



Illinois Heartland Library System
Finance Committee Meeting
May 13, 2013

Present: Nina Wunderlich, Chair
Karen Bounds
Janet Hasten
Susan Mendelsohn
Jacob Roskovensky
Diane Steele

Leslie Bednar
Rose Mary Barczewski
Peggy Durst

Nina Wunderlich called the meeting to order at 4:15 p.m.

Minutes:

Diane Steele moved that the minutes of the April 22, 2013 meeting be approved. Janet Hasten seconded the motion. The motion passed unanimously by voice vote.

Bills:

A decision will be made later in the meeting to determine whether to meet 30-45 minutes prior to the May 28 Board meeting to review the bill list and credit card purchases.

Old Business:

Financial Software:

Rose Mary discussed the spreadsheet comparing four different accounting software packages. Diane Steele moved that the committee make a recommendation for the purchase of Open Systems software at the May Board meeting. Janet Hasten seconded the motion. The motion passed unanimously by voice vote.

New Business:

Staff Answers to Questions:

The committee received answers to the following previously submitted questions:

- ***Number of staff and their positions who have already received salary adjustments for any reason from July 1, 2011 merger forward.***

The committee reviewed the spreadsheet of salary changes which was distributed prior to the meeting.

Carterville Office:
607 S. Greenbriar Road
Carterville, IL 62918
618-985-3711

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

Decatur Office:
345 West Eldorado Street
Decatur, IL 62522
217-429-2586

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

- **Will there be a small sum allowed in the budget that could be used as a donation to Helen Matthes Library in Effingham for the use of their meeting room?**

Leslie Bednar has offered to pay a monthly fee for the use of the room and has requested invoices. The Director of the Helen Matthes Library has stated that since use is limited to usually just once a month, the library does not wish to collect a fee. It was determined that making a donation as a state-funded entity would be inappropriate.

- **Did not see a Reserve line item in budget for FY14. Some legacy systems included in their annual budgets a line item and designation of money for Reserve. That's where our present Reserve/Capital account came from – the legacy systems of Lincoln Trails and Rolling Prairie. Will there be such a line in the IHLS budget in addition to the figure of "estimated excess"?**

There was discussion on whether reserve funds (other than capital reserves) should be a budgeted item, or separate money market account that is a balance sheet item. This will be discussed at a future meeting.

Diane Steele left the meeting at 5:35 p.m.

- **Under Revenues, where is the accounting for income from rental office space in Edwardsville?**

This appears under Miscellaneous Income -- \$650/month.

- **What was the total e-rate income for the last year received? What approximately had it been currently projected if application had been made?**

Total e-rate was \$38,800. The system has not received anything in the form of checks. We receive reimbursement in the form of discounted invoices. The system should receive the difference of approximately \$24,000 in discounts next year. The process is very date specific. System staff have completed the first and second applications and are now waiting for a letter. We then will have exactly 30 days to complete the application. Those steps were not followed last year and the e-rate was not received. Troy and Rose Mary will work together on the application.

- **Prior to FY14 budget submission, want detail by name of employee of salary distribution planned for Fy13 and FY14.**

This is included in the budget detail that committee members received.

Salaries:

Susan Mendelsohn moved that the committee request that IHLS staff complete the spreadsheet titled "OVERVIEW; LONG RANGE SALARY/OPERATING EXPENSE PLAN FOR ALL FUNDS." Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

FY14 Budget Review and Approval:

The committee began reviewing the FY14 budget line by line.

Suspend Agenda:

Janet Hasten moved that the committee suspend the agenda and complete it at its next meeting on May 22 at 3 p.m. Susan Mendelsohn seconded the motion. The motion passed unanimously by voice vote.

The meeting adjourned at 7:37 p.m.