

IHLS - Board of Directors Meeting

October 24, 2017 Edwardsville Office 6725 Goshen Road, Edwardsville, IL 62025 Phone: 618-656-3216 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 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 Southeastern Illinois College: Melba Patton Library, 3575 College Road, Harrisburg, IL 62946, 618-252-5400

Sandy West, I Geoffrey Ban Tiffany Droeg Sara Zumwalt Mary Beil Stacey Carter Gary Denue Tina Hubert	t, Vice-President e, Secretary :, Treasurer		Gary Jones Beverly Obert Deborah Owen Susan Pennington John Phillips 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.	Consent Agenda										
		and inc the Boa	 items listed under the Consent Agenda are considered routine by the Board d will be enacted by one motion. Committee and Staff reports may also be luded as information items. Detailed information on all items is included in emeeting packet. There will be no separate discussion of these items unless a ard member so requests, in which event the item will be removed from the isent agenda for discussion. a. Approval of September 26, 2017 Minutes (Attachment 3.1) b. Department and Staff Activity Report (Attachment 3.2) 										
5:15 PM	Action Action	4. 5. 6.	Acceptance of Bills September 2017 (Attachment 4.1) September Financial Reports (Attachment 5.1) Freedom of Information Act (FOIA) Update										
5:30 PM	Action Information	7.	Open Meetings Act (OMA) Update Public Comment										

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

	Information	9. Communication
		10. Human Resources
5:45 PM	Action	a. Staff Report (Attachment 10.1)
	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	11. Illinois State Library Report
6:05 PM	Information	12. Committee Reports
		a. Executive
		b. Budget and Finance
		c. Policy and Membership
		d. Facilities and Operations
		e. Personnel
		f. Advocacy
		13. Unfinished Business
	Action	a. Personnel (This portion of the meeting may be held in executive
		session pursuant to Section 5 ILCS 120 § 2(c)(1))
	Action	b. Facilities (This portion of the meeting may be held in executive
		session pursuant to Section 5 ILCS 120 § 2(c)(5))
	Information	c. IHLS Board Networking Events
	Information	d. FY2017 IHLS Annual Report
		Narrative Report
		(http://illinoisheartland.org/sites/default/files/about/FY2017-IHLS-
		Annual-Report-Web.pdf)
	Information	e. Discussion: Libraries and the Search for Real News
		14. New Business
6:40 PM	Information	a. Citation Review Procedure (Attachment 14.1)
	Action	b. IHLS Closed Session Minutes Procedure (Attachment 14.2)
		c. Board Member Attendance
7:05 PM	Information	15. Agenda Building
	Information	16. Public Comment
7:10 PM	Information	17. Announcements
7:15 PM	Action	18. 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.



BOARD OF DIRECTORS MEETING MINUTES

September 26, 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 September 2017 Consent Agenda	Carried
	a. Approval of August 22, 2017 Minutes	
	b. Department and Staff Activity Report	
4	Approve the Bills	Roll Call – Carried
5	Accept the Financial Reports	Carried
6.a	Accept the Audit	Roll Call - Carried
6.b	Submit the Annual Report without Narrative	Roll Call - Carried
11	Accept the Staff Update	Roll Call - Carried
14	Accept Secondary Employment	Roll Call - Carried
	Adjourn	Roll Call - Carried

Call to Order

Sandy West called the meeting to order at 5:12 p.m.

Roll Call

<u>Board Members:</u> Champaign: Geoffrey Bant (arrived at 6:01 p.m.), Beverly Obert, Sandy West Edwardsville: Mary Beil, Gary Denue, Tiffany Droege, Mary Smith, Sara Zumwalt Effingham: Charlene Topel Absent/Excused: Debbie Owen, Susan Pennington Absent: John Phillips

Other Attendees: Carbondale: Troy Brown, Ellen Popit Champaign: Joan Bauer, Mary Johnston Edwardsville: Julia Pernicka, Brandon Chapman, Adrienne Elam, Colleen Dettenmeier, Rhonda Johnisee, Shirley Paden, Susan Palmer, Josh Andres (Scheffel Boyle), Steve Pembrook (Scheffel Boyle) Illinois State Library: Debra Aggertt, Pat Boze, Pat Berg

Sandy West requested a change to the agenda. Move Audit to the beginning on agenda.

Financial Audit

John Andres and Steve Pembrook from Scheffel Boyle reviewed the FY2017 audit. They also put together a guide to the audit. They reported that it was a clean opinion and they were impressed with the entries by the staff.

Deb Aggertt requested a roll call vote to approve the audit report section of the annual report.

Sara Zumwalt motioned to accept the audit. Gary Denue second. Motion carried unanimously by roll call vote.

Consent Agenda

Bev Obert motioned to accept the consent agenda. Tina Hubert second. Motion carried.

Bills August 2017

Sara Zumwalt moved to accept the August 2017 bills. Gary Denue second. Motioned carried unanimously by roll call vote.

Financial Reports

Mary Smith motioned to accept the August 2017 financial reports. Tina Hubert second. Motion carried.

FY2017 IHLS Annual Report

As an annual requirement, the FY2017 report is due to the Illinois State Library no later than September 30.

Tina Hubert motioned to submit the annual report without the narrative. Stacey Carter second. Motion carried unanimously with a roll call vote.

Narrative Report

We will share a link to the completed report as soon as it is sent to the Illinois State Library later this week.

Tabular Reports

The tabular reports were shared via OneDrive.

FOIA Update

None

Open Meetings Act (OMA) Update

Reminder to keep mics open and keep discussion to a minimum.

Public Comment

None

Communication

Ellen Popit publicly thanked our Illinois State Library colleagues for approval of our FY2018 System Area & Per Capita Grant. This year we are funded at the FY2015 level. We have also received confirmation regarding the Special Revenue grants: the MARC of Quality (TMQ—a pass through grant), Cataloging Maintenance Center (CMC), and OCLC billing grant. The communications folder contains a thank you note from US Representative Rodney Davis (IL-13) for helping with the Dr. Carla Hayden event and copies of the materials created for the event. A video montage of the event was viewed before the meeting.

Human Resources

Staff Report

Sara Zumwalt motioned to approve the two hiring recommendations. Tina Hubert second. Motion carried.

Secondary Employment

Tina Hubert motioned to accept the two secondary employment forms. Mary Smith second. Motion carried unanimously by roll call vote.

<u>Personnel</u>

Sandy West stated, on September 22, 2017, after meeting with an outside HR consultant, she sent out the executive director evaluation to redo. Tina will look into if she needs to be recused due to past professional relationship. If new board members do not have enough knowledge they can be recused.

Illinois State Library Report

Deb Aggertt reported that the FY2018 System Area & Per Capita grant has been approved at the FY2015 funding level. They are still uncertain about the fiscal release of funding. Several grants have been released (Project Next Generation, TMQ, CMC and OCLC billing grant). Family Reading Night will be November 16. Construction and Library Live and Learn grants, will be out soon.

Committee Reports

Executive

Sandy West reported they met on September 21. Discussed the audit findings and the September board meeting.

Finance

Sara Zumwalt reported they met on September 14. They had a preview from auditors on the finding and went over bills and finances.

Membership & Policy

Tiffany reported they met on September 11. It was a routine meeting with nothing to report.

Facilities & Operations The committee did not meet. <u>Personnel</u> The committee did not meet.

<u>Advocacy</u> The committee did not meet.

Unfinished Business Personnel Search for a new SHARE Director is continuing.

IHLS Board Networking Events

The date for the November event is November 28. We will update everyone as soon the location is set.

Board Training Recap

Three more board members have reviewed the training. If you haven't already viewed the training, please do so.

New Business

Discussion: Libraries and the Search for Real News

Discussed the articles that Leslie Bednar shared and how libraries are dealing with fake news.

FY2018 MembersMatter Schedule

Ellen shared information on the changes and the upcoming schedule. The next meeting will be Tuesday, October 3, 10:00 a.m., at the Illinois State Library. There will be someone from Ameren to discuss grants they have available to libraries. Janet McAllister from the Rochester Public Library will be on hand to discuss the Carla Hayden event.

IHLS Board Member Expectations

Sandy West asked the board to review the expectations document.

Agenda Building

Executive director evaluation to review Introduction to Citation review Have another Discussion Topic? Leslie may have a suggestion. Or review MembersMatter, and how the fake news discussion went there.

Public Comment

Tina Hubert shared the sales of hunting licenses at Six Mile Regional Library District have been going well. A topic for discussion at a future board meeting may be what other services libraries could be providing or what services other libraries may be interested in.

Announcement

Sandy shared events of note on next month's calendar. ILA conference week of Oct. 9th. ISLMA Conference the week of Oct. 16th.

Adjournment

Tina Hubert motioned to adjourn. Sara Zumwalt second. Motion carried unanimously by roll call vote. Adjourned at 6:39 p.m.



DIRECTOR & STAFF ACTIVITY REPORT

SEPTEMBER 2017

As Illinois Heartland Library System (IHLS) considers goals and objectives for FY2018, one theme continues to surface: our 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 mitigate geographical barriers to communication between our 518 member agencies.

ADMINISTRATIVE STAFF ACTIVITIES

COMMUNICATIONS

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

- Finalized infographic and other documents for Carla Hayden event at the Rochester Public Library and Howard Buffet at the Forsyth Public Library
- Meetings were held on the rebranding/advocacy project
- Created ads for ILA (Illinois Library Association) and ISLMA (Illinois School Library Media Association) conference programs
- Created new IHLS promotional piece for distribution at conferences
- Researched, created, and ordered several pieces (backdrop, podium, flooring, and swag) for outreach activities like ILA & ISLMA
- Attended WebJunction Webinar: Getting Started with Social Media for Your Library
- Five (5) grants/award opportunities were added to the Grants 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.



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.

- Distribute committee meeting calendar to board
- Coordinate committee meeting dates and schedule on calendar and in L2
- Completed and submitted Annual report on time with an updated format
- Created a video to share highlights of Carla Hayden Rochester public library visit
- Attended Community Watch meeting at Forsyth Public Library with guest speaker Sheriff Warren G. Buffet as advocacy outreach







HUMAN RESOURCES REPORT & STAFF ACTIVITIES

Submitted by Adrienne Elam, CFO

Live workshop or online training	Format	# of staff
Getting Started with Social Media for Your Library	Online	1
Excel 2013 Part 1: Create Formulas in a Worksheet	Online	1
Excel 2013 Part 1: Customize Formula Options	Online	1
Excel 2013 Part 1: Insert MIN and MAX Functions in a Worksheet	Online	1
Excel 2013 Part 2: Use COUNT, COUNTA and COUTIF Functions	Online	1
Excel 2013 Part 3: Evaluate Formulas	Online	1
Use Conditional Functions in Microsoft Excel 2016	Online	1
Concerned Conversations	Online	1
Understanding Financial Statements	Live	1
Cell Phones in the Workplace: A Dangerous Distraction	Online	1

INFORMATION TECHNOLOGY REPORT & STAFF ACTIVITIES

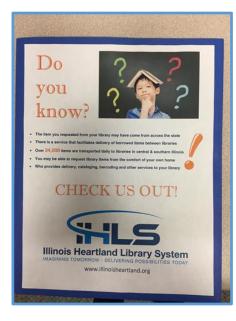
Submitted by Troy Brown, IT Director

There are two highlights from the past month that should be pointed out and both involved financial resources. First of all, the Plinkit fund, which had a balance of just over \$41,000 at 30 June, 2017, is in the process of being zeroed out. Finance and IT staff worked together on reasonable solutions for the fund. After much consideration, it was clear that since much of this money was paid in by members, a portion should be refunded back to the members who stayed with the Plinkit program to the end. We decided to refund the entire fee of their final year of participation back to the library. It is anticipated those checks will be sent out in October. Also, funds were used from Plinkit to purchase replacement computers for those that worked on the project. Three laptops were ordered from that fund which helped offset the burden on the general and SHARE funds for the upcoming year.

Second, the office server in our Champaign office had a outage last month, and several days passed where that office had to limp along. They never lost internet access, but access to files and printers were interrupted or very slow at times. The plan was to replace that server this year anyway, and the outage reminded us that sooner might be better than later. A new Dell server was purchased and installed. All functions in the Champaign office are now back to normal. This server should be good for at least five years.

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.



- Assist Priorities team with graphic content and technical assistance.
- Install new laptops for three employees.
- Meet with key team members regarding the membership database design and content
- Perform several custom database extracts for SHARE to support member libraries
- Write custom SQL scripts to support SHARE Admin team in their efforts to bring new libraries on board from the Wal-Mart grant

MEMBERSHIP REPORT & STAFF ACTIVITIES

Submitted by Ellen Popit, Membership and Grants Director

The Policy and Membership committee met on Monday, September 11th for a brief overview of the IHLS Membership.

During September, site visits were made to the following libraries: Gibault High School New Athens District Library

On September 20th, Ellen Popit attended a Networking Meeting at the Chester Public Library On September 23rd, Ellen Popit participated in a meeting of the Rebecca Caudill Young Readers' Book Award Board of Directors.





SHARE REPORT & STAFF ACTIVITIES

Submitted by Joan Bauer, Interim SHARE Co-Director

Every day, SHARE (Sharing Heartland's Available Resources Equally) staff provide support to the member libraries. Some days – lots of support. Other days can be a little quieter. Common support questions include login/password issues, printer issues, and slowness or no connectivity. The no connectivity is usually related to issues on the member library end, since Polaris is rarely down. However, staff responded quickly to Polaris being down after normal hours September 26. Kudos to IT staff for fixing during the IHLS Board meeting!

Each department has other common questions, with circulation handling hold and patron issues, while bibliographic services answering item and import issues, though this month, weird issues in acquisitions were reported and solved (hopefully). Administrative services are the lucky team since they receive many of the "unanswerable" issues! TEAMS, a Microsoft product, has been implemented to provide further communication and tracking of issues.

The SHARE website was updated to include two boxes on the front page – one that lists the next three months of training, while the other lists the next three months of SHARE meetings.

Bibliographic and Cataloging Standards committee held a meeting on September 15. Discussions were had concerning large print materials, adding Accelerated Reading information to bibliographic records and use of a new local subject heading. The next meeting will be in November, 2017.

E-Resources committee met on September 25. Ryan Johnson will serve as the chair and Jenna Dauer will be the vice-chair. The committee accepted the resignation of Mike Boedicker and are looking for a replacement. The next meeting will be in March, 2018.

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 files in the SHARE database.

- Staff cataloged 692 items for SHARE member libraries.
- Staff imported 185 \$3 bibs for SHARE member libraries.
- Staff created 24 on order bibs for SHARE member libraries
- Staff cataloged 155 items for new member libraries joining SHARE.
- Staff merged 744 bibliographic records, clean up/corrected 3004 bibliographic records, and corrected/cleanup 5539 item records.
- Items of interest cataloged
 - o <u>Our national parks</u> by John Muir. Boston: Houghton, Mifflin and Co., 1901.
 - <u>Grand Canyon country</u> by M.R. Tillotson and Frank J. Taylor; foreword by Horace M. Albright. Stanford University, California: Stanford University Press, 1929.
- Clean up sometimes feels like a never-ending project. This month, staff continued working with member library staff and item record cleanup, which is removing incorrect volume information from libraries' item records, which causes issues with holds.

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 (Resource, Discovery and Access—the current cataloging practice), AACR2 (Anglo-American Cataloging Rules, 2nd Rev.—the previous cataloging practice), OCLC and Library of Congress.

- SHARE bibliographic services staff taught 6 cataloging related classes, trained two libraries who are joining SHARE, and hosted one Cataloger's Training Session.
- Staff handled over 300 emails and contacts, most asking for clarification or additional information for cataloging certain items.
- Staff also reviewed and imported 180 items for beginning catalogers.

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 digitized information found in Illinois libraries and at Illinois Digital Archives (IDA) by providing information on formation and content of metadata. Increase skills and understanding in bibliographic services and cataloging for libraries in Illinois.

- Worked on the training materials and presentation for RDA Copy Cataloging.
- Staff continue editing transcriptions for scrapbooks for the Lombard College.
- CMC staff cataloged 118 items for libraries in Illinois.
- CMC staff created 25 NACO name authority records for improved user access.
- Worked with the Abraham Lincoln Presidential Library on how best to handle updating and adding their newspaper microfilm collection to the SHARE database. Concern was that the bibliographic records in OCLC are for the print version. Since the library will be migrating to CARLI (Consortium of Academic and Research Libraries in Illinois), it was decided to wait until after the migration and then review how best to handle with CARLI.
- Participated in conference call with RAILS (Reaching Across Illinois Library System) concerning options for their member libraries to have items that do not meet the CMC guidelines cataloged at a cost. A survey will be conducted to gauge interest and IHLS staff will continue to work on this project.

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.

- File was uploaded and holdings were added to OCLC for SHARE members. Review of the reports continues.
- Worked with State Library to ensure accuracy of the translation table, a document that lists SHARE member libraries and their OCLC status.
- Participated in a telephone conference concerning the future of batch loading and OSMOSIS (a third-party software product which aids in the addition and deletion of SHARE member holdings in the OCLC WorldCat database). Planning and discussions will be conducted during the next several months to determine best option to continue the OCLC adds/deletes for SHARE.

LLSAP (SHARE)

			Reciprocal	PAC			
	Circulation	ILL	Borrowing	Searches	Holdings	Bibs	Patrons
Sept - 16	893,619	177,648	61,127	919,900	9,294,272	1,842,936	812,870
Oct - 16	856,619	171,240	56,668	881,243	9,309,983	1,845,810	814,219
Nov - 16	819,181	164,705	52,150	801,306	9,321,947	1,848,249	814,357
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 <i>,</i> 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

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

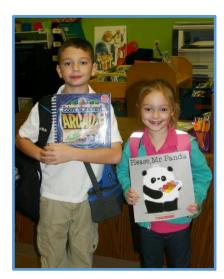
LLSAP DEVELOPMENT

Goal: To increase members participating in SHARE.

- Staff continue to work with new member libraries. This month, visits to Mounds Public Library and Signal Hill Schools helped staff at those locations to start barcoding.
- Staff attended "Go Live" days at Mt. Olive School District and Newton Schools.



Signal Hill Students will benefit from SHARE membership by having access to over 10,000 library materials.





CONTINUING EDUCATION

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

- SHARE staff provided training opportunities in Searching and Matching, Barcoding, Reports, and Serials, as well as Basic and Advanced Circulation.
- The cataloger's training session provided additional information for cataloging using RDA guidelines.

OPERATIONS & DELIVERY REPORT & STAFF ACTIVITIES

Submitted by Susan Palmer, Operations Director



Attended Dr. Carla Hayden, Librarian of Congress, along with Congressman Rodney Davis, event at Rochester PL on September 9, 2017. It was amazing to hear both of them speak. We are very fortunate to have been part of this historic event.

Delivery implemented functional five day a week service. What this means is patrons living in a town of 320 will receive the same level of delivery service as a patron living in a town of 50,000. If we have something, it goes whether or not it is the designated day of service. Our Couriers drove over 1 million

miles, equivalent to 2.5 times to the moon and back! We delivered over 4.2 million items, one way...that is an average of over 33,000 items daily!

I attended the "Managing Your Workforce" seminar in O'Fallon, Illinois. This informative seminar was sponsored by Lowenbaum Law. Quick, informative sessions were given on OSHA regulations, social media in the workplace, the latest on National Labor Board rulings and many other pertinent issues.

DELIVERY

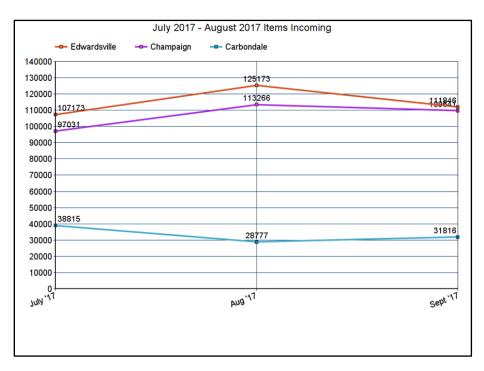
Goals: Efficient provision of delivery services designed to support resource sharing among IHLS members. Provision of accurate information and educational tools to support delivery. Accurate member library delivery data in L2 (Library Learning)

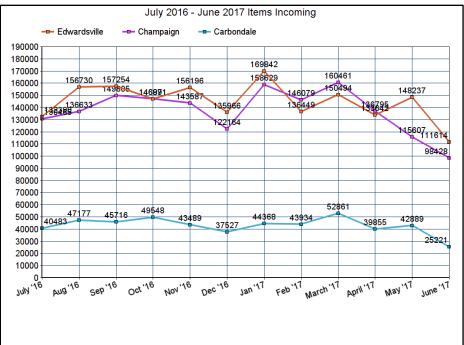
• Finished required reports for the FY2017 Annual Report.



 IPads are being used daily to collect statistics including how many tubs of items were delivered and picked up, route listings, and vehicle checklist.

September 2017	IHLS LIBRARIES DELIVERY	IHLS HUB TO HUB DELIVERY	ILDS – CARLI DELIVERY
Carbondale	31,816	13,640	573
Champaign	109,641	28,440	1,541
Edwardsville	111,846	28,960	2,123





Disbursement Summary Report From 09/01/2017 Through 09/30/2017

Attachment 4.1

neck Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transacti Amou
9/12/2017 1	8941	No	Apple Inc.	29	EDW:Applecare+, USB & Thunderbolt for Laptops (2)	672.
9/12/2017		No	Apple Inc.	29	EDW:Laptop	5,738.
9/12/2017 1	8942	No	Monro Inc.	10	EDW:Change Oil/Filter & Replace Air Filter Lic#U29062	61.
9/12/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic#U27250	36.
9/12/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic#U29061	39.
9/12/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic#U29925	44.
9/12/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic#U30839	44.
9/12/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic#U30840	36.
9/12/2017		No	Monro Inc.	10	EDW:Change Oil/Filter Lic#U30841	38.
9/12/2017		No	Monro Inc.	10	EDW:Replace Battery Lic#U27247	148.
9/12/2017 9/12/2017 1	9042	No	Rachel Bauer	85		453.
		No	Consolidated Communications	10	SWAT Team Barcoding 08/22-08/28/17 Bauer,Rachel Local/Long Distance & Toll Free Line 09/01-09/30/17	109.
9/12/2017 1 2/12/2017	10944			27		
9/12/2017		No	Consolidated Communications		Local/Long Distance & Toll Free Line 09/01-09/30/17	73.
9/12/2017		No	Consolidated Communications	32	Local/Long Distance & Toll Free Line 09/01-09/30/17	73.
9/12/2017	0045	No	Consolidated Communications	85	Local/Long Distance & Toll Free Line 09/01-09/30/17	109.
9/12/2017 1	.8945	No	Communication Revolving Fund	10	CAR:Bandwidth & ICN Filtering 07/01-07/31/17	(270.0
9/12/2017		No	Communication Revolving Fund	85	CAR:Bandwidth & ICN Filtering 07/01-07/31/17	574.
9/12/2017 1	.8946	No	Dave's Precision Mowing	10	CHA:Lawn Mowing/Trimming/Blowing 08/01/17	70.
9/12/2017		No	Dave's Precision Mowing	10	CHA:Lawn Mowing/Trimming/Blowing 08/08/17	70.
)/12/2017		No	Dave's Precision Mowing	10	CHA:Lawn Mowing/Trimming/Blowing 08/15/17	70.
)/12/2017		No	Dave's Precision Mowing	10	CHA:Lawn Mowing/Trimming/Blowing 08/23/17	70.
0/12/2017		No	Dave's Precision Mowing	10	CHA:Lawn Mowing/Trimming/Blowing 08/29/17	70.
0/12/2017 1	.8947	No	Sarah Davis	85	SWAT Team Barcoding 08/23-08/28/17 Davis, Sarah	203.
)/12/2017 1	.8948	No	George Alarm Co., Inc.	10	EDW:Fire/Burglar/Elevator Alarm Monitoring 10/01-12/31/17	282.
)/12/2017 1	.8949	No	i3 Broadband - CU	10	CHA:Internet 09/01-10/01/17	6.
/12/2017		No	i3 Broadband - CU	27	CHA:Internet 09/01-10/01/17	6.
/12/2017		No	i3 Broadband - CU	85	CHA:Internet 09/01-10/01/17	6.
9/12/2017 1	8950	No	Susan Landreth	10	SWAT Team Barcoding 08/22-08/30/17 Landreth, Susan	757.
9/12/2017 1		No	Missouri Library Association	10	EDW:Registration-Missouri Library Assoc Conf- Susan 10/04- 10/06/17	65.
9/12/2017 1		No	Quest Diagnostics	10	Preemployment Drug Screen	61.
9/12/2017 1	.8953	No	Reliable Plumbing & Heating Company	10	CHA:Replace Condensate Drain, Evaporator Pan & Drain Plug	1,432.
9/12/2017 1	.8954	No	SIUC	10	CAR:Office Leasing 09/01-09/30/17	2,083.
)/12/2017 1	.8955	No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U30472	55.
9/12/2017		No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U30759	55.
)/12/2017 1	8956	No	The August Garden	10	EDW:Flowers- Congratulations - Lori Knabe	50.
)/12/2017 1	8957	No	Pamela Thomas	27	EDW:Metadata Cataloging 08/16-08/31/17 82/hrs	2,747.
/12/2017 1	8958	No	Verizon Wireless	10	GPS Tracking Srvcs 07/24-08/23/17	140.
/12/2017 1	8959	No	Verizon Wireless	10	Cellphone Srvcs, MIFI & After Hrs Line 07/24-08/23/17	356.
/12/2017		No	Verizon Wireless	85	Cellphone Srvcs, MIFI & After Hrs Line 07/24-08/23/17	370.
/12/2017 1	8960	No	Wex Bank	10	Fuel Charges 08/06-09/05/17	12,054.
)/12/2017		No	Wex Bank	85	Fuel Charges 08/06-09/05/17	153.
)/12/2017 1	8961	No	Xerox Corporation	10	CAR:Base & Usage Chrg 07/21-08/21/17	176.
/12/2017 1		No	Xerox Corporation	10	CHA:Base & Usage Chrg 07/21-08/21/17	72.
/12/2017		No	Xerox Corporation	27	CHA:Base & Usage Chrg 07/21-08/21/17	72.
/12/2017		No	Xerox Corporation	85	CHA:Base & Usage Chrg 07/21-08/21/17	72.
/12/2017 1	8963	No	Xerox Corporation	10	CAR:Base & Usage Chrg 07/21-08/21/17	81.
)/12/2017		No	Xerox Corporation	85	CAR:Base & Usage Chrg 07/21-08/21/17	81.
/12/2017 1	8964	No	Xerox Corporation	10	EDW:Base & Usage Chrg 07/21-08/21/17	129.
/12/2017		No	Xerox Corporation	27	EDW:Base & Usage Chrg 07/21-08/21/17	129.
/12/2017		No	Xerox Corporation	85	EDW:Base & Usage Chrg 07/21-08/21/17	129.
)/12/2017)/12/2017 1	8965	No	Xerox Corporation	32	EDW:Base & Usage Chrg 07/21-08/21/17 EDW:Base & Usage Chrg 07/21-08/21/17	211.
)/26/2017 1		No	Above and Beyond Commercial Cleaning	32 10	EDW:Janitorial Srvcs August 2017	600.
			Allstate Benefits		_	166.
)/26/2017 1 //26/2017	0507	No		10 95	Gap Supp Ins 10/01-10/31/17	
0/26/2017	0000	No	Allstate Benefits	85	Gap Supp Ins 10/01-10/31/17	17.
0/26/2017 1		No	Ameren Illinois	10	CHA:Electric/Lighting Srcs 07/18-08/16/17	1,040.
0/26/2017 1		No	Ameren Illinois	10	CHA:Gas 07/17-08/15/17	93.
9/26/2017 1		No	Ameren Illinois	10	EDW:Gas 07/27-08/27/17	90.
9/26/2017 1		No	Ameren Illinois	10	EDW:Electric/Lighting Srvcs 07/27-08/27/17	1,890.
9/26/2017 1	.8972	No	American Pest Control	10	CHA:Mnthly Exterminatin 09/15/17	35.

Disbursement Summary Report From 09/01/2017 Through 09/30/2017

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
9/26/2017		No	AmTrust North America	10	FY2017 Workers Comp Audit Add'l	11,901.00 D
9/26/2017	10070	No	AmTrust North America	10	Workers Comp Ins Pmt 2 of 9	3,717.22
9/26/2017		No	AmTrust North America	27	Workers Comp Ins Pmt 2 of 9	20.54
9/26/2017		No	AmTrust North America	32	Workers Comp Ins Pmt 2 of 9	13.68
9/26/2017		No	AmTrust North America	85	Workers Comp Ins Pmt 2 of 9	122.56
9/26/2017	18974	No	AT&T	10	EDW:Internet 09/10-10/09/17	88.67
9/26/2017		No	AT&T	27	EDW:Internet 09/10-10/09/17	88.67
9/26/2017		No	AT&T	32	EDW:Internet 09/10-10/09/17	88.68
9/26/2017		No	AT&T	85	EDW:Internet 09/10-10/09/17	88.68
9/26/2017	18975	No	AT&T	10	CHA:Alarm, Fax & Fire Phone Line 08/08-09/07/17	28.86
9/26/2017		No	AT&T	27	CHA:Alarm, Fax & Fire Phone Line 08/08-09/07/17	28.86
9/26/2017		No	AT&T	85	CHA:Alarm, Fax & Fire Phone Line 08/08-09/07/17	28.85
9/26/2017	18976	No	AT&T	10	EDW:Elevator Phone Line 08/05-09/04/17	20.57
9/26/2017		No	AT&T	85	EDW:Elevator Phone Line 08/05-09/04/17	20.58
9/26/2017	18977	No	AT&T	10	EDW:Fax Line 08/05-09/04/17	35.39
9/26/2017		No	AT&T	32	EDW:Fax Line 08/05-09/04/17	35.40
9/26/2017		No	AT&T	85	EDW:Fax Line 08/05-09/04/17	35.40
9/26/2017	18978	No	Monro Inc.	10	EDW:Change Oil/Filter Lic#U30203	36.39
9/26/2017		No	Monro Inc.	10	EDW:Replace Transmission, Brake Pads & Rotors Lic#U29062	3,550.20 <i>E</i>
9/26/2017	18979	No	Joan C Bauer	85	CHA:Travel to Effghm PL for Barcoding Training 08/30/17 Bauer,Joan	15.40
9/26/2017		No	Joan C Bauer	85	CHA:Travel to IHLS EDW for Mtgs 08/22,09/05,09/12 & 09/15/17 Bauer,Joan	94.02
9/26/2017		No	Joan C Bauer	85	CHA:Travel to Mounds PL for New Library Training 08/14/17 Bauer,Joan	44.40
9/26/2017		No	Joan C Bauer	85	CHA:Travel to Mt.Olive Schools for New Library Training 07/31/17 Bauer, Joan	18.68
9/26/2017 9/26/2017		No No	Joan C Bauer Joan C Bauer	85 85	CHA:Travel to Ramsey PL for New Library Training 08/02/17 Bauer,Joan CHA:Travel to Tilden PL for New Library Training 08/25/17	12.05 33.86
9/26/2017	18980	No	Beaumont Tire & Auto Repair	10	Bauer, Joan CHA:Flat Repair Lic#U30759	47.68
9/26/2017		No	April H. Becker	85	EDW:Travel to IHLS EDW for SHARE Director Interviews	83.46
9/26/2017		No	Leslie M. Bednar	10	EDW:Travel to Rochester PL for Carla Hayden Event 09/09/17 Bednar,Leslie	24.03
9/26/2017		No	Leslie M. Bednar	85	EDW:Breakfast - SHARE Director Interview 09/12/17	31.56
9/26/2017	18983	No	Bibliotheca, LLC	85	eBooks Subcription Purchases 08/01-08/31/17	5,736.82 F
9/26/2017		No	Bibliotheca, LLC	85	eBooks Subscription Purchases 08/01-08/31/17	2,288.28
9/26/2017	18984	No	Busey	10	Busey Credit Card Stmt Ending 09/1/17	7,867.56
9/26/2017		No	Busey	29	Busey Credit Card Stmt Ending 09/1/17	592.43
9/26/2017		No	Busey	85	Busey Credit Card Stmt Ending 09/1/17	900.32
9/26/2017	18985	No	CDW Government	10	EDW:Adobe Acrobat Creative Suite License Renewal (7)	2,430.00
9/26/2017		No	CDW Government	85	EDW:Adobe Acrobat Creative Suite License Renewal (7)	305.00
9/26/2017	18986	No	Champaign Ford City	10	CHA:Change Oil/Filter, Rear Brakes & 60,000 Mile Service Lic#U30470	1,775.04 <i>G</i>
9/26/2017	18987	No	Continental Western Insurance Company	10	Ins Pmt 3 of 10	2,182.00 <i>H</i>
9/26/2017		No	Scott Drone-Silvers	85	EDW:Travel to IHLS EDW for SHARE Director Interviews 09/11-09/12/17 Silvers	117.70
9/26/2017	18989	No	IHLS-OCLC	85	CONTENTdm Hosting Service	1,756.14 I
9/26/2017		No	IHLS-OCLC	85	Credit from 06/30/2013 Balance Forward - IHI	(309.35)
9/26/2017		No	IHLS-OCLC	85	Credit from 06/30/2013 Balance Forward - IHQ	(140.44)
9/26/2017		No	IHLS-OCLC	85	FY18 Annual OCLC Service Fee - IEU	194.31
9/26/2017		No	IHLS-OCLC	85	FY18 Annual OCLC Service Fee - IHI	194.31
9/26/2017		No	IHLS-OCLC	85	FY18 Annual OCLC Service Fee - IHQ	194.31
9/26/2017	10000	No	IHLS-OCLC	85	FY18 Annual OCLC Service Fee - IUI	194.31
9/26/2017		No	Illinois Library Association	10	EDW:2017 ILA Conf - Tuesday Coffee Sponsorship	500.00 J
9/26/2017		No	JAN-PRO Commercial Cleaning Systems	10	EDW:Janitorial Srvcs 07/01-07/07/17	67.78
9/26/2017		No	Susan Landreth	10	SWAT Team Barcoding 09/07/17 Landreth,Susan	108.19
9/26/2017		No	Marketview Car Wash	10	CHA:Van Wash 08/29/17	7.00
9/26/2017	18994	No	MetLife - Group Benefits	10	Dental, AD&D, Life & Vision Ins 10/01-10/31/17	1,053.67
9/26/2017		No	MetLife - Group Benefits	27 22	Dental, AD&D, Life & Vision Ins 10/01-10/31/17	130.83
9/26/2017		No	MetLife - Group Benefits	32	Dental, AD&D, Life & Vision Ins 10/01-10/31/17	117.72

Illinois Heartland Library System Disbursement Summary Report From 09/01/2017 Through 09/30/2017

ieck Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amoun
9/26/2017		No	Myler Automotive Repair Inc	<u>10</u>	CHA:Change Oil/Filter Lic#U30209	147.7
9/26/2017	10555	No	Myler Automotive Repair Inc	10	CHA:Replace Brake Pads & Rotors Lic#U30472	420.8
9/26/2017	18996	No	Shirley Paden	10	EDW:Parking - Fred Pryor Workshop 09/21/17 Paden,Shirley	5.0
9/26/2017		No	Susan J. Palmer	10	EDW:Travel to Think Outside the Barn 08/27/17 Palmer,Susan	335.9
9/26/2017		No	Parker Kent, LLC	10	DUQ:Electric/Gas/Lighting 07/18-08/16/17	558.3
9/26/2017	10550	No	Parker Kent, LLC	10	DUQ:Office Leasing 10/01-10/31/17	4,500.0
9/26/2017	18999	No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U29926	55.9
9/26/2017	10555	No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U30758	55.9
9/26/2017		No	Speed Lube #14	10	CHA:Change Oil/Filter Lic#U30799	55.9
9/26/2017	19000	No	Shelley R. Stone	10	CAR:Parking Sticker for SIUC Bldg 09/13/17 Stone,Shelley	145.0
9/26/2017		No	Pamela Thomas	27	EDW:Metadata Cataloging 09/01-09/15/17 70/hrs	2,345.0
9/26/2017		No	Uline	10	CHA:18 Gal Storage Cont(8) & Cable Ties (10pks)	180.0
9/26/2017	19002	No	Uline	85	CHA:18 Gal Storage Cont(8) & Cable Ties (10pks)	119.5
9/26/2017		No	Uline	85	CHA:Return 18 Gal Storage Cont	(90.00
9/26/2017			Uline	85		18.6
	10002	No			CHA:Shipping Chrg to Return 18 Gal Storage Cont	
9/26/2017		No	Walmart Community/RFCSLLC	10	CAR:Facial Tissue & Car Charger	8.6
9/26/2017		No	Wright National Insurance Company	10	CAR:Flood Ins 11/02/17-11/02/18	3,456.0
	ACHIMRFSeptembe		Illinois Municipal Retirement Fund	10	September 2017 IMRF Payment-General	10,955.8
9/29/2017		No	Illinois Municipal Retirement Fund	27	September 2017 IMRF Payment-CMC	1,846.4
9/29/2017		No	Illinois Municipal Retirement Fund	32	September 2017 IMRF Payment-OCLC	1,206.8
9/29/2017		No	Illinois Municipal Retirement Fund	85	September 2017 IMRF Payment-SHARE	9,893.7
					Total 1000 - US Bank-General Fund	119,811.9.
9/8/2017	ACHILPR20170908	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 09/08/2017	2,439.1
9/8/2017		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 09/08/2017	225.8
9/8/2017		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 09/08/2017	147.7
9/8/2017		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 09/08/2017	1,243.7
9/8/2017	ACHIRSPR2017090	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 09/08/2017	13,274.7
9/8/2017		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 09/08/2017	1,222.8
9/8/2017		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 09/08/2017	798.3
9/8/2017		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 09/08/2017	6,968.2
9/22/2017	2337.71225.88147	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 09/22/2017	2,337.7
9/22/2017		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 09/22/2017	225.8
9/22/2017		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 09/22/2017	147.7
9/22/2017		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 09/22/2017	1,242.0
)/22/2017	ACHIRSPR2017092	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 09/22/2017	12,709.9
		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 09/22/2017	1,222.8
9/22/2017					IRS Payroll Tax Deposit-PD 09/22/2017	798.3
		No	Department of the Treasury	32		
9/22/2017		No No	Department of the Treasury Department of the Treasury	32 85	IRS Payroll Tax Deposit-PD 09/22/2017	
9/22/2017 9/22/2017	ACHII PR20170929	No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 09/22/2017 IL Payroll Tax Deposit - PD 09/29/2017	6,959.4
9/22/2017 9/22/2017 9/29/2017	ACHILPR20170929	No No	Department of the Treasury Illinois Department of Revenue	85 10	IL Payroll Tax Deposit - PD 09/29/2017	6,959.4 427.4
9/22/2017 9/22/2017 9/29/2017 9/29/2017	ACHILPR20170929	No No No	Department of the Treasury Illinois Department of Revenue Illinois Department of Revenue	85 10 27	IL Payroll Tax Deposit - PD 09/29/2017 IL Payroll Tax Deposit - PD 09/29/2017	6,959.4 427.4 110.7
9/22/2017 9/22/2017 9/29/2017 9/29/2017 9/29/2017 9/29/2017	ACHILPR20170929	No No No	Department of the Treasury Illinois Department of Revenue Illinois Department of Revenue Illinois Department of Revenue	85 10 27 32	IL Payroll Tax Deposit - PD 09/29/2017 IL Payroll Tax Deposit - PD 09/29/2017 IL Payroll Tax Deposit - PD 09/29/2017	6,959.4 427.4 110.7 35.7
9/22/2017 9/22/2017 9/29/2017 9/29/2017 9/29/2017 9/29/2017		No No No No	Department of the Treasury Illinois Department of Revenue Illinois Department of Revenue Illinois Department of Revenue Illinois Department of Revenue	85 10 27 32 85	IL Payroll Tax Deposit - PD 09/29/2017 IL Payroll Tax Deposit - PD 09/29/2017 IL Payroll Tax Deposit - PD 09/29/2017 IL Payroll Tax Deposit - PD 09/29/2017	6,959.4 427.4 110.7 35.7 294.6
9/29/2017 9/29/2017 9/29/2017 9/29/2017	ACHILPR20170929 ACHIRSPR2017092	No No No No No	Department of the Treasury Illinois Department of Revenue Illinois Department of Revenue Illinois Department of Revenue Department of the Treasury	85 10 27 32 85 10	IL Payroll Tax Deposit - PD 09/29/2017 IL Payroll Tax Deposit - PD 09/29/2017 IL Payroll Tax Deposit - PD 09/29/2017 IL Payroll Tax Deposit - PD 09/29/2017 IRS Payroll Tax Deposit-PD 09/29/2017	6,959.4 427.4 110.7 35.7 294.6 2,258.2
9/22/2017 9/22/2017 9/29/2017 9/29/2017 9/29/2017 9/29/2017 9/29/2017		No No No No	Department of the Treasury Illinois Department of Revenue Illinois Department of Revenue Illinois Department of Revenue Illinois Department of Revenue	85 10 27 32 85	IL Payroll Tax Deposit - PD 09/29/2017 IL Payroll Tax Deposit - PD 09/29/2017 IL Payroll Tax Deposit - PD 09/29/2017 IL Payroll Tax Deposit - PD 09/29/2017	6,959.4 427.4 110.7 35.7 294.6

Total 1030 - US Bank - Web Junction/(Payroll)

57,213.80 117,025.72

Total Disbursed

Disbursement Summary Report From 09/01/2017 Through 09/30/2017

			Fund	Transaction
Check Date	Check Number	Spoiled Vendor Name	Code Transaction Description	Amount

Non-routine Bill Payments Explanations

- (2) MacBook Pro, Applecare+, USB & Thunderbolt (Fully funded by Plinkit Funds) **A-**
- **B-**CHA - Replace Condensate Drain, Evaporator Pan & Drain Plug on A/C Unit
- С-CMC contracted staff for metadata cataloging (Fully funded by FY2018 CMC Grant)
- D-FY2017 Workers' Compensation Insurance Audit Additional Premium Required
- E-F-EDW - Replace Transmission, Brake Pads & Rotors Lic# U29062
- eBooks purchased 08/01-08/31/17 & eBooks purchases to be reimbursed by members
- G-CHA - Change Oil, Filter, Rear Brake & 60,000 Mile Service Lic# U30470
- H-I-Auto, Property, General Liability and Umbrella Insurance Coverages (Payment 3 of 10)
- FY2018 Annual OCLC Service Fee & Contentdm Hosting Service (Fully funded by SHARE)
- J-2017 ILA Conference - Tuesday Coffee Sponsorship
- **K-**EDW - Travel to Think Outside the Barn Conference 08/27/17 - Susan Palmer
- L-CMC contracted staff for metadata cataloging (Fully funded by FY2018 CMC Grant)
- М-CAR-Flood Insurance Premium 11/02/17-11/02/18
- N-September 2017 IMRF Pmt.-Employee & Employer Contribution
- **0**-September 2017 Payroll Tax Deposits

Credit Card Transactions From 08/03/2017 Through 09/01/2017

Unit Name Trans Data Vendor Description Annual Code Code <th< th=""><th>Credit Card</th><th></th><th></th><th>Fror</th><th>n 08/03/2017 Through 09/01/2017</th><th></th><th>Fund</th><th>C/I #</th><th>Loc#</th><th>Dont#</th></th<>	Credit Card			Fror	n 08/03/2017 Through 09/01/2017		Fund	C/I #	Loc#	Dont#
9/1/2017 454 2433 Base Joan C N/2/2017 HIPCAST.COM Recording Stange 09/2017 4.55 85 5550 0.2 85 9/1/2017 4544 2433-Base Joan C N/2/2017 28.1 10 5338 0.2 20 9/1/2017 4544 2433-Base Joan C N/2/2017 HIPCAST.COM Recording Stange 09/2017 20.1 5338 0.2 20 9/1/2017 4544 2436-Dawdy Christine 8/2/2017 PNFLOW/PNYML EDW:3/PayFal Monthly Sinc Face 08/2017 (0.25) 10 5559 0.1 10 10/1/2017 4544 4564-Dawdy Christine 8/2/2017 PNFLOW/PNYML EDW:3/PayFal Monthly Sinc Face 08/2017 (0.25) 10 9550 0.1 10 10/1/2017 4554 4564-Dawdy Christine 8/2/2017 ZOOM UIS EDW:3/PayFal Monthly Sinc Face 08/2017 (0.26) 10 10 10.1 10.1 10.1 10.2 10.2 10.2 10.2 10.2 10.2 10.2 10.2 10.2 10.2			Trans Date	Vendor	Description	Amount		G/L# Code		Dept# Code
Total 4651 2433 Blauer Jaan C Test 455 Test 455 <thtest 455<="" th=""> Test 455 T</thtest>								·		
Number of the state o	-, -,									
Total 4654 2458-Permicka Julia A EDVI: PayPel Monthly Sivic Rec 08/2017 30.00 85 5725 0.1 65 9/1/2017 4654 2466-Dawdy Christine 9/4/2017 INTEREST REVERSAL EDVI: Reverse of noradulent Charge 08/2017 (0.25) 10 9725 0.1 0 9/1/2017 4654 2466-Dawdy Christine 8/4/2017 INTEREST REVERSAL EDVI: Reverse of noradulent Charge 08/2017 (0.25) 10 9725 0.1 0.1 9/1/2017 4654 2466-Dawdy Christine 8/4/2017 200MUNES EDVI: Reverse of noradulent Charge 08/2017 1.528.7 10 10 9/1/2017 4654 2482-Brown Troy M 8/7/2017 200MUNES EDVI: Reverse 08/2017 10 855.00 0.1 10 9/1/2017 4554 2482-Brown Troy M 8/7/2017 200MUNES EDVI: Reverse 08/2017 10.9 10 855.00 0.1 10 9/1/2017 4554 2482-Brown Troy M 8/1/2017 200MUNES EDVI: Reverse 08/2017 11.9 10 30.00 0.2 10 91 9/1/2017 4554 2482-Brown Troy M<										
1 454 2466 Deavly Christine 1/2011 PAPEDW/PAPPA EDW:PayPal Monthly Sive Fee 08/2017 10 5725 0.1 0.10 9/1201 454 2466 Deavly Christine 8/4/201 INTEREST REVERSAL EDW:Reduct Interest on Fradulent Charge 08/2017 1.0 5725 0.1 0.1 9/1201 454 2466 Deavly Christine 8/4/201 UNENTED CENTER EDW:Reduct Interest on Fradulent Charge 08/2017 1.0 5550 0.1 0.1 9/1201 4554 2482 Brown Toy M 8/7/2017 200MUS EDW:Room Connectors for VTEL to Zoom (9) 08/04/17-08/03/18 3.092.0 0.0 5550 0.1 0.1 9/12017 4544 2482 Brown Toy M 8/7/2017 200MUS EDW:Room Connectors for VTEL to Zoom (9) 08/04/17-08/03/18 3.092.0 0.0 5550 0.1 0.1 9/12017 4544 2482 Brown Toy M 8/7/2017 200MUS EDW:Room Room Room Room Room Room Room Room	9/1/2017	4654 2458-Pernicka Julia A	8/31/2017	4IMPRINT	Driver Badge Lanyards (150) 08/2017	<u>_261.05</u>	10	5385	01	20
91/201 6454 2466 Deavd Onlistice 8/4/207 INTREEST REVERSAL DEWAnnual Subcrigtion - Grants Database 08/2017 0.010 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 10 10 10 10 10 555 0.0 10 <t< td=""><td></td><td>Total 4654 2458-Pernicka Julia A</td><td></td><td></td><td></td><td>261.05</td><td></td><td></td><td></td><td></td></t<>		Total 4654 2458-Pernicka Julia A				261.05				
91/201 6454 2466 Deavd Onlistice 8/4/207 INTREEST REVERSAL DEWAnnual Subcrigtion - Grants Database 08/2017 0.010 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 575 0.0 10 10 10 10 10 10 555 0.0 10 <t< td=""><td>0/1/2017</td><td>1651 2166 Doudy Christing</td><td>0/J/J017</td><td></td><td>EDW/(PayPal Monthly Care Eao 09/2017</td><td>20.00</td><td>OE</td><td>5725</td><td>01</td><td>OE</td></t<>	0/1/2017	1651 2166 Doudy Christing	0/J/J017		EDW/(PayPal Monthly Care Eao 09/2017	20.00	OE	5725	01	OE
9/1/2017 4664 2466-Dawdy Ontstine 0/2/2017 FOUNDATION CENTER EDW: Annual Subscripton - Grants Database 06/2017 1.999.00 10 5550 0.1 0.1 9/1/2017 4654 2466-Dawdy Ontstine 8/7/2017 ZOOM LIS EDW: Room Connectors for VTEL to Zoom (8) 08/04/17-08/03/18 3.992.00 10 5550 0.1 10 9/1/2017 4654 2462-Bowm Troy M 8/7/2017 ZOOM LIS EDW: Zoom Standard Pro Annual Subscription 08/04/17-08/03/18 149.00 85 5500 0.1 456 9/1/2017 4654 2482-Bowm Troy M 8/7/2017 ZOOM LIS EDW: Zoom Standard Pro Annual Subscription 08/04/17-08/03/18 149.00 85 5500 0.1 456 9/1/2017 4654 2482-Bowm Troy M 8/7/2017 ZOOM LIS EDW: Zoom Standard Pro Annual Subscription 700/07/2017 153.0 10 560 0.1 12 9/1/2017 4654 2482-Bowm Troy M 8/1/2017 Nacoxon CAR: Parking Stucker Induce I										
Total 4554 2466-Dawdy Christine State Stat										
Prilozity 4654 2482-Brown Troy M 8/7/2017 200M.US EDW:Room Connectors for VTEL to Zoom (8) 08/04/17-08/03/18 2,992.00 10 5550 0.1 0.1 9/1/2017 4654 2482-Brown Troy M 8/7/2017 200M.US EDW:Zoom Standard Pro Annual Subscription 08/04/17-08/03/18 149.90 85 5550 0.1 0.555 0.1 0.555 0.1 0.555 0.1 0.555 0.1 0.555 0.1 0.555 0.1 0.555 0.1 0.555 0.1 85 9/1/2017 4654 2482-Brown Troy M 8/7/2017 200M.US EDW:Zoom Standard Pro Annual Subscription 08/04/12-08/03/18 149.90 85 550 0.1 85 9/1/2017 4654 2482-Brown Troy M 8/1/2017 Deramitist EDW:Exemal of SUC Edificate - illinoisheattand.org 08/2017 13.95 10 550 0.1 12 9/1/2017 4654 2482-Brown Troy M 8/1/2017 SUC PARTING POS CAR:Parking SUcker for SUC Edificate - illinoisheattand.org 08/2017 12.90 10 550 0.1 10 9/1/2017 4654 2482-Brown Troy M	5/1/2017		0/24/2017	TOURDATION CENTER			10	5550	01	10
91/207 8674 2482-8rown Troy M 8/7/201 200M.US EDW:2com Standard Pro Annual Subscription 08/04/17-08/03/18 918 85 850 0.1 855 91/207 4654 2482-8rown Troy M 8/7/201 200M.US EDW:2com Standard Pro Annual Subscription 08/04/17-08/03/18 10. 850 0.0 855 91/207 4654 2482-8rown Troy M 8/14/207 Razon com EDW:2com an Name - Roodhouse Library 08/2017 10. 10. 550 0.1 10. 91/207 4654 2482-8rown Troy M 8/14/207 Decamitods EDW:Annual Subscription 08/04/17-08/03/18 10. 150. 50. 0.1 10. 550. 0.1 10. 550. 0.1 10.<						1,520.75				
9/12/17 4654 2482-8rown Troy M 8/7,207 200M US EDW:Zoom Standard Pro Annual Subscription 08/04/17-08/03/18 19.90 85 55.0 0.1 65.0 9/1/2017 4654 2482-8rown Troy M 8/7/2017 200M US EDW:Zoom Standard Pro Annual Subscription 08/04/17-08/03/18 0.00 85 55.0 0.1 65.0 9/1/2017 4654 2482-8rown Troy M 8/14/2017 PreamHost EDW:Zoom Annual Subscription 08/04/17-08/03/18 0.0 0.0 55.0 0.1 45.0 9/1/2017 4654 2482-8rown Troy M 8/14/2017 PreamHost EDW:Zoomain Name - Roodhouse Library 08/2017 145.0 10 55.0 0.1 45.0 9/1/2017 4564 2482-8rown Troy M 8/14/2017 ESC - COMODO GROUP EDW:Renewal of SSL Certificate - liinoisheartand.org 08/2017 250.0 55.0 0.1 45.0 9/1/2017 4564 2482-8rown Troy M 8/23/2017 AMAZON MKTPLACE PMTS CAR-Tone 08/2017 67.90 10 52.0 10 52.0 10 52.0 10 52.0 10 52.0 10 52.0 10 52.0 10 52.0 10 52.0 10 52.0<	9/1/2017	4654 2482-Brown Troy M	8/7/2017	ZOOM.US	EDW:Room Connectors for VTEL to Zoom (8) 08/04/17-08/03/18	3,992.00	10	5550	01	10
9/1/2017 4554 2482-Brown Troy M 8/17/2017 200M.US EDW:Zoom Upgrade to Include 300 Participants 08/04/17-08/02/18 400.00 85 550 0.1 851 9/1/2017 4554 2482-Brown Troy M 8/11/2013 Knazon.com CHA:Hard Drive for Server 08/2017 13.95 10 540 0.2 0.2 9/1/2017 4554 2482-Brown Troy M 8/14/2013 SUC PARKING POS CAR:Parking Stoker for SIUC Edg Brown, Troy 08/2017 10. 550 0.1 0.50 9/1/2017 4554 2482-Brown Troy M 8/16/2013 CSS - COMODO GROUP EDW:Renewal of SSL Certificate - illinoisheattand.org 08/2017 229.00 10 550 0.1 0.50 9/1/2017 4554 2482-Brown Troy M 8/16/2013 CSS - COMODO GROUP EDW:Renewal of SSL Certificate - illinoisheattand.org 08/2017 229.00 10 550 0.1 0.50 9/1/2017 4554 2482-Brown Troy M 8/16/2013 CSS - COMODO GROUP EDW:Renewal of SSL Certificate - illinoisheattand.org 08/2017 229.00 10 536 0.1 0.50 0.1 0.50 0.1 0.50 0.1 0.50 0.1 0.50 0.1 0.50 0.50 0.1	9/1/2017	4654 2482-Brown Troy M	8/7/2017	ZOOM.US	EDW:Zoom Standard Pro Annual Subscription 08/04/17-08/03/18	299.80	10	5550	01	10
9/1/2017 4654 2482-Brown Troy M 8/10/2017 Oraconco CHA:Hard Drive for Server 08/2017 179.99 10 500 0.0 12 9/1/2017 4654 2482-Brown Troy M 8/14/2017 DreamHost EDW:Chomain Name - Roochouse Library 08/2017 13.05 10 540 0.1 12 9/1/2017 4654 2482-Brown Troy M 8/16/2017 CSS - COMDOD GROUP EDW:Renewal of SSL Cartificate - illinoisheartland.org 08/2017 229.00 85 555 0.1 65 9/1/2017 4654 2482-Brown Troy M 8/16/2017 CSS - COMDOD GROUP EDW:Renewal of SSL Cartificate - illinoisheartland.org 08/2017 29.0 85 555 0.1 65 9/1/2017 4654 2482-Brown Troy M 8/2/2017 AMAZON MKTPLACE PMTS CAR:Toner 08/2017 69.2 9.0 0.0 500 0.1 200 9/1/2017 4654 2482-Brown Troy M 8/2/2017 AMAZON MKTPLACE PMTS CAR:Toner 08/2017 69.2 9.0 50.0 0.1 200 9/1/2017 4654 2508-Edwards Traic L 8/4/2017 INTEREST REVERSAL EDW:Renewal OSL Cartificate - illinoisheartland.org 08/2017 60.2 0.1 50.2 0.1	9/1/2017	4654 2482-Brown Troy M	8/7/2017	ZOOM.US	EDW:Zoom Standard Pro Annual Subscription 08/04/17-08/03/18	149.90	85	5550	01	85
9/1/2017 4654 2482-Brown Troy M 8/14/2017 DreamHost EDW:Domain Name - Roodhouse Library 08/2017 13.95 10 549 0.1 112 9/1/2017 4654 2482-Brown Troy M 8/14/2017 SUC PARKING POS CAR:Parking Sticker for SUC Bldg Brown, Troy 08/2017 145.00 10 5195 0.4 101 9/1/2017 4654 2482-Brown Troy M 8/16/2017 CSS - COMDOD GROUP EDW:Renewal of SSL Certificate - illinoisheartland.org 08/2017 229.00 85 555 0.1 810 0.1 300 300 300 300 300 300 300 300 300 300 300 300 300 300 300	9/1/2017	4654 2482-Brown Troy M	8/7/2017	ZOOM.US	EDW:Zoom Upgrade to Include 300 Participants 08/04/17-08/03/18	400.00	85	5550	01	85
9/12/17 454 2482-Brown Troy M 8/14/2017 SUC PARKING POS CAR:Parking Sticker for SULC Bidg Brown, Troy 08/2017 19.50 10 5550 0.1 0.10 9/12/017 4654 2482-Brown Troy M 8/16/2017 CSS - COMODO GROUP EDW:Renewal of SSL Certificate - illinoisheartland.org 08/2017 229.00 85 5550 0.1 0.10 9/12/017 4654 2482-Brown Troy M 8/16/2017 CSS - COMODO GROUP EDW:Renewal of SSL Certificate - illinoisheartland.org 08/2017 229.00 85 5550 0.1 0.10 9/12/017 4654 2482-Brown Troy M 8/28/2017 AMAZON MKTPLACE PMTS EDW:Renewal of SSL Certificate - illinoisheartland.org 08/2017 52.91 53.05 0.1 0.10 9/12/017 4545 2482-Brown Troy M 8/28/2017 MAZON MKTPLACE PMTS EDW:Renewal Orsci 0.82017 62.33 10 52.55 0.1 0.10 9/12/017 4545 2482-Brown Troy M 8/28/2017 INTEREST REVERSAL EDW:Renewal OLSO2017 (0.23) 10 52.55 53.55 0.2 8.55 0.1 2.00 9/12/017 4654 2508-Edwards Trad L 8/20/17 INTEREST REVERSAL EDW:GPS Removal (0.8/2017 5	9/1/2017	4654 2482-Brown Troy M	8/10/2017	Amazon.com	CHA:Hard Drive for Server 08/2017	179.99	10	5360	02	10
9/1/2017 4654 2482-Brown Troy M 8/16/2017 CSS - COMODO GROUP EDW:Renewal of SSL Certificate - illinoisheartland.org 08/2017 229.00 10 5550 01 01 9/1/2017 4654 2482-Brown Troy M 8/16/2017 CSS - COMODO GROUP EDW:Renewal of SSL Certificate - illinoisheartland.org 08/2017 229.00 85 5550 01 855 9/1/2017 4654 2482-Brown Troy M 8/23/2017 AMAZON MKTPLACE PMTS CAR:Toner 08/2017 6.799 10 5360 04 10 9/1/2017 4654 2482-Brown Troy M 8/28/2017 AMAZON MKTPLACE PMTS CAR:Toner 08/2017 6.799 10 5360 04 10 9/1/2017 4654 2482-Brown Troy M 8/28/2017 MMAZON MKTPLACE PMTS CAR:Toner 08/2017 (0.23) 10 5725 01 10 9/1/2017 4654 2508-Edwards Traci L 8/42017 INTEREST REVERSAL EDW:Refund Interest on Fradulent Charge 08/2017 (0.23) 10 5745 01 20 9/1/2017 4654 2508-Edwards Traci L 8/28/2017 PAYPAL CHA:10 Gallon Storage Bins (9) 08/2017 29.99	9/1/2017	4654 2482-Brown Troy M	8/14/2017	DreamHost	EDW:Domain Name - Roodhouse Library 08/2017	13.95	10	5840	01	12
9/1/2017 4654 2482-Brown Troy M 8/1/2017 CSS - COMODO GROUP EDW:Renewal of SSL Certificate - illinoisheartland.org 08/2017 29.0 85 5550 0.1 851 9/1/2017 4654 2482-Brown Troy M 8/23/2017 AMAZON MKTPLACE PMTS CAR.:Toner 08/2017 592.4 29 5360 0.1 29.0 9/1/2017 4654 2482-Brown Troy M 8/28/2017 AMAZON MKTPLACE PMTS EDW:Thunderbolt Docks (2) & Cables (2) for Laptops 08/2017 592.4 29 5360 0.1 29.0 9/1/2017 654 2482-Brown Troy M 8/28/2017 INTEREST REVERSAL EDW:Refund Interest on Fradulent Charge 08/2017 0.03 30 5725 0.1 10 9/1/2017 654 2508-Edwards Traci L 8/20017 PMYPAL CHA:10 Gallon Storage Bins (9) 08/2017 69.0 85 5365 0.2 8555 0.1 20.0 85 3655 0.2 8555 0.2 8555 0.1 20.0	9/1/2017	4654 2482-Brown Troy M	8/14/2017	SIUC PARKING POS	CAR:Parking Sticker for SIUC Bldg Brown, Troy 08/2017	145.00	10	5195	04	10
9/1/2017 4654 2482-Brown Troy M 8/2/3/2017 AMAZON MKTPLACE PMTS CAR:Toner 08/2017 67.9 10 5360 04 10 9/1/2017 4654 2482-Brown Troy M 8/28/2017 AMAZON MKTPLACE PMTS EDW:Thunderbolt Docks (2) & Cables (2) for Laptops 08/2017 592.43 29 5360 01 29 9/1/2017 4654 2482-Brown Troy M 8/28/2017 INTEREST REVERSAL EDW:Refund Interest on Fradulent Charge 08/2017 (0.23) 10 5725 01 10 9/1/2017 4654 2508-Edwards Trai L 8/28/2017 PAYPAL CHA:10 Gallon Storage Bins (9) 08/2017 68.87 5755 01 20 9/1/2017 4695 2640-Petty Linda 8/4/2017 BEST BUY EDW:GPS Removal (2) 08/2017 54.98 10 5245 01 20 9/1/2017 4695 2640-Petty Linda 8/7/2017 BEST BUY EDW:GPS Removal (2) 08/2017 29.8 10 5385 01 20 9/1/2017 4695 2640-Petty Linda 8/1/2017 Amazon.com EDW:Unyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda <td< td=""><td>9/1/2017</td><td>4654 2482-Brown Troy M</td><td>8/16/2017</td><td>CSS - COMODO GROUP</td><td>EDW:Renewal of SSL Certificate - illinoisheartland.org 08/2017</td><td>229.00</td><td>10</td><td>5550</td><td>01</td><td>10</td></td<>	9/1/2017	4654 2482-Brown Troy M	8/16/2017	CSS - COMODO GROUP	EDW:Renewal of SSL Certificate - illinoisheartland.org 08/2017	229.00	10	5550	01	10
9/1/2017 4654 2482-Brown Troy M 8/28/2017 AMAZON MKTPLACE PMTS EDW: Thunderboit Docks (2) & Cables (2) for Laptops 08/2017) 592.43 29 5360 01 29 9/1/2017 4654 2482-Brown Troy M rotal 4654 2482-Brown Troy M 6299.06 6299.06 10 5725 01 10 9/1/2017 4654 2508-Edwards Traci L 8/4/2017 INTEREST REVERSAL EDW:Refund Interest on Fradulent Charge 08/2017 (0.23) 10 5725 01 10 9/1/2017 4654 2508-Edwards Traci L 8/28/2017 PAYPAL CHA:10 Gallon Storage Bins (9) 08/2017 68.87 10 5245 01 20 9/1/2017 4655 2640-Petty Linda 8/4/2017 BEST BUY EDW:GPS Removal 02/08/2017 54.98 10 5245 01 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com EDW:GPS Removal 08/2017 27.84 10 5385 01 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CHA:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda	9/1/2017	4654 2482-Brown Troy M	8/16/2017	CSS - COMODO GROUP	EDW:Renewal of SSL Certificate - illinoisheartland.org 08/2017	229.00	85	5550	01	85
Fotal 4654 2482-Brown Troy M 6,299.06 9/1/2017 4654 2508-Edwards Traci L 8/4/2017 INTEREST REVERSAL EDW:Refund Interest on Fradulent Charge 08/2017 (0.23) 10 5725 01 10 9/1/2017 4654 2508-Edwards Traci L 8/28/2017 PAYPAL CHA:10 Gallon Storage Bins (9) 08/2017 68.87 5365 02 85 9/1/2017 4652 640-Petty Linda 8/4/2017 BEST BUY EDW:GPS Removal (2) 08/2017 54.98 10 5245 01 20 9/1/2017 4652 640-Petty Linda 8/4/2017 BEST BUY EDW:GPS Removal 08/2017 29.99 10 5245 01 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com EDW:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 01 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CHA:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CHA:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20	9/1/2017	4654 2482-Brown Troy M	8/23/2017	AMAZON MKTPLACE PMTS	CAR:Toner 08/2017	67.99	10	5360	04	10
9/1/2017 4654 2508-Edwards Trai L 8/4/2017 INTEREST REVERSAL EDW:Refund Interest on Fradulent Charge 08/2017 (0.23) 10 5725 01 10 9/1/2017 4654 2508-Edwards Trai L 8/28/2017 PAYPAL EDW:Refund Interest on Fradulent Charge 08/2017 69.10 85 5365 02 85 9/1/2017 4695 2600-Petty Linda 8/4/2017 BEST BUY EDW:GPS Removal (2) 08/2017 54.98 10 5245 01 20 9/1/2017 4695 2640-Petty Linda 8/12017 BEST BUY EDW:GPS Removal (2) 08/2017 54.98 10 5245 01 20 9/1/2017 4695 2640-Petty Linda 8/12017 Amazon.com EDW:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 01 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CAR:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CAR:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20 9/1/2017 5042 9006-Popit Elle	9/1/2017	4654 2482-Brown Troy M	8/28/2017	AMAZON MKTPLACE PMTS	EDW:Thunderbolt Docks (2) & Cables (2) for Laptops 08/2017	<u>592.43</u>	29	5360	01	29
9/1/2017 4654 2508-Edwards Trait L 8/28/2017 PAYPAL CHA:10 Gallon Storage Bins (9) 08/2017 69.10 69.10 85 5365 02 85 9/1/2017 4695 2640-Petty Linda 8/4/2017 BEST BUY EDW:GPS Removal (2) 08/2017 54.98 10 5245 01 20 9/1/2017 4695 2640-Petty Linda 8/7/2017 BEST BUY EDW:GPS Removal (2) 08/2017 29.99 10 5245 01 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com EDW:GPS Removal 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CHA:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CHA:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CAR:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 04 20 9/1/2017 5040-Petty Linda 8/31/2		Total 4654 2482-Brown Troy M				6,299.06				
9/1/2017 4654 2508-Edwards Trait L 8/28/2017 PAYPAL CHA:10 Gallon Storage Bins (9) 08/2017 69.10 69.10 85 5365 02 85 9/1/2017 4695 2640-Petty Linda 8/4/2017 BEST BUY EDW:GPS Removal (2) 08/2017 54.98 10 5245 01 20 9/1/2017 4695 2640-Petty Linda 8/7/2017 BEST BUY EDW:GPS Removal (2) 08/2017 29.99 10 5245 01 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com EDW:GPS Removal 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CHA:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CHA:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CAR:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 04 20 9/1/2017 5040-Petty Linda 8/31/2	9/1/2017	4654 2508-Edwards Traci L	8/4/2017	INTEREST REVERSAL	EDW:Refund Interest on Fradulent Charge 08/2017	(0.23)	10	5725	01	10
Image: Problem				PAYPAL	- .		85		02	85
9/1/2017 4695 2640-Petty Linda 8/7/2017 BEST BUY EDW:GPS Removal 08/2017 29.99 10 5245 01 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com EDW:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CHA:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CAR:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 04 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CAR:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 04 20 9/1/2017 5042 9006-Popit Ellen C 8/4/2017 INTEREST REVERSAL EDW:Refund Interest on Fradulent Charge 08/2017 (0.23) 10 5725 01 10 9/1/2017 5042 9006-Popit Ellen C 8/23/2017 COUNTRY HEARTH INN CAR:Lodging- EDW Trip- Ellen 08/2017 78.85 10 5265 04 10 9/1/2017 504										
9/1/2017 4695 2640-Petty Linda 8/7/2017 BEST BUY EDW:GPS Removal 08/2017 29.99 10 5245 01 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com EDW:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CHA:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 02 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CAR:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 04 20 9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CAR:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 04 20 9/1/2017 5042 9006-Popit Ellen C 8/4/2017 INTEREST REVERSAL EDW:Refund Interest on Fradulent Charge 08/2017 (0.23) 10 5725 01 10 9/1/2017 5042 9006-Popit Ellen C 8/23/2017 COUNTRY HEARTH INN CAR:Lodging- EDW Trip- Ellen 08/2017 78.85 10 5265 04 10 9/1/2017 504										
9/1/20174695 2640-Petty Linda8/31/2017Amazon.comEDW:Vinyl Pockets for Delivery Tubs 08/201727.8410538501209/1/20174695 2640-Petty Linda8/31/2017Amazon.comCHA:Vinyl Pockets for Delivery Tubs 08/201727.8410538502209/1/20174695 2640-Petty Linda8/31/2017Amazon.comCAR:Vinyl Pockets for Delivery Tubs 08/201727.8410538504200/1/20175042 9006-Popit Ellen C8/4/2017INTEREST REVERSALEDW:Refund Interest on Fradulent Charge 08/201710572501109/1/20175042 9006-Popit Ellen C8/23/2017COUNTRY HEARTH INNCAR:Lodging-EDW Trip- Ellen 08/201778.8510526504109/1/20175042 9006-Popit Ellen C8/25/2017USPS POCAR:Potage 08/201710.2810536504109/1/20175042 9006-Popit Ellen C8/25/2017USPS POCAR:Potage 08/201710.2810536504109/1/20175042 9006-Popit Ellen C8/25/2017USPS POCAR:Potage 08/201710.2810537004109/1/20175042 9006-Popit Ellen C8/25/2017USPS POCAR:Potage 08/201710.2810537004109/1/20175042 9006-Popit Ellen C8/25/2017USPS POCAR:Potage 08/201710.281053700410	9/1/2017	4695 2640-Petty Linda	8/4/2017	BEST BUY	EDW:GPS Removal (2) 08/2017	54.98	10	5245	01	20
9/1/20174695 2640-Petty Linda8/31/2017Amazon.comCHA:Vinyl Pockets for Delivery Tubs 08/201727.8410538502209/1/20174695 2640-Petty Linda8/31/2017Amazon.comCAR:Vinyl Pockets for Delivery Tubs 08/201727.8410538504209/1/20175042 9006-Popit Ellen C8/4/2017INTEREST REVERSALEDW:Refund Interest on Fradulent Charge 08/2017(0.23)10572501109/1/20175042 9006-Popit Ellen C8/23/2017COUNTRY HEARTH INNCAR:Lodging- EDW Trip- Ellen 08/201778.8510526504109/1/20175042 9006-Popit Ellen C8/25/2017USPS POCAR:Postage 08/201710.2810530504109/1/20175042 9006-Popit Ellen C8/25/2017USPS POCAR:Postage 08/201710.2810530504109/1/20175042 9006-Popit Ellen C8/25/2017USPS POCAR:Postage 08/201710.2810530504109/1/20175042 9006-Popit Ellen C8/25/2017USPS POCAR:Postage 08/201710.281053050410	9/1/2017	4695 2640-Petty Linda	8/7/2017	BEST BUY	EDW:GPS Removal 08/2017	29.99	10	5245	01	20
9/1/2017 4695 2640-Petty Linda 8/31/2017 Amazon.com CAR:Vinyl Pockets for Delivery Tubs 08/2017 27.84 10 5385 04 20 9/1/2017 5042 9006-Popit Ellen C 8/4/2017 INTEREST REVERSAL EDW:Refund Interest on Fradulent Charge 08/2017 (0.23) 10 5725 01 10 9/1/2017 5042 9006-Popit Ellen C 8/23/2017 COUNTRY HEARTH INN CAR:Lodging- EDW Trip- Ellen 08/2017 78.85 10 5265 04 10 9/1/2017 5042 9006-Popit Ellen C 8/23/2017 COUNTRY HEARTH INN CAR:Lodging- EDW Trip- Ellen 08/2017 78.85 10 5265 04 10 9/1/2017 5042 9006-Popit Ellen C 8/25/2017 USPS PO CAR:Postage 08/2017 10.28 10 5370 04 10				Amazon.com						
Total 4695 2640-Petty Linda Instruction I	9/1/2017	4695 2640-Petty Linda		Amazon.com	CHA: Vinyl Pockets for Delivery Tubs 08/2017	27.84				
9/1/2017 5042 9006-Popit Ellen C 8/4/2017 INTEREST REVERSAL EDW:Refund Interest on Fradulent Charge 08/2017 (0.23) 10 5725 01 10 9/1/2017 5042 9006-Popit Ellen C 8/23/2017 COUNTRY HEARTH INN CAR:Lodging- EDW Trip- Ellen 08/2017 78.85 10 5265 04 10 9/1/2017 5042 9006-Popit Ellen C 8/25/2017 USPS PO CAR:Postage 08/2017 10.28 10 5370 04 10	9/1/2017	4695 2640-Petty Linda	8/31/2017	Amazon.com	CAR:Vinyl Pockets for Delivery Tubs 08/2017		10	5385	04	20
9/1/2017 5042 9006-Popit Ellen C 8/23/2017 COUNTRY HEARTH INN CAR:Lodging- EDW Trip- Ellen 08/2017 78.85 10 5265 04 10 9/1/2017 5042 9006-Popit Ellen C 8/25/2017 USPS PO CAR:Postage 08/2017 10.28 10 5370 04 10		Total 4695 2640-Petty Linda				168.49				
9/1/2017 5042 9006-Popit Ellen C 8/25/2017 USPS PO CAR:Postage 08/2017 <u>10.28</u> 10 5370 04 10	9/1/2017	5042 9006-Popit Ellen C	8/4/2017	INTEREST REVERSAL	EDW:Refund Interest on Fradulent Charge 08/2017	(0.23)	10	5725	01	10
	9/1/2017	5042 9006-Popit Ellen C	8/23/2017	COUNTRY HEARTH INN	CAR:Lodging- EDW Trip- Ellen 08/2017	78.85	10	5265	04	10
Total 5042 9006-Popit Ellen C 88.90	9/1/2017	5042 9006-Popit Ellen C	8/25/2017	USPS PO	CAR:Postage 08/2017	10.28	10	5370	04	10
		Total 5042 9006-Popit Ellen C				88.90				

Credit Card Transactions From 08/03/2017 Through 09/01/2017

			FIG	Jii 06/03/2017 Tiilougii 09/01/2017					
Credit Card				-		Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
9/1/2017	5085 0664-Palmer Susan	8/28/2017	OMNILERT LLC	EDW:RainedOut Text Alert System 08/2017	<u>29.95</u>	10	5400	01	10
	Total 5085 0664-Palmer Susan				29.95				
9/1/2017	7 5174 4296-Bednar Leslie M	8/4/2017	INTEREST REVERSAL	EDW:Refund Interest on Fradulent Charge 08/2017	(<u>0.36</u>)	10	5725	01	10
	Total 5174 4296-Bednar Leslie M				(0.36)				
9/1/2017	5407 5276-Chapman Brandon M	8/15/2017	DAIRY QUEEEN #40202	EDW:Lunch - CHA Colo Trip - Brandon 08/2017	7.33	85	5260	01	85
9/1/2017	5407 5276-Chapman Brandon M	8/29/2017	JIMMY JOHNS #90019	EDW:Dinner - CHA Colo Trip - Brandon 08/2017	10.04	85	5260	01	85
	Total 5407 5276-Chapman Brandon M				17.37				
9/1/2017	5645 2424-Bushong Stacie L	8/15/2017	WM SUPERCENTER #256	EDW:Utencils - Chris Retirement Gathering 08/2017	9.95	10	5290	01	10
9/1/2017	5645 2424-Bushong Stacie L	8/16/2017	PENN STATION 245	EDW:Lunch-Priorites Mtg 08/2017	68.01	10	5290	01	10
9/1/2017	5645 2424-Bushong Stacie L	8/16/2017	WAL-MART #0256	EDW:Tablecovers & Refreshments - Chris Retirement Gathering 08/2017	6.22	10	5290	01	10
9/1/2017	5645 2424-Bushong Stacie L	8/21/2017	KIRKLAND'S #980	EDW:Thank You Gift - Chris Retirement 08/2017	11.74	10	5057	01	10
9/1/2017	5645 2424-Bushong Stacie L	8/21/2017	Shop'n Save	EDW:Snacks & Refreshments - Chris Retirement Gathering 08/2017	98.12	10	5290	01	10
9/1/2017	5645 2424-Bushong Stacie L	8/22/2017	WAL-MART #0256	EDW:Refreshments for Chris Retirement Gathering 08/2017	73.61	10	5290	01	10
9/1/2017	5645 2424-Bushong Stacie L	8/25/2017	pier 1_giftcard	EDW:Gift Card - Well Wishes - Lesley Z 08/2017	50.00	10	5057	01	10
9/1/2017	5645 2424-Bushong Stacie L	8/30/2017	MICHAELS STORES 7735	EDW:Baskets for Carla Hayden Visit 08/2017	<u>9.06</u>	10	5330	01	10
	Total 5645 2424-Bushong Stacie L				326.71				
9/1/2017	5720 1358-Downes Stephen	8/3/2017	MENARDS	CHA:Hex Screwdriver Set 08/2017	9.99	10	5195	02	10
9/1/2017	5720 1358-Downes Stephen	8/3/2017	MENARDS	CHA:Car Washing Soap 08/2017	<u>3.99</u>	10	5210	02	20
	Total 5720 1358-Downes Stephen				13.98				
9/1/2017	5724 8383-Fries Arlanna	8/4/2017	USPS PO	CAR:Postage 08/2017	2.50	10	5370	04	20
9/1/2017	5724 8383-Fries Arlanna	8/9/2017	TODAY'S TECHNOLOGY	CAR: Change Oil/Filter & Rotate Tires Lic#U30468 08/2017	78.17	10	5210	04	20
9/1/2017	5724 8383-Fries Arlanna	8/11/2017	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic#U30469 08/2017	78.17	10	5210	04	20
9/1/2017	5724 8383-Fries Arlanna	8/16/2017	TODAY'S TECHNOLOGY	CAR: Change Oil/Filter & Rotate Tires Lic#U30471 08/2017	78.17	10	5210	04	20
9/1/2017	5724 8383-Fries Arlanna	8/16/2017	TODAY'S TECHNOLOGY	CAR: Change Oil/Filter, Air Filter & Rotate Tires Lic#U29059 08/2017	87.07	10	5210	04	20
9/1/2017	5724 8383-Fries Arlanna	8/18/2017	USPS PO	CAR:Postage 08/2017	5.94	10	5370	04	20
9/1/2017	5724 8383-Fries Arlanna	8/23/2017	USPS PO	CAR:Postage 08/2017	<u>3.91</u>	10	5370	04	20
	Total 5724 8383-Fries Arlanna				333.93				

Credit Card Transactions From 08/03/2017 Through 09/01/2017

Credit Carc				· · ·		Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
9/1/2017	5724 8417-Kates Linda	8/14/2017	INTERSTATE BATTERY CHA	CHA:12V Battery 08/2017	24.30	10	5195	02	10
9/1/2017	5724 8417-Kates Linda	8/22/2017	THE HOME DEPOT #1984	CHA:Hose & Nozzle 08/2017	75.66	10	5195	02	10
9/1/2017	5724 8417-Kates Linda	8/23/2017	WAL-MART #1734	CHA:Card- Get Well - Phil O 08/2017	2.47	10	5057	02	20
9/1/2017	5724 8417-Kates Linda	8/23/2017	WAL-MART #1734	CHA:Clock for ILDS Area 08/2017	12.84	10	5365	02	22
9/1/2017	5724 8417-Kates Linda	8/24/2017	OREILLY AUTO #1596	CHA:Diesel Kleen 08/2017	21.79	10	5210	02	20
9/1/2017	5724 8417-Kates Linda	8/25/2017	WAL-MART #1734	CHA:Diesel Kleen 08/2017	63.28	10	5210	02	20
9/1/201	7 5724 8417-Kates Linda	8/25/2017	WAL-MART #1734	CHA:Coffee Maker & Filters 08/2017	18.32	10	5365	02	10
	Total 5724 8417-Kates Linda				218.66				

Report Transaction Totals

9,360.31

Non-routine Credit Card Transactions Explanations

Pernicka, Julia A - (150) Driver Badge Lanyards

Dawdy, Christine - Grants Database Annual Subscription

Brown, Troy M - Zoom Standard Pro Subscription, Room Connectors for VTEL & Upgrade to include 300 Participants

Hard Drive for Server

Renewal of Secure Sockets Layer (SSL) Certificate for "illinoisheartland.org"

MacBook Pro (2) Thunderbolt Docks & Cables (Fully funded by Plinkit Funds)

Popit, Ellen C - EDW Trip Lodging

Bushong, Stacie L - Refreshments, snacks, table covers, utencils & Thank You Gift for Chris' Retirement Gathering Well Wishes Gift Card for Lesley Zavediuk's Departure



To: IHLS Finance Committee IHLS Board of Directors

From: Adrienne L. Elam

Subject: IHLS Financial Reports as of September 30, 2017

IHLS has received approval at requested level from the Illinois State Library (ISL) on all FY2017-18 Grant Applications submitted – System Area & Per Capita, CMC, OCLC, and TMQ. As of September 30, 2017, IHLS has received no FY2017-18 funding for the approved grants.

The financial reports included represent IHLS' Financial Activities through September 30, 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 September 30, 2017, the target benchmark of the remaining budget should be 75% for all budget line items except for personnel which should be 77% remaining based on 26 biweekly payrolls in a fiscal year.

Statement of Revenues and Expenditures

General Fund

"Total Revenue" (97.23 %) below IHLS Approved FY2017-18 Budget is due primarily to the non-receipt of any FY2017-18 SAPG Funds.

"Total Expenses" YTD Actuals are below YTD Budget by 25%.

Special Revenue Funds

IHLS has received no FY2017-2018 funding for Special Revenue Funds.

<u>SHARE</u>

"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

<u>General Fund</u>

"Cash and Cash Equivalents" \$3,976,060 would fund IHLS Funds Operations (General and Special Revenue Funds-CMC and OCLC) an estimated 12 months.

"Due From Other Funds" \$63,327.49 total funds provided to CMC - \$54,894.07 and OCLC - \$8,433.42 from July 1 through September 30, 2017 for operations.

"Accounts Receivable" \$20,665.37 represents three invoices – RAILS for ILDS September 2017 Services - \$20,451.42, room rental, and Dreamhost.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

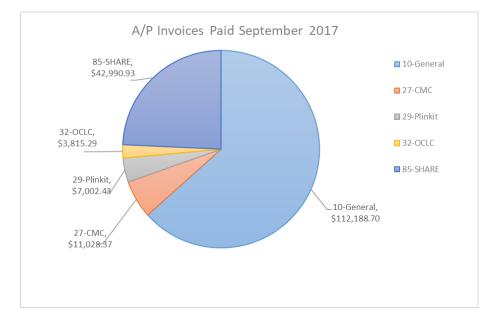
<u>SHARE</u>

"Cash and Cash Equivalents" \$2,243,830.81 represents \$950,271.11 (includes FY2017-18 transfer of \$142,500) in SHARE Reserve Fund and \$1,293,559.70 SHARE Operating Cash. The \$1,293,559.70 operating cash would fund SHARE Operations 11 months.

"Accounts Receivable" \$94,904.50 represents annual unpaid membership fees of \$84,636.30 and September 2017 monthly membership fees invoiced of \$10,267.70.

Finance Team Tasks Performed in September 2017

- Prepared and processed three payrolls two regular biweekly payrolls and FY2017-18 first quarter retroactive cost of living increase.
- Prepared August 2017 Bill Payments, Credit Card Transactions, Statement of Revenues and Expenditures, and Balance Sheets Reports for IHLS Finance Committee and Board of Directors.
- > Analyzed FY2016-17 final Audited Financial Statements prepared by our auditors, Scheffel Boyle.
- Renewed staff health insurance for FY2017-18 with United Healthcare.
- > Prepared financial schedules for IHLS FY2016-17 Annual Report.
- Generated and mailed 149 accounts receivable invoices (OCLC –18 Monthly and 118 Transactional; SHARE – 3 Monthly, 7 Cloud (3M) eBooks, and 1 Cloud Subscription; General - 1 Room Rental and 1 ILDS Project).
- Received and posted 246 accounts receivable cash receipts checks (OCLC 189, SHARE 54, and General – 3).
- > Received and entered 121 accounts payable invoices.
- > Disbursed 71 accounts payable checks totaling \$177,025.72.



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

	Sont 2017	VTD Actuals	VTD Budgot	YTD Budget Variance		IHLS Approved	Audited FY2016-2017 Actuals
	Sept. 2017 (09/01/2017 -	YTD Actuals (07/01/2017 -	YTD Budget (07/01/2017 -	(07/01/2017 -	IHLS Approved	FY2017-18 Budget Percent Total	(07/01/2016 -
	09/30/2017	09/30/2017 -	09/30/2017	(07/01/2017 - 09/30/2017)	FY2017-18 Budget	Budget Remaining	06/30/2017)
		05/50/2017 /	05/50/2017	05/50/2017)		Dudget Kennanning	00/30/2017)
Revenues							
State Grants	0.00	0.00	841,107.36	(841,107.36)	3,364,429.41	(100.00)%	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	2,253.44	6,588.90	3,303.06	3,285.84	13,212.19	(50.13)%	15,000.01
Other Revenue	27,245.68	94,288.77	65,461.44	28,827.33	261,845.70	(63.99)%	322,436.34
Total Revenues	29,499.12	100,877.67	909,871.86	(808,994.19)	3,639,487.30	(97.23)%	2,329,781.78
_							
Expenses	145 022 20	421 120 27	524 044 07	112 012 70	2 120 776 27	00.220/	1 705 252 22
Personnel	145,932.20	421,130.37	534,944.07	113,813.70	2,139,776.27	80.32%	1,795,252.32
Building and Grounds	19,079.88 20,208.55	50,603.00 45,958.54	57,257.85 58,547.37	6,654.85 12,588.83	229,031.26 234,189.40	77.91% 80.38%	210,646.74 221,725.51
Vehicle Expenses Travel, Meetings & Continuing for Staff and	1,277.21	45,958.54 8,643.15	8,363.25	(279.90)	33,453.00	74.16%	33,895.63
Conferences & Continuing Education Meetings	0.00	600.00	1,474.98	(279.90) 874.98	5,900.00	89.83%	11,340.19
Public Relations	509.06	738.72	2,068.74	1,330.02	8,275.00	91.07%	1,756.24
Liability Insurance	444.00	11,582.70	4,065.30	(7,517.40)	16,261.21	28.77%	14,782.93
Supplies, Postage & Printing	3,261.31	5,189.33	9,187.26	3,997.93	36,749.00	85.88%	41,583.44
Telephone & Telecommunications	854.64	4,109.85	4,207.14	97.29	16,828.50	75.58%	19,803.28
Equipment Rental, Repair and Maintenance	459.94	1,809.01	1,910.01	101.00	7,640.00	75.30%	4,840.33
Professional Services	10,720.00	13,450.00	10,955.01	(2,494.99)	43,820.00	69.31%	48,790.97
Contractual Services	6,019.80	13,151.80	10,442.10	(2,709.70)	41,768.39	68.51%	14,839.07
Professional Membership Dues	0.00	1,260.00	784.50	(475.50)	3,138.00	59.85%	2,656.00
Miscellaneous	252.20	1,361.62	435.00	(926.62)	1,740.00	21.75%	5,761.74
Capital Outlays	0.00	0.00	64,328.73	64,328.73	257,315.00	100.00%	5,750.00
Total Expenses	209,018.79	579,588.09	768,971.31	189,383.22	3,075,885.03	81.16%	2,433,424.39
Other Financing Sources & Uses Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00%	(1.020.20)
							(1,839.38)
Transfer to Other Funds	0.00	0.00	<u>62,499.99</u>	<u>62,499.99</u>	250,000.00	100.00%	250,000.00
Total Other Financing Sources & Uses	0.00	<u>0.00</u>	<u>62,499.99</u>	<u>62,499.99</u>	250,000.00	100.00%	248,160.62
Other Income (Expense)							
Dreamhost	0.00	0.00	0.00	0.00	0.00	0.00%	432.45
Reimbursement	(<u>13.95</u>)	(<u>69.75</u>)	0.00	(<u>69.75</u>)	0.00	0.00%	(<u>432.45</u>)
Total Other Income (Expense)	(<u>13.95</u>)	(<u>69.75</u>)	0.00	(<u>69.75</u>)	0.00	0.00%	<u>0.00</u>
Total Revenue Over (Under) Expense	(<u>179,533.62</u>)	(<u>478,780.17</u>)	78,400.56	(<u>557,180.73</u>)	313,602.27	(252.67)%	(<u>351,803.23</u>)

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

	Sept. 2017 (09/01/2017 -	YTD Actuals (07/01/2017 -	YTD Budget (07/01/2017 -	YTD Budget Variance (07/01/2017 -	IHLS Approved	IHLS Approved FY2017-18 Budget Percent Total	Audited FY2016-2017 Actuals (07/01/2016 -
	09/30/2017)	09/30/2017)	09/30/2017)	09/30/2017)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	0.00	73,256.97	(<u>73,256.97</u>)	293,027.90	(100.00)%	363,020.00
Total State Grants	0.00	0.00	73,256.97	(<u>73,256.97</u>)	293,027.90	(100.00)%	363,020.00
Total Revenues	0.00	0.00	73,256.97	(<u>73,256.97</u>)	293,027.90	(100.00)%	363,020.00
Expenses							
Personnel	15,537.38	41,570.30	44,857.44	3,287.14	179,429.82	76.83%	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	75.00	75.00	300.00	100.00%	35.35
Travel, Meetings & Continuing for Staff and	60.00	387.42	1,837.02	1,449.60	7,348.00	94.73%	3,788.28
Supplies, Postage & Printing	0.00	509.85	739.98	230.13	2,960.00	82.78%	12,326.57
Telephone & Telecommunications	226.52	678.76	684.00	5.24	2,736.00	75.19%	5,976.26
Equipment Rental, Repair and Maintenance	202.81	693.05	900.00	206.95	3,600.00	80.75%	3,643.90
Professional Services	5,092.00	12,981.25	16,749.99	3,768.74	67,000.00	80.63%	59,323.39
Contractual Services	0.00	0.00	7,407.27	7,407.27	29,629.08	100.00%	39,275.97
Professional Membership Dues	0.00	48.00	6.24	(<u>41.76</u>)	25.00	(92.00)%	0.00
Total Expenses	21,118.71	56,868.63	73,256.94	16,388.31	293,027.90	80.59%	350,335.24
Total Revenue Over (Under) Expense	(<u>21,118.71</u>)	(<u>56,868.63</u>)	0.03	(<u>56,868.66</u>)	0.00	0.00%	12,684.76

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

				YTD Budget		IHLS Approved	Audited FY2016-2017
	Sept. 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(09/01/2017 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	09/30/2017)	09/30/2017)	09/30/2017)	09/30/2017)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	0.00	33,876.63	(<u>33,876.63</u>)	135,506.55	(100.00)%	159,925.00
Total State Grants	0.00	0.00	33,876.63	(<u>33,876.63</u>)	135,506.55	(100.00)%	159,925.00
Total Revenues	0.00	0.00	33,876.63	(<u>33,876.63</u>)	135,506.55	(100.00)%	159,925.00
Expenses							
Personnel	9,436.79	26,773.15	29,172.66	2,399.51	116,690.47	77.06%	108,296.38
Supplies, Postage & Printing	0.00	467.92	1,200.00	732.08	4,800.00	90.25%	2,025.93
Telephone & Telecommunications	226.41	680.21	684.00	3.79	2,736.00	75.14%	2,348.07
Equipment Rental, Repair and Maintenance	211.36	898.30	945.00	46.70	3,780.00	76.24%	2,934.60
Professional Services	2,800.00	2,800.00	2,400.00	(400.00)	9,600.00	70.83%	0.00
Contractual Services	0.00	2,543.50	4,654.71	2,111.21	<u>18,618.78</u>	86.34%	18,456.00
Total Expenses	12,674.56	34,163.08	39,056.37	4,893.29	156,225.25	78.13%	134,060.98
Total Revenue Over (Under) Expense	(<u>12,674.56</u>)	(<u>34,163.08</u>)	(<u>5,179.74</u>)	(<u>28,983.34</u>)	(<u>20,718.70</u>)	64.89%	25,864.02

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

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	Sept. 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(09/01/2017 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	09/30/2017)	09/30/2017)	09/30/2017)	09/30/2017)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
State Grants	0.00	0.00	2,049.99	(<u>2,049.99</u>)	8,200.00	(100.00)%	8,200.00
Total Revenues	0.00	0.00	2,049.99	(<u>2,049.99</u>)	8,200.00	(100.00)%	8,200.00
Expenses							
Contractual Services	0.00	0.00	2,049.99	2,049.99	8,200.00	100.00%	8,200.00
Total Expenses	0.00	0.00	2,049.99	2,049.99	8,200.00	100.00%	8,200.00
Total Revenue Over (Under) Expense	0.00	0.00	0.00	0.00	0.00	0.00%	<u>0.0</u> 0

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

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	Sept. 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(09/01/2017 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	09/30/2017)	09/30/2017)	09/30/2017)	09/30/2017)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
Investment Income	648.26	977.34	0.00	977.34	0.00	0.00%	4,982.46
Total Revenues	648.26	977.34	0.00	977.34	0.00	0.00%	4,982.46
Expenses							
Capital Outlays	0.00	0.00	0.00	0.00	0.00	0.00%	356,899.51
Total Expenses	0.00	0.00	0.00	0.00	0.00	0.00%	356,899.51
Total Revenue Over (Under) Expense	648.26	<u>977.34</u>	0.00	<u>977.34</u>	0.00	0.00%	(<u>351,917.05</u>)

Balance Sheet Governmental Funds

as of September 30, 2017

	Major Funds						
						Non-Major	
					Capital Projects	Governmental	
-	General Fund	CMC Fund	Plinkit	OCLC Fund	Fund	Funds	Total
Assets							
Cash and Cash Equivalents	3,976,059.58	17,373.18	34,580.43	1,159.46	983,908.09	3,764.45	5,016,845.19
Due From Other Funds	63,327.49	0.00	0.00	0.00	0.00	0.00	63,327.49
Grants Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	20,665.37	0.00	0.00	0.00	0.00	0.00	20,665.37
Prepaid Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Assets	4,060,052.44	17,373.18	34,580.43	1,159.46	983,908.09	3,764.45	5,100,838.05
Liabilities							
Accounts Payable	22,678.14	2,250.16	0.00	4,333.60	0.00	0.00	29,261.90
Grants Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	0.00	54,894.07	0.00	8,433.42	0.00	0.00	63,327.49
Accrued Expenses	<u>33,143.91</u>	<u>3,136.7</u> 4	118.86	2,047.10	0.00	0.00	38,446.61
Total Liabilities	55,822.05	60,280.97	118.86	14,814.12	0.00	0.00	131,036.00
Deferred Inflows of Resources							
Loss Book Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Deferred Inflows	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Deferred Inflows of Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Balances							
	4,004,230.39	(<u>42,907.79</u>)	34,461.57	(<u>13,654.66</u>)	<u>983,908.0</u> 9	<u>3,764.45</u>	4,969,802.05
Total Liabilities, Deferred Inflows,	4,060,052.44	17,373.18	34,580.43	1,159.46	983,908.09	3,764.45	5,100,838.05
and Fund Balances							

Non-Major Governmental Funds represents TMQ, SWAYS and Dream Grant

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

							Audited
				YTD Budget		IHLS Approved	FY2016-2017
	Sept. 2017	YTD Actuals	YTD Budget	Variance		FY2017-18 Budget	Actuals
	(09/01/2017 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	Percent Total	(07/01/2016 -
	09/30/2017)	09/30/2017)	09/30/2017)	09/30/2017)	FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
Fees for Services and Materials	1,168.17	1,187,477.69	320,380.14	867,097.55	1,281,520.44	(7.34)%	1,105,690.40
Investment Income	719.52	2,091.50	1,122.24	969.26	4,489.00	(53.41)%	4,466.36
Other Revenue	0.00	21.60	9,970.23	(<u>9,948.63</u>)	39,880.85	(99.95)%	23,678.00
Total Revenues	1,887.69	1,189,590.79	331,472.61	858,118.18	1,325,890.29	(10.28)%	1,133,834.76
Expenses							
Personnel	82,686.88	231,063.53	260,575.53	29,512.00	1,042,301.98	77.83%	989,600.39
Library Materials	0.00	0.00	18,272.94	18,272.94	73,091.81	100.00%	0.00
Vehicle Expenses	153.46	192.16	249.99	57.83	1,000.00	80.78%	796.18
Travel, Meetings & Continuing for Staff and	1,172.50	1,691.16	4,368.24	2,677.08	17,473.00	90.32%	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	125.01	125.01	500.00	100.00%	93.20
Supplies, Postage & Printing	422.29	1,904.06	4,775.01	2,870.95	19,100.00	90.03%	5,292.54
Telephone & Telecommunications	1,590.22	4,685.38	3,627.00	(1,058.38)	14,508.00	67.70%	16,502.52
Equipment Rental, Repair and Maintenance	283.83	948.29	1,290.00	341.71	5,160.00	81.62%	3,644.13
Professional Services	10,442.50	10,442.50	2,749.98	(7,692.52)	11,000.00	5.07%	6,000.00
Contractual Services	13,511.46	194,648.85	55,548.09	(139,100.76)	222,192.30	12.40%	195,342.86
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00%	188,307.97
Professional Membership Dues	0.00	0.00	24.99	24.99	100.00	100.00%	100.00
Miscellaneous	30.00	60.00	90.00	30.00	360.00	83.33%	515.96
Total Expenses	110,293.14	445,635.93	351,696.78	(<u>93,939.15</u>)	1,406,787.09	68.32%	1,423,109.50
Other Financing Sources & Uses							
Transfers From Other Funds	0.00	0.00	(62,499.99)	(62,499.99)	(250,000.00)	100.00%	(250,000.00)
Transfer to Other Funds	0.00	0.00	35,625.00	35,625.00	142,500.00	100.00%	0.00
Total Other Financing Sources & Uses	0.00	0.00	(26,874.99)	(26,874.99)	(107,500.00)	100.00%	(250,000.00)
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	1,613.87	3,409.31	0.00	3,409.31	0.00	0.00%	82,576.55
Reimbursement:Subscriptions		(136,411.21)	0.00	(136,411.21)	0.00	0.00%	(245,969.00)
Reimbursement:3M e-books	(1,613.87)	(25,665.97)	0.00	(25,665.97)	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	0.00	(10,550.07) <u>0.00</u>	0.00	(10,550.07) <u>0.00</u>	0.00	0.00%	28,127.10
Total Other Income (Expense)	0.00	(<u>33,601.55</u>)	0.00	(<u>33,601.55</u>)	0.00	0.00%	58,312.17
Total Revenue Over (Under) Expense	(<u>108,405.45</u>)	710,353.31	6,650.82	<u>703,702.49</u>	26,603.20	2,570.18%	<u>19,037.43</u>

Illinois Heartland Library System Statement of Net Position SHARE Fund as of September 30, 2017

Computer Development Fund

Assets:	
Current Assets:	
Cash and Cash Equivalents	2,243,830.81
Due from Other Funds	0.00
Accounts Receivable	94,904.50
Prepaid Expenses	1,344.26
Net Pension Assets	(<u>160,608.16</u>)
Total Current Assets:	2,179,471.41
Capital Assets:	
Depreciable Capital Assets	2,667,758.77
Accumulated Depreciation	(<u>2,553,469.71</u>)
Total Capital Assets:	114,289.06
Total Assets:	2,293,760.47
Deferred Outflows of Resources:	
Deferred Outflows from Pension Contribution	
Deferred Outflows from Pension Contribution	473,181.39
Total Deferred Outflows of Resources:	473,181.39
Total Assets and Deferred Outflows of Resources	2,766,941.86
Liabilities: Current Liabilities:	
Accounts Payable	25,928.55
Due to Other Funds	0.00
Accrued Expenses	80,421.35
Total Current Liabilities:	<u> </u>
Long-Term Liabilities:	100,545.50
Compensated Absences Payable	83,753.27
Other Long-Term Liabilities	0.00
Total Long-Term Liabilities:	<u></u> 83,753.27
Total Liabilities:	
	<u>190,103.1</u> 7
Deferred Inflows of Resources:	
Deferred Inflows of Resources Related to Pension Deferred Inflows of Resources Related to Pension	9,469.66
Total Deferred Inflows of Resources:	<u>9,469.6</u> 6
Net Position:	
Unrestricted	<u>2,567,369.03</u>
Total Net Position:	2,567,369.03
Total Liabilities, Deferred Inflows & Net Position	2,766,941.86



Staff Report

MEMO TO:IHLS Board of DirectorsFROM:Leslie BednarDATE:October 17, 2017RE:Staffing Update

The following represents my approval for two new hires this month based on management recommendations. Our objective is to place staff as soon after the October 24 board meeting as possible. We ask your approval of the list below.

Thank you.

New Hires – Pending Board Approval

Classification: Courier Driver (Part-time) Project/Location: Operations/Carbondale Start Date: TBD Salary: \$10.24/ Hour

Resignations and Retirements

None

Promotions/Change in Position:

None



October 2017

PHILLIP B. LENZINI KAREN M. STUMPE BRIAN D. MOOTY JAMES W. SPRINGER GARY E. SCHMIDT BRUCE THIEMANN ANN R. PIEPER ROBERT C. GATES ELIZABETH T. ARCOT LUCAS B. YOUNG Of Counsel JAMES L. HAFELE

LIBRARY SYSTEM BOARD COMPLIANCE MEMORANDUM

Pursuant to the Administrative Rules of the Illinois State Library, specifically 23 ILAC 3030.265(b)(7), as part of the Annual Application, a certification is required that during the preceding 12 months, the Library System Board of Directors has reviewed and is in compliance with applicable provisions of several, specifically listed statutes. This Memorandum is furnished to the Illinois Heartland Library System Board of Directors to insure compliance with that review and certification. The last page hereof is a checklist for each member to indicate they have reviewed the listed statutes and, to the best of their knowledge, the Library System, Board and staff are in compliance therewith. If in addition to these summaries, any member would like to review the entire statute, with the exception of the federal Americans With Disabilities Act (which is available here: https://www.ada.gov/pubs/ada.htm), each of the other statutes is available in full at: http://www.ilga.gov/legislation/ilcs/ilcs.asp. If desired, secondary sources on each statute can also be provided if any questions arise.

Illinois Open Meetings Act 5 ILCS 120

The purpose of the Open Meetings Act is to provide the widest access to the deliberations of public bodies for the public. The Act applies to the library system board and "any subsidiary bodies" including but not limited to committees and subcommittees which are supported in part by tax revenues, but does not include staff or employee meetings.

A "meeting" is any gathering of a majority of a quorum of the members of the body. An informal gathering at a social occasion is not a meeting unless it was held for the purpose of discussing business or is conducted as a subterfuge. Contemporaneous interactive communication (like telephones, texting, etc. and possibly emailing) are considered a gathering or meeting for this purpose. Any such "meeting" without proper notice, agenda and minutes is a violation of the Act. The board by policy may permit electronic attendance at meetings. Most bodies are required to have a quorum physically present in one location, but the Act contains a provision for systems of at least 4,500 square miles, that requirement is excused.

The Act does not require the closing of any meeting but does permit certain discussions in "closed" or executive sessions including:

l. Collective bargaining matters;

2. Appointment, employment, compensation, dismissals or hearings on complaints against employees;



Attorneys & Counselors at Law

3. Consideration for appointment of a member to fill a board vacancy or discipline or removal from office;

4. Consideration of the acquisition or lease of real property or the selling (or leasing) price of real property;

5. Discussion of litigation filed or pending or where there is a specific determination that litigation is probable or imminent (the basis for this must be recorded in the closed meeting minutes);

6. Settlement of claim or establishing reserves for lawsuit defense or discussion of risk management information;

7. When federal statutes or regulations require closed sessions; and

8. Emergency security procedures and personnel or equipment to respond to actual dangers to safety (the basis of the actual danger must be described in the motion to close the meeting).

These exceptions (and the others listed in the Act) are to be narrowly construed and permit closing only when the meeting is "clearly within their scope".

The Act contains very specific requirements concerning the notice and conduct of meetings. Written minutes must be kept of all meetings, including closed ones, and a "verbatim recording" of all closed sessions, typically an audio recording, is also required. The minutes of closed sessions and tapes can be kept confidential until the board acts by vote to "open" or publish them, having determined that confidentiality is no longer required to protect the public interest or individual privacy rights. At a minimum, the minutes of closed sessions must contain the date, the attendees, the vote to close the meeting, the purpose or reason for closing and a general description of the matters proposed and discussed. The board is required to review the collected minutes of closed sessions at least twice a year to determine if any minutes can be released to the general public. That deliberation may be conducted in an executive session. Minutes of open meetings, at a minimum, must include the date, time and place, the attendees and absences, a summary of discussion of all matters and record of any votes. They must be available for public inspection within ten days of their approval, and they must be approved within 30 days or by the body's second subsequent regular meeting whichever is later.

No final action can be taken in a closed session. All final votes must be publicly taken and recorded in public minutes with a public recital explaining the nature of the action being voted to inform the public of the business. Incidentally, any member of the public may record the proceedings at open meetings subject only to reasonable rules (e.g. T.V. lighting).

As for other meeting rules, the Act requires that after the original setting of regular meeting dates for the year and after the posting of the list, if there is a change, a paid newspaper publication of the new dates is required at least 10 days prior to the meeting. The notice must also be posted at the office, the location of the meeting and on the website. Otherwise, paid newspaper notices are not required by this Act. Any news media that have given the board an annual request with an address or telephone number so as to receive notice of meetings must be given the same type of notice (written or phone) of all special, emergency, rescheduled or reconvened meetings the board members are given. A special meeting or rescheduled or reconvened regular meeting must be posted 48 hours before such meeting and the notice should include the agenda. An open meeting reconvened within 24 hours need not have further notice if a public announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. Notice of a



bona fide emergency meeting shall be given as soon as practical, but in any event prior to the holding of the meeting.

The Act also requires that all meetings must include an agenda for the meeting and only items, the general subject matter of which are included on that agenda, can be acted upon at the meeting.

There must be a specific public vote to "close" a meeting and the legal justification for closing it must be recorded in the minutes. A majority is required for the motion to pass and only items specified in the justification may be discussed in closed session.

Every meeting of the board and all committees must provide an opportunity for public comment and although the system is authorized to create rules for this, those rules may not violate First Amendment rights of the public or be oppressive in that respect either as too limited in time, or too extended in terms of pre-requirements in order to comment.

The Act requires that within 6 business days of budget approval, the total compensation package of every employee with a package exceeding \$75,000 must be posted on the website. At least 6 business days prior to approving a compensation package exceeding \$150,000, either the compensation information must be posted on the website or placed at the principal office with posted directions how to access that information.

The Act requires that all board members must successfully complete once each term, the Attorney General's electronic training within 90 days of taking office, and file the certificate of completion with the board Secretary. And the system must designate at least one Open Meetings Act designee who also must annually complete the electronic training.

The penalties under the Act are civil and criminal. Civil penalties include issuance of injunctions that further sessions be open and mandamus ordering a meeting to be opened, declaring any action null and void and assessing attorneys' fees and costs to the prevailing party. The civil charges may be filed by either the State's Attorney or a private person within 60 days after discovering the meeting was improper.

Freedom of Information Act 5 ILCS 140

Records relating to the conduct of the business of public libraries are subject to inspection by the Freedom of Information Act. However, "library circulation and other records identifying library users with specific material" are specifically excepted. This exception is consistent with the Library Records Confidentiality Act. The Act is the exclusive state statute on freedom of information except to the extent that special legislation imposes additional obligations or restrictions on disclosure of information to the public such as the Library Records Confidentiality Act.

The underlying philosophy of the Freedom of Information Act is that all records maintained by public bodies are subject to disclosure unless specifically exempted. The Act sets out specific categories of records which are exempt and the exemptions are to be "narrowly construed" in favor of release. Some of the applicable exemptions include:

l. Information that may not be lawfully disclosed, such as records identifying library users;

2. Personal information, especially "private information" maintained with respect to employees, appointees or elected officials;

3. Preliminary drafts or recommendations;



4. Minutes of executive sessions;

5. Confidential communications to and from legal counsel;

6. Collective bargaining documents, except that the final contract is subject to disclosure;

7. Documents relative to real estate negotiations prior to closing;

8. Trade secrets, commercial or financial information where furnished under claims they are of a proprietary nature; and

9. Information related solely to the internal personnel rules and practices.

The Freedom of Information Act sets out specific procedures to be followed. A request for copies of public records must be submitted in writing. It is advisable to have forms available so as to encourage persons desiring records to limit the scope of their request, but the body can not require any form to be used Copies of records are to be furnished within five business days, but the time limit may be extended for five additional working days if more time is reasonably necessary. The person making the request is to be notified by letter of any delays and reasons therefor. Limited copying fees may be collected provided that such fees are related solely to reproduction costs and such fees may be waived in cases in the public interest and not commercial benefit. No search fees are permitted in non-commercial requests and for electronic responses only the cost of the medium used may be charged.

If a request for copies of public records is denied, a notice of denial must be given to the person making the request. The denial notice must include:

l. Reasons for denial.

2. Names and titles of the persons responsible for the denial.

3. A statement of the person's right to appeal such denial to the Public Access Counselor.

Copies of all requests for documents and all notices of denial, together with an index of the type of exemption asserted, are to be maintained. The system is required to have at least one designated FOIA Officer, responsible for receiving and responding to all FOIA requests, and who is required to successfully complete annually the Attorney General's electronic FOIA training.

The system is required to display and provide copies of: a block diagram giving its functional subdivisions, the total amount of its operating budget, the number and location of all of its separate offices, the approximate number of full and part-time employees, the membership of its board and a brief description of the methods whereby the public may request information and public records, a directory designating by titles and addresses those employees to whom requests for public records should be directed and a schedule of any fees.

As to public records prepared or received, the system must maintain and make available for inspection and copying a reasonably current list of all types or categories of records under its control. The list shall be reasonably detailed in order to aid persons in obtaining access to public records. Each district must furnish upon request, in a form comprehensible to persons lacking knowledge of computer language or printout format, a description of the manner in which public records stored by means of electronic data processing may be obtained.



Illinois Public Labor Relations Act 5 ILCS 315

The purpose and effect of the Public Labor Relations Act is to give public employees the right to organize and collectively bargain their employment relations, and various provisions for dispute resolution. The Act applies to every public employer with 5 or more employees, and where such groups of employees have in one of the permitted ways chosen to organize into a union. Certain managerial, supervisory and confidential employees are not counted in that group, nor are elected or appointed board members.

Once a group of public employees have become certified under the Act as the collective bargaining agent, either by voluntary recognition by the employer or by representation petition and election, then that bargaining unit may enter into good faith bargaining with the employer on the terms and conditions of the employment, Meeting at all reasonable times to negotiate with respect to wages, hours and terms and conditions of employment, except for those matters reserved to the employer under the Act as "management rights" is designed to lead to a collective bargaining agreement to cover this employment for the agreed term. Disputes or failings in such negotiations may lead to what are referred to as "unfair labor practices" such as steps or actions not in good faith, or in violation of the Act but merely refusing to agree with a party's demand in negotiation is not supposed to constitute an unfair labor practice.

The Act has created the Labor Relations Board, that along with its General Counsel, is responsible for the oversight of organization activities, contract negotiation issues as well as contract disputes. Contract disputes can arise in many ways and claims may allege unfair labor practices or other grievances whereby various grievance procedures set forth in the contract may be followed and which may lead eventually to arbitration of such disputes. In general, if strikes are prohibited in Illinois the procedure culminates with binding arbitration as the dispute resolution method. Arbitration awards may be reviewable in the courts, but that is controlled by the Uniform Arbitration Act.

Illinois Governmental Ethics Act 5 ILCS 420

Any person elected or appointed to public office in a unit of local government and any employee who is a department or division head, supervises contracts of \$1,000 or more, supervises 20 or more employees, or has authority to issue rules or regulations must file a "Statement of Economic Interests" with the county clerk. This verbatim form is provided in the statute. The filing is required before May 1 every year, or, for candidates, not later than the end of the filing period for nomination. Extensions are available subject to penalty. Failure to comply with filing requirements results in ineligibility for or forfeiture of the office or employment.

The statement filed is available for examination and copying, but anyone making a request must identify himself and the reason for the examination and the information is sent to the person filing the statement originally.

By February 1 of each year, the secretary of the board must certify to the County Clerk where the principal office is located a list of names and addresses of all employees who are required to file arranged alphabetically. By April 1, the County Clerk is to notify the person of the filing requirement.



Local Records Act 50 ILCS 205

The major focus of the Illinois Local Records Act are the rules for preservation and destruction of public records. Prior written approval by the local records commission is necessary before any public record can be discarded or destroyed. "Public record" is defined to be:

"...any book, paper or other official documentary material regardless of physical form or characteristic made, produced, executed or received...pursuant to law, or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer...as evidence of the organization, function, policies, discussions, procedures or other activities thereof, or because of the informational data contained therein." [50 ILCS 205/3]

The books and magazines circulated by a library are not considered a public record within this definition. Materials that are acquired and maintained solely for reference or exhibition purposes as well as extra copies of documents simply for convenient reference are specifically exempted by the Act.

The local records commission for all Illinois counties other than Cook can be contacted at the Records and Management Section, Local Records Unit, Illinois State Archives, Springfield, Illinois 62706.

State Officials and Employees Ethics Act 5 ILCS 430

Under the State Officials and Employees Ethics Act, a local Ordinance or resolution is required for every local government, and the Attorney General's office was required to develop a model ordinance for their use, essentially prohibiting various gifts (replacing the prior "Gift Ban Act") from "prohibited sources" and prohibiting various "political activities" by officials and employees. "Prohibited sources" are basically those persons or firms doing business or seeking to do business with the public body. The "prohibited political activities" although defined and described in great detail in the statute, are basically various described, improper activities related to political campaigns of either candidates or referenda policy questions while on compensated time or while using governmental resources, unless such activity is within the official duties of the body or employee.

Public Funds Deposit Act 30 ILCS 225

Under the Public Funds Deposit Act, the treasurer is authorized to deposit system funds into demand deposits in state or national banks, savings and loans in accordance with the Public Funds Investment Act. The treasurer may require such banks or savings and loans to deposit with him (or under the regulations of the Federal Reserve Bank to be held there as collateralization) guaranteed securities equal in market value to the amounts by which the system deposits exceed federally insured amounts. No banks or savings and loans are to



receive public funds unless they have complied with the requirements of the Public Funds Investment Act.

Public Funds Investment Act 30 ILCS 235

The Public Funds Investment Act authorizes investment by local governments in:

(a) bonds, notes, certificates of indebtedness, treasury bills or other securities guaranteed by the full faith and credit of the United States Government;

(b) interest-bearing savings accounts, certificates of deposit or time deposits or other investments constituting direct obligations of any bank, as defined by the Illinois Banking Act;

(c) short-term obligations of corporations organized in the United States with assets exceeding \$500 million if:

l. such obligations are rated at the time of purchase within the three highest classifications established by at least two standard rating services and which mature not later than 180 days from the date of purchase; and

2. such purchases do not exceed 10% of the corporation's outstanding obligations;

(d) in money market mutual funds registered under the Investment Company Act of 1940, provided the portfolio is limited to obligations specified in the statute and to agreements to repurchase such obligations.

Investments may be made only in banks which are insured by the FDIC. Any public agency may invest any public funds in short-term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities issuable by savings and loan associations. Investments may be made only in those savings and loan associations, the shares or certificates of which are insured by the federal government. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. Such securities so purchased shall mature or be redeemable on a date or dates prior to the time when in the judgment of the governing authority, the public funds so invested will be required for expenditure. The expressed judgment of any such governing authority as to when public funds will be required for expenditure or be redeemable is final and conclusive.

Public agencies may invest in the Public Treasurer's Investment Pool (now also known as "Illinois Funds") or in a fund managed, operated and administered by a bank. Public agencies may also invest in repurchase agreements of government securities, subject to the Government Securities Act.

In addition, the Act requires every agency to adopt a written investment policy that addresses the safety of principal, liquidity of funds, return on investment and requires that the investment portfolio be structured in such manner as to provide sufficient liquidity to pay obligations as they become due. The policy must address a rule (such as the "prudent person rule") establishing the standard of care to be maintained by the person investing the funds and it must identify the agency's chief investment officer, responsible for establishing the internal controls and written procedures for the investment program.



Illinois Municipal Retirement Fund 40 ILCS 5

The Illinois Municipal Retirement Fund is the primary fund for providing pension benefits to local government employees not including teachers and public safety employees (e.g. police and fire department employees). The pension (retirement annuities), surviving spouse and children benefits, and disability program provided under the Act are constructed and operated by the Municipal Retirement Fund Board of Trustees and the benefits provided are funded by a fixed contribution from eligible employees (i.e. scheduled to work either 1,000 hours each year or 600 hours, dependant on the election of the employer), the employer contribution which is calculated based on actuarial requirements, pursuant to statute, together with income on investments which exceed reserves needed for current operations.

Public Officer Prohibited Activities Act 50 ILCS 105

The statute governing conflicts of interest prohibits any public official from having any interest "in any contract or the performance of any work in the making or letting of which such officers may be called upon to act or vote". This provision is not avoided by a board member abstaining from voting, even if he does not attend the meeting at which the contract is considered. If he has an interest in the outcome, he is in violation of the statute. One who violates it, if convicted, forfeits the office and can be sentenced from one to three years in the penitentiary and fined up to \$10,000. Such contracts may involve labor, materials, personal property or real property transfers.

The statute also prohibits accepting or offering to receive money or anything of value as a gift, bribe or means of influencing an official's vote or action.

There are exceptions to the rather harsh rules set out including one for small contracts where the member owns less than 7 1/2% of the company seeking to do business with the government, if the contract is less than \$2,000 and the aggregate award in the fiscal year is less than \$4,000. No violation occurs if the official abstains from voting (though he can be counted for quorum purposes, if there is a majority without his vote) and makes full disclosure of the interest prior to or during the deliberation.

There is a second similar exception if the official has less than a 7 1/2% share in the ownership of the business entity dealing with the agency, but the aggregate amount of contracts shall not exceed \$25,000 and the contract must be by sealed bids to the lowest responsible bidder. Again, the official must abstain, a majority of the board must approve the contract and full disclosure is required.

A third major exception exists if the official has less than a 1% ownership interest in the business seeking a contract regardless of the size of the contract, though full, public disclosure of the interest, abstaining from voting and discussion, and passage by a majority vote are all required.

In the event the contract involves the transfer of real property, additional written disclosures under oath of beneficial interests, if the official is entitled to more than 7 $\frac{1}{2}$ % of the distributable income from the property, is required.

There is an exception for public utilities although most would be covered by the exceptions above. If the official owns more than 7 1/2% of the public utility, an exception



exists for districts where the population is less than 7500 and the utility rates are approved by the Illinois Commerce Commission.

Finally, there is an exception for financial institutions if the public official is a director, officer, employee or owns less than a 7 1/2% interest. The nature and extent of the interest must be disclosed and the official must abstain from voting.

Illinois Library System Act 75 ILCS 10

The Library System Act, because the state recognized that public libraries are vital agencies serving all levels of the educational process, was adopted to establish, develop and operate a network of library systems covering the entire state. Currently, other than Chicago, these are multitype systems meaning their membership is composed of public libraries, school libraries, academic and special libraries.

The Act provides numerous powers to system boards to carry out the spirit and intent of the Act, including: (1) to develop bylaws and the plan of service, subject to the approval of the State Librarian; (2) to have exclusive control of all funds held in the system name; (3) to adopt policies, rules and regulations for its operation as necessary; (4) to purchase or lease real or personal property and buildings for system use; (5) to appoint and fix the compensation of a competent librarian, who has the authority to hire other necessary employees and fix their compensation, and to remove them subject to the approval of the board, and to retain counsel and professional consultants as needed; (6) to contract with any public or private entity or government to provide or receive library services or other acts to carry out the provisions of this Act; (7) to accumulate special reserve funds to acquire improved or unimproved realty; (8) to be a body politic and to sue or be sued, to hold title to property and take any act authorized by law; (9) to undertake programs to encourage annexations to libraries; (10) to join ILA, ALA and other non-profit organizations for the purpose of library development; (11) to hold title to real and personal property; and (12) to borrow funds for system facilities and mortgage up to 75% of value, system owned property.

In order to be State grant eligible, system membership is required, and compliance with system membership criteria being a condition thereof. Among the most critical services or programs of system operation are interlibrary loans and statewide delivery.

Americans With Disabilities Act 42 USC 12101

This federal Act provides anti-discrimination protection in employment, public services, public accommodations and telecommunications for Americans with disabilities. "Disability" is a physical or mental impairment that substantially limits one or more major life activities and includes a record of such impairment or being regarded as having an impairment. It does not include a person currently using illegal drugs or who abuses alcohol.

In what is referred to as "Title I" of the Act, employers are prohibited from discriminating against all employees and qualified applicants who are or may become disabled. Throughout the application process, interviewing, and hiring decisions, along with all compensation, promotion and assignment practices, terminations, suspensions, and all other terms, benefits, job training, and conditions of employment, all persons are to be free



from discriminatory treatment based on disability. And "reasonable accommodations" must be provided upon request unless they present an "undue hardship."

Under "Title II" of the Act, by January 26, 1992, all units of state or local government were required to have a designated coordinator of compliance activities, establish a grievance resolution procedure and initiate a self-evaluation survey of current services, policies and procedures. It is a violation to design and construct a new facility for occupancy after January 26, 1993 which is not "readily accessible to and usable by persons with disabilities... except where to do so would be structurally impracticable".

Alterations must be accessible. When alterations to primary function areas are made, an accessible path of travel to the altered areas (and the bathrooms, telephones and drinking fountains serving that area) must be provided to the extent that the added accessibility costs are not disproportionate to the overall cost of the alterations.

Physical barriers in existing facilities must be removed if removal is readily achievable (i.e. easily accomplishable and able to be carried out without much difficulty or expense). If not, alternative methods of providing the services must be offered if those methods are readily achievable. Auxiliary aids and services must be provided to individuals with vision or hearing impairments or other individuals with disabilities so that they can have an equal opportunity to participate or benefit unless an undue burden would result.

One manner to shift responsibility for compliance in contracts for new construction or renovation/remodeling of existing facilities is to provide that the architect and contractor are responsible for ADA compliance. The basic standard used for accessibility guidelines under ADA are the guidelines of the Architectural and Transportation Barriers Compliance Board, and the primary enforcement arm is the United States Attorney General acting through the Civil Rights Division of the Department of Justice.

Illinois Human Rights Act 775 ILCS 5

The Illinois Human Rights Act prohibits discrimination in Illinois with respect to employment, financial credit, public accommodations, housing and sexual harassment, on the bases of race, color, religion, sex (including sexual harassment), national origin, ancestry, military status, age (40 and over), order of protection status, marital status, sexual orientation (which includes gender-related identity), unfavorable military discharge and physical and mental disability. The Act also prohibits sexual harassment in education, discrimination because of citizenship status and arrest record in employment, and discrimination based on familial status in real estate transactions. A discrimination charge can be initiated by calling, writing or appearing in person at the Department's Chicago or Springfield office within 180 days of the date the alleged discrimination took place in all cases except housing discrimination (one year filing deadline). It is administered by the Illinois Department of Human Rights.



Compliance List

Please Check:

 Illinois Open Meetings Act 5 ILCS 120
 Freedom of Information Act 5 ILCS 140
 Illinois Public Labor Relations Act 5 ILCS 315
 Illinois Governmental Ethics Act 5 ILCS 420
 Local Records Act 50 ILCS 205
 State Officials and Employees Ethics Act 5 ILCS 430
 Public Funds Deposit Act 30 ILCS 225
 Public Funds Investment Act 30 ILCS 235
 Illinois Municipal Retirement Fund 40 ILCS 5
 Public Officer Prohibited Activities Act 50 ILCS 105
 Illinois Library System Act 75 ILCS 10
 Americans With Disabilities Act 42 USC 12101
 Illinois Human Rights Act 775 ILCS 5

Date:			

Signed: _____ Member, Board of Directors Illinois Heartland Library System



MEMO TO:Board of DirectorsFROM:Leslie BednarDATE:October 18, 2017RE:IHLS Closed Session Minutes Procedure

Attached please find our process for handling closed board sessions. While executive sessions are the exception and not the rule, I hope it is helpful to have the procedure and pertinent forms all together in one document.

Included are: --step by step instructions --IHLS closed meeting minute form --list of exceptions allowing a closed meeting under the Open Meetings Act (5 ILCS 120 § 2(c))

We will have paper copies of the document available at all board meetings, and recommend committee chairs maintain a physical copy as well. If you would like additional hard copies and/or an electronic copy please let me know.

Thank you for your consideration.

IHLS Closed Session Procedures

- Turn on the recording device
- Before discussion begins the Board President or the Committee Chair must announce the type of meeting, reason for closed session, date and time; "This is a closed session for the Illinois Heartland Library System board meeting, October 21st, 2017, starting at 4:58 p.m."
- Roll call
- When making a motion the member must first state their name
- When making a comment the speaker must first state their name
- State the time the board/committee returns to open session
- Board meeting recordings will be sent to the Secretary of the board for transcription of minutes
- Committee meeting chairs will transcribe the minutes
- The minutes must be transcribed within 10 days
- The transcriber sends the recording & transcription to the Executive Assistant *and* the Executive Director

Semi-annually (June & January), the board must meet to review the minutes of any closed sessions that occurred and determine whether the minutes of those closed sessions need to remain confidential. If the board determines that it is no longer necessary to have the minutes remain confidential, the minutes must be posted on the website.

Once recordings are reviewed and approved for destruction by the board, IHLS staff will submit an application to the Illinois State Archives for permanent destruction.



TURN ON RECORDER

Date:		_	Time In:	Time Out	:
Place of Meeting:					
Vote on Closing:	Members A	ye:	Members Nay:		
Members Present:		Location	Members Present		Location

Non-Members Present:	Location	Non-Members Present	Location

Members Absent:		

Applicable Statutory Section:*

[See next page for numbers, include any applicable ones]

Subject Matter Discussed:

[Description of all matters proposed, discussed or decided]

Record of any Vote Taken: [No final action may be taken in closed session] Specify movants and record tallies:

Exceptions Permitting Closed Sessions:* Citation to Section

2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity.

2(c)(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

2(c)(3) The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

2(c)(4) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.

2(c)(5) The purchase or lease of real property for the use of the public body.

2(c)(6) The setting of a price for sale or lease of property owned by the public body.

2(c)(7) The sale or purchase of securities, investments, or investment contracts.

2(c)(8) Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff the public or public property.

2(c)(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

2(c)(12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.

2(c)(15) Professional ethics or performance when considered by an advisory body, appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.

2(c)(16) Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

2(c)(21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by

Section 2.06 of the Open Meetings Act.

* The exceptions listed are those applicable to public libraries in the words of the statute. Other exceptions may apply to other forms of governmental bodies. Although stricken by statutory amendment, we believe a constitutional exception continues to exist permitting closed session to consult with an attorney on privileged matters.