



Illinois Heartland Library System

ILLINOIS HEARTLAND LIBRARY SYSTEM

FINANCE COMMITTEE MINUTES

6725 Goshen Road, IL 62025

Phone: 618-656-6312

DATE: November 16, 2015

TIME: 4:00 pm

Meeting Called to Order:

- Sandy West call the meeting to order at 4:03 p.m. on 11/16/15. A roll call was done by Adrienne E. and all members of the committee were present. Others on the call were Leslie B. Adrienne E., Rhonda, and Colleen.

Approval of Minutes:

- Alayna Davies-Smith motioned and Lynda Clemmons seconded the motion to approve the minutes of the October 2015 Finance Committee meeting.
- Sandy West brought to the attention of the committee that Rachel Fuller's name was incorrectly spelled in a couple places on page 2 of the document. Ms. West also asked that sentence two under "Next Steps" be changed to the following "These grants have no FY16..." Rachel Fuller pointed out to the committee that the word "opposed" was incorrectly spelled throughout the document and should be corrected. Sandy West sought a vote to accept the minutes of the October meeting with those corrections. The minutes passed with a unanimous "yes" vote.

Unfinished business:

- There was no unfinished business to review and discuss.

New business:

- Lynda Clemmons made the motion and Tina Hubert seconded for approval of the October bill payments.
- Sandy West asked if there would be any future movements of office settings as reflected with payment on check 16503. Leslie B. stated that any other movements of offices would be conducted in house. Sandy West also asked if the purchase of vans on check 16519 would complete the FY15 request for vehicles and Adrienne stated if would with DQ getting 3 and Champaign getting 2 new vans for delivery.
- Rachel Fuller asked about the checks for lost material by UPS (prison in Marion). Leslie stated that IHLS served as a pass through since the prison was not able to reimburse libraries for lost items. This was a set-up with the library systems were separate and at this point is the best situation to handling items lost by the prison. Ms. Fuller also had a



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question on check 16544 to Verizon Wireless for GPS tracking. Adrienne explained that there was a credit and that the invoice dates were correct, as it seemed there was missing invoices for 4/24 to 6/23/15.

- Alayna Davies –Smith requested information regarding the check 16626 to Best Buy. Leslie explained that the system will be implementing a new “SMART” delivery program soon and that these iPads will ensure the drivers have accurate information on pick-up. In a sense, those libraries with less than 5 day delivery could essentially get delivery every day with the new technology because information will be transmitted automatically, as the tablets will integrate with Polaris holds. Adrienne further explained that 22 iPads were bought with extended services agreements for each. No further questions were asked.
- A roll call vote was sought to accept the October bill payments. Motion carried, no one opposed.
- Tina Hubert motioned and Alayna Davies –Smith seconded to accept the October credit card transactions. The committee had no questions regarding the credit card transaction. A roll call vote was taken to pass the October credit card transaction. No one opposed, vote to approve unanimous.
- Lynda Clemmons motioned and Rachel Fuller seconded to accept the October financial statements. Sandy West asked that Adrienne explain the statements to the committee. Adrienne explained that the Dream Grant was 100% funded for the FY, the CMC grant has received 40% funding for the FY; both of which have contracts. The OCLC grant is being carried by IHLS at 100%, but Adrienne stated ISL has reserves funds that should be dispersed at the end of December to cover the costs. The IL machine lending grant is also currently being carried with no contract by IHLS. Adrienne explained that IHLS could continue to fund the grant (if not budget was released through FY16 and maybe 2 months into FY17). Sandy West asked if the IHLS approved budget amount of \$350,000.00 to the SHARE account had been paid out. Adrienne stated that no funds had been transferred into SHARE from IHLS due to financial status of the system and no state budget approval. No other questions were asked. A roll call vote was taken and unanimously passed to approve the October financial statements.

Next Steps

- Sandy West brought to the committee a recommendation to continue to carry the IL machine lending grant through 1/31/16. The committee members feel comfortable with this decision and would make a recommendation to the IHLS board to continue to support the IL machine Lending program until that time. Leslie B. appreciated that conversation the committee had and their concerns with the impact of carrying such programs and will be bringing information to the Executive team regarding approaches to reduce costs. She and the system staff have been meeting regularly to discuss how to reduce costs and have 3 different approaches to look at:



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- 1. Looking at the IHLS board approved budget and what can be cut
- 2. Looking at items from the perspective the system is currently in its 5th year and has a long range plan in place and what more can be done to be more sufficient and effective for being sustainable in the future.
- 3. Essentially taking a look like “having the right people on the bus and are those people in the right seat” to be effective and continue to strengthen the system. Leslie also stated we should continue to look for ways to stay leaner financially, even after weather this “storm.” Adrienne stated that when time comes to work on a FY17 budget that consideration would need to be made, as our cash reserves would not look like they do now.
- Tina Hubert mentioned that at the state meeting some of the IHLS board member went to with Leslie and Ellen that IL higher education should not expect to have payments go back to 7/1/15 when and if a budget was passed by the state. Tina wondered if this would also be true for library systems as that could weigh as a heavy impact to decisions that will be made in the near future.

Next meeting

- Sandy West asked the committee if they felt it would be necessary to hold a finance committee meeting in December, as the IHLS board does not plan to have a December meeting. It was determined that a poll would be taken after the November board meeting to see if the committee wish to meet to discuss finances before the January finance meeting would take place.

Public comment

- None.

Announcements

- None.

Adjournment

- Lynda Clemmons motioned and Rachel Fuller seconded that the committee meeting come to adjournment around 4:40 p.m. A vote was sought and all members agreed to adjournment the meeting of the finance committee. No one opposed to adjournment.