



Illinois Heartland Library System  
Finance Committee Meeting  
February 25, 2013

Nina Wunderlich opened the meeting at 4:15

**Attendance:**

**Present:**

Nina Wunderlich  
Karen Bounds (arrived 4:25 p.m., left 5:35 p.m.)  
Janet Hasten (arrived 4:20 p.m.)  
Susan Mendelsohn (left 5:28 p.m.)  
Jacob Roskovensky

Diane Steele

**Others Present:**

Leslie Bednar  
Rose Mary Barczewski  
Bev Obert

**Approval of Minutes:**

Jacob Roskovensky moved and Susan Mendelsohn seconded the motion to accept the minutes of the January 21<sup>st</sup> meeting of the committee. The motion passed by voice vote.

**Public Comments:**

None

**Review of Paid Bills List:**

The committee requested clarification on several checks:

- 52400 & 52456 for repair of north garage door.
- 52409 Horizon Software Renewal for LINC, could not do a partial year.
- 52403 Marc of Quality, this is paid from a grant fund
- 52442 Lights replacement at Edwardsville included 70 T8 lamps, Metal Halide lamp, two ballast and 8.5 hours of labor.
- 52455 to John A Logan. This was for Jan-March Rent and Oct-Dec. Utilities. Target date to be out of the building is June 1.
- 52369 Patron notice forms (this is a pass through expense).
- 52470 Legal fees concerning real estate.
- T-shirts is mostly a reimbursement from the membership
- IHLS is still paying for lost books from the Carterville office and will do so until Polaris is running.

SHARE equipment is being paid for through library credits

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

Jacob Roskovensky moved and Diane Steele seconded the motion to accept the paid bills report. The motion was approved by voice vote.

The committee liked the format of the credit card bill report. However, it did not format or print out well, hopefully this can be corrected.

### **Monthly Financial Report**

The committee received a financial report for the past 7 months

- Health, life, dental amount for January was for 2 months, as a payment was not made in December. \$8,288 is reimbursement from retirees.
- Delivery costs were down because the January fuel bill was paid in February. Note: two bills were paid in December.
- Rose Mary stated that in the next fiscal year, revenues will be based on actual amounts and not by the accrual method.
- Bills for SHARE fees for service have been sent out and most have been paid.
- The amount of the credit to libraries shows on the Balance sheet. The actual budget did not consider credits, thus the fund looks short, but the money is there.
- Contractual line is high because of the Horizon fee.
- Smaller funds:
  - OCLC Received \$80,082 from the State Library
  - IMSA(Talking Books) has not received its funding as yet.

### **Old Business:**

The 6 month financial report was submitted to the State Library on time and acknowledgement of receipt has been received.

### **New Business:**

The Committee will continue to meet at 4:15 pm for March and April then evaluate the start time again in April.

### **Salary Recommendations:**

The Finance Committee discussed the impact of salary recommendations on the current and future budgets and on IMRF rates.

### **Comments from Rose Mary:**

She is making changes in the operations of the Finance Department as she goes along. She was not able to make a decision on new software due to illness.

The budget process for the FY14 budget has begun. She will be meeting with managers on Friday, March 1 to review with them the timeline and process that will take place.

Rose Mary gave clarifications to some of the check questions and they were noted above.

**Comments from Leslie Bednar:**

Leslie had no comments.

**Questions/Concerns from Committee:**

None

**Public Comments:**

None

Meeting adjourned on a motion from Diane Steele, second by Janet Hasten. The motion passed by voice vote.

Meeting adjourned at 5: 40 PM