



Illinois Heartland Library System

IHLS - Board of Directors Meeting

October 27, 2020

ZOOM

Join from PC, Mac, Linux, iOS or Android:

<https://illinoisheartland.zoom.us/j/667226270?pwd=eTc0dWk1SlVSQWJ6cXB0M0xzdzIzZz09>

By Phone Only: 408-638-0968 | Meeting ID: 667226270

5:00 P.M.

IHLS Board of Trustees will accept public comments. Please submit comments and supporting documents to publiccomment@illinoisheartland.org or use the form found on the IHLS website at <https://illinoisheartland.org/content/board-meeting-public-comment-form>.

Stacey Carter, President
Joshua Short, Vice President
Loretta Broomfield, Secretary
Bill Wagner, Treasurer
Beverly Obert, Member at Large
Frank Bandre
Karen Bounds
Clay Dean

Tina Hubert
Janet Jenkins
Tammy Krouse
Lupe Mejia
Zachary Newell
Jill Shelton
Charlene Topel

5:00 PM	Action	1. Call to Order
5:01 PM	Action	2. Roll Call
5:05 PM	Action	3. Consent Agenda

All items listed under the Consent Agenda are considered routine by the Board and will be enacted by one motion. Committee and Staff reports may also be included as information items. Detailed information on all items is included in the meeting packet. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the consent agenda for discussion.

		a. Approval of September 22, 2020 Minutes (Attachment 3.1)
		b. September Director & Staff Activity Report (Attachment 3.2)
5:15 PM	Action	4. Acceptance of Bills September 2020 (Attachment 4.1)
	Action	5. September 2020 Financial Report (Attachment 5.1)
5:30 PM	Information	6. Freedom of Information Act (FOIA) Update
	Information	7. Open Meetings Act (OMA) Update
	Information	8. Public Comments
	Information	9. Communication
		a. Advocacy Notes (Attachment 9.1)
		10. Human Resources
5:45 PM	Action	a. Staff Report (Attachment 10.1)

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

1840 Innovation Drive, Carbondale, IL 62903 ■ 618.985.3711
1704 West Interstate Drive, Champaign, IL 61822 ■ 217.352.0047
6725 Goshen Road, Edwardsville, IL 62025 ■ 618.656.3216
www.illinoisheartland.org ■ 618.656.9401 Fax

	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 <ul style="list-style-type: none"> a. Executive b. Budget and Finance c. Policy and Membership d. Facilities and Operations e. Personnel f. Advocacy and Education
6:15 PM	Information	13. Unfinished Business <ul style="list-style-type: none"> a. Edwardsville Building Improvements (Attachment 13.1) b. Member Day 2020 (Attachment 13.2)
	Action	14. New Business <ul style="list-style-type: none"> a. Capital Projects Budget Amendment (Attachment 14.1) b. IHLS Biometric Data Policy (Attachment 14.2) c. Nominating Committee (Attachment 14.3) d. Appoint Jill Trevino IMRF Authorized Agent (Attachment 14.4)
6:30 PM	Action	
	Action	
	Action	
	Action	
6:45 PM	Information	15. Agenda Building
	Information	16. Public Comment
7:00 PM	Information	17. Announcements
7:05 PM	Action	18. Adjournment



BOARD OF DIRECTORS MEETING MINUTES

September 22, 2020

5:00 p.m.

Zoom due to Shelter-in-Place

3.1	Approve the September 22, 2020 Consent Agenda a. Approval of August 25, 2020 Minutes b. Director and Staff Activity Report	Carried
4.1	Accept the August 2020 Bills	Roll Call - Carried
5.1	Accept the August 2020 Financial Reports	Carried
6	FY2020 Annual Report a. Financial Audit b. Narrative c. Tabular Reports	Roll Call – Carried Carried
10.1	Approve the Staff Report	Roll Call - Carried
	Adjourn	Carried

Call to Order

Stacey Carter called the meeting to order at 5:00 p.m.

Roll Call

Board Members:

Frank Bandre, Karen Bounds, Loretta Broomfield, Stacey Carter, Tina Hubert, Tammy Krouse, Lupe Mejia, Zach Newell, Bev Obert (entered 6:10 p.m.), Josh Short, Bill Wagner

Absent excused:

Clay Dean, Janet Jenkins, Jill Shelton, Charlene Topel

Other Attendees:

Leslie Bednar, Troy Brown, Pat Burg, Stacie Bushong, Colleen Dettenmeier, Jay Ginsert, Dominique Granger (entered 5:04 p.m.), Rhonda Johnisee, John Knirr, Shirley Paden, Susan Palmer, Julia Pernicka (entered 5:08 p.m.), Ellen Popit, Rita Stephens, Anna Yackle

Consent Agenda

Frank Bandre motioned to accept the consent agenda. Karen Bounds seconded. Motion carried.

Acceptance of Bills August 2020

Josh Short motioned to accept the 2020 bills. Lupe Mejia seconded. Motion carried unanimously by roll call vote.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

August Financial Reports

Rhonda Johnisee shared an overview of the August financial reports. As of August 31, 2020, the target benchmark of the remaining budget should be 83% for all budget line items except "Personnel" which should be 85% based on 26 payrolls for the fiscal year.

General Fund Total Revenues "YTD Actuals" are below "YTD Budget" by 92.5%, which is primarily due to not having received any of the FY2021 SAPG approved allocation. IHLS did receive \$549,978.11 on September 8, 2020. This is the General Revenue portion of the FY2021 SAPG funding. Total Expenses "YTD Actuals" are below "YTD Budget" by 8.1%.

SHARE Fees for Services and Materials "YTD Actuals" \$1,305,490.87 represents 94.4% of the projection in the FY2021 budget. As of August 31, 2020, 88.7% of the \$1,305,490.87 has been collected. Total Expenses "YTD Actuals" are above "YTD Budget" by 37.5%.

The General Fund cash balance was \$3,320,793.00. This balance would fund IHLS General Fund operations an estimated 9.9 months based on the FY2021 approved expenditure levels. The balance would fund General and Special Revenue Funds operations approximately 8.7 months. IHLS did receive 50% of the CMC grant funds \$193,899.00 and 50% of the OCLC grant funds \$79,322.50 on September 15, 2020. The remaining 50% should be received around 1/1/2021. The Grants Receivable reflects the remaining balance due from the FY2020 SAPG. IHLS received \$1,095,500.01 on August 4, 2020, from the original balance of \$2,191,000.00.

As of August 31, 2020, the SHARE cash balance of \$2,699,055.40 represents \$881,105.06 of SHARE Reserve Funds, \$128,474.66 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,689,475.68 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 12.3 months based on the FY2021 operations budget.

Tina Hubert motioned to accept the Financial Reports. Bill Wagner seconded. Motion carried.

Annual Report

Financial Audit

Josh Andres from Scheffel-Boyle gave an overview of the FY2020 Audit Synopsis, Audited Financial Statements, and the FY2020 Agreed Upon Procedures.

Bill Wagner motioned to approve the Financial Audit. Frank Bandre seconded. Motion carried unanimously by roll call vote.

Narrative

Josh Short motioned to accept the Narrative and Tabular Reports. Bill Wagner seconded. Motion carried unanimously by roll call vote.

FOIA Update

None

OMA Update

None

Public Comment

None

Communication

Leslie Bednar shared that Susan Palmer was interviewed for an article in the Lincoln Daily News about resource sharing and the role of IHLS delivery. The article will be sent to the board following the board meeting.

Stacey Carter and Josh Short shared their experience attending the Library Advocacy and Funding Conference presented by Every Library. Stacey enjoyed the conference and felt it was beneficial. Josh Short was hoping for more interactive sessions and while he enjoyed the videos, he missed the chance to ask questions and converse with others.

Leslie asked for feedback about the new L2 and there was both positive and negative feedback.

Staff Report

Personnel

Frank Bandre motioned to enter closed session. Tina Hubert seconded. Entered closed session at 5:47 p.m.

Karen Bounds motioned to return to open session. Josh Short seconded. Motion carried. Entered open session at 6:09 p.m.

Staff Update

Tina Hubert motioned to accept the staff report. Josh Short seconded. Motion carried by roll call vote. Frank Bandre – yes, Karen Bounds – yes, Loretta Broomfield – yes, Stacey Carter – yes, Tina Hubert – yes, Tammy Krouse – yes, Lupe Mejia – yes, Zach Newell – yes, Bev Obert – abstain, Josh Short – yes, Bill Wagner- yes.

Secondary Employment

None

Illinois State Library Report

Pat Burg reported administrative rules are being developed for 3 programs. The Cards for Kids program legislation is effective now. It was enacted in Public Act 101-0875 to provide free library cards to non-resident kindergarten through 12th-grade students whose household falls at or below the US Department of Agriculture's Income Eligibility Guidelines. Public Library Boards *may* take action to offer e-resources to non-residents. A veteran with a service-connected disability of at least 70% is exempt from paying property taxes on their primary residence.

Grant Offerings:

Available grants are: Personal Protective Equipment (PPE) for Illinois Public Libraries, Digital Network Access for Illinois Libraries, Back to Books, and the E-Books Grants. School District Library Grants are being accepted and are due October 15. The Public Library Per Capita and Equalization Aid grant application is expected to be available this fall.

Family Reading Night materials have been created and will be shipped to libraries over the next month in time for the annual event, which is November 19, 2020.

Committee Reports

Executive

Stacey Carter reported and discussed the Edwardsville building improvements, audit, grants to libraries, and board meeting agenda.

Budget and Finance

Bill Wagner reported the committee met and had a presentation from the auditors, an update on the Edwardsville building improvements, and the deferred payroll tax in addition to routine item review.

Policy and Membership

Loretta Broomfield reported the committee met for a brief meeting to receive an overview from Ellen Popit on the committee charge and reasons the committee will meet.

Facilities and Operations

Bev Obert reported the committee met and discussed the Request for Proposal (RFP) for the Edwardsville building improvements. They extended the time frame for work to be completed.

Personnel

Josh Short reported there was no meeting held.

Advocacy and Education

Josh Short reported the committee met and reviewed the outreach goals. School libraries will continue to be a focus.

Unfinished Business

FY2020 IHLS Annual Meeting

Stacey Carter shared there will not be an in person Annual Meeting this year due to continued restrictions due to Covid-19.

New Business

Edwardsville Building Improvements

Leslie Bednar reported the RFP is in proofing and then will be sent to Phil Lenzini for review.

Member Day 2020

Ellen Popit reported the event has evolved and grown each year. Due to Covid-19, this year the conference will be virtual. David Lankes, from the University of South Carolina, will be the keynote speaker. There will be 2 break-out sessions offering three virtual offerings in each time slot, a closing speaker, as well as games and prizes.

IHLS Grants to Member Libraries

Leslie Bednar reviewed the information about 2 grants IHLS will be offering to members. The IHLS Delivery Vehicle Grant will offer 5 surplus vehicles to be used for new resource sharing programs. The IHLS eResources Grant will offer 8 one-year eRead subscriptions to libraries who qualify.

Virtual Board Meetings

Stacey Carter reported board meetings will remain virtual until at least the end of 2020.

Agenda Building

Items added to agenda building are Edwardsville building improvement update and timeline, the IHLS grant outcomes, and biometric data policy.

Public Comment

None

Announcements

Tina Hubert thanked IHLS and Delivery for the 7-day quarantine of library materials.

Adjournment

Josh Short motioned to adjourn. Karen Bounds seconded. Motion carried. Adjourned at 6:42 p.m.

Director & Staff Activity Report



Illinois Heartland Library System

September 2020



Administrative Report

ADMINISTRATIVE REPORT & STAFF ACTIVITIES

Submitted by Leslie Bednar, Executive Director

COMMUNICATIONS GOALS:

Submitted by Julia Pernicka, Communications Coordinator and Shandi Greve Penrod, Marketing Coordinator

Communicate effectively and efficiently with IHLS stakeholders. Advocate for the organization and our members.



Highlights

It's time to fall back into a regular schedule. September brought about the launch of the *IHLS Member Day 2020: Beyond All Limits* webpages (www.IllinoisHeartland.org/MemberDay-home), the opening of Member Day registration, and all the digital marketing work that comes with it. Graphic pieces created for Member Day included everything from images for the web pages, social media, t-shirt designs, and cookies! New REALM (Reopening Archives, Libraries, and Museums) Project research also led to increases in the Delivery materials and tub quarantine period, requiring more web updates and email announcements. After the announcement, IHLS reexamined its quarantine procedures, looking for ways to reduce pressure on libraries. The resulting move of the 7-day quarantine in-house was announced at a special Members Matter meeting, held by Member request to discuss the procedures, the REALM Project research, et cetera. Collaboration continued with RAILS on Statewide opportunities (Explore More Illinois, Online High School, etc.). Staff also worked on the presentation and formatting of the FY2020 Annual Report.

Promotion:

- *Advocacy:*
 - *IHLS*
 - Census 2020
 - *CMC*
 - CMC: Looking at the Past for Your Future
- *CE & Networking events/opportunities:*
 - *IHLS*
 - Weekly Directors' Chat (multiple)
 - IHLS Member Day (dedicated section of the website, announcement email)
 - *SHARE*
 - September Catalogers Training Session
- *Discounts and demos:*
 - *IHLS*
 - EBSCO
 - Gumdrop Books
 - *SHARE*
 - Cloud Library Demo for Schools
 - September Catalogers Training Session

General Communications:

- *IHLS:*
 - Staff Connection 9/30/2020
 - Delivery Tub Quarantine to Move In-House at IHLS
 - IHLS Members Matter: Delivery Services and COVID-19 ([multiple; recording posted online](#))
 - Delivery Tub Handling Quarantine Now 7 Days
 - New L2 is Live!
 - IHLS Member Connection 9/1/2020, 9/23/2020
- *SHARE:*
 - Survey on the Use of General Material Designation (GMD) in Polaris Records
 - Input for Agenda - Share Bib and Cataloging Standards Committee
 - SHARE Newsletter - September 2020

Grants

- Virtual Learning and Enhancement Grants (ALA)
- Innovative Reading Grant (AASL)
- Inspire Special Event Grant (AASL)
- AASL Research Grant
- Inspire COVID Recovery Grant
- Libraries Transforming Communities

Formal research:

- Continued recruitment for the IHLS Research Panel
- Continued email marketing A/B testing (ongoing)

Trainings events attended by department staff:

- Nonprofit Marketers Network session: *Redefining Digital Media Advocacy: A Joint Presentation by ArchCity Defenders and Close the Workhouse*
- Library Advocacy and Funding Conference
- Association for Rural and Small Libraries 2020 Conference
- University of Missouri—St. Louis: *Website Analytics*
- Pryor Plus: *Dealing with Difficult People*

Networking events attended by department staff:

- Nonprofit Marketers Network board meetings

Vendor Discount

- Gumdrop

Social media insights:

- Facebook: 36 posts in September
 - Awareness: 5,171 total post reach, 144 avg post reach, 5,630 total post impressions
 - Engagement: 305 post engagements, 8 avg post engagements
 - Change: +5, +5 Followers
- Twitter: 14 tweets in September
 - Awareness: 2,412 tweet impressions or 80 impressions per day
 - Engagement: 32 post engagements, .6% post engagement rate
 - Change: +1 follower

BOARD SUPPORT GOALS:

Submitted by Stacie Bushong, Executive Assistant

Provide support for IHLS board members. Retain and purge materials on an approved schedule.

- Completed coordinating documents and created the final FY2020 Annual Report and submitted on time to the Illinois State library.
- Continued planning and preparing for IHLS Annual Member Day.



Human Resources Report

ACCOUNTING REPORT & STAFF ACTIVITIES

Submitted by Jill Trevino, Human Resources Coordinator

The Carbondale (Sorter) and Champaign (Sorter & Courier) locations both had new employees start this month. As we continue to maintain social distance, orientations for new hires have been conducted remotely. The new hire process has been handled via digital resources during this time. The department is also working with SHARE managers to recruit for the open Cataloger position.

The Human Resources Department has also been in contact with various training institutions to see if we can offer future trainings for employees on compassion and empathy. An email was sent to all staff regarding Discrimination and Harassment Training that must be completed by December 15th for all employees. Managers must also complete a manager training in addition to the standard employee training to ensure compliance.

A biometric information policy has been created to inform staff of the ways IHLS may utilize biometric data in the future. This policy was reviewed by legal counsel and is in the final stages of approval before implementation. As our day-to-day employee interaction has differed over the last few months, the Human Resources Department continues to search for ways to keep engagement high and communication clear and easily accessible.

Live workshop or online training	Format	# of staff
Dealing with Difficult People	Online	1



Accounting Report

ACCOUNTING REPORT & STAFF ACTIVITIES

Submitted by Rhonda Johnisee, Finance Director

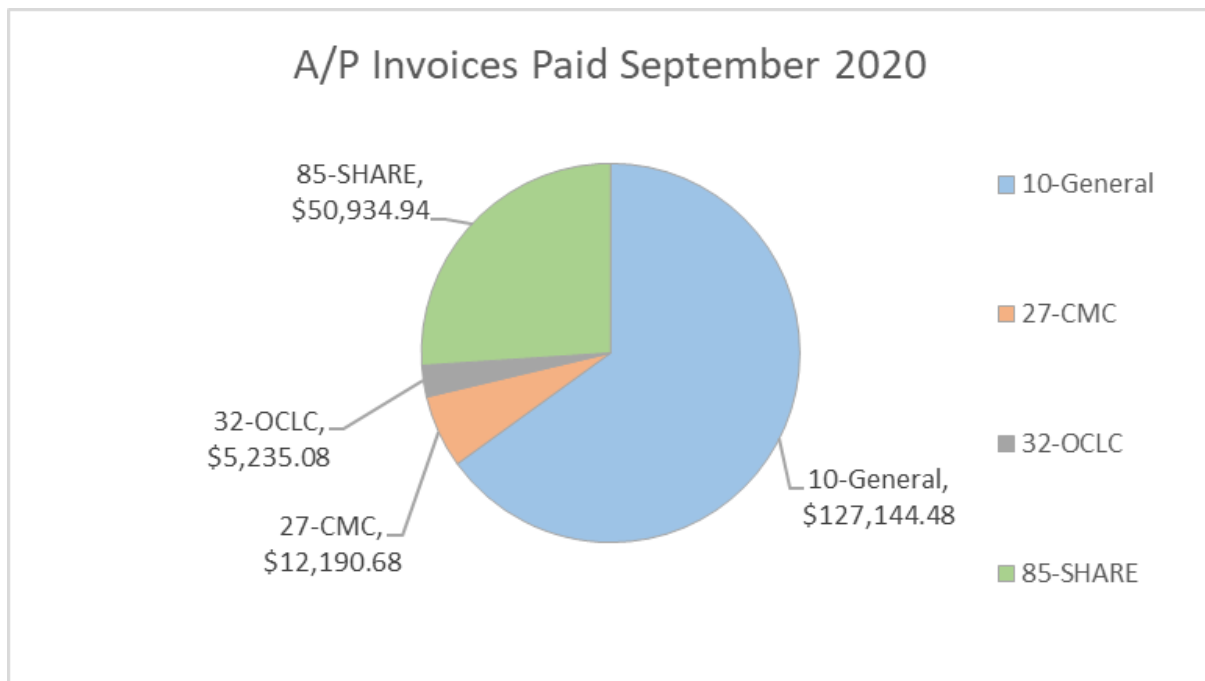
The IHLS annual audit report and the OCLC agreed-upon procedures audit was completed in September. Josh Andres and Jay Gensert from Scheffel Boyle gave an overview to the Finance Committee and to the Board at the September meetings. The Auditor's report reflected an unmodified/clean opinion, which is the best type of opinion that can be given. An unmodified opinion means that the financial statements are presented fairly in all material respects. The audit report was the Finance department's final contribution to the FY2020 IHLS Annual Report.

ACCOUNTING GOALS:

Equip IHLS Administration and Board of Directors with effective reporting of financial transactions to encourage good stewardship through decision-making. Provide member libraries with tools to enhance their financial literacy to encourage good stewardship of public funds.

- Attended weekly staff High-5 meetings.
- Attended an IHLS Member Day meeting.
- Attended the Library Advocacy and Funding Conference.
- Attended a meeting with representatives from OpenGov.
- Attended a meeting with a representative from Paycom.
- Attended a meeting with Greg McCormick from the Illinois State Library.
- Attended an Abila software webinar.
- Attended an IMRF webinar.
- Attended an "AskIT" meeting.
- Attended COVID-19 Response team meetings.
- Prepared and provided Management's Discussion and Analysis (MD&A) for the annual audit.
- Prepared documents for the IHLS Annual Report.
- Attended Leadership Team and Supervisors meetings.
- Attended IHLS & SHARE Finance Committee and IHLS Board of Directors meetings.
- Prepared and processed two payrolls in September.
- Prepared August 2020 Bill Payments, Credit Card Transactions, Statement of Revenues and Expenditures, and Balance Sheets Reports for IHLS Finance Committee and Board of Directors.
- Generated and mailed 144 accounts receivable invoices (OCLC: 13 Monthly and 94 Transactional; SHARE: 2 Monthly, 2 Transitional, 1 Cataloging, 10 Cloud Subscriptions, and 5 Cloud eBook Purchases; General: 1 ILDS Project and 16 Library Law Books).
- Received and posted 339 accounts receivable cash receipts checks totaling \$2,484,304.90 (OCLC: 231, SHARE: 86, and General: 22).

- Received and entered 78 accounts payable invoices.
- Disbursed 84 accounts payable checks totaling \$195,505.18.





Information Technology Report

INFORMATION TECHNOLOGY REPORT & STAFF ACTIVITIES

Submitted by Troy Brown, IT Director

Preparations for the Member Day virtual event are ongoing. We are scheduling trainings with our presenters and our IHLS staff that will be monitoring the Zoom rooms. This is going to be an “all hands on deck” for IT and we will all be at the Carbondale office, socially-distant, for Member Day.

OpenGov implementation has started and IT staff have been working with OpenGov staff to make sure they have what they need to communicate with our finance software. This is an exciting platform and we are looking forward to how it can be used for other data in addition to financial data.

The SHARE Polaris software will be upgraded to version 6.6 in October. Preparations are underway, and the training server has already had the upgrade run on it. Everything went well with that.

Goals:

Provide the IT support necessary for IHLS and SHARE to function efficiently. Implement new design to the IHLS website.

- Planning continues on the website design.



Bibliographic Access

BIBLIOGRAPHIC REPORT & STAFF ACTIVITIES

Submitted by Shelley Stone, SHARE Manager for Bibliographic Services

Marissa Junior/Senior High School and Meridian Junior/Senior High School are the two newest transitional SHARE members. A visit was made to each of the two school libraries to instruct them on the barcoding process. SHARE catalogers also assisted other transitional libraries, Potomac Public Library and Gillespie High School Library, in barcoding for one day each since there is no grant to help them. An additional visit will be made in the next few months.

With many of the schools back in session, many items have been arriving for cataloging. The Champaign hub cataloging shelves are shown here with a variety of material types.

CATALOGING SERVICE FOR SHARE GOAL:

Provide cataloging services for SHARE member libraries, including transitional libraries, and increase usability of the share database to ultimately increase resource sharing.

- Cataloged 621 items for SHARE member libraries.
- Imported 283 \$3 bibs for SHARE member libraries.
- Created 34 on order bib records for SHARE member libraries.
- Cataloged 56 items for new member libraries joining SHARE.
- Merged 224 bibliographic records, cleaned/corrected 3,254 bibliographic records, and cleaned/corrected 3,344 item records.

CATALOG TRAINING FOR SHARE MEMBERS GOALS:

Maintain rigorous cataloging standards that include continuing education in bibliographic services and cataloging for member libraries. Support member skills necessary for fluency in national, state and local policies such as RDA (Resource Description and Access), OCLC and Library of Congress.

- Taught the monthly Catalogers Training Session.
- Conducted two online Barcoding I classes for members.
- Referred new library staff to recorded catalogers training sessions for item record training.
- Handled over 272 emails and contacts.
- Reviewed and imported 12 files with a total of 53 bib records for beginning catalogers.

CATALOGING MAINTENANCE CENTER (CMC) GOALS:

Provide cataloging and bibliographic services for libraries in Reaching Across Illinois Library System (RAILS) and IHLS to increase access and encourage resource sharing of information resources found in Illinois libraries. Support access to Illinois digital collections by providing information on the formation and content of metadata. Instruct Illinois library staff in the use of resource description, including cataloging and metadata.

- Created 7 NACO name authority records for improved user access.
- Cataloged 113 items for libraries in Illinois.
- Continued working on an oral history project for Marshall Public Library.
- Continued working on the cleanup project for the PrairieCat group of automated libraries in northcentral Illinois.
- Taught an online book cataloging course with 16 students successfully completing the course.
- Worked on a panel presentation with other presenters for an ILA session which will occur in October.
- Began working on the OCLC Member Merge Project which will allow catalogers to merge duplicate OCLC bibliographic records.
- Presented an Online with the CMC session which introduced the Cataloging Maintenance Center staff and what they do.
- Attended a four-week class offered by Library Juice Academy called *Beyond the Basics* which focused on cataloging DVDs, Blu-ray discs and streaming videos.

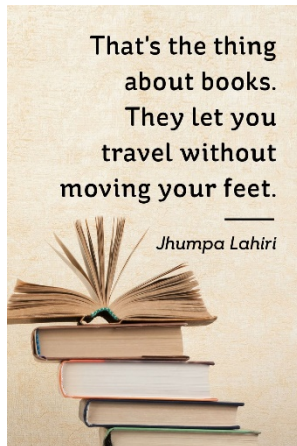




Delivery Report

DELIVERY REPORT & STAFF ACTIVITIES

Submitted by Susan Palmer, Operations Director



Never more important than during months of a pandemic with restricted physical travel. People are looking for ways to stay safe yet expand their horizons, and libraries offer those opportunities with the added bonus of no additional cost beyond your taxes.

Delivery in September was changed yet again. The quarantine time went from 3 to 5 days, and then to the statewide 7 days of quarantine. The conundrum comes with the translation of what does 7 days of quarantine mean? Stay tuned, this is yet to be resolved. In IHLS, we believe that the seven days of quarantine begins after the last touch. Seven days before the next touch.

IHLS also made the decision to bring all of the tubs (7 days worth) in house. This way, it frees up physical space as well as mental space for libraries. Physical meaning the footprint that the tubs take up and mental referring to the visual and daily reminder that these items are just sitting. That unspoken anxiety that often comes in waves. The anxiety that we know there is nothing we can do about speeding the process up, yet the service oriented drive to give quick service for the patrons weighing on the conscience.

We originally anticipated pulling all the tubs in house, however we have morphed to a hybrid of the two. Many, many libraries reached out to us and offered to keep the seven days in their libraries. Others reached out to us and were thrilled to have the system house the tubs. For those libraries, they are now setting out just one days worth of items. Those items are picked up by the drivers and placed in designated spots in our hubs. The sorters have adjusted to pulling out the tubs for that day to sort. We are in a routine for a bit. It helps the mental state of the employees to not have daily changes.

We will reevaluate, however, what we are doing. We met with our Working Group of libraries. Their input is invaluable. Currently, we are searching for other sources of information regarding the viability of the virus on surfaces. From the articles that we have found, the overall theme is that the transmission of the virus is very low by items. So, at the end of October, we will re-evaluate the 7 day quarantine. While we ALWAYS strive to be a team player statewide, it may be that for our area we may have a different answer, backed by different science. There is a danger in depending on one study only.

Meetings attended:

- 8 Delivery meetings with the managers/coordinators
- 1 Delivery meetings with ALL delivery staff (once a month, the second Wednesday at 2 p.m.)
- 4 Leadership meetings
- 3 Director's Chats
- 2 High Five internal meetings (all staff)
- Enterprise Fleet Management meeting
- Association of Rural and Small Libraries Conference (ARSL)
- ILA Awards meeting
- ILA Nominations meeting
- Facilities/Operations committee meeting
- IHLS Board meeting
- Reaching Forward South (RFS) committee meeting
- Illinois State Library (ISL)/Illinois Heartland Library System (IHLS)/Reaching Across Illinois Library System (RAILS)/Consortia of Academic and Research Libraries in Illinois (CARLI)



Interview with Lincoln Daily News

(Thank you, April Jensen, from Lincoln PL!)

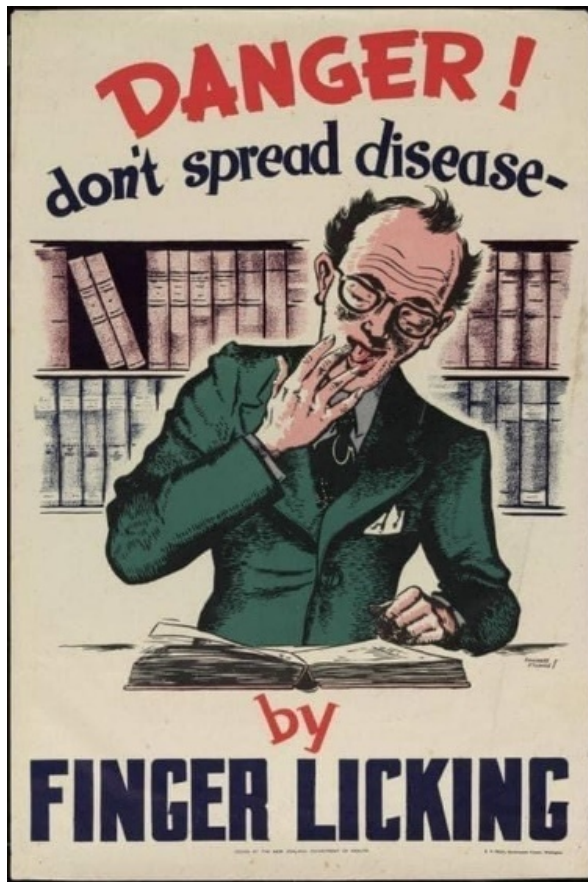
Australia and an author of the *Clinical Infectious Diseases* letter.

“

Even for the flu, which we've studied for decades, we still don't know how much is transmitted by aerosols or by touching contaminated objects.

LINSEY MARR, VIRGINIA TECH

And yes, sometimes the reality is that some things will never be known in our lifetime.



Finger Licking...not good



IHLS Surplus Vehicle Grant
coming soon!!!!



SHARE Report

SHARE REPORT & STAFF ACTIVITIES

Submitted by Cassandra Thompson, SHARE Director

September offered some really great continuing education opportunities, including the EveryLibrary Advocacy Conference and the Association of Rural and Small Libraries Conference!

SHARE staff are learning to transition to a digital learning environment, both for teaching and learning!

LLSAP (SHARE) GOAL:

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

- SHARE Finance & Policy Committee met on 9/17.
- SHARE E-Resources Committee met on 9/28, which included a demo on a mobile app.
- Met with RAILS to discuss statewide resource sharing opportunities 9/8 and 9/23.
- Attended a webinar to explore Innovative's new Vega discovery platform on 9/2.
- Zach Henderson, Circulation & Resource Sharing Specialist, taught 8 virtual circulation training sessions in September. The virtual setting for training is going well and the libraries are excited to have this opportunity during these challenging times.

LLSAP DEVELOPMENT GOAL:

Increase members participating in SHARE.

- In September, we added 13 new cloudLibrary participants and 2 previous members that decided to return to the group.
- Sent a survey to members to solicit feedback about retiring the GMD, or general material designation.
- Sent a quote to two potential new members.
- Attended the IHLS Members Matter on 9/14.
- Attended the digital EveryLibrary Advocacy Conference 9/14-9/16.
- Attended the digital Association for Rural and Small Libraries Conference 9/28-10/2.

E-RESOURCES GOAL:

Increase familiarity with and utilization of e-resources.

- CloudLibrary users checked out 35,884 owned titles in September.
- Met with cloudLibrary rep to discuss RBdigital retirement and a potential transfer.
- Met with OverDrive rep to discuss RBdigital retirement and a potential transfer.
- Offered two cloudLibrary demos on 9/8 and 9/10.
- Met with representatives from EBSCO and Gumdrop books to offer discounts to IHLS members.

- Met with representatives from both OverDrive, cloudLibrary, and RBMedia to discuss the next steps in the RBdigital platform retirement process.
- Lesley Zavediuk scheduled a RBdigital user group meeting to discuss the options for next steps.
- Completed a grant to purchase e-books through the Illinois State Library CARES grant.



Membership Report

MEMBERSHIP REPORT & STAFF ACTIVITIES

Submitted by Ellen Popit, Associate Director

While we meet virtually and deal with the quarantining of materials, what is remarkable about the report for September is that it is very normal. The activities reported below are probably not much different than activities reported in September of 2019. That speaks volumes about the flexibility and commitment of IHLS staff and our membership as a whole.

MEMBERSHIP GOALS:

Review membership of all system agencies on an annual basis. Support member libraries in their efforts to provide excellent library service to their stakeholders.

- The generous grant offerings put forth by the Illinois State Library meant working with member libraries as they prepared applications for the September 30th deadline.
- Site visits with member libraries have been held via Zoom, two were conducted during the month with the directors of the Dongola and Melvin libraries.
- The Olmstead Public Library was suspended from system membership in September of 2012. The system has been contacted by a current board member to see what is involved in reestablishing membership.

NETWORKING GOALS:

Continue to develop relationships with and among the membership. Continue active partnerships in statewide and national initiatives that support enhanced library service. Work with library entities that improve member services.

- September began a string of virtual conferences that included the *Library Advocacy and Fundraising Conference*, as well as the *Association of Rural and Small Libraries Conference*. It is not networking in the traditional sense, but it is connecting with library workers at a national level.
- A Members Matter meeting was held on September 14th. Designed to focus on Operations, this gathering saw 128 registrants.
- Ellen Popit participated in a Rebecca Caudill Young Readers Book Award board meeting on September 19th.
- Anna Yackle continues to work with the Small and Rural Libraries Forum of ILA.

CONTINUING EDUCATION GOAL:

Increased continuing education opportunities as allowed by ISL directive.

- Member Day planning became more of a priority with each passing week as plans became more detailed.

Illinois Heartland Library System

Disbursement Summary Report
From 09/01/2020 Through 09/30/2020

Attachment 4.1

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
9/9/2020	21987	No	AAIM EA Training and Consulting LLC	10	Pre-employment Background Check New Hires	284.40
9/9/2020	21988	No	Ameren Illinois	10	CHA:Gas 08/01-09/01/2020	72.79
9/9/2020	21989	No	Ameren Illinois	10	EDW:Gas 08/01-09/01/2020	68.62
9/9/2020	21990	No	Ameren Illinois	10	EDW:Electric & Lighting Svcs 08/01-09/01/2020	1,759.80
9/9/2020	21991	No	Busey	10	Busey Credit Card Stmt Ending 09/01/20	14,467.20
9/9/2020		No	Busey	27	Busey Credit Card Stmt Ending 09/01/20	1,615.00
9/9/2020		No	Busey	85	Busey Credit Card Stmt Ending 09/01/20	2,711.13
9/9/2020	21992	No	City of Edwardsville	10	EDW:Water & Sewer 06/08-08/10/2020	76.80
9/9/2020	21993	No	CMC Electric Inc	10	EDW:Installation of 2 Security Cameras	1,300.00 A
9/9/2020	21994	No	Consolidated Communications	10	Local/Long Distance & Toll Free Line 09/01-09/30/2020	110.93
9/9/2020		No	Consolidated Communications	27	Local/Long Distance & Toll Free Line 09/01-09/30/2020	73.94
9/9/2020		No	Consolidated Communications	32	Local/Long Distance & Toll Free Line 09/01-09/30/2020	73.94
9/9/2020		No	Consolidated Communications	85	Local/Long Distance & Toll Free Line 09/01-09/30/2020	110.91
9/9/2020	21995	No	Gary Darnell	10	CAR:Fuel Lic #U33023	23.23
9/9/2020	21996	No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 08/03/2020	70.00
9/9/2020		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 08/10/2020	70.00
9/9/2020		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 08/18/2020	70.00
9/9/2020		No	Dave's Precision Mowing	10	CHA:Mowing/Trimming/Blowing 08/31/2020	70.00
9/9/2020	21997	No	Edwardsville Auto Inc	10	EDW:Install GPS Lic #U33849	60.67
9/9/2020	21998	No	Enterprise FM Trust	10	Monthly Fees & Routine Maintenance - September 2020	2,799.77
9/9/2020	21999	No	George Alarm Co Inc	10	EDW:Fire/Burglar/Elevator Alarm Monitoring 10/01-12/31/2020	282.90
9/9/2020	22000	No	i3 Broadband - CU	10	CHA:Internet 09/01-09/30/2020	11.67
9/9/2020		No	i3 Broadband - CU	27	CHA:Internet 09/01-09/30/2020	11.66
9/9/2020		No	i3 Broadband - CU	85	CHA:Internet 09/01-09/30/2020	11.66
9/9/2020	22001	No	IHLS-OCLC	85	CONTENTdm Annual Subscription 08/01/2020-07/31/2021	1,908.60 B
9/9/2020	22002	No	Illinois American Water	10	CHA:Water 07/28-08/26/2020	62.36
9/9/2020	22003	No	Technology Management Rev Fund	85	CAR:Bandwidth 08/01-08/31/2020	270.00
9/9/2020	22004	No	Illini Janitorial	10	CHA:Janitorial Svcs August 2020	525.00
9/9/2020	22005	No	Innovative Interfaces Inc	85	Hardware Migration Polaris - Telephony Server Staging	600.00 C
9/9/2020	22006	No	NCPERS Group Life Ins	10	Supp Life Ins 09/01-09/30/020	88.00
9/9/2020		No	NCPERS Group Life Ins	32	Supp Life Ins 09/01-09/30/020	24.00
9/9/2020		No	NCPERS Group Life Ins	85	Supp Life Ins 09/01-09/30/020	64.00
9/9/2020	22007	No	Quill Corporation	10	EDW:Clorox Wipes (6)	29.22
9/9/2020	22008	No	Republic Services # 350	10	EDW:Trash & Recycling Removal 09/01-09/30/2020	102.86
9/9/2020	22009	No	SIUC Research Park Inc	10	CAR:Office Leasing & Fiber Internet	6,834.33
9/9/2020		No	SIUC Research Park Inc	85	CAR:Office Leasing & Fiber Internet	40.00
9/9/2020	22010	No	Charter Communications	10	EDW:Internet 09/01-09/30/2020	43.20
9/9/2020		No	Charter Communications	27	EDW:Internet 09/01-09/30/2020	43.19
9/9/2020		No	Charter Communications	32	EDW:Internet 09/01-09/30/2020	43.19
9/9/2020		No	Charter Communications	85	EDW:Internet 09/01-09/30/2020	43.19
9/9/2020	22011	No	Verizon Wireless	10	Cellphone Svcs, MIFI, Router & After Hrs Line 07/24-08/23/2020	591.77
9/9/2020		No	Verizon Wireless	85	Cellphone Svcs, MIFI, Router & After Hrs Line 07/24-08/23/2020	374.54
9/9/2020	22012	No	Wex Bank	10	Fuel Charges 08/06/2020-09/05/2020	90.58
9/9/2020	22013	No	Xerox Corporation	10	CHA:Usage Chrg 05/25-07/01/2020	29.09
9/9/2020		No	Xerox Corporation	27	CHA:Usage Chrg 05/25-07/01/2020	29.08
9/9/2020		No	Xerox Corporation	85	CHA:Usage Chrg 05/25-07/01/2020	29.08
9/9/2020	22014	No	Xerox Corporation	32	EDW:Usage Chrg 05/21-07/01/2020	150.57
9/9/2020	22015	No	Xerox Financial Services	10	CAR:Base & Usage Chrg 07/24-08/23/2020	125.82
9/9/2020		No	Xerox Financial Services	85	CAR:Base & Usage Chrg 07/24-08/23/2020	91.48
9/24/2020	22016	No	Above and Beyond Commercial Cleaning	10	EDW:Janitorial Svcs August 2020	600.00
9/24/2020	22017	No	ALA	10	IHLS ALA Membership Dues & Core:Leadership, Infrastructure & Futures	350.00 D
9/24/2020	22018	No	Ameren Illinois	10	CHA:Electric & Lighting Svcs 08/17-09/16/2020	1,007.09
9/24/2020	22019	No	American Payroll Association	10	APA Membership Dues-Johnisee, Rhonda	258.00 E
9/24/2020	22020	No	American Pest Control	10	CHA:Monthly Extermination 09/11/2020	35.00
9/24/2020	22021	No	Anne West Lindsey District Library	85	Reimb for USP Marion Lost Book 'In the name of the family'	33.00

Illinois Heartland Library System
Disbursement Summary Report
From 09/01/2020 Through 09/30/2020

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
9/24/2020	22022	No	AT&T	10	EDW:Internet 09/10-10/09/2020	95.34
9/24/2020		No	AT&T	27	EDW:Internet 09/10-10/09/2020	95.34
9/24/2020		No	AT&T	32	EDW:Internet 09/10-10/09/2020	95.34
9/24/2020		No	AT&T	85	EDW:Internet 09/10-10/09/2020	95.34
9/24/2020	22023	No	AT&T	10	EDW:Elevator Phone Line 09/04-10/03/2020	48.41
9/24/2020		No	AT&T	85	EDW:Elevator Phone Line 09/04-10/03/2020	48.41
9/24/2020	22024	No	AT&T	10	EDW:Fax Line 09/04-10/03/2020	23.95
9/24/2020		No	AT&T	32	EDW:Fax Line 09/04-10/03/2020	23.94
9/24/2020		No	AT&T	85	EDW:Fax Line 09/04-10/03/2020	23.94
9/24/2020	22025	No	Health Care Service Corporation	10	Health Ins 10/01-10/31/2020	15,691.05
9/24/2020		No	Health Care Service Corporation	27	Health Ins 10/01-10/31/2020	2,887.99
9/24/2020		No	Health Care Service Corporation	32	Health Ins 10/01-10/31/2020	1,323.79
9/24/2020		No	Health Care Service Corporation	85	Health Ins 10/01-10/31/2020	9,631.55
9/24/2020	22026	No	Bibliotheca LLC	85	eBooks Subscription Purchases 08/01-08/31/2020	9,273.17 F
9/24/2020	22027	No	BJ's Printables Inc	10	EDW:Shirts for Delivery (2)	49.20
9/24/2020	22028	No	Borchers Decorating LLC	10	CHA:Exterior Repairs to Bldg to be Reimb by Ins Claim #CP0018845626	4,317.00 G
9/24/2020	22029	No	Carmi Public Library	85	Reimb for USP Marion Lost Book 'Hunted'	22.95
9/24/2020	22030	No	CCR Roofing Services LLC	10	EDW:Maintenance Contract on Roof-Year 4 of 5 01/01-12/31/2020	446.53 H
9/24/2020	22031	No	CDW Government	10	Adobe Subscription Renewal (8)	3,400.00 I
9/24/2020	22032	No	CE Brehm Memorial PLD	85	Reimb for USP Marion Lost Book 'Captain's Fury'	15.00
9/24/2020	22033	No	CMC Electric Inc	10	EDW:Replace Garage Bulbs with LEDs per Ameren Incentive Project	875.00 J
9/24/2020	22034	No	Constellation NewEnergy - Gas Division LLC	10	CHA:Gas Supply 08/01-08/31/2020	7.67
9/24/2020	22035	No	Decatur Public Library	85	Reimb for FCI Greenville Lost Book 'Misconduct'	19.00
9/24/2020	22036	No	East Alton Public Library District	85	Reimb for USP Marion Lost Books 'Gotham by Midnight & Sinestro'	35.98
9/24/2020	22037	No	Ford & Harrison LLP	10	Legal Counsel re:General Employment Matters 08/05-08/14/2020 3.0 hrs	1,075.00
9/24/2020	22038	No	Gateway Occupational Health	10	Pre-employment Drug Screen New Hires-EDW-Courier	49.50
9/24/2020		No	Gateway Occupational Health	10	Pre-employment Fit for Duty New Hires-EDW-Courier	48.00
9/24/2020	22039	No	Groff Memorial Library	85	Reimb for USP Marion Lost Book 'The Fork, The Witch & The Worm'	20.00
9/24/2020	22040	No	Guardian	10	Supp Ins 10/01-10/31/2020	148.46
9/24/2020		No	Guardian	32	Supp Ins 10/01-10/31/2020	11.89
9/24/2020		No	Guardian	85	Supp Ins 10/01-10/31/2020	65.90
9/24/2020	22041	No	IHLS-OCLC	85	EZProxy Access & Authentication Software	411.96 K
9/24/2020	22042	No	Illinois Library Association	10	ILA Annual Conference Sponsorship	500.00 L
9/24/2020	22043	No	Donald Jennings	10	CAR:Reimb for Two Wheeler Replacement Tire	14.26
9/24/2020	22044	No	Jerseyville Public Library	85	Reimb for USP Marion Lost Book 'How to Form a Nonprofit Corporation'	49.99
9/24/2020	22045	No	Kavanagh Scully	10	EDW:Legal Counsel re:SOS Hearings 08/19-08/21/2020	260.00
9/24/2020	22046	No	Marketview Car Wash	10	CHA:Van Wash Lic #U33167 & U32276	16.00
9/24/2020	22047	No	McCoy Memorial Library	85	Reimb for USP Marion Lost Book 'The Boy'	30.00
9/24/2020	22048	No	Mountain Valley Water of Carbondale	10	CAR:5 Gallon Purified Water Bottle (1)	6.25
9/24/2020	22049	No	O'Fallon Public Library	85	Reimb for USP Marion Lost Book 'Descender'	16.99
9/24/2020	22050	No	OST Rental	10	EDW:Rental of Storage Pods 08/01-09/30/2020	600.00
9/24/2020	22051	No	Paris Carnegie Public Library	85	Reimb for USP Marion Lost Book 'Politics for Dummies'	20.00
9/24/2020	22052	No	Patterson Brake & Front End Service Inc	10	EDW:Replace Lift Gate Chain Lic #U31660	578.00
9/24/2020	22053	No	Remco Electrical Corporation	10	CHA:Installation of Security Cameras	1,509.00 M
9/24/2020	22054	No	Republic Services # 729	10	CHA:Trash & Recycling Removal 10/01-10/31/2020	232.75
9/24/2020	22055	No	Republic Services # 350	10	EDW:Trash & Recycling Removal 10/01-10/31/2020	102.92
9/24/2020	22056	No	Rochester Public Library District	85	Reimb for USP Marion Lost Book 'No God but One'	23.00
9/24/2020	22057	No	Southern IL Medical Care Assoc LLC	10	Pre-employment Drug Screen & Fit for Duty New Hires-CAR-Courier	115.00
9/24/2020	22058	No	Today's Technology Auto Repair, LLC	10	CAR:Change Oil/Filter & Replace Stearing Rack Hose Seals Lic #U33023	142.64
9/24/2020		No	Today's Technology Auto Repair, LLC	10	CAR:Change Oil/Filter Lic #U33056	78.17

Illinois Heartland Library System
Disbursement Summary Report
From 09/01/2020 Through 09/30/2020

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
9/24/2020	22059	No	Uline	10	EDW:Handtruck (2)	314.72
9/24/2020	22060	No	Wayne City Kissner Public Library	85	Reimb for USP Marion Lost Book 'Origin'	10.00
9/24/2020	22061	No	Wex Bank	10	Fuel Charges 08/24/20-09/23/20	11,445.15
9/24/2020		No	Wex Bank	85	Fuel Charges 08/24/20-09/23/20	23.56
9/24/2020	22062	No	Xerox Corporation	10	EDW:Usage Chrg 05/21-07/01/2020	15.37
9/30/2020	ACHIMRFSep2020	No	Illinois Municipal Retirement Fund	10	September 2020 IMRF Payment	13,147.35
9/30/2020		No	Illinois Municipal Retirement Fund	27	September 2020 IMRF Payment	2,426.32
9/30/2020		No	Illinois Municipal Retirement Fund	32	September 2020 IMRF Payment	1,261.20
9/30/2020		No	Illinois Municipal Retirement Fund	85	September 2020 IMRF Payment	8,157.10

Total 1000 - US Bank-General Fund

132,195.60

9/4/2020	ACHILPR20200904	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 09/04/2020	3,178.20
9/4/2020		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 09/04/2020	428.50
9/4/2020		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 09/04/2020	173.71
9/4/2020		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 09/04/2020	1,326.18
9/4/2020	ACHIRSPR20200904	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 09/04/2020	16,551.33
9/4/2020		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 09/04/2020	2,075.58
9/4/2020		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 09/04/2020	939.90
9/4/2020		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 09/04/2020	7,009.46
9/9/2020	ACHILPR20200909	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 09/09/2020	9.35
9/9/2020	ACHIRSPR20200909	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 09/09/2020	33.20
9/18/2020	ACHILPR20200918	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 09/18/2020	3,160.31
9/18/2020		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 09/18/2020	428.50
9/18/2020		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 09/18/2020	173.71
9/18/2020		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 09/18/2020	1,323.87
9/18/2020	ACHIRSPR20200918	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 09/18/2020	16,484.64
9/18/2020		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 09/18/2020	2,075.58
9/18/2020		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 09/18/2020	939.90
9/18/2020		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 09/18/2020	6,994.00
9/23/2020	ACHIRSPR20200923	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 09/23/2020	3.66

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

63,309.58

Total Disbursed

195,505.18

Non-routine Bill Payments Explanations

- A-** Installation of two outside security cameras for the front and back parking lots at the Edwardsville office.
- B-** CONTENTdm annual subscription used by SHARE staff and included in the FY2021 SHARE budget.
- C-** Routine maintenance and upgrades to the telephony server staging for SHARE.
- D-** American Library Association (ALA) annual institutional membership fee & Core: Leadership, Infrastructure & Futures.
- E-** American Payroll Association (APA) annual membership fee for Rhonda Johnisee.
- F-** eBooks purchased 08/01-08/31/20 & eBooks purchases to be reimbursed by members.
- G-** Exterior repairs to the Champaign building due to damage caused by an IHLS truck. This is to be reimbursed by insurance claim less a \$2,500 deductible.
- H-** Annual maintenance contract on roof at the Edwardsville office. This includes inspection of roof and drains and the clearing of debris.
- I-** Annual renewal of Adobe subscriptions (8). This is used by multiple staff members and includes various programs such as Photoshop, Illustrator, and Acrobat.
- J-** Balance due for the replacement of garage bulbs with LED bulbs. The contractor applied the Ameren Incentive Project rebate to the original cost of this invoice.
- K-** EZProxy access & authentication annual software fee. This is used by SHARE staff and included in the FY2021 SHARE budget.
- L-** Illinois Library Association (ILA) annual conference sponsorship.
- M-** Installation of two outside security cameras for the parking lot areas at the Champaign office.

Illinois Heartland Library System

Credit Card Transactions

From 08/04/2020 Through 09/01/2020

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
9/1/2020	4654 2458-Pernicka Julia A	8/20/2020	EVERY LIBRARY	LAFC Virtual:Registration-Pernicka, Julia 08/2020	<u>100.00</u>	10	5290	01	10
Total 4654 2458-Pernicka Julia A					100.00				
9/1/2020	4654 2482-Brown Troy M	8/3/2020	PAYFLOW/PAYPAL	PayPal Monthly Srvc Fee 08/2020	30.00	85	5725	01	85
9/1/2020	4654 2482-Brown Troy M	8/4/2020	AMAZON	CAR:USB C Hubs (2) 08/2020	151.98	10	5360	04	12
9/1/2020	4654 2482-Brown Troy M	8/5/2020	AMAZON	CAR:Stanchion for Temp Scanner Directive 08/2020	90.99	10	5390	04	10
9/1/2020	4654 2482-Brown Troy M	8/8/2020	MICROSOFT	Online Cloud Backup 08/2020	63.41	10	5550	01	10
9/1/2020	4654 2482-Brown Troy M	8/8/2020	MICROSOFT	Online Cloud Backup 08/2020	63.41	85	5550	01	85
9/1/2020	4654 2482-Brown Troy M	8/11/2020	ZOOM.US	Zoom Std Pro Annual Sub (7) & Room Connectors (8) 08/2020	5,391.30	10	5550	01	10
9/1/2020	4654 2482-Brown Troy M	8/11/2020	ZOOM.US	Zoom Std Pro Annual Sub 08/2020	499.00	27	5550	01	27
9/1/2020	4654 2482-Brown Troy M	8/11/2020	ZOOM.US	Zoom Std Pro Annual Sub & 500 Participants 08/2020	599.90	85	5550	01	85
9/1/2020	4654 2482-Brown Troy M	8/13/2020	AMAZON	CAR:LG Monitor 08/2020	849.00	10	5360	04	10
9/1/2020	4654 2482-Brown Troy M	8/14/2020	AMAZON	CAR:Battery Backup & Surge Protector UPS System (2) 08/2020	145.90	85	5360	04	85
9/1/2020	4654 2482-Brown Troy M	8/15/2020	SAMS CLUB	CAR:Face Masks (500) 08/2020	131.18	10	5390	04	10
9/1/2020	4654 2482-Brown Troy M	8/17/2020	AMAZON	CAR:Single Monitor Gas Spring Desk Mount for Monitor 08/2020	99.99	10	5360	04	10
9/1/2020	4654 2482-Brown Troy M	8/24/2020	AMAZON	EDW:Cisco Smart Switch 08/2020	965.00	10	5360	01	10
9/1/2020	4654 2482-Brown Troy M	8/24/2020	AMAZON	EDW:SmartConnect UPS Battery Backup 08/2020	587.99	10	5360	01	10
9/1/2020	4654 2482-Brown Troy M	8/24/2020	AMAZON	CAR:Replacement Router 08/2020	311.97	85	5360	04	85
9/1/2020	4654 2482-Brown Troy M	8/27/2020	HIPCAST	Recording Storage 08/2020	4.95	85	5550	01	85
9/1/2020	4654 2482-Brown Troy M	8/31/2020	AMAZON	EDW:Standing Desk for WR 08/2020	<u>74.98</u>	10	5365	01	10
Total 4654 2482-Brown Troy M					10,060.95				
9/1/2020	4695 2640-Petty Linda	8/3/2020	AMAZON	CAR:Delivery Tubs (32) 08/2020	364.00	10	5385	04	20
9/1/2020	4695 2640-Petty Linda	8/4/2020	FINISH LINE	CAR:Car Wash Lic #U18520 08/2020	12.99	10	5210	04	10
9/1/2020	4695 2640-Petty Linda	8/6/2020	WALMART	EDW:Paper Towels 08/2020	8.42	10	5190	01	10
9/1/2020	4695 2640-Petty Linda	8/6/2020	WALMART	EDW:Washer Fluid (6) 08/2020	8.88	10	5210	01	20
9/1/2020	4695 2640-Petty Linda	8/6/2020	WALMART	EDW:Def for Box Truck (2) 08/2020	15.76	10	5210	01	22
9/1/2020	4695 2640-Petty Linda	8/6/2020	WALMART	EDW:Masking Tape & Markers 08/2020	9.80	10	5385	01	20
9/1/2020	4695 2640-Petty Linda	8/7/2020	FINISH LINE	CAR:Van Wash Lic #U33806 08/2020	12.99	10	5210	04	20
9/1/2020	4695 2640-Petty Linda	8/11/2020	AMAZON	EDW:Delivery Tubs (48) 08/2020	589.68	10	5385	01	20
9/1/2020	4695 2640-Petty Linda	8/16/2020	AMAZON	EDW:Cabin Filters for Cargo Vans (8) 08/2020	132.24	10	5210	01	20
9/1/2020	4695 2640-Petty Linda	8/16/2020	FINISH LINE	CAR:Van Wash Lic #U33023 08/2020	12.99	10	5210	04	22
9/1/2020	4695 2640-Petty Linda	8/17/2020	AMAZON	EDW:Label Maker Cartridge Refill 08/2020	33.58	10	5365	01	20
9/1/2020	4695 2640-Petty Linda	8/18/2020	ILA	ILA Virtual Conf:Registration-Petty, Linda 08/2020	100.00	10	5290	01	10
9/1/2020	4695 2640-Petty Linda	8/23/2020	AMAZON	EDW:Delivery Tubs (80) 08/2020	973.20	10	5385	01	20
9/1/2020	4695 2640-Petty Linda	8/30/2020	FINISH LINE	CAR:Van Wash Lic #U25399 08/2020	12.99	10	5210	04	10
9/1/2020	4695 2640-Petty Linda	8/30/2020	FINISH LINE	CAR:Van Wash Lic #U33021 08/2020	12.99	10	5210	04	20

Illinois Heartland Library System

Credit Card Transactions

From 08/04/2020 Through 09/01/2020

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
9/1/2020	4695 2640-Petty Linda	8/30/2020	FINISH LINE	CAR:Van Wash Lic #U33022 08/2020	12.99	10	5210	04	20
9/1/2020	4695 2640-Petty Linda	8/31/2020	AMAZON	CAR:Cabin Air Filters for Vans (6) 08/2020	<u>99.18</u>	10	5210	04	20
	Total 4695 2640-Petty Linda				2,412.68				
9/1/2020	5042 9006-Popit Ellen C	8/8/2020	ALA	ALA & PLA Membership Dues-Popit, Ellen 08/2020	225.00	10	5700	04	10
9/1/2020	5042 9006-Popit Ellen C	8/12/2020	ISLMA	AISLE Virtual Conf:Registration-Popit, Ellen 08/2020	110.00	10	5290	04	10
9/1/2020	5042 9006-Popit Ellen C	8/18/2020	ILA	ILA Virtual Conf:Registration-Popit, Ellen 08/2020	100.00	10	5290	04	10
9/1/2020	5042 9006-Popit Ellen C	8/20/2020	USPS	CAR:Postage 08/2020	10.44	10	5370	04	10
9/1/2020	5042 9006-Popit Ellen C	8/21/2020	EVERY LIBRARY	LAFC Virtual:Registration-Popit, Ellen 08/2020	<u>100.00</u>	10	5290	04	10
	Total 5042 9006-Popit Ellen C				545.44				
9/1/2020	5085 0664-Palmer Susan	8/12/2020	SAMS CLUB	EDW:Ink Cartridges for WR 08/2020	55.98	10	5365	01	10
9/1/2020	5085 0664-Palmer Susan	8/17/2020	ABOS	ABOS Virtual Conf:Registration-Palmer, Susan 08/2020	79.00	10	5290	01	10
9/1/2020	5085 0664-Palmer Susan	8/17/2020	OFFICEMAX/DEPOT	EDW:Paper Towels 08/2020	44.74	10	5190	01	10
9/1/2020	5085 0664-Palmer Susan	8/17/2020	SAMS CLUB	EDW:Face Masks (250) 08/2020	59.90	10	5390	01	10
9/1/2020	5085 0664-Palmer Susan	8/17/2020	SAMS CLUB	CHA:Face Masks (250) 08/2020	59.90	10	5390	02	10
9/1/2020	5085 0664-Palmer Susan	8/24/2020	SAMS CLUB	EDW:Face Masks (250) 08/2020	59.90	10	5390	01	10
9/1/2020	5085 0664-Palmer Susan	8/24/2020	SAMS CLUB	CHA:Face Masks (250) 08/2020	59.90	10	5390	02	10
9/1/2020	5085 0664-Palmer Susan	8/31/2020	AMAZON	Member Day-Book Prize 08/2020	<u>25.00</u>	10	5315	01	10
	Total 5085 0664-Palmer Susan				444.32				
9/1/2020	5125 9147-Wingerter Brant	8/31/2020	ZAPIER.COM	Zapier-Newsletter Automations Project Subscription 08/2020	<u>240.00</u>	10	5550	01	10
	Total 5125 9147-Wingerter Brant				240.00				
9/1/2020	5645 2424-Bushong Stacie L	8/4/2020	LA SALLE FLOWERS	Flowers-Andrea Telli-Retirement (CPL) 08/2020	68.60	10	5330	01	10
9/1/2020	5645 2424-Bushong Stacie L	8/21/2020	EVERY LIBRARY	LAFC Virtual:Registration-Carter, Stacey 08/2020	100.00	10	5290	01	10
9/1/2020	5645 2424-Bushong Stacie L	8/21/2020	EVERY LIBRARY	LAFC Virtual:Registration-Short, Josh 08/2020	100.00	10	5290	01	10
9/1/2020	5645 2424-Bushong Stacie L	8/22/2020	USPS	EDW:Postage 08/2020	<u>2.60</u>	10	5370	01	10
	Total 5645 2424-Bushong Stacie L				271.20				
9/1/2020	5724 8417-Kates Linda	8/4/2020	AMAZON	CHA:Cabin Air Filters for Vans (7) 08/2020	115.71	10	5210	02	20
9/1/2020	5724 8417-Kates Linda	8/6/2020	AMAZON	CHA:Delivery Tubs(56) 08/2020	637.00	10	5385	02	20
9/1/2020	5724 8417-Kates Linda	8/9/2020	AMAZON	CHA:Painters Tape (12) 08/2020	83.88	10	5385	02	20
9/1/2020	5724 8417-Kates Linda	8/12/2020	MIDWEST AUTOMOTIVE	CHA:Replace Wiring Harness for Rear Tail Light Lic #U30209 08/2020	379.09	10	5210	02	22
9/1/2020	5724 8417-Kates Linda	8/21/2020	WALKER TIRE	CHA:Replace Tire Lic #U30209 08/2020	<u>35.00</u>	10	5210	02	22
	Total 5724 8417-Kates Linda				1,250.68				
9/1/2020	6067 4476-Thompson Cassandra	9/1/2020	ILA	ILA Virtual Conf:Registration-Thompson, Cassie 08/2020	<u>100.00</u>	85	5290	01	85

Illinois Heartland Library System

Credit Card Transactions

From 08/04/2020 Through 09/01/2020

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
	Total 6067 4476-Thompson Cassandra				100.00				
9/1/2020	6094 1800-Granger Dominique S	8/20/2020	MANE DESIGNS	Flowers-Sympathy-Brown, Troy 08/2020	<u>69.60</u>	10	5057	04	10
	Total 6094 1800-Granger Dominique S				69.60				
9/1/2020	6176 8335-Stone Shelley	8/11/2020	ON-LINE VISUAL CA	OLAC Virtual Conf:Registration-Stone, Shelley 08/2020	235.00	85	5290	04	85
9/1/2020	6176 8335-Stone Shelley	8/27/2020	ILA	ILA Virtual Conf:Registration-Stone, Shelley 08/2020	<u>100.00</u>	85	5290	04	85
	Total 6176 8335-Stone Shelley				335.00				
9/1/2020	6176 8343-Yackle Annabel	8/27/2020	ILA	ILA Virtual Conf:Registration-Yackle, Anna 08/2020	100.00	10	5290	04	10
9/1/2020	6176 8343-Yackle Annabel	8/27/2020	ILA	ILA Membership Dues-Yackle, Anna 08/2020	<u>100.00</u>	10	5700	04	10
	Total 6176 8343-Yackle Annabel				200.00				
9/1/2020	6359 8292-Greve Penrod Shandi	8/3/2020	CSPRC	Nonprofit Marketers Network Organizational Membership 08/2020	250.00	10	5700	01	10
9/1/2020	6359 8292-Greve Penrod Shandi	8/4/2020	AMERICAN MARKETING ASSOC	AMA Membership Dues-Greve Penrod, Shandi 08/2020	149.00	10	5700	01	10
9/1/2020	6359 8292-Greve Penrod Shandi	8/4/2020	CSPRC	Nonprofit Marketers Network Webinar:Registration-Bednar, Leslie 08/2020	5.00	10	5290	01	10
9/1/2020	6359 8292-Greve Penrod Shandi	8/4/2020	CSPRC	Nonprofit Marketers Network Webinar:Registration-Bushong, Stacie 08/2020	<u>5.00</u>	10	5290	01	10
	Total 6359 8292-Greve Penrod Shandi				409.00				
9/1/2020	6359 8300-Elliott Edith	8/13/2020	ON-LINE VISUAL CA	OLAC Virtual Conf:Registration-Elliott, Edie 08/2020	235.00	85	5290	01	85
9/1/2020	6359 8300-Elliott Edith	8/14/2020	ON-LINE VISUAL CA	OLAC Virtual Conf:Registration-Pearson, Sue 08/2020	150.00	85	5290	01	85
9/1/2020	6359 8300-Elliott Edith	8/14/2020	ON-LINE VISUAL CA	OLAC Virtual Conf:Registration-Perkins, Liz 08/2020	150.00	85	5290	02	85
9/1/2020	6359 8300-Elliott Edith	8/14/2020	ON-LINE VISUAL CA	OLAC Virtual Conf:Registration-Pippin, Don 08/2020	235.00	85	5290	02	85
9/1/2020	6359 8300-Elliott Edith	8/14/2020	ON-LINE VISUAL CA	OLAC Virtual Conf:Registration-Brady, Robert 08/2020	150.00	85	5290	02	85
9/1/2020	6359 8300-Elliott Edith	8/25/2020	ILA	ILA Virtual Conf:Registration-Elliott, Edie 08/2020	100.00	85	5290	01	85
9/1/2020	6359 8300-Elliott Edith	8/25/2020	ILA	ILA Virtual Conf:Registration-Pippin, Don 08/2020	<u>100.00</u>	85	5290	02	85
	Total 6359 8300-Elliott Edith				1,120.00				
9/1/2020	6366 3690-Thomas Pamela	8/3/2020	ON-LINE VISUAL CA	OLAC Virtual Conf:Registration-Thomas, Pam 08/2020	<u>235.00</u>	27	5290	02	27
	Total 6366 3690-Thomas Pamela				235.00				
9/1/2020	6422 0458-Parr Casey	8/25/2020	WALMART	CAR:Paper Towels 08/2020	3.82	10	5190	04	10
9/1/2020	6422 0458-Parr Casey	8/25/2020	WALMART	CAR:Washer Fluid (4) 08/2020	5.92	10	5210	04	20
9/1/2020	6422 0458-Parr Casey	8/25/2020	WALMART	CAR:Masking Tape & Microfiber Towel 08/2020	<u>6.86</u>	10	5385	04	20
	Total 6422 0458-Parr Casey				16.60				
9/1/2020	6449 2370-Schuler Faust Cheri	8/4/2020	ON-LINE VISUAL CA	OLAC Virtual Conf:Registration-Schuler-Faust, Cheri 08/2020	<u>235.00</u>	27	5290	01	27
	Total 6449 2370-Schuler Faust Cheri				235.00				

Illinois Heartland Library System

Credit Card Transactions

From 08/04/2020 Through 09/01/2020

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
9/1/2020	6449 2388-Rose Erin	8/3/2020	ON-LINE VISUAL CA	OLAC Virtual Conf:Registration-Rose, Erin 08/2020	150.00	27	5290	02	27
9/1/2020	6449 2388-Rose Erin	8/12/2020	ON-LINE VISUAL CA	OLAC Virtual Pre-Conf:Registration-Rose, Erin 08/2020	<u>85.00</u>	27	5290	02	27
	Total 6449 2388-Rose Erin				235.00				
9/1/2020	6666 6914-Knirr John	8/6/2020	BEST BUY	EDW:Power Adapter 08/2020	85.87	10	5360	01	10
9/1/2020	6666 6914-Knirr John	8/15/2020	DREAMHOST	Domain Name-Roodhouse Library 08/2020	<u>15.99</u>	10	5840	01	10
	Total 6666 6914-Knirr John				101.86				
9/1/2020	6666 6922-Margold Heidi	8/3/2020	ON-LINE VISUAL CA	OLAC Virtual Conf:Registration-Margold, Heidi 08/2020	150.00	27	5290	01	27
9/1/2020	6666 6922-Margold Heidi	8/12/2020	ON-LINE VISUAL CA	OLAC Virtual Pre-Conf:Registration-Margold, Heidi 08/2020	85.00	27	5290	01	27
9/1/2020	6666 6922-Margold Heidi	8/17/2020	ISLMA	AISLE Virtual Conf:Registration-Margold, Heidi 08/2020	<u>176.00</u>	27	5290	01	27
	6666 6922-Margold Heidi				411.00				

Report Transaction Totals

18,793.33

Non-routine Credit Card Transactions Explanations

Pernicka, Julia A - Registration for the virtual Library Advocacy and Funding Conference (LAFC) for Julia Pernicka.

Brown, Troy M - Annual Zoom Subscriptions (9), Room Connectors (8), and 500 Participant Meeting (paid by General, CMC, and SHARE).

Equipment needed to support the network expansion on the second floor at the Edwardsville office. Expansion is needed for the security cameras and additional staff on the second floor.

Popit, Ellen C - American Library Association (ALA) and Public Library Association (PLA) annual membership fees for Ellen Popit.

Registration for Association of Illinois School Library Educators (AISLE) virtual conference for Ellen Popit.

Registration for Illinois Library Association (ILA) virtual conference for Ellen Popit.

Registration for the virtual LAFC for Ellen Popit.

Palmer, Susan - Registration for Association of Bookmobile & Outreach Services (ABOS) virtual conference for Susan Palmer.

Wingerter, Brant - Annual Zapier newsletter automation subscription.

Bushong, Stacie - Registration for the virtual LAFC for Stacey Carter and Josh Short.

Thompson, Cassandra - Registration for the ILA virtual conference for Cassandra Thompson.

Stone, Shelley - Registration for the Online Audiovisual Catalogers (OLAC) virtual conference for Shelley Stone.

Registration for ILA virtual conference for Shelley Stone.

Yackle, Anna - Registration for ILA virtual conference for Anna Yackle.

ILA annual membership fee for Anna Yackle.

Greve Penrod, Shandi - Nonprofit Marketers Network Organizational annual organizational membership fee.

American Marketing Association (AMA) annual membership fee for Shandi Greve Penrod.

Registration for Nonprofit Marketers Network webinar for Leslie Bednar & Stacie Bushong.

Elliott, Edith - Registration for the OLAC virtual conference for Edie Elliott, Sue Pearson, Liz Perkins, Don Pippin, and Robert Brady.

Registration for ILA virtual conference for Edie Elliott and Don Pippin.

Thomas, Pamela - Registration for the OLAC virtual conference for Pam Thomas.

Schuler Faust, Cheri - Registration for the OLAC virtual conference for Cheri Schuler-Faust.

Rose, Erin - Registration for the OLAC virtual conference and pre-conference for Erin Rose.

Margold, Heidi - Registration for the OLAC virtual conference and pre-conference for Heidi Margold.

Registration for AISLE virtual conference for Heidi Margold.



Illinois Heartland Library System

To: IHLS Board of Directors
From: Rhonda Johnisee
Date: October 27, 2020
RE: IHLS Financial Reports as of September 30, 2020

FY2021 Grants Status

- IHLS has received written approval on all FY2021 Special Revenue Grant Applications at the requested levels – Cataloging Maintenance Center (CMC) - \$387,798 and Online Computer Library Center (OCLC) - \$158,645.
- IHLS has received written approval for the FY2021 System Area & Per Capita Grant (SAPG) Application at the requested level of \$3,400,700.32.
- IHLS has received 50% of the FY2021 CMC Grant funds in the amount of \$193,899 and 50% of the FY2021 OCLC Grant funds in the amount of \$79,322.50.
- IHLS has received \$549,978.11 of the FY2021 SAPG. This is the General Revenue allotment of the SAPG funds.

September 2020 Financial Reports

The financial reports included in your board packet represent IHLS' financial activities through September 30, 2020.

On the Statement of Revenues and Expenditures, the column titled, "IHLS Approved FY2021 Total Budget Remaining Percentage", represents the remainder left (based on percentage) of the "IHLS Approved FY2021 Budget". As of September 30, 2020, the target benchmark of the remaining budget should be 75% for all budget line items except "Personnel" which should be 77% based on 26 payrolls for the fiscal year.

Statement of Revenues and Expenditures

General Fund

Total Revenues "YTD Actuals" are below "YTD Budget" by 33.5%, which is primarily due to having received only 16% of the FY2021 SAPG approved allocation.

Total Expenses "YTD Actuals" are below "YTD Budget" by 11.5%.

SHARE

Fees for Services and Materials "YTD Actuals" \$1,308,149.81 represents 94.6% of the projection in the FY2021 budget. As of September 30, 2020, 95.3% of the \$1,308,149.81 has been collected.

Total Expenses "YTD Actuals" are above "YTD Budget" by 18.8%.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Balance Sheets

General Fund

Cash and Cash Equivalents As of September 30, 2020, the General Fund cash balance was \$3,736,514.12. This balance would fund IHLS General Fund operations an estimated 11.1 months based on the FY2021 approved expenditure levels. The Grants Receivable reflects the remaining balance due from the FY2020 SAPG. IHLS received \$1,095,500.01 on August 4, 2020 from the original balance of \$2,191,000.00.

SHARE

Cash and Cash Equivalents As of September 30, 2020, the SHARE cash balance of \$2,703,802.80 represents \$1,023,698.03 of SHARE Reserve Funds, \$131,142.89 of Committed Funds for eBooks Cloud Subscription purchases, and \$1,548,961.88 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations approximately 11.3 months based on the FY2021 operations budget.

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

	September 2020 (09/01/2020 - 09/30/2020)	YTD Actuals (07/01/2020 - 09/30/2020)	YTD Budget (07/01/2020 - 09/30/2020)	YTD Budget Variance (07/01/2020 - 09/30/2020)	IHLS Approved FY2021 Budget	Total Budget Variance - IHLS Board Approved FY2021 Budget	IHLS Approved FY2021 Total Budget Remaining Percentage ^b	Audited FY2020 Actuals (07/01/2019 - 06/30/2020)
Revenues								
State Grants	549,978.11	549,978.11	850,175.07	(300,196.96)	3,400,700.32	(2,850,722.21)	(83.83)%	3,400,700.32
Fees for Services and Materials	727.65	727.65	1,412.49	(684.84)	5,650.00	(4,922.35)	(87.12)%	5,566.60
Investment Income	206.13	905.51	9,492.51	(8,587.00)	37,970.00	(37,064.49)	(97.62)%	42,785.17
Other Revenue	22,305.27	68,485.36	70,874.25	(2,388.89)	283,497.00	(215,011.64)	(75.84)%	290,325.14
Total Revenues	<u>573,217.16</u>	<u>620,096.63</u>	<u>931,954.32</u>	<u>(311,857.69)</u>	<u>3,727,817.32</u>	<u>(3,107,720.69)</u>	<u>(83.37)%</u>	<u>3,739,377.23</u>
Expenses								
Personnel	180,559.92	541,085.21	642,092.76	101,007.55	2,568,371.00	2,027,285.79	78.93%	2,216,798.24
Building and Grounds	22,480.30	81,140.82	65,467.50	(15,673.32)	261,870.00	180,729.18	69.01% ^c	235,829.96
Vehicle Expenses	16,020.03	89,537.28	100,594.74	11,057.46	402,379.00	312,841.72	77.75%	205,782.45
Travel, Meetings & Continuing for Staff/Board	899.00	2,944.34	20,591.22	17,646.88	82,365.00	79,420.66	96.43%	38,051.06
Conferences & Continuing Education Meetings	25.00	25.00	7,324.98	7,299.98	29,300.00	29,275.00	99.91%	43,284.39
Public Relations	568.60	2,763.88	10,527.00	7,763.12	42,108.00	39,344.12	93.44%	21,421.79
Liability Insurance	0.00	16,019.00	4,116.99	(11,902.01)	16,468.00	449.00	2.73% ^d	15,947.00
Supplies, Postage & Printing	6,625.36	13,991.94	24,542.49	10,550.55	98,170.00	84,178.06	85.75%	55,759.61
Telephone & Telecommunications	1,320.35	5,392.45	6,556.74	1,164.29	26,227.00	20,834.55	79.44%	17,399.29
Equipment Rental, Repair and Maintenance	415.49	1,231.29	1,590.00	358.71	6,360.00	5,128.71	80.64%	6,146.21
Professional Services	14,465.00	17,825.00	11,430.00	(6,395.00)	45,720.00	27,895.00	61.01% ^e	22,810.63
Contractual Services	9,094.71	48,047.86	36,070.50	(11,977.36)	144,282.00	96,234.14	66.70% ^f	27,067.12
Professional Membership Dues	1,332.00	4,237.00	1,707.24	(2,529.76)	6,829.00	2,592.00	37.96% ^g	4,780.00
Miscellaneous	667.04	2,079.39	675.24	(1,404.15)	2,701.00	621.61	23.01% ^h	2,969.62
Total Expenses	<u>254,472.80</u>	<u>826,320.46</u>	<u>933,287.40</u>	<u>106,966.94</u> ^a	<u>3,733,150.00</u>	<u>2,906,829.54</u>	<u>77.87%</u>	<u>2,914,047.37</u>
Inter-Company Transfers								
Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	800.00
Transfer to Other Funds	0.00	0.00	(75,000.00)	75,000.00	(300,000.00)	300,000.00	(100.00)%	(885,427.00)
Total Inter-Company Transfers	<u>0.00</u>	<u>0.00</u>	<u>(75,000.00)</u>	<u>75,000.00</u>	<u>(300,000.00)</u>	<u>300,000.00</u>	<u>(100.00)%</u>	<u>(884,627.00)</u>
Net Pass-Through								
Reimbursements	0.00	2,691.00	0.00	2,691.00	0.00	2,691.00	0.00%	7,672.00
Dreamhost	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	525.63
Reimbursement	(15.99)	(2,754.96)	0.00	(2,754.96)	0.00	(2,754.96)	0.00%	(8,197.63)
Total Net Pass-Through	<u>(15.99)</u>	<u>(63.96)</u>	<u>0.00</u>	<u>(63.96)</u>	<u>0.00</u>	<u>(63.96)</u>	<u>0.00%</u>	<u>0.00</u>
Total Revenue Over (Under) Expense	<u>318,728.37</u>	<u>(206,287.79)</u>	<u>(76,333.08)</u>	<u>(129,954.71)</u>	<u>(305,332.68)</u>	<u>99,044.89</u>	<u>(32.44)%</u>	<u>(59,297.14)</u>

Explanations:

^a Total Expenses YTD Actuals are below YTD Budget by 11.5%.

^b The target benchmark of the remaining budget should be 75% for all budget line items except "Personnel" which should be 77% based on total of 26 payrolls for the fiscal year.

^c Includes premiums that were paid on an annual basis for Property Insurance and Flood Insurance at the Carbondale, Champaign, & Edwardsville Offices.

^d Includes premiums that were paid on an annual basis for Employee Dishonesty, Treasurer's Bond, General Liability, Umbrella, Cyber, and Employment Practices & Management Liabilities Insurances.

^e Includes the annual audit.

^f Includes the implementation and annual subscription fee for OpenGov software and the annual support for the Abila software.

^g Includes HR Source, ILA, and ALA institutional annual membership dues.

^h Includes bank fees for the month of July-September and accounts payable checks.

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

	September 2020 (09/01/2020 - 09/30/2020)	YTD Actuals (07/01/2020 - 09/30/2020)	YTD Budget (07/01/2020 - 09/30/2020)	YTD Budget Variance (07/01/2020 - 09/30/2020)	IHLS Approved FY2021 Budget	Total Budget Variance - IHLS Board Approved FY2021 Budget	IHLS Approved FY2021 Total Budget Remaining Percentage ^a	Audited FY2020 Actuals (07/01/2019 - 06/30/2020)
Revenues								
State Grants	193,899.00	193,899.00	96,949.50	96,949.50	387,798.00	(193,899.00)	(50.00)%	366,750.67
Total State Grants	193,899.00	193,899.00	96,949.50	96,949.50	387,798.00	(193,899.00)	(50.00)%	366,750.67
Total Revenues	193,899.00	193,899.00	96,949.50	96,949.50	387,798.00	(193,899.00)	(50.00)%	366,750.67
Expenses								
Personnel	24,296.83	72,939.40	79,359.54	6,420.14	317,438.00	244,498.60	77.02%	310,523.55
Vehicle Expenses	0.00	0.00	80.01	80.01	320.00	320.00	100.00%	291.90
Travel, Meetings & Continuing for Staff/Board	1,116.00	1,306.00	5,087.25	3,781.25	20,349.00	19,043.00	93.58%	12,006.15
Public Relations	0.00	0.00	497.25	497.25	1,989.00	1,989.00	100.00%	1,666.71
Supplies, Postage & Printing	0.00	115.57	615.00	499.43	2,460.00	2,344.43	95.30%	2,296.77
Telephone & Telecommunications	224.13	672.29	701.49	29.20	2,806.00	2,133.71	76.04%	2,661.28
Equipment Rental, Repair and Maintenance	158.99	331.13	540.00	208.87	2,160.00	1,828.87	84.67%	2,014.16
Contractual Services	499.00	499.00	9,844.74	9,345.74	39,379.00	38,880.00	98.73%	37,071.37
Professional Membership Dues	0.00	0.00	224.25	224.25	897.00	897.00	100.00%	961.30
Total Expenses	26,294.95	75,863.39	96,949.53	21,086.14	387,798.00	311,934.61	80.44%	369,493.19
Total Revenue Over (Under) Expense	167,604.05	118,035.61	(0.03)	118,035.64	0.00	118,035.61	0.00%	(2,742.52)

Explanations:

^a The target benchmark of the remaining budget should be 75% for all budget line items except "Personnel" which should be 77% based on total of 26 payrolls for the fiscal year.

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

	September 2020 (09/01/2020 - 09/30/2020)	YTD Actuals (07/01/2020 - 09/30/2020)	YTD Budget (07/01/2020 - 09/30/2020)	YTD Budget Variance (07/01/2020 - 09/30/2020)	IHLS Approved FY2021 Budget	Total Budget Variance - IHLS Board Approved FY2021 Budget	IHLS Approved FY2021 Total Budget Remaining Percentage ^a	Audited FY2020 Actuals (07/01/2019 - 06/30/2020)
Revenues								
State Grants	79,322.50	79,322.50	39,661.26	39,661.24	158,645.00	(79,322.50)	(50.00)%	169,804.00
Total State Grants	79,322.50	79,322.50	39,661.26	39,661.24	158,645.00	(79,322.50)	(50.00)%	169,804.00
Total Revenues	79,322.50	79,322.50	39,661.26	39,661.24	158,645.00	(79,322.50)	(50.00)%	169,804.00
Expenses								
Personnel	9,438.29	28,429.94	30,194.73	1,764.79	120,779.00	92,349.06	76.46%	133,210.30
Supplies, Postage & Printing	0.00	0.00	2,187.48	2,187.48	8,750.00	8,750.00	100.00%	2,719.87
Telephone & Telecommunications	236.41	709.09	889.50	180.41	3,558.00	2,848.91	80.07%	3,227.04
Equipment Rental, Repair/ Maintenance	601.86	918.22	1,110.00	191.78	4,440.00	3,521.78	79.32%	3,957.83
Professional Services	1,700.00	1,700.00	900.00	(800.00)	3,600.00	1,900.00	52.78% ^b	12,400.00
Contractual Services	0.00	2,352.00	4,379.52	2,027.52	17,518.00	15,166.00	86.57%	20,821.15
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	5.08
Total Expenses	11,976.56	34,109.25	39,661.23	5,551.98	158,645.00	124,535.75	78.50%	176,341.27
Total Revenue Over (Under) Expense	<u>67,345.94</u>	<u>45,213.25</u>	<u>0.03</u>	<u>45,213.22</u>	<u>0.00</u>	<u>45,213.25</u>	<u>0.00%</u>	<u>(6,537.27)</u>

Explanations:

- ^a The target benchmark of the remaining budget should be 75% for all budget line items except "Personnel" which should be 77% based on total of 26 payrolls for the fiscal year.
- ^b Includes the annual OCLC agreed-upon procedures audit.

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

	September 2020 (09/01/2020 - 09/30/2020)	YTD Actuals (07/01/2020 - 09/30/2020)	YTD Budget (07/01/2020 - 09/30/2020)	YTD Budget Variance (07/01/2020 - 09/30/2020)	IHLS Approved FY2021 Budget	Total Budget Variance - IHLS Board Approved FY2021 Budget	IHLS Approved FY2021 Total Budget Remaining Percentage ^a	Audited FY2020 Actuals (07/01/2019 - 06/30/2020)
Revenues								
Investment Income	1,320.70	1,859.03	3,760.47	(1,901.44)	15,041.86	(13,182.83)	(87.64)%	21,574.58
Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	500.00
Total Revenues	<u>1,320.70</u>	<u>1,859.03</u>	<u>3,760.47</u>	<u>(1,901.44)</u>	<u>15,041.86</u>	<u>(13,182.83)</u>	<u>(87.64)%</u>	<u>22,074.58</u>
Expenses								
Capital Outlays	0.00	0.00	73,749.99	73,749.99	295,000.00	295,000.00	100.00%	211,640.00
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>73,749.99</u>	<u>73,749.99</u>	<u>295,000.00</u>	<u>295,000.00</u>	<u>100.00%</u>	<u>211,640.00</u>
Inter-Company Transfers								
Transfers From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	585,427.00
Total Inter-Company Transfers	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>585,427.00</u>
Total Revenue Over (Under) Expense	<u>1,320.70</u>	<u>1,859.03</u>	<u>(69,989.52)</u>	<u>71,848.55</u>	<u>(279,958.14)</u>	<u>281,817.17</u>	<u>(100.66)%</u>	<u>395,861.58</u>

Explanations:

^a The target benchmark of the remaining budget should be 75% for all budget line items except "Personnel" which should be 77% based on total of 26 payrolls for the fiscal year.

Illinois Heartland Library System
Balance Sheet
Governmental Funds
as of September 30, 2020

	Major Funds				Non-Major Governmental Funds ^d	Total
	General Fund	CMC Fund	OCLC Fund	Capital Projects Fund		
Assets						
Cash and Cash Equivalents	3,736,514.12 ^a	134,532.92	48,690.56	1,804,463.30	2,089.23	5,726,290.13
Due From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00
Grants Receivable	1,095,499.99 ^b	0.00	0.00	0.00	0.00	1,095,499.99
Accounts Receivable	21,936.76 ^c	0.00	0.00	0.00	0.00	21,936.76
Prepaid Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Assets	<u>4,853,950.87</u>	<u>134,532.92</u>	<u>48,690.56</u>	<u>1,804,463.30</u>	<u>2,089.23</u>	<u>6,843,726.88</u>
Liabilities						
Accounts Payable	19,404.15	158.99	2,325.86	0.00	0.00	21,889.00
Grants Payable	0.00	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	0.00	0.00	0.00	0.00	0.00	0.00
Accrued Expenses	<u>31,690.58</u>	<u>5,241.87</u>	<u>1,795.36</u>	<u>0.00</u>	<u>0.00</u>	<u>38,727.81</u>
Total Liabilities	<u>51,094.73</u>	<u>5,400.86</u>	<u>4,121.22</u>	<u>0.00</u>	<u>0.00</u>	<u>60,616.81</u>
Deferred Inflows of Resources						
Loss Book Funds	0.00	0.00	0.00	0.00	0.00	0.00
Total Deferred Inflows of Resources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund Balances						
	<u>4,802,856.14</u>	<u>129,132.06</u>	<u>44,569.34</u>	<u>1,804,463.30</u>	<u>2,089.23</u>	<u>6,783,110.07</u>
Total Liabilities, Deferred Inflows, and Fund Balances	<u>4,853,950.87</u>	<u>134,532.92</u>	<u>48,690.56</u>	<u>1,804,463.30</u>	<u>2,089.23</u>	<u>6,843,726.88</u>

Explanations:

^a This balance would fund IHLS General Fund operations alone an estimated 11.1 months based on current FY2021 approved expenditure levels.

^b Remaining balance due from FY2020 SAPG.

^c Includes U of I balance due to IHLS for September 2020 ILDS services.

^d Non-Major Governmental Funds represents the SWAYS Fund.

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #85 -SHARE Fund ~ Proprietary Fund

	September 2020 (09/01/2020 - 09/30/2020)	YTD Actuals (07/01/2020 - 09/30/2020)	YTD Budget (07/01/2020 - 09/30/2020)	YTD Budget Variance (07/01/2020 - 09/30/2020)	IHLS Approved FY2021 Budget	Total Budget Variance - IHLS Board Approved FY2021 Budget	IHLS Approved FY2021 Total Budget Remaining Percentage ^c	Audited FY2020 Actuals (07/01/2019 - 06/30/2020)
Operating Revenues								
Fees for Services and Materials	2,658.94	1,308,149.81	345,663.75	962,486.06 ^a	1,382,655.00	(74,505.19)	(5.39)%	1,285,989.09
Investment Income	108.09	431.83	3,166.26	(2,734.43)	12,665.00	(12,233.17)	(96.59)%	13,482.42
Other Revenue	0.00	0.00	11,907.24	(11,907.24)	47,629.00	(47,629.00)	(100.00)%	45,728.98
Total Operating Revenues	<u>2,767.03</u>	<u>1,308,581.64</u>	<u>360,737.25</u>	<u>947,844.39</u>	<u>1,442,949.00</u>	<u>(134,367.36)</u>	<u>(9.31)%</u>	<u>1,345,200.49</u>
Operating Expenses								
Personnel	77,146.71	231,222.16	263,098.29	31,876.13	1,052,393.00	821,170.84	78.03%	966,752.79
Library Materials	8,010.95	43,839.53	26,956.26	(16,883.27)	107,825.00	63,985.47	59.34% ^d	116,536.05
Vehicle Expenses	23.56	85.55	448.50	362.95	1,794.00	1,708.45	95.23%	1,071.32
Travel, Meetings & Continuing for Staff and Board Members	1,555.00	2,698.13	9,802.74	7,104.61	39,211.00	36,512.87	93.12%	12,543.97
Public Relations	0.00	0.00	802.50	802.50	3,210.00	3,210.00	100.00%	459.86
Supplies, Postage & Printing	457.87	2,989.50	5,612.52	2,623.02	22,450.00	19,460.50	86.68%	6,702.53
Telephone & Telecommunications	1,084.19	3,136.92	4,375.74	1,238.82	17,503.00	14,366.08	82.08%	17,084.34
Equipment Rental, Repair and Maintenance	250.45	596.21	870.00	273.79	3,480.00	2,883.79	82.87%	3,454.55
Professional Services	12,620.00	12,620.00	7,155.00	(5,465.00)	28,620.00	16,000.00	55.90% ^e	19,333.00
Contractual Services	1,080.22	150,854.37	57,572.01	(93,282.36)	230,288.00	79,433.63	34.49% ^f	219,123.16
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	69,444.52
Professional Membership Dues	0.00	0.00	390.99	390.99	1,564.00	1,564.00	100.00%	966.00
Miscellaneous	30.00	60.00	97.50	37.50	390.00	330.00	84.62%	39,045.73
Total Operating Expenses	<u>102,258.95</u>	<u>448,102.37</u>	<u>377,182.05</u>	<u>(70,920.32)</u> ^b	<u>1,508,728.00</u>	<u>1,060,625.63</u>	<u>70.30%</u>	<u>1,472,517.82</u>
Total Operating Revenue Over (Under)	(99,491.92)	860,479.27	(16,444.80)	876,924.07	(65,779.00)	926,258.27	(1,408.14)%	(127,317.33)
Other Funding Sources								
Transfers From Other Funds	142,500.00	142,500.00	110,625.00	31,875.00	442,500.00	(300,000.00)	(67.80)%	300,000.00
Transfer to Other Funds	(142,500.00)	(142,500.00)	(35,625.00)	(106,875.00)	(142,500.00)	0.00	0.00%	0.00
Total Other Funding Sources	<u>0.00</u>	<u>0.00</u>	<u>75,000.00</u>	<u>(75,000.00)</u>	<u>300,000.00</u>	<u>(300,000.00)</u>	<u>(100.00)%</u>	<u>300,000.00</u>
Capital Outlays								
Capital Outlays - Computers	0.00	0.00	(17,375.01)	17,375.01	(69,500.00)	69,500.00	(100.00)%	0.00
Total Capital Outlays	<u>0.00</u>	<u>0.00</u>	<u>(17,375.01)</u>	<u>17,375.01</u>	<u>(69,500.00)</u>	<u>69,500.00</u>	<u>(100.00)%</u>	<u>0.00</u>
Net Pass-Through								
Reimbursements-Subscriptions	0.00	87,574.09	0.00	87,574.09	0.00	87,574.09	0.00%	93,002.19
Reimbursements-3M e-books	1,262.22	4,747.07	0.00	4,747.07	0.00	4,747.07	0.00%	105,653.92
Reimbursement:Subscriptions	4,101.34	(79,194.75)	0.00	(79,194.75)	0.00	(79,194.75)	0.00%	(94,426.18)
Reimbursement:3M e-books	(1,262.22)	(4,747.07)	0.00	(4,747.07)	0.00	(4,747.07)	0.00%	(105,654.02)
Total Net Pass-Through	<u>4,101.34</u>	<u>8,379.34</u>	<u>0.00</u>	<u>8,379.34</u>	<u>0.00</u>	<u>8,379.34</u>	<u>0.00%</u>	<u>(1,424.09)</u>
Total Revenue Over (Under) Expense	(95,390.58)	868,858.61	41,180.19	827,678.42	164,721.00	704,137.61	427.47%	171,258.58

Explanations:

^a \$1,308,149.81 represent 94.6% of the projection in the FY2021 Budget and 95.3% of the \$1,308,149.81 has been collected.

^b YTD Actuals are above YTD Budget by 18.8%.

^c The target benchmark of the remaining budget should be 75% for all budget line items except "Personnel" which should be 77% based on total of 26 payrolls for the fiscal year.

^d Includes eBook purchases along with the annual platform fee.

^e Includes the annual audit.

^f Includes the annual Polaris Software Maintenance & Syndetics Subscription.

Illinois Heartland Library System

Statement of Net Position

SHARE Fund

as of September 30, 2020

	<u>Unrestricted</u>	<u>Reserve Funds</u>	<u>Committed Funds</u>	<u>Total</u>
Assets:				
Current Assets:				
Cash and Cash Equivalents	1,548,961.88 ^a	1,023,698.03	131,142.89	2,703,802.80
Due from Other Funds	0.00	0.00	0.00	0.00
Accounts Receivable	59,018.86	0.00	3,945.85	62,964.71
Prepaid Expenses	0.00	0.00	0.00	0.00
Net Pension Assets	<u>584,026.33</u>	<u>0.00</u>	<u>0.00</u>	<u>584,026.33</u>
Total Current Assets:	<u>2,192,007.07</u>	<u>1,023,698.03</u>	<u>135,088.74</u>	<u>3,350,793.84</u>
Capital Assets:				
Depreciable Capital Assets	2,986,662.33	0.00	0.00	2,986,662.33
Accumulated Depreciation	<u>(2,784,625.71)</u>	<u>0.00</u>	<u>0.00</u>	<u>(2,784,625.71)</u>
Total Capital Assets:	<u>202,036.62</u>	<u>0.00</u>	<u>0.00</u>	<u>202,036.62</u>
Total Assets:	<u>2,394,043.69</u>	<u>1,023,698.03</u>	<u>135,088.74</u>	<u>3,552,830.46</u>
 Deferred Outflows of Resources:				
Deferred Outflows from Pension Contribution				
Deferred Outflows from Pension Contribution	<u>902,058.84</u>	<u>0.00</u>	<u>0.00</u>	<u>902,058.84</u>
Total Deferred Outflows of Resources:	<u>902,058.84</u>	<u>0.00</u>	<u>0.00</u>	<u>902,058.84</u>
 Total Assets and Deferred Outflows of Resources	<u>3,296,102.53</u>	<u>1,023,698.03</u>	<u>135,088.74</u>	<u>4,454,889.30</u>
 Liabilities:				
Current Liabilities:				
Accounts Payable	13,553.71	0.00	0.00	13,553.71
Due to Other Funds	0.00	0.00	0.00	0.00
Accrued Expenses	<u>15,954.28</u>	<u>0.00</u>	<u>0.00</u>	<u>15,954.28</u>
Total Current Liabilities:	<u>29,507.99</u>	<u>0.00</u>	<u>0.00</u>	<u>29,507.99</u>
Long-Term Liabilities:				
Compensated Absences Payable	83,029.38	0.00	0.00	83,029.38
Other Long-Term Liabilities	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Long-Term Liabilities:	<u>83,029.38</u>	<u>0.00</u>	<u>0.00</u>	<u>83,029.38</u>
Total Liabilities:	<u>112,537.37</u>	<u>0.00</u>	<u>0.00</u>	<u>112,537.37</u>
 Deferred Inflows of Resources:				
Deferred Inflows of Resources Related to Pension				
Deferred Inflows of Resources Related to Pension	<u>1,408,655.50</u>	<u>0.00</u>	<u>0.00</u>	<u>1,408,655.50</u>
Total Deferred Inflows of Resources:	<u>1,408,655.50</u>	<u>0.00</u>	<u>0.00</u>	<u>1,408,655.50</u>
 Net Position:				
Total Net Position:	<u>1,774,909.66</u>	<u>1,023,698.03</u>	<u>135,088.74</u>	<u>2,933,696.43</u>
 Total Liabilities, Deferred Inflows & Net Position	<u>3,296,102.53</u>	<u>1,023,698.03</u>	<u>135,088.74</u>	<u>4,454,889.30</u>

Explanations:

^a The Unrestricted Funds will fund SHARE Operations approximately 11.3 months based on current FY2021 Operations Budget.



TO: IHLS Board of Directors
FROM: Ellen Popit
DATE: October 20, 2020
RE: Communication: Advocacy Notes....in Conference Season

IHLS staff is deep into conference season. These conferences include:

- Library Advocacy and Fundraising September 14-16
- Association of Rural and Small Libraries September 28-October 1
- Association of Bookmobile and Outreach Services October 13-16
- Online Audiovisual Catalogers Conference October 13-16
- Illinois Library Association Conference October 20-22
- Library Marketing and Communication Conference November 4-6
- Association of Illinois School Library Educators November 5-14

With the exception of the conference developed for catalogers, each of these “virtual” activities will give system staff the opportunity to hone our advocacy skills. Not all of us are naturals at advocacy. In a profession with its fair share of introverts, the exposure to different approaches to advocacy initiatives is always helpful.

A sample of conference programs can be seen below:

- Leading from Your Mission: From Good Messaging to Great Rhetoric
- Proving Your Library’s Value: Persuasive, Organized & Memorable Messaging Using The E’s of Libraries®
- Speak So They Listen
- Advocacy Tips & Tricks from Legislators
- Neutral or Necessary: How Libraries Can Find Their Voice in Times of Unrest
- Library Data: The Essential Guide to Growth and Advocacy

In addition to the learning that goes on, there is also the very valuable exposure to speakers on the statewide and national levels. That exposure and connections that can be formed is invaluable to system staff as we move forward.

The above represents plenty of activity over eight weeks and the silver lining of a virtual experience is that much can be done as it fits into a personal timeframe. We look forward to gathering with our colleagues when we know it is safe, but grateful to those who have provided virtual opportunities.



Staff Report

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: October 22, 2020
RE: Staffing Update

The following represents staffing changes for the month of September. Our operations staff are continuing to find their footing in all of the continuous delivery changes.

Resignations and Retirements

Classification: Courier (part-time)

Project/Location: Operations/ Champaign

Last Day: October 7, 2020

Reason for Leaving: Job physically demanding

Salary: \$11.75/hr.

Classification: Courier (part-time)

Project/Location: Operations/ Carbondale

Last Day: October 8, 2020

Reason for Leaving: Care of family member out of state

Salary: \$14.33/hr.

Promotions/Change in Position:

None



Illinois Heartland Library System

MEMO TO: IHLS Board of Directors
FROM: Leslie M. Bednar
DATE: October 26, 2020
RE: Edwardsville Building Improvements

We shared the final version of our request for proposal (RFP) for improvements at our Edwardsville building with legal counsel early this month. After discussion and analysis, Phil Lenzini advised IHLS to take a different procurement path.

Statement of Work

IHLS and one of our legacy library systems has a positive project history with a design/build/furnish firm in the St. Louis, MO area. We are drafting a statement of work (SOW) for the firm with the deliverable as a bid specification packet. Components of the overall project over \$20,000.00, must follow our procurement procedure (i.e. sealed bids, low bid).

Throughout this project, we will adhere to all Illinois statutes and rules, and IHLS policies including our Financial Policy. You can find details related to acquisitions beginning at the bottom of page 4: <https://illinoisheartland.org/sites/default/files/about/policies/Financial-Policy-rev-02-25-2020.pdf>

Some of our administrative staff will meet with firm representatives this week. I expect we will have updated time frames after that discussion.

Please let me know if you have any questions. Thank you.



TO: IHLS Board of Directors
FROM: Ellen Popit
DATE: October 26, 2020
RE: Member Day 2020

Member Day planning is in full swing with staff from multiple departments doing a lot of work behind the scenes. There has been a coordinated effort to make our first virtual Member Day an engaging and educational event for our members.

Marketing and Communications have been busy building the Member Day website and getting out information to members through social media, the newsletter, and emails. Accounting has been involved with keeping the project on budget, IT has been actively setting up numerous Zoom rooms and preparing staff members to act as room hosts while Cataloging staff have helped build attendee lists. Troy Brown has scheduled presenter practice runs and the entire planning team has a run through planned prior to the event.

We have some great prizes to offer, from a David Lankes book set and bronze children reading statue to a Powering Up Librarians gift box. Each attendee who registered by October 16th will receive cookies to enjoy during the scheduled morning cookie break.

Currently there are 172 members registered and 38 IHLS staff members registered.



Illinois Heartland Library System

TO: IHLS Board of Directors
FROM: Leslie M. Bednar
DATE: October 23, 2020
RE: FY2021 Capital Projects Budget Amendment

Background

On June 3, 2020, IHLS received an award letter from Secretary of State Jesse White for the Live & Learn Construction Grant in the amount of \$25,500.00. These funds will be utilized to remodel the existing restrooms at the Champaign office. With this remodel, the restrooms will be compliant with the Americans with Disabilities Act (ADA) and section 604 of the 2018 Illinois Accessibility Code. The ADA compliant restrooms will be a great benefit to our staff as well as visitors who will be attending meetings and trainings.

Proposal

Attached please find our amended Capital Projects budget for your review and consideration.

If you are familiar with our budget narrative documents, this shows the impact to specific accounts in the Capital Projects Fund:

Capital Projects Fund – Budget changes for FY2021

Other State Grant (Revenue | 4099):

Proposed increase reflects the Live and Learn Construction Grant award amount.

Capital Outlays – Building & Improvements (Expense | 5765):

Proposed increase reflects estimated cost for ADA restrooms remodel at the Champaign office.

Please note the deficit in this proposal will be funded by the available cash balance of \$1,804,463.30 in the Capital Projects Fund. We originally included the restroom remodel project in the FY2020 Capital Projects Fund Budget at \$40,000.00. No action was taken on the project after we submitted the grant proposal.

Recommended Board Action

This is a compliance matter for audit purposes and, if necessary, we may present additional amended budget requests in the future. If approved by the Board, the Illinois State Library (ISL) has requested that IHLS submit the amended budget to ISL and that will fulfill our obligation with them.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

The Finance and Executive committees have both moved the proposal forward to the full board for approval.

We request board approval and appreciate your consideration of this matter.

Thank you.

FY2021 Capital Projects Fund

G/L Account	Description	FY2021 Approved Budget	FY2021 Amended Budget	Difference
4500	<i>Interest Revenue</i>	15,041.86	15,041.86	-
4099	<i>Other State Grant</i>	-	25,500.00	25,500.00
	Total Revenue	15,041.86	40,541.86	25,500.00
5755	<i>Capital Outlays-Computers</i>			
	Server - Edwardsville Office	30,000.00	30,000.00	-
5765	<i>Capital Outlays - Building & Improvements</i>			
	ADA Access Ramp - Edwardsville Office	50,000.00	50,000.00	-
	Build Office Walls - 1st Floor Edwardsville Office	15,000.00	15,000.00	-
	Training Room Riser Removal - 2nd Floor Edwardsville Office	20,000.00	20,000.00	-
	Build Office Walls - 2nd Floor Edwardsville Office	20,000.00	20,000.00	-
	Epoxy Flooring - Edwardsville Office	50,000.00	50,000.00	-
	Replace Carpet - Edwardsville Office	65,000.00	65,000.00	-
	Paint Walls - Edwardsville Office	30,000.00	30,000.00	-
	Build Office Walls - Champaign Office	15,000.00	15,000.00	-
	Bathroom Remodel - Champaign Office	-	51,000.00	51,000.00
	Total Expenses	295,000.00	346,000.00	51,000.00
	Estimated Excess (Deficiency) of Revenue over Expenses	(279,958.14)	(305,458.14)	(25,500.00)



Illinois Heartland Library System

MEMO TO: IHLS Board
FROM: Leslie M. Bednar
DATE: October 23, 2020
RE: IHLS Policy Regarding Biometric Information

Illinois Heartland Library System recognizes that Illinois is in a unique position with respect to the collection of biometric information. The [Biometric Information Privacy Act](#) (740 ILCS 14) (or BIPA) imposes requirements on organizations that collect biometric information like fingerprints, retina scans, and facial geometry scans (which could mean the identification of individuals through photographs). As we have worked with the timeclocks in all three locations this year, we understood a biometric policy would also be needed. We must have a policy in place if we are to use the data with payroll in the future.

Attached please find the draft policy. It was crafted by legal counsel and shared with the Personnel Committee at their October meeting where it was approved with suggested changes. Subsequently, the Executive Committee moved the policy forward to the full board.

Thank you for your thoughtful consideration. Please let me know if you have any questions.

ILLINOIS HEARTLAND LIBRARY SYSTEM
POLICY REGARDING BIOMETRIC INFORMATION

Collection and Use of Biometric Information

General Statement of Purpose

Illinois Heartland Library System (“IHLS”) is a public employer and therefore not covered by any requirement to provide its employees with the information in this policy. However, IHLS at all times desires to be as transparent as possible and to provide all information relevant to our employees’ employment and work atmosphere to our employees which is why this policy has been implemented and provided to each employee.

IHLS has a new timekeeping system which has not been put into use as of August 2020 but may be put fully into use in the future, should we find that the timekeeping system works well with our payroll system. Should IHLS put the new timekeeping system in full use, it may require collection of certain “biometric identifiers” from its employees, limited only to an employee fingerprint. IHLS recognizes the sensitive nature of such biometric identifiers, and the biometric information that is based on an employee’s biometric identifiers and therefore is committed to protecting such information with the same care and diligence that it uses to protect other confidential and sensitive information maintained by IHLS. In an effort to further this commitment, this policy: (i) establishes guidance for the collection, retention, and treatment of biometric information obtained or received by IHLS; and (ii) establishes procedures and guidelines for destroying biometric information.

This policy shall be provided to every IHLS employee and also published on the IHLS website, making it available to the public. This policy is also available separately for any employee who desires a copy from the Human Resources Department at IHLS.

Biometric Information Collected and Utilized by IHLS

Biometric data includes both “biometric identifiers” a “biometric information.” “Biometric identifier” means a retina or iris scan, fingerprint, voiceprint, or scans of hand or facial geometry. Biometric identifiers do not include any of the following items: writing samples, written signatures, photographs, human biological samples used for valid scientific testing or screening, demographic data, tattoo descriptions, or physical descriptions such as height, weight, hair color, or eye color. “Biometric information” means any information, regardless of how it is captured, converted, stored, or shared, based on an individual’s biometric identifier used to identify an individual. Biometric information does not include information derived from items or procedures excluded under the definition of biometric identifiers. As mentioned above, the only biometric information that IHLS will collect/have access to is each employee’s fingerprint.

If the above-mentioned system is put into place, IHLS will collect employee fingerprints, and utilize them in connection with its timekeeping procedures. Specifically, employees may be required to scan their fingerprint when they clock in to work each day to confirm that the employee is actually present on IHLS premises or at an assigned work site at the time that he or she is clocked in. This information will be used to ensure that employees are paid properly for time worked.

Collection of Biometric Information

In addition to the general notice provided in this policy, each employee whose biometric data will be collected is provided with specific written notice advising the employee that a biometric identifier will be collected and the purpose of such collection, as well as the length of time the data will be stored and used, and each such employee must, as a condition of employment, sign a release consenting to IHLS's collection of the employee's biometric information.

Retention of Biometric Information

Biometric identifiers collected under this policy, and any biometric information that is based on an employee's biometric identifiers will be retained until such time as the employee's employment with IHLS is terminated, and will be destroyed when the first of the following occurs: (a) the initial purpose for collecting or obtaining such identifiers has been satisfied such as the end of an employee's employment, or (b) three (3) years after the end of each employee's employment. All biometric identifiers and biometric information derived from identifiers shall be maintained in secured files to which only Human Resources personnel shall have full access. The security measures used to protect biometric identifiers and biometric information will be at least as rigorous as those measures used to protect other IHLS confidential and sensitive information. No person without authorization (including any person outside the Human Resources Department) will be provided with the passwords and/or other security in place to be able to access fingerprint data.

Nothing in this policy shall be construed to prohibit IHLS from maintaining certain records derived from the use of the employee's biometric identifiers or biometric information (for instance, the employee's time records) for a longer period of time in IHLS's discretion and/or as required by law.

IHLS will not sell, lease, trade, or otherwise disseminate or disclose an employee's biometric identifiers or biometric information unless and until: (1) the employee provides written consent to the disclosure; (2) IHLS is compelled to disclose the biometric information pursuant to a valid warrant or subpoena; or (3) IHLS is required to disclose the information under a federal or state law or municipal ordinance.



By signing below, you acknowledge receipt of a copy of this Policy:

Received: _____
Employee Signature

Date: _____

Printed Name: _____



**NOTIFICATION AND RELEASE REGARDING
USE OF BIOMETRIC INFORMATION FOR EMPLOYMENT PURPOSES**

Illinois Heartland Library System, at all times, desires to ensure its employees are fully aware of workplace practices and procedures. As a public employer, IHLS is not covered by the provisions of the Illinois Biometric Information Privacy Act. This Act regulates the collection, storage, use, and retention of “biometric identifiers” such as, a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry and “biometric information” such as any information, regardless of how it is captured, converted, stored or shared, based on an individual’s biometric identifier, used to identify an individual for private employers. IHLS’s collection, utilization, and storage of biometric information is for time-keeping purposes only. It is to ensure that employees are properly paid for time worked, in conjunction with IHLS’s timekeeping platform.

Biometric Information will be permanently destroyed by IHLS upon the **earliest** of the following events:

- (a) The initial purpose for collecting or obtaining such information has been satisfied, such as the end of the employment relationship
- (b) Three (3) years from your date of separation, whichever occurs first.

IHLS will treat all biometric information as highly confidential and sensitive. IHLS will use all reasonable measures to ensure the information is protected to the same or greater extent that IHLS protects other confidential information. IHLS will not sell, lease, trade, or profit from the disclosure of any such information to third parties. Additionally, IHLS will not disclose or distribute any biometric information except as specifically permitted or required by applicable law.

By signing below, you acknowledge having received a copy of the “Illinois Heartland Library System Policy Regarding Biometric Information” (the “Policy”). By signing below, you hereby consent to IHLS’s collection of biometric data described above and hereby release IHLS from any and all claims arising out of or based upon IHLS’s collection and use of biometric data as described herein.

By signing below, you acknowledge that you have read, understand, and agree to the policies and practices set forth within this written Notification and Release and release IHLS from all claims resulting from or associated with the process described herein and in the Policy.

Printed Name

Signature of Applicant or Employee

Date



Illinois Heartland Library System

MEMO TO: Board of Directors
FROM: Leslie M. Bednar
DATE: October 23, 2020
RE: Resolution to Appoint Jill Trevino IMRF Authorized Agent

With Dominique Granger's announced resignation effective October 30, it is necessary to change our Illinois Municipal Retirement Fund (IMRF) Authorized Agent. It is my recommendation to assign this role to Jill Trevino.

Please see the attached Resolution and IMRF Form 2.20.

Thank you.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Illinois Heartland Library System
RESOLUTION No. 2020 – 01

A RESOLUTION CHANGING ILLINOIS MUNICIPAL RETIREMENT FUND AUTHORIZED AGENT

WHEREAS, the Illinois Heartland Library System, hereinafter, "IHLS" is a participating member of the Illinois Municipal Retirement Fund; and

WHEREAS, IHLS is authorized to designate a person to be the Authorized Agent on behalf of IHLS to IMRF;

Now, therefore be it resolved by the President and Board of Trustees of IHLS as follows:

SECTION ONE: That the IHLS Authorized Agent to IMRF effective immediately shall be Jill Trevino. Delegating powers to file a petition for nomination of an executive trustee of IMRF and to cast a ballot for election of an executive trustee of IMRF.

SECTION TWO: This Resolution shall be in full force and effect after passage and approval as required by law.

PASSED BY THE BOARD OF TRUSTEES OF THE ILLINOIS HEARTLAND LIBRARY SYSTEM, OF MADISON COUNTY, STATE OF ILLINOIS, THIS ____ DAY OF _____, 2020.

President, Illinois Heartland Library System Board

(ATTEST)

Secretary



Illinois Heartland Library System

TO: IHLS Board
FROM: Leslie M. Bednar
DATE: October 23, 2020
RE: Nominating Committee

Each spring our membership selects five individuals to serve on the IHLS board for three-year terms. Board members may serve two consecutive three-year terms, after which they have to step off the board for a minimum of two years.

Next spring the following positions will be open for election. I have indicated which board members are eligible for a second term:

<i>Position title</i>	<i>Board member</i>	<i>Eligibility</i>
<i>Public Library Representative</i>	Tina Hubert	Tina is serving her sixth consecutive year and may not run again next spring
	Frank Bandre	Frank is eligible to run for a three-year term
<i>Public Library Trustee Representative</i>	Charlene Topel	Charlene is serving her sixth consecutive year and may not run again next spring
<i>School Library Representative</i>	Janet Jenkins	Janet is eligible to run for a three-year term
	Tammy Krouse	Tammy is eligible to run for a three-year term

Each year the board appoints a nominating committee recommended by the board chair. The committee represents the diversity of our multi-type library membership and is often comprised of members from the constituent groups we need to reach out to. Committee tasks consist of: selection and confirmation of candidates to the board; preparation of ballot; and oversight of ballot distribution. The ad hoc committee is rather busy for roughly five months of the year. Upon conclusion and verification of the board representative election their task is complete.

Stacey Carter will bring committee recommendations to the board for our October 27 meeting.

Thank you for your consideration.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!
