u>	<u>33,874.29</u>	<u>261,845.70</u>	<u>(37.06)%</u>	<u>322,436.34</u>
Total Revenues	<u>29,524.67</u>	<u>838,470.94</u>	<u>1,819,743.72</u>	<u>(981,272.78)</u>	<u>3,639,487.30</u>	<u>(76.96)%</u>	<u>2,329,781.78</u>
Expenses							
Personnel	203,824.91	909,214.81	1,069,888.14	160,673.33	2,139,776.27	57.51%	1,795,252.32
Building and Grounds	15,390.74	98,634.48	114,515.70	15,881.22	229,031.26	56.93%	210,646.74
Vehicle Expenses	17,853.04	100,736.29	117,094.74	16,358.45	234,189.40	56.99%	221,725.51
Travel, Meetings & Continuing for Staff and	2,308.98	18,333.00	16,726.50	(1,606.50)	33,453.00	45.20%	33,895.63
Conferences & Continuing Education Meetings	0.00	600.00	2,949.96	2,349.96	5,900.00	89.83%	11,340.19
Public Relations	1,115.78	6,695.66	4,137.48	(2,558.18)	8,275.00	19.09%	1,756.24
Liability Insurance	444.00	12,914.70	8,130.60	(4,784.10)	16,261.21	20.58%	14,782.93
Supplies, Postage & Printing	3,219.54	21,309.19	18,374.52	(2,934.67)	36,749.00	42.01%	41,583.44
Telephone & Telecommunications	906.85	7,878.27	8,414.28	536.01	16,828.50	53.18%	19,803.28
Equipment Rental, Repair and Maintenance	390.06	3,116.53	3,820.02	703.49	7,640.00	59.21%	4,840.33
Professional Services	1,467.50	20,486.25	21,910.02	1,423.77	43,820.00	53.25%	48,790.97
Contractual Services	0.00	13,742.74	20,884.20	7,141.46	41,768.39	67.10%	14,839.07
Professional Membership Dues	821.00	2,081.00	1,569.00	(512.00)	3,138.00	33.68%	2,656.00
Miscellaneous	65.34	1,884.28	870.00	(1,014.28)	1,740.00	(8.29)%	5,761.74
Capital Outlays	<u>8,675.00</u>	<u>25,674.00</u>	<u>128,657.46</u>	<u>102,983.46</u>	<u>257,315.00</u>	<u>90.02%</u>	<u>5,750.00</u>
Total Expenses	<u>256,482.74</u>	<u>1,243,301.20</u>	<u>1,537,942.62</u>	<u>294,641.42</u>	<u>3,075,885.03</u>	<u>59.58%</u>	<u>2,433,424.39</u>
Other Financing Sources & Uses							
Transfers From Other Funds	0.00	(1,878.32)	0.00	1,878.32	0.00	0.00%	(1,839.38)
Transfer to Other Funds	<u>0.00</u>	<u>0.00</u>	<u>124,999.98</u>	<u>124,999.98</u>	<u>250,000.00</u>	<u>100.00%</u>	<u>250,000.00</u>
Total Other Financing Sources & Uses	<u>0.00</u>	<u>(1,878.32)</u>	<u>124,999.98</u>	<u>126,878.30</u>	<u>250,000.00</u>	<u>100.75%</u>	<u>248,160.62</u>
Other Income (Expense)							
Dreamhost	181.35	181.35	0.00	181.35	0.00	0.00%	432.45
Reimbursement	(27.90)	(181.35)	0.00	(181.35)	0.00	0.00%	(432.45)
Total Other Income (Expense)	<u>153.45</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Revenue Over (Under) Expense	<u>(226,804.62)</u>	<u>(402,951.94)</u>	<u>156,801.12</u>	<u>(559,753.06)</u>	<u>313,602.27</u>	<u>(228.49)%</u>	<u>(351,803.23)</u>

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

	Dec. 2017	YTD Actuals	YTD Budget	YTD Budget Variance	IHLS Approved FY2017-18 Budget	IHLS Approved FY2017-18 Budget	Audited FY2016-2017 Actuals
	(12/01/2017 - 12/31/2017)	(07/01/2017 - 12/31/2017)	(07/01/2017 - 12/31/2017)	(07/01/2017 - 12/31/2017)		Percent Total Budget Remaining	(07/01/2016 - 06/30/2017)
Revenues							
State Grants	<u>293,028.00</u>	<u>293,028.00</u>	<u>146,513.94</u>	<u>146,514.06</u>	<u>293,027.90</u>	0.00%	<u>363,020.00</u>
Total State Grants	<u>293,028.00</u>	<u>293,028.00</u>	<u>146,513.94</u>	<u>146,514.06</u>	<u>293,027.90</u>	0.00%	<u>363,020.00</u>
Total Revenues	<u>293,028.00</u>	<u>293,028.00</u>	<u>146,513.94</u>	<u>146,514.06</u>	<u>293,027.90</u>	0.00%	<u>363,020.00</u>
Expenses							
Personnel	19,909.23	89,468.25	89,714.88	246.63	179,429.82	50.14%	225,954.03
Building and Grounds	0.00	0.00	0.00	0.00	0.00	0.00%	11.49
Vehicle Expenses	0.00	0.00	150.00	150.00	300.00	100.00%	35.35
Travel, Meetings & Continuing for Staff and	208.00	4,554.56	3,674.04	(880.52)	7,348.00	38.02%	3,788.28
Supplies, Postage & Printing	0.00	509.85	1,479.96	970.11	2,960.00	82.78%	12,326.57
Telephone & Telecommunications	223.79	1,367.10	1,368.00	0.90	2,736.00	50.03%	5,976.26
Equipment Rental, Repair and Maintenance	164.25	1,271.45	1,800.00	528.55	3,600.00	64.68%	3,643.90
Professional Services	4,673.25	28,458.25	33,499.98	5,041.73	67,000.00	57.52%	59,323.39
Contractual Services	14,266.90	14,266.90	14,814.54	547.64	29,629.08	51.85%	39,275.97
Professional Membership Dues	0.00	48.00	12.48	(35.52)	25.00	(92.00)%	0.00
Total Expenses	<u>39,445.42</u>	<u>139,944.36</u>	<u>146,513.88</u>	<u>6,569.52</u>	<u>293,027.90</u>	<u>52.24%</u>	<u>350,335.24</u>
Total Revenue Over (Under) Expense	<u>253,582.58</u>	<u>153,083.64</u>	<u>0.06</u>	<u>153,083.58</u>	<u>0.00</u>	0.00%	<u>12,684.76</u>

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #29 - Plinkit Fund

			YTD Budget				Audited
	Dec. 2017	YTD Actuals	YTD Budget	YTD Budget		IHLS Approved	FY2016-2017
	(12/01/2017 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	FY2017-18 Budget	Actuals
	12/31/2017)	12/31/2017)	12/31/2017)	12/31/2017)	FY2017-18 Budget	Percent Total	(07/01/2016 -
						Budget Remaining	06/30/2017)
Revenues							
Fees for Services and Materials	<u>0.00</u>	<u>(15,400.00)</u>	<u>0.00</u>	<u>(15,400.00)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Revenues	<u>0.00</u>	<u>(15,400.00)</u>	<u>0.00</u>	<u>(15,400.00)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Expenses							
Supplies, Postage & Printing	<u>0.00</u>	<u>9,132.45</u>	<u>0.00</u>	<u>(9,132.45)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Expenses	<u>0.00</u>	<u>9,132.45</u>	<u>0.00</u>	<u>(9,132.45)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Revenue Over (Under) Expense	<u>0.00</u>	<u>(24,532.45)</u>	<u>0.00</u>	<u>(24,532.45)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>

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

							Audited
	Dec. 2017	YTD Actuals	YTD Budget	YTD Budget		IHLS Approved	FY2016-2017
	(12/01/2017 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	FY2017-18 Budget	Actuals
	12/31/2017)	12/31/2017)	12/31/2017)	12/31/2017)	FY2017-18 Budget	Percent Total	(07/01/2016 -
						Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	135,506.55	67,753.26	67,753.29	135,506.55	0.00%	159,925.00
Total State Grants	0.00	135,506.55	67,753.26	67,753.29	135,506.55	0.00%	159,925.00
Total Revenues	0.00	135,506.55	67,753.26	67,753.29	135,506.55	0.00%	159,925.00
Expenses							
Personnel	12,802.17	60,930.12	58,345.32	(2,584.80)	116,690.47	47.78%	108,296.38
Supplies, Postage & Printing	237.37	733.29	2,400.00	1,666.71	4,800.00	84.72%	2,025.93
Telephone & Telecommunications	224.14	1,363.61	1,368.00	4.39	2,736.00	50.16%	2,348.07
Equipment Rental, Repair and Maintenance	231.26	1,629.95	1,890.00	260.05	3,780.00	56.88%	2,934.60
Professional Services	0.00	2,800.00	4,800.00	2,000.00	9,600.00	70.83%	0.00
Contractual Services	6,159.39	8,702.89	9,309.42	606.53	18,618.78	53.26%	18,456.00
Total Expenses	19,654.33	76,159.86	78,112.74	1,952.88	156,225.25	51.25%	134,060.98
Total Revenue Over (Under) Expense	(19,654.33)	59,346.69	(10,359.48)	69,706.17	(20,718.70)	(386.44)%	25,864.02

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

	Dec. 2017	YTD Actuals	YTD Budget	YTD Budget Variance	IHLS Approved FY2017-18 Budget	IHLS Approved FY2017-18 Budget Percent Total Budget Remaining	Audited FY2016-2017 Actuals (07/01/2016 - 06/30/2017)
	(12/01/2017 - 12/31/2017)	(07/01/2017 - 12/31/2017)	(07/01/2017 - 12/31/2017)	(07/01/2017 - 12/31/2017)			
Revenues							
State Grants	<u>8,200.00</u>	<u>8,200.00</u>	<u>4,099.98</u>	<u>4,100.02</u>	<u>8,200.00</u>	<u>0.00%</u>	<u>8,200.00</u>
Total Revenues	<u>8,200.00</u>	<u>8,200.00</u>	<u>4,099.98</u>	<u>4,100.02</u>	<u>8,200.00</u>	<u>0.00%</u>	<u>8,200.00</u>
Expenses							
Contractual Services	<u>4,100.00</u>	<u>4,100.00</u>	<u>4,099.98</u>	<u>(0.02)</u>	<u>8,200.00</u>	<u>50.00%</u>	<u>8,200.00</u>
Total Expenses	<u>4,100.00</u>	<u>4,100.00</u>	<u>4,099.98</u>	<u>(0.02)</u>	<u>8,200.00</u>	<u>50.00%</u>	<u>8,200.00</u>
Other Financing Sources & Uses							
Transfer to Other Funds	<u>0.00</u>	<u>0.14</u>	<u>0.00</u>	<u>(0.14)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Other Financing Sources & Uses	<u>0.00</u>	<u>0.14</u>	<u>0.00</u>	<u>(0.14)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Revenue Over (Under) Expense	<u>4,100.00</u>	<u>4,099.86</u>	<u>0.00</u>	<u>4,099.86</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>

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

							Audited
	Dec. 2017	YTD Actuals	YTD Budget	YTD Budget Variance	IHLS Approved	IHLS Approved	FY2016-2017
	(12/01/2017 - 12/31/2017)	(07/01/2017 - 12/31/2017)	(07/01/2017 - 12/31/2017)	(07/01/2017 - 12/31/2017)	IHLS Approved	FY2017-18 Budget Percent Total Budget Remaining	Actuals (07/01/2016 - 06/30/2017)
					FY2017-18 Budget		
Revenues							
Investment Income	<u>1,081.83</u>	<u>2,414.99</u>	<u>0.00</u>	<u>2,414.99</u>	<u>0.00</u>	0.00%	<u>4,982.46</u>
Total Revenues	<u>1,081.83</u>	<u>2,414.99</u>	<u>0.00</u>	<u>2,414.99</u>	<u>0.00</u>	0.00%	<u>4,982.46</u>
Expenses							
Capital Outlays	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00%	<u>356,899.51</u>
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00%	<u>356,899.51</u>
Total Revenue Over (Under) Expense	<u>1,081.83</u>	<u>2,414.99</u>	<u>0.00</u>	<u>2,414.99</u>	<u>0.00</u>	0.00%	<u>(351,917.05)</u>

Illinois Heartland Library System

Balance Sheet

Governmental Funds

as of December 31, 2017

	Major Funds					Non-Major Governmental Funds	Total
	General Fund	CMC Fund	Plinkit	OCLC Fund	Capital Projects Fund		
Assets							
Cash and Cash Equivalents	4,110,895.65	170,898.15	17,050.41	81,837.14	985,824.17	9,904.23	5,376,409.75
Due From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grants Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	20,632.77	0.00	0.00	0.00	0.00	0.00	20,632.77
Prepaid Expenses	<u>1,174.34</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,174.34</u>
Total Assets	<u>4,132,702.76</u>	<u>170,898.15</u>	<u>17,050.41</u>	<u>81,837.14</u>	<u>985,824.17</u>	<u>9,904.23</u>	<u>5,398,216.86</u>
Liabilities							
Accounts Payable	18,178.22	721.99	0.00	29.09	0.00	4,100.00	23,029.30
Grants Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accrued Expenses	<u>34,465.92</u>	<u>3,131.68</u>	<u>118.86</u>	<u>1,952.94</u>	<u>0.00</u>	<u>0.00</u>	<u>39,669.40</u>
Total Liabilities	<u>52,644.14</u>	<u>3,853.67</u>	<u>118.86</u>	<u>1,982.03</u>	<u>0.00</u>	<u>4,100.00</u>	<u>62,698.70</u>
Deferred Inflows of Resources							
Loss Book Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Deferred Inflows	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Deferred Inflows of Resources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balances							
	<u>4,080,058.62</u>	<u>167,044.48</u>	<u>16,931.55</u>	<u>79,855.11</u>	<u>985,824.17</u>	<u>5,804.23</u>	<u>5,335,518.16</u>
Total Liabilities, Deferred Inflows,	<u>4,132,702.76</u>	<u>170,898.15</u>	<u>17,050.41</u>	<u>81,837.14</u>	<u>985,824.17</u>	<u>9,904.23</u>	<u>5,398,216.86</u>

Non-Major Governmental Funds represents SWAYS & TMQ

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

	Dec. 2017	YTD Actuals	YTD Budget	YTD Budget Variance	IHLS Approved FY2017-18 Budget	IHLS Approved FY2017-18 Budget Percent Total Budget Remaining	Audited FY2016-2017 Actuals
	(12/01/2017 - 12/31/2017)	(07/01/2017 - 12/31/2017)	(07/01/2017 - 12/31/2017)	(07/01/2017 - 12/31/2017)			(07/01/2016 - 06/30/2017)
Revenues							
Fees for Services and Materials	1,105.67	1,241,728.03	640,760.28	600,967.75	1,281,520.44	(3.11)%	1,105,690.40
Investment Income	980.72	4,825.36	2,244.48	2,580.88	4,489.00	7.49%	4,466.36
Other Revenue	<u>13,319.00</u>	<u>41,270.60</u>	<u>19,940.46</u>	<u>21,330.14</u>	<u>39,880.85</u>	<u>3.48%</u>	<u>23,678.00</u>
Total Revenues	<u>15,405.39</u>	<u>1,287,823.99</u>	<u>662,945.22</u>	<u>624,878.77</u>	<u>1,325,890.29</u>	<u>(2.87)%</u>	<u>1,133,834.76</u>
Expenses							
Personnel	94,774.99	485,742.57	521,151.06	35,408.49	1,042,301.98	53.40%	989,600.39
Library Materials	7,309.85	39,261.61	36,545.88	(2,715.73)	73,091.81	46.28%	0.00
Vehicle Expenses	127.95	578.68	499.98	(78.70)	1,000.00	42.13%	796.18
Travel, Meetings & Continuing for Staff and	222.34	5,192.54	8,736.48	3,543.94	17,473.00	70.28%	16,613.75
Conferences & Continuing Education Meetings	0.00	0.00	0.00	0.00	0.00	0.00%	300.00
Public Relations	0.00	0.00	250.02	250.02	500.00	100.00%	93.20
Supplies, Postage & Printing	1,052.07	13,358.24	9,550.02	(3,808.22)	19,100.00	30.06%	5,292.54
Telephone & Telecommunications	1,309.59	8,584.51	7,254.00	(1,330.51)	14,508.00	40.83%	16,502.52
Equipment Rental, Repair and Maintenance	247.61	1,781.45	2,580.00	798.55	5,160.00	65.48%	3,644.13
Professional Services	191.25	10,903.75	5,499.96	(5,403.79)	11,000.00	0.88%	6,000.00
Contractual Services	4,922.26	180,725.54	111,096.18	(69,629.36)	222,192.30	18.66%	195,342.86
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00%	188,307.97
Professional Membership Dues	0.00	100.00	49.98	(50.02)	100.00	0.00%	100.00
Miscellaneous	<u>30.00</u>	<u>153.20</u>	<u>180.00</u>	<u>26.80</u>	<u>360.00</u>	<u>57.44%</u>	<u>515.96</u>
Total Expenses	<u>110,187.91</u>	<u>746,382.09</u>	<u>703,393.56</u>	<u>(42,988.53)</u>	<u>1,406,787.09</u>	<u>46.94%</u>	<u>1,423,109.50</u>
Other Financing Sources & Uses							
Transfers From Other Funds	0.00	0.00	(124,999.98)	(124,999.98)	(250,000.00)	100.00%	(250,000.00)
Transfer to Other Funds	<u>0.00</u>	<u>0.00</u>	<u>71,250.00</u>	<u>71,250.00</u>	<u>142,500.00</u>	<u>100.00%</u>	<u>0.00</u>
Total Other Financing Sources & Uses	<u>0.00</u>	<u>0.00</u>	<u>(53,749.98)</u>	<u>(53,749.98)</u>	<u>(107,500.00)</u>	<u>100.00%</u>	<u>(250,000.00)</u>
Other Income (Expense)							
Reimbursements-Subscriptions	0.00	135,596.99	0.00	135,596.99	0.00	0.00%	254,819.75
Reimbursements-3M e-books	10,296.28	23,376.43	0.00	23,376.43	0.00	0.00%	82,576.55
Reimbursement:Subscriptions	0.00	(136,411.21)	0.00	(136,411.21)	0.00	0.00%	(245,969.00)
Reimbursement:3M e-books	(10,296.28)	(45,633.09)	0.00	(45,633.09)	0.00	0.00%	(60,284.90)
Reimbursement:SAM	0.00	(10,530.67)	0.00	(10,530.67)	0.00	0.00%	(957.33)
Pension Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>28,127.10</u>
Total Other Income (Expense)	<u>0.00</u>	<u>(33,601.55)</u>	<u>0.00</u>	<u>(33,601.55)</u>	<u>0.00</u>	<u>0.00%</u>	<u>58,312.17</u>
Total Revenue Over (Under) Expense	<u>(94,782.52)</u>	<u>507,840.35</u>	<u>13,301.64</u>	<u>494,538.71</u>	<u>26,603.20</u>	<u>1,808.94%</u>	<u>19,037.43</u>

Illinois Heartland Library System

Statement of Net Position

SHARE Fund

as of December 31, 2017

Computer Development Fund

Assets:

Current Assets:

Cash and Cash Equivalents	2,028,000.78
Due from Other Funds	0.00
Accounts Receivable	18,602.25
Prepaid Expenses	6,062.21
Net Pension Assets	(160,608.16)
Total Current Assets:	1,892,057.08

Capital Assets:

Depreciable Capital Assets	2,667,758.77
Accumulated Depreciation	(2,553,469.71)
Total Capital Assets:	114,289.06
Total Assets:	<u>2,006,346.14</u>

Deferred Outflows of Resources:

Deferred Outflows from Pension Contribution	
Deferred Outflows from Pension Contribution	<u>473,181.39</u>
Total Deferred Outflows of Resources:	<u>473,181.39</u>

Total Assets and Deferred Outflows of Resources	<u>2,479,527.53</u>
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Liabilities:

Current Liabilities:

Accounts Payable	986.00
Due to Other Funds	0.00
Accrued Expenses	<u>20,462.53</u>
Total Current Liabilities:	21,448.53

Long-Term Liabilities:

Compensated Absences Payable	83,753.27
Other Long-Term Liabilities	<u>0.00</u>
Total Long-Term Liabilities:	<u>83,753.27</u>
Total Liabilities:	<u>105,201.80</u>

Deferred Inflows of Resources:

Deferred Inflows of Resources Related to Pension	
Deferred Inflows of Resources Related to Pension	<u>9,469.66</u>
Total Deferred Inflows of Resources:	<u>9,469.66</u>

Net Position:

Unrestricted	<u>2,364,856.07</u>
Total Net Position:	<u>2,364,856.07</u>

Total Liabilities, Deferred Inflows & Net Position	<u>2,479,527.53</u>
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Staff Report

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: January 18, 2018
RE: Staffing Update

The following represents my approval for one new hire this month based on management recommendations. Our objective is to place this staff member as soon after the January 23 board meeting as possible. We ask your approval of the list below.

Thank you.

New Hires – Pending Board Approval

Classification: Sorter (Part-time)
Project/Location: Operations/ Champaign
Start Date: TBD
Salary: \$9.50/ Hour
Comment: Meets all position requirements

Resignations and Retirements

Classification: Courier Driver (part-time)
Project/Location: Operations/Edwardsville
Last Day of Employment: December 28, 2017
Salary: \$10.92/ Hour
Comment: Secured full-time employment

Classification: Courier Driver (part-time)
Project/Location: Operations/Edwardsville
Last Day of Employment: January 12, 2018
Salary: \$10.60/ Hour
Comment: Secured full-time employment

Promotions/Change in Position:

None



Illinois Heartland Library System

Nominating Committee Board Report January 2018

The Nominating committee met via Zoom on January 17th. The purpose of the meeting was to update the survey that is sent to membership to assess interest in who might consider filling the upcoming vacancies on the board. That work was done and will be submitted to the IT department to be put into Survey Monkey Format.

Of the five slots that will be open, one incumbent is interested in running for a second term, another will step down from the board and three are still to be determined.

The next meeting is scheduled for February 21, 2018 at 10:00 a.m. At that meeting, the committee will review the results of the survey, verify interested candidate eligibility, and check the geographical make up of those interested to try and create balanced representation.

Submitted by Monica Cameron, Committee Chair

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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**Illinois Heartland Library System**

To: IHLS Board
From: IHLS Finance Committee
Date: January 23, 2018
RE: FY2017-2018 Staff Bonuses

IHLS Finance Committee is requesting your approval of a one-time bonus payment to staff in this fiscal year (FY18) as an acknowledgement of their commitment to IHLS during the Illinois Budget impasse. The bonuses would be distributed in the following manner:

Full-time Staff with years of service greater than 5 years-\$700, Full-time Staff with less than 5 years-\$500, Part-Time Staff with years of service greater than 5 years-\$250, and Part-Time Staff with less than 5 years-\$150. This one-time bonus would increase the salary expense approximately \$23,100.00 across budgets (General Fund-\$14,500.00, CMC-\$1,900.00 OCLC-\$1,000.00 SHARE-\$5,700.00).

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Surplus List Du Quoin

Attachment 15.2

ITEM DESCRIPTION	QUANTITY	ITEM DESCRIPTION	QUANTITY
TABLES		SECTIONS OF CUBICLE WALLS	9
8'	4		
6'	3	MISC KITCHEN DISHES & UTENSILS	
OTHER	17		
DESKS	11	CHRISTMAS TREE	1
DESK UNIT WITH WALLS	7	BUNN COFFEE MAKER	1
CHAIRS	55	FLATBED CARTS	3
FIBERGLASS STACKABLES	9	FURNITURE DOLLIES	7
FILE CABINETS	6		
Unfinished kitchen cabinet	1		
BENCHSEAT	1	MISC DECORATIVE PICTURES	9
TRASH CANS	20		
Recycle Bin Units	2	AIR TANK	1
TAPE DISPENSERS	15		
		PRINTER STANDS	4
STEP STOOLS-round	19		
step stool stair	1		
SHELVING UNITS-LIBRARY	11		
OTHER	8		
FANS	3		
		DRY ERASE STAND	1
METAL ROLLING CARTS	20	Phones	2
		PRINTERS	5
VACUUM CLEANERS	4	Backup Battery/Hard Drive	
		SCANNERS	4
MICROWAVE	2	Vtel Camera	2
		LAPTOPS	5
CALCULATORS	2	Hard drive	1
		COMPUTER TOWERS	5
PAPER CUTTERS	3	Microfiche Reader	1
		MISC JANITORIAL SUPPLIES	
TYPEWRITERS	4	Overhead Projector	1
		HEADSETS	
FANS	3		
		MISC ELECTRONIC CORDS	
FIRE EXTINGUISHERS	4	speakers	3
		COMPUTER MONITORS	7
PAPER SHREDDER	1	Keyboards	
		Table top Podium	1
WOODEN CABINETS	2		