OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

Illinois State Library
Gwendolyn Brooks Building
300 South Second Street
Springfield, Illinois 62701

June 17, 2014

Leslie Bednar, Executive Director
Illinois Heartland Library System
6725 Goshen Road
Edwardsville, IL 62025-7707

Dear Leslie,

Thanks to you, your staff, and Board for the FY2015 System Area and Per Capita Grant Application. ISL commends the continued commitment of IHLS to the Secretary of State/Illinois State Library's core priorities and support of resource sharing which is funded through the annual system area and per capita grant.

The IHLS FY2015 application has been thoroughly reviewed. ISL conditionally approves the application but needs additional information and missing components for final approval. Please submit both the additional documentation and the corrected documentation, as detailed below, so the application can be considered in its entirety. This detailed additional information should be submitted by July 15, 2014 via email to isl_grants@ilsos.net.

- There is no Budget Narrative attached to the application as requested in the original ISL application letter. The Budget Narrative must be submitted with explanations, in detail, of the rationale and reasoning for both revenue and expenditure budgeted items so the reviewers can understand what is included and why. For example: a narrative should include explanation for line items with detail explaining expenses, as well as provide more detail for 'Other' categories with an explanation and monetary listing of all included items.
- The actual budget revenues and expenditures appear to be 'off' (on incorrect lines), particularly in Revenues. Also, ISL has informed IHLS that the revenue for OCLC will be down considerably for FY2015, but this is not accurately reflected. Personnel expenditures seem to misrepresent what is included in the existing and new hires so a review of staff and new hires as those expenses relates to the budget categories needs more accuracy and explanation in the Budget Narrative.
- The Plan of Service raised questions that need explanation -
  - P. 1: Insert a paragraph about ILL and the system's support for this program, including additional interlibrary loan training and consulting opportunities for members in FY2015 that ensure members are following the provisions of the ILLINET Interlibrary Loan Code

and the IHLS resource sharing policy. This additional section should include measurable goals and activities to support this statement.

- o P.2, #9: Are members migrating from the SHARE LLSAP? How many and who?
- o P. 7, #12: What is the 'Consulting Services Plan developed in FY14'? ISL was informed in the FY2014 application that there was not enough revenue for consulting in FY14 so is now requesting a copy of this plan and an explanation of how it was accomplished.
- Proposed Fees for Service indicates the incorrect amount (not the amount previously supplied by ISL) for the ILLINET/OCLC Monthly Network Transactional Billing.
- An examination of the vehicle inventory reveals discrepancies between the chart of vehicles from FY2014 and the chart of vehicles for FY2015; it seems that not every vehicle is accurately represented. Please correct and resubmit the FY2015 chart. Also, ISL encourages IHLS to replace all high mileage vehicles (identified as 8 over 200,000 miles) during FY2015.
- Although IHLS has an electronic meetings policy, it is tailored to general meetings. ISL recommends that the Board Bylaws be amended to include a similar section concerning board meetings where meetings occur via electronic means and where actions are taken, quorums are required, and adherence to the Open Meetings Act is required.

We look forward to another year of working together and know that through joint collaboration we will continue to achieve our common goals. Please let me know if you have any questions about this request.

Sincerely,

Anne Craig

Anne Craig
Director

Cc: Linda McDonnell
  Greg McCormick, ISL