



Illinois Heartland Library System

Illinois Heartland Library System
February 25, 2014 Board of Directors Meeting
Helen Matthes Public Library
100 East Market Avenue, Effingham, IL 62401
Phone: 217-342-2464
6:00 P.M.

You may also attend the meeting via v-tel at the following locations:

Champaign Office: 1704 W. Interstate Dr., Champaign, IL 61822 217-352-0047
DuQuoin Office: 500 S. Madison, DuQuoin, IL 618-985-3711
Edwardsville Office: 6725 Goshen Road, Edwardsville, IL 62025 618-656-3216
Decatur Public Library: 130 North Franklin Street, Decatur, IL 62523-1327 217-424-2900
Illinois State Library, Gwendolyn Brooks Building, 300 South 2nd Street, Springfield, IL 62701 217-785-5600

AGENDA

6:00 PM	Action	1. Call To Order
6:01 PM	Action	2. Roll Call
6:05	Action	3. Approval of January Minutes (Attachment A)
6:10 PM		4. Financial Report
	Action	a. Payment of Bills (Attachments B & C)
		b. Financial Statements (Attachment D)
6:20 PM		5. Public Comment
6:22 PM	Information	6. Communications
		7. Staff Report
6:25 PM	Information	a. Staff Activities (Attachment E will be distributed Tuesday)
6:30 PM	Action	b. Staff Update (Attachments F)
6:32 PM	Action	c. Personnel (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))
6:35 PM		d. Secondary Employment – IHLS Staff (This portion of the meeting may be held in executive session pursuant to Section 5 ILCS 120 § 2(c)(1))
6:40 PM	Information	8. ISL Report
6:50 PM	Information	9. SHARE Report
6:55 PM	Information	10. Operations Report (Attachment G)
7:00 PM	Information	11. Grants Report
7:05 PM	Information	12. Membership Report (Attachment H)
7:10 PM	Information	13. IT Report

		14. Committee Reports
7:15 PM	Information	a. Executive
7:20 PM	Information	b. Policy and Membership
7:25PM	Information	c. Personnel
7:30 PM	Information	d. Financial
7:35 PM	Information	e. Facilities
7:40 PM	Information	f. Long Range Plan
		15. Unfinished Business
7:45 PM	Information	a. Nominating Committee
	Information	b. Board Retreat
	Information	c. Staff Evaluation Process Update
	Action	d. Executive Director Job Description & Evaluation Form (Attachment I & J)
		16. New Business
	Information	a. System Boards Meeting at Illinois State Library
	Action	b. Approve Kathy Jackson as IMRF Agent
8:05 PM	Information	17. Public Comment
8:10 PM	Information	18. Announcements
8:15 PM	Action	19. Adjournment

The Illinois Heartland Library System strives to ensure that its meetings are accessible to individuals with disabilities. If you are an individual with a disability and require assistance to observe or participate in this meeting, please contact any system office at least 48 hours prior to the start of the meeting with your specific request.

**Minutes of the Illinois Heartland Library System Board
January 28, 2014
Illinois Heartland Library System, Edwardsville Office**

Call to Order

President Linda McDonnell called the meeting to order at 6:03 p.m.

Roll Call

Board Members Attending: Karen Bounds, James Fenton, Valerie Green, Linda McDonnell, Susan Mendelsohn, Jacob Roskovensky, George Trammell, Nina Wunderlich

Board Members Attending by V-tel: Lynda Clemmons, Nancy Huntley, Libby Letterly, James Matthews

Board Members Attending by Phone: None

Board Members Excused: Betsy Mahoney, Erin Steinsultz, Susan Tulis

Board Members Absent: None

Others Present:
Champaign: Janet Cler, Michelle Ralston
DuQuoin: Traci Edwards, Ellen Popit
Edwardsville: Chris Dawdy
Effingham: Rose Mary Barczewski, Leslie Bednar, Troy Brown, Gwen Harrison, Kathy Jackson, Susan Palmer, Kyle Peeples, Lawren Tucker, Brant Wingerter
Lesley Zavediuk, and Peggy Durst
Illinois State Library: Cyndi Colletti, Anne Craig

Approval of Minutes

George Trammell moved that the minutes of the December be approved. Jacob Roskovensky seconded the motion. The motion passed unanimously by voice vote.

Financial Report

Payment of Bills:

Susan Mendelsohn stated that the Finance Committee reviewed the bill list and had questions on the following payments:

Check #	Payee	Description	Amount	
10019	Applianz Technology, Inc.	Cougar Mountain Hosting	\$1,247.50	We need to continue the contract through January 31 in order to have access to data for employee W2 forms.
10082	Xerox Corporation	Copier Rental & Copying Fees	\$1,638.43	The Finance Committee asked Leslie to ask the IHLS attorney for a recommendation.
10111	George Alarm	Burglar Alarm Service-Video Alarm System for Edwardsville	\$3,048.10	A similar system will be installed in Champaign and DuQuoin. Monthly cost for each building will be approximately \$113.

The committee also reviewed the credit card summaries for November and December and suggested that better prices might be obtained if one staff person were appointed to coordinate all travel purchases.

Susan Mendelsohn moved that the bills for November totaling \$541,234.21 and December totaling \$437,408.16 be approved as submitted. Karen Bounds seconded the motion. The motion passed by roll call vote. Yes: Bounds, Clemmons, Fenton, Green, Huntley, Letterly, Matthews, McDonnell, Mendelsohn, Trammell, Wunderlich. No: Roskovensky.

Financial Statement

Rose Mary Barczewski reviewed the December 31, 2013 financial statements. There is \$278,000 in outstanding SHARE credits and those libraries were advised that if those credits are not used this year, they will be lost. There was an omission on the SHARE income statement and a corrected sheet will be emailed to Board members.

Public Comment

None.

Communications

Bunker Hill Public Library will have a grand opening of their new building on February 8.

Staff Report

Staffing Activities:

Leslie Bednar introduced two new staff members: Kathy Jackson, Human Resources Director and Susan Palmer, Operations Director. The report was included in the Board materials.

Staff Update:

A revised Organization Chart was included in the Board documents. The change to the chart is that the Human Resources Director reports directly to the Executive Director. Leslie Bednar reviewed the Staff Update and explained changes in job responsibilities and pay increases and how those increases are funded.

Jim Fenton moved that the Board approve the Staff Update. Karen Bounds seconded the motion. The motion passed unanimously by roll call vote.

Personnel:

No discussion needed this month.

ISL Report

Anne Craig reported that the Illinois State Library received a favorable response to their request for a waiver from IMSA, so that the ISL's federal allotment will not be cut.

- A contact list for ISL staff was included in the Board materials.
- Kyle Peebles is the new Communications Manager at the Illinois State Library.
- The SUSI certification is in process again this year.
- 197 applications have been received for the Back to Books grant. Awards will be announced in February.
- ISL staff are reviewing Public Library Per Capita Grant applications.
- The deadline for Live & Learn grants is January 10, 2014. Awards will be announced in February.
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- Although no money is currently available for FY15 construction grants, the ISL is required by statute to receive applications. No action will be taken on those applications unless funding is received.
- The process for an RFP for OCLC group services has begun. The current agreement ends on June 30, 2015.
- ILeadU planning is in process. Mentors and instructors will be announced January 31 and teams will be announced the following week. A grant may be available to take this CE opportunity to other states.
- SPLMI will be held June 1- June 6.
- On the Frontlines Conference is scheduled for August 4-6.
- Plans are in process for another all-systems Board meeting. Possible dates are April or May 13.

SHARE Report

The report of the SHARE Executive Council was included in the Board packet.

Traci Edwards reported that the semi-annual membership meeting will be held in Effingham on February 4. Electronic voting on several issues including Cataloging Best Practices, Problem Resolution for Bib Services, and a Governing Document.

Training and cataloging staff continue to offer many training opportunities for SHARE members.

The first Polaris upgrade was completed successfully. Troy Brown created a helpful video that helped members complete their upgrade.

Three new libraries are now circulating in SHARE: Frank Bertetti Benld Public Library, Palestine Public Library District, Southwestern Shipman Elementary.

Operations Report

Although there have been several closings due to weather and a holiday, delivery is now caught up.

Grants Report

Lesley Zavediuk gave a presentation on eRead Illinois. 122 libraries are participating: 105 public, 12 school, 3 academic, and 2 special libraries. Over 3000 titles were checked out in January. The grant included the purchase of several hand-held devices to use in training. The program currently has 3,900 titles.

Membership Report

Ellen Popit reported that Sanford Brown College in Collinsville will close their library on January 31.

Morthland College has applied for system membership and meets membership requirements.

The certification process is going very well. 369 libraries (about half) have completed their certification.

IT Report

The report was included in the Board materials.

Committee Reports

Executive Committee:

The Executive Committee met on January 20. November 18. Discussion included:

- Operations Director and Human Resources Director have been hired.
- The staff evaluation process should be completed in 6-8 weeks.
- Long Range Plan and Board retreat.
- Polaris update
- Return to regular delivery schedules after bad weather closings
- Replacement of Edwardsville HVAC units
- A Trustees Forum on February 22
- Legislative Breakfast on February 21.

Policy Committee:

The Policy Committee did not meet.

Personnel Committee:

The Personnel Committee has been working on the Executive Director's job description, contract and evaluation forms. These documents were included in the Board packet. The job description and evaluation form are presented to the Board for a first look. Comments or suggested changes should be sent to the Personnel Committee chair or committee members.

Karen Bounds stated that the committee sent the contract to an attorney at the Lowenbaum law office for review. Comments were received too late for the committee to review prior to the Board meeting. The committee plans to review the contract draft at their next meeting and present to the Board for a first look at the February Board meeting.

Finance Committee:

The committee met on January 15 and discussed the committee's desire for a balanced budget. It is hoped to have a first draft as soon as possible. The committee also asked staff to attempt to obtain information on health insurance costs as soon as they can in order to make budget decisions.

Facilities Committee:

The committee met on January 15.

- DuQuoin has a lot of surplus materials that still needs to be discarded.
- Champaign staff is working on a list of work needed in the building.
- Four HVAC units in Edwardsville were replaced.
- Champaign will also need a new HVAC unit soon.
- Edwardsville and DuQuoin have new signs.
- The building in DuQuoin has a faulty hookup to the sewer.
- Additional parking in Edwardsville is being discussed.

Long Range Plan Committee:

The committee has met twice. They reviewed the budget. There is \$10,000 for FY14 for consulting services to aid in the creation of a long range plan. The committee discussed the need for a one day Board retreat to be sure that the Board is working well together prior to the start of the planning process.

Unfinished Business

Nominating Committee: The Nominating Committee met and has begun work on the process of obtaining nominations for open Board positions.

New Business***Membership Recommendation:***

Valerie Green moved that the Board approve the application of Morthland College for System membership. Karen Bounds seconded the motion. The motion passed unanimously by voice vote.

Proposed IMRF Payment:

Leslie Bednar advised the Board that they received background information on the intention of the former Lewis & Clark Library System Board to use the income from the sale of the Edwardsville lots to pay down IMRF unfunded liability and reduce the annual IMRF payment rate.

Rose Mary Barczewski stated that if the funds are used to pay down the unfunded liability, it may be wise to invest the money now and wait until December 2014 to do so.

Susan Mendelsohn moved that the Board delay a decision on what to do with the funds received from the sale of the Edwardsville and Decatur property until April and in the interim put the funds in a money market account at US Bank. Linda McDonnell seconded the motion. The motion passed unanimously by roll call vote.

Board Retreat:

Board members received proposals for presenters for a Board retreat.

George Trammell moved that the Board hold a Board retreat and hire Pat Wagner to facilitate the retreat at a cost of \$1,500 plus travel expenses to be held on a Saturday in February or March at the Edwardsville IHLS office. Karen Bounds seconded the motion. The motion passed unanimously by roll call vote.

Board members will receive a Doodle poll to determine the best date for the retreat.

Public Comment

None.

Announcements

A Trustee Forum will be held on February 22.

Valerie Green thanked Board members for messages of condolence after the death of her brother. Congratulations to Erin Steinsultz on the birth of her baby boy.

Adjournment

Karen Bounds moved that the meeting adjourn. George Trammell seconded the motion. The motion passed unanimously by voice vote.

The meeting adjourned at 8:52 p.m.

IHLS BILLING REPORT
JANUARY 2014

CHECK #	DATE	PAYEE	DESCRIPTION	LOCATION	FUND	AMOUNT
10314	01/03/14	Payroll Direct Deposit	Payroll-1/3/14	Various	General	\$ 66,282.17
34622570	01/07/14	Internal Revenue Service	Payroll-1/3/14	Various	General	\$ 21,743.15
10713	01/07/14	Illinois Department of Revenue	Payroll-1/3/14	Various	General	\$ 4,128.08
11714	01/17/14	Payroll Direct Deposit	Payroll-1/17/14	Various	General	\$ 70,990.57
1812465	01/17/14	Internal Revenue Service	Payroll-1/17/14	Various	General	\$ 25,611.58
11714	01/17/14	Illinois Department of Revenue	Payroll-1/17/14	Various	General	\$ 4,559.08
13114	01/31/14	Payroll Direct Deposit	Payroll-1/31/14	Various	General	\$ 65,322.46
10144	01/03/14	Bill Bailey	Payroll-1/3/14	DuQuoin	General	\$ 217.50
10145	01/03/14	Roger Perry	Payroll-1/3/14	Champaign	General	\$ 164.80
10146	01/03/14	Gary Wollitz	Payroll-1/3/14	Champaign	General	\$ 176.73
10147	01/06/14	AFLAC	AFLAC-December	Various	General	\$ 64.90
10148	01/06/14	Allied Waste Services #729	Trash Removal-January	Champaign	General	\$ 264.48
10149	01/06/14	Allied Waste Services #350	Trash Removal-January	Edwardsville	General	\$ 212.47
10150	01/06/14	Allstate Benefits	Comp-Insurance-Major Medical & Critical Care	Various	General	\$ 373.29
10151	01/06/14	Alvis Auto Repair	Oil Changes-Vans	DuQuoin	General	\$ 192.75
10152	01/06/14	American Pest Control, Inc	Pest Control-December	Champaign	General	\$ 35.00
10153	01/06/14	Ameren Illinois	Utilities-Gas & Electric-December	Champaign	General	\$ 697.13
10154	01/06/14	Ameren Illinois	Utilities-Gas-December	Edwardsville	General	\$ 294.63
10155	01/06/14	American Heritage	Comp-Insurance-Accident	Various	General	\$ 104.00
10156	01/06/14	AT&T	Telephone-Local & Long Distance	Edwardsville	General	\$ 1,663.88
10157	01/06/14	AT&T	Telephone-Fax-December	Edwardsville	General	\$ 69.40
10158	01/06/14	AT&T	Telephone-Fax-December	Champaign	General	\$ 124.29
10159	01/06/14	Belleville News Democrat	Recruiting Ad-HR & Operations Managers	Edwardsville	General	\$ 892.50
10160	01/06/14	Carle Physician Group	Pre-Employment Screening-Driver	DuQuoin	General	\$ 44.00
10161	01/06/14	Carle Foundation Hospital	Pre-Employment Screening-Driver	Champaign	General	\$ 100.00
10162	01/06/14	Century Link	Telephone-Local & Long Distance-November	Champaign	General	\$ 66.03
10163	01/06/14	Champion Energy, LLC	Utilities-December-Metered	Champaign	General	\$ 653.24
10164	01/06/14	Champion Energy, LLC	Utilities-December-Unmetered	Champaign	General	\$ 36.97

10165	01/06/14	Champaign Telephone Company	Telephone-Local & Long Distance	Champaign	General	\$	337.29
10166	01/06/14	Champaign County Chamber of	Registration-Chamber Dues	Champaign	General	\$	230.00
10167	01/06/14	City of Edwardsville	Utilities-Water-Sept-Nov	Edwardsville	General	\$	105.20
10168	01/06/14	Civitas Media, LLC	Recruiting Ad-HR & Operations Managers	Edwardsville	General	\$	966.96
10169	01/06/14	Clear Wave Communications	Telephone-Internet-January	DuQuoin	General	\$	378.59
10170	01/06/14	CMC Electric, Inc	Maint-Exterior Lighting	Edwardsville	General	\$	772.99
10171	01/06/14	Communication Revolving Fund	Telecom-Vtel	Various	General	\$	1,413.23
10172	01/06/14	Coventry Healthcare of Mo, Inc	Health Insurance-January	Various	General	\$	16,628.81
10173	01/06/14	CWI of Illinois #732	Trash Removal-January	DuQuoin	General	\$	46.29
10174	01/06/14	Ed/Glen Carbon Chamber of	Registration-Chamber Dues	Edwardsville	General	\$	111.00
10175	01/06/14	Elk Heating & Cooling, Inc	Maint-Roof Top Units	Edwardsville	General	\$	501.00
10176	01/06/14	Facility Management Services Group	Maint-Overhead	DuQuoin	General	\$	485.50
10177	01/06/14	FEDEX	Shipping-Paychecks	Edwardsville	General	\$	129.56
10178	01/06/14	Jim Fenton	Travel-Board Member-Mileage	Edwardsville	General	\$	61.00
10179	01/06/14	Firesafety, Inc	Fire Extinguisher Inspection	Edwardsville	General	\$	106.00
10180	01/06/14	Angela Ford	Janitorial-Cleaning-December	DuQuoin	General	\$	800.00
10181	01/06/14	George Alarm Co, Inc	Install Acces/Airphone	DuQuoin	General	\$	2,935.00
10182	01/06/14	Glass Speciality Co	Repair-Van-Windshield	Champaign	General	\$	250.00
10183	01/06/14	Guardian	Dental Insurance-January	Various	General	\$	1,061.10
10184	01/06/14	Homefield Energy	Utilities-January	Edwardsville	General	\$	932.06
10185	01/06/14	Humana Insurance Co	Vision & Life Insurance-January	Various	General	\$	346.87
10186	01/06/14	Jan-Pro Commercial Cleaning	Janitorial-Cleaning-January	Edwardsville	General	\$	610.00
10187	01/06/14	Kavanagh, Scully, Sudow White	Legal Services-Personnel	Edwardsville	General	\$	805.00
10188	01/06/14	Lazerware, Inc	Maint-Copier-Accounting	Edwardsville	General	\$	257.26
10189	01/06/14	Lee Enterprises	Recruiting Ad- Drivers	DuQuoin	General	\$	833.79
10190	01/06/14	Martin, Hood, Friese & Associates	Audit	Edwardsville	General	\$	1,425.00
10191	01/06/14	NCPERS	NCPERS-Life Insurance	Various	General	\$	217.00
10192	01/06/14	Nelco	Print-Blank-W-2's	Edwardsville	General	\$	268.76
10193	01/06/14	Newwave Communications	Telephone-Internet-Dec	DuQuoin	General	\$	219.99
10194	01/06/14	Parker Kent, LLC	Rent & Snow Removal-January	DuQuoin	General	\$	4,562.50
10195	01/06/14	Jacob Roskovensky	Travel-Board Member-Mileage	Edwardsville	General	\$	64.38
10196	01/06/14	Sandberg, Phoenix & Von Gontard	Legal Services-Real Estate	Edwardsville	General	\$	3,831.32
10197	01/06/14	Speed Lube	Repair-Van-Oil Change	Champaign	General	\$	51.70
10198	01/06/14	Staples Advantage	Office& Janitorial Supplies-Correction Tape, Liners,	Edwardsville	General	\$	419.05

10199	01/06/14	Stutz Excavating, Inc	Snow Removal	Edwardsville	General	\$ 725.00
10200	01/06/14	Terminix	Pest Control - September & December	DuQuoin	General	\$ 214.00
10201	01/06/14	The News Gazette	Recruiting-Ad-Operations Director	Edwardsville	General	\$ 607.95
10202	01/06/14	Tyco Integrated Security, LLC	Burglar Alarm- Maintenance	Champaign	General	\$ 107.71
10203	01/06/14	Verizon Wireless	Telephone-GPS-Cellphone-Mifi	Various	General	\$ 1,573.60
10204	01/06/14	Walmart Community/GECRB	Office & Janitorial Supplies-Paper towels, swiffer	DuQuoin	General	\$ 239.73
10205	01/06/14	Weeks Lawn Care	Snow Removal	Champaign	General	\$ 335.00
10206	01/06/14	Wex Bank	Fuel	Various	General	\$ 11,515.64
10207	01/06/14	Williams Office Products, Inc	Maint-Copier & Copies-Nov	Edwardsville	General	\$ 471.13
10208	01/06/14	Brant Wingerter	Computer Supplies-Software	DuQuoin	General	\$ 63.74
10209	01/06/14	Xerox Corporation	Rental-Copier & Copies-December	Champaign	General	\$ 750.91
10210	01/17/14	Bill Bailey	Payroll-1/17/14	DuQuoin	General	\$ 217.52
10211	01/17/14	Roger Perry	Payroll-1/17/14	Champaign	General	\$ 236.78
10212	01/17/14	Gary Wollitz	Payroll-1/17/14	Champaign	General	\$ 242.40
10213	01/22/14	Jesse White Secretary of State	Annual Report-Replaces CK 10050	Edwardsville	General	\$ 13.00
10214	01/24/14	Allied Waste Services	Trash Removal	Various	General	\$ 689.83
10215	01/24/14	Allstate Benefits	Comp Insurance-Major Medical	Various	General	\$ 243.81
10216	01/24/14	American Heritage	Comp Insurance-Accident	Various	General	\$ 104.00
10217	01/24/14	AUS of St. Louis - Aramark	Rugs & Mats-December	Champaign	General	\$ 103.88
10218	01/24/14	AT&T-E	Telephone-Local & Long Distance	Edwardsville	General	\$ 1,552.42
10219	01/24/14	AT&T-EF	Telephone-Fax-January	Edwardsville	General	\$ 83.76
10220	01/24/14	AT&T-CH	Telephone-Fax-January	Champaign	General	\$ 125.71
10221	01/24/14	Auto Tire	Repair-Van-Oil Changes, Wiper Blades	Edwardsville	General	\$ 192.43
10222	01/24/14	Beaumont Tire & Auto Repair	Repair-Tire	Champaign	General	\$ 17.84
10223	01/24/14	Century Link	Telephone-Local & Long Distance	Champaign	General	\$ 59.25
10224	01/24/14	Champion Energy, LLC	Utilities-January-Metered	Champaign	General	\$ 674.25
10225	01/24/14	Champion Energy, LLC	Utilities-January-Unmeterd	Champaign	General	\$ 37.87
10226	01/24/14	Champaign Telephone Company	Telephone-Local & Long Distance	Champaign	General	\$ 338.68
10227	01/24/14	Coventry Healthcare of Mo, Inc	Health Insurance-February	Various	General	\$ 18,007.99
10228	01/24/14	Danville Paper & Supply, Inc	Janitorial Supplies-towels, paper towels	Champaign	General	\$ 136.45
10229	01/24/14	Farmer Environmental Services	Maintenance-Mold Inspection	DuQuoin	General	\$ 455.00
10230	01/24/14	Jim Fenton	Travel-Board Member-Mileage	Edwardsville	General	\$ 61.05
10231	01/24/14	Frontier Communications	Telephone-Local & Long Distance	DuQuoin	General	\$ 335.76
10232	01/24/14	Gamble's Plumbing	Maint-Restroom Drain	DuQuoin	General	\$ 434.90

10233	01/24/14	Guardian	Dental Insurance-February	Various	General	\$ 1,178.77
10234	01/24/14	Humana Insurance Co	Vision & Life Insurance-February	Various	General	\$ 369.68
10235	01/24/14	Illinois American Water	Utilities-Water-Dec	Champaign	General	\$ 68.64
10236	01/24/14	First Advantage LNS	Pre-Employment Screenings	Various	General	\$ 721.54
10237	01/24/14	Lowenbaum Partnership, LLC	Legal Services-Personnel	Edwardsville	General	\$ 73.75
10238	01/24/14	John Malone	Pre-Employment Screening	DuQuoin	General	\$ 81.00
10239	01/24/14	MCI	Telephone-Toll Free Line	Edwardsville	General	\$ 0.11
10240	01/24/14	Myler Automotive Repair, Inc	Repair-Vans-Oil Change, Alternator Check, Air filters	Champaign	General	\$ 673.60
10241	01/24/14	Parker Kent, LLC	Rent-DuQuoin-February	DuQuoin	General	\$ 4,500.00
10242	01/24/14	Debra Pfieffer	Pre-Employment Screen	DuQuoin	General	\$ 86.00
10243	01/24/14	Ellen Popit	Travel-Lodging-Springfield	DuQuoin	General	\$ 285.80
10244	01/24/14	Potter Electric Service, Inc	Maint-Light Fixture	Champaign	General	\$ 163.53
10245	01/24/14	Premier Print Group	Delivery Supplies-ILDS Labels	Champaign	General	\$ 190.00
10246	01/24/14	Rainbow Pure Water, Inc	Water cooler-Refill-December	DuQuoin	General	\$ 42.42
10247	01/24/14	Sandberg, Phoenix & Von Gontard	Legal Services-Real Estate	DuQuoin	General	\$ 613.50
10248	01/24/14	Speed Lube	Repair-Vans-Oil Changes	Champaign	General	\$ 225.70
10249	01/24/14	Staples Advantage	Office & Delivery Supplies-duck tape, pens, pencils,	Edwardsville	General	\$ 339.27
10250	01/24/14	Staples Advantage	Office Supplies-Toner, folders, envelopes	DuQuoin	General	\$ 529.65
10251	01/24/14	Staples Credit Plan	Office Supplies-Binder, calendar, tape	Champaign	General	\$ 385.96
10252	01/24/14	Stutz Excavating, Inc	Snow Removal	Edwardsville	General	\$ 1,030.00
10253	01/24/14	George Trammell	Travel-Board Member-Mileage	Edwardsville	General	\$ 271.94
10254	01/24/14	Tyco Integrated Security, LLC	Burglar Alarm- January	Champaign	General	\$ 109.33
10255	01/24/14	Uline	Delivery Supplies-Padded Envelopes	Edwardsville	General	\$ 37.56
10256	01/24/14	Verizon Wireless	Telephone-GPS Units	DuQuoin	General	\$ 686.29
10257	01/24/14	Walmart Community/GECRB	Office & Delivery Supplies-Calendar, Totes,Cable	DuQuoin	General	\$ 327.49
10258	01/24/14	Williams Office Products, Inc	Maint-Copier & Copies-Dec	Edwardsville	General	\$ 354.32
10259	01/24/14	PAETEC	Telephone-Local & Long Distance-Dec	DuQuoin	General	\$ 91.21
10260	01/24/14	Xerox Corporation	Rental-Copier & Copies-December	Champaign	General	\$ 88.62
10261	01/31/14	Bill Bailey	Payroll-1/31/14	DuQuoin	General	\$ 287.31
10262	01/31/14	Susan Palmer	Payroll-1/31/14	Edwardsville	General	\$ 828.80
10263	01/31/14	Roger Perry	Payroll-1/31/14	Champaign	General	\$ 217.40
10264	01/31/14	Gary Wollitz	Payroll-1/31/14	Champaign	General	\$ 182.53
10265	01/31/14	LIMRICC Unemployment Comp.	Unemployment- 4th Quarter 2013	Various	General	\$ 821.83

53423	01/15/14	Illinois Heartland Library System	Transfer money from Busey to US Banks	Edwardsville	General	\$ 300,000.00
302128JAN14	01/28/14	Cardmember Services	Credit Card Charges-January	Various	General	\$ 1,196.01
1017	01/06/14	Coventry Healthcare of Mo, Inc	Health Insurance-January	Various	IMSA	\$ 3,447.95
1018	01/06/14	Guardian	Dental Insurance-January	Various	IMSA	\$ 110.65
1019	01/06/14	Humana Insurance Co	Vision & Life Insurance-January	Various	IMSA	\$ 52.70
1020	01/06/14	Verizon Wireless	Telephone-MIFI	DuQuoin	IMSA	\$ 76.40
1021	01/06/14	Walmart Community/GECRB	Shop Towels	DuQuoin	IMSA	\$ 39.96
1022	01/24/14	Coventry Healthcare of Mo, Inc	Health Insurance-February	Various	IMSA	\$ 3,447.95
1023	01/24/14	Guardian	Dental Insurance-February	Various	IMSA	\$ 110.65
1024	01/24/14	Humana Insurance Co	Vision & Life Insurance-February	Various	IMSA	\$ 52.70
1025	01/24/14	PAETEC	Telephone-800 Number-Dec	DuQuoin	IMSA	\$ 6.38
1026	01/24/14	Xerox Corporation	Rental-Copier&Copies-Nov & Dec	DuQuoin	IMSA	\$ 371.96
1006	01/06/14	Coventry Healthcare of Mo, Inc	Health Insurance-January	Various	CMC	\$ 2,965.24
1007	01/06/14	Guardian	Dental Insurance-January	Various	CMC	\$ 95.18
1008	01/06/14	Humana Insurance Co	Vision & Life Insurance-January	Various	CMC	\$ 45.31
1009	01/24/14	Coventry Healthcare of Mo, Inc	Health Insurance-February	Various	CMC	\$ 2,965.24
1010	01/24/14	Guardian	Dental Insurance-February	Various	CMC	\$ 95.21
1011	01/24/14	Humana Insurance Co	Vision & Life Insurance-February	Various	CMC	\$ 45.34
1007	01/06/14	Coventry Healthcare of Mo, Inc	Health Insurance-January	Edwardsville	PLINKIT	\$ 206.88
1008	01/06/14	Guardian	Dental Insurance-January	Edwardsville	PLINKIT	\$ 6.63
1009	01/06/14	Humana Insurance Co	Vision & Life Insurance-January	Edwardsville	PLINKIT	\$ 3.17
1010	01/24/14	Coventry Healthcare of Mo, Inc	Health Insurance-February	Edwardsville	PLINKIT	\$ 206.88
1011	01/24/14	Guardian	Dental Insurance-February	Edwardsville	PLINKIT	\$ 6.63
1012	01/24/14	Humana Insurance Co	Vision & Life Insurance-February	Edwardsville	PLINKIT	\$ 3.16
1011	01/06/14	Coventry Healthcare of Mo, Inc	Health Insurance-January	Various	OCLC	\$ 1,034.39
1012	01/06/14	Guardian	Dental Insurance-January	Various	OCLC	\$ 33.20
1013	01/06/14	Humana Insurance Co	Vision & Life Insurance-January	Various	OCLC	\$ 15.81
1014	01/06/14	Paco Office Equipment, Inc	Maintenance Agreement-Kyocera-January	Champaign	OCLC	\$ 40.00
1015	01/10/14	First Clover Leaf Bank	Postage	Edwardsville	OCLC	\$ 563.30

1016	01/24/14	Coventry Healthcare of Mo, Inc	Health Insurance-February	Various	OCLC	\$ 1,034.39
1017	01/24/14	Guardian	Dental Insurance-February	Various	OCLC	\$ 33.20
1018	01/24/14	Humana Insurance Co	Vision & Life Insurance-February	Various	OCLC	\$ 15.81
1019	01/24/14	Staples Advantage	Office Supplies-Copy Paper	Edwardsville	OCLC	\$ 154.95
1020	01/24/14	Uline	Office Supplies-Envelopes	Edwardsville	OCLC	\$ 37.56
10029-10034		VOID				
10035	01/06/14	Coventry Healthcare of Mo, Inc	Health Insurance-January	Various	SHARE	\$ 11,516.15
10036	01/06/14	Guardian	Dental Insurance-January	Various	SHARE	\$ 347.42
10037	01/06/14	Humana Insurance Co	Vision & Life Insurance-January	Various	SHARE	\$ 161.99
10038	01/06/14	Recorded Books, LLC	Zinio Platform-Member Libraries	Edwardsville	SHARE	\$ 5,389.72
10039	01/06/14	The Marc of Quality	MARC-Subscription	Edwardsville	SHARE	\$ 28,650.00
10040	01/06/14	Verizon Wireless	Telephone-Cellphone-Mifi	Various	SHARE	\$ 236.17
10041		VOID				
10042	01/16/14	Illinois Heartland Library System-Gen	Money Transfer from SHARE to General Fund-US	Edwardsville	SHARE	\$ 100,000.00
10043	01/24/14	Appasure Software, Inc	Back up Computer Software-Renewal	Champaign	SHARE	\$ 2,548.25
10044	01/24/14	AT&T-CT	Telephone-T-1-Line	DuQuoin	SHARE	\$ 260.42
10045	01/24/14	C.E. Brehm Memorial Library District	Other Continuing Education	Edwardsville	SHARE	\$ 964.76
10046	01/24/14	Coventry Healthcare of Mo, Inc	Health Insurance-February	Various	SHARE	\$ 11,516.15
10047	01/24/14	Traci Edwards	Travel-Benton-Edwardsville-Portland-Mileage,	DuQuoin	SHARE	\$ 189.40
10048	01/24/14	Guardian	Dental Insurance-February	Various	SHARE	\$ 347.39
10049	01/24/14	Humana Insurance Co	Vision & Life Insurance-February	Various	SHARE	\$ 161.96
10050	01/24/14	Polaris Users Group	Membership Renewal	DuQuoin	SHARE	\$ 100.00
10051	01/24/14	Recorded Books, LLC	Zinio Platform-Member Libraries	Edwardsville	SHARE	\$ 1,350.00
10052	01/24/14	Sanford Brown College	Refund-Share Overpayment	Various	SHARE	\$ 3.25
10053 - 10054		Void				
1000	01/24/14	Elk Heating & Cooling, Inc	Replace 3 HVAC Units	Edwardsville	CAPITAL	\$ 32,035.00
					Total	\$ 570,266.97

January 2014 Statement

Page 1 of 5



Open Date: 12/03/2013 Closing Date: 01/02/2014

Visa® Platinum Business Rewards Card
IL HEARTLAND LIBRARY (CPN 001037942)

Cardmember Service ☎ 1-866-552-8855
BUS 8 1

New Balance	\$1,196.01
Minimum Payment Due	\$12.00
Payment Due Date	01/28/2014
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

Reward Points	
Earned This Statement	596
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$809.12
Payments	-	\$809.12 ^{CR}
Other Credits		\$0.00
Purchases	+	\$1,206.01
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged	-	\$10.00 ^{CR}
Interest Charged		\$0.00
New Balance	=	\$1,196.01
Past Due		\$0.00
Minimum Payment Due		\$12.00
Credit Line		\$26,000.00
Available Credit		\$24,803.99
Days in Billing Period		31

Payment Options:



Mail payment coupon
with a check



Pay online at
myaccountaccess.com



Pay by phone
1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service

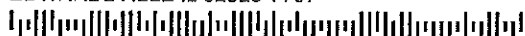
CPN 001037942

24-Hour Cardmember Service: 1-866-552-8855

- ☎ • to pay by phone
- ☎ • to change your address

000008259 1 AB 0.384 000638113799230 P

IL HEARTLAND LIBRARY
ACCOUNTS PAYABLE
6725 GOSHEN RD
EDWARDSVILLE IL 62025-7707



Payment Due Date	1/28/2014
New Balance	\$1,196.01
Minimum Payment Due	\$12.00

Amount Enclosed \$ _____

Cardmember Service

P.O. Box 790408
St. Louis, MO 63179-0408



IHLS Busey Bank Credit Card

January 2014 Detail

TRANS DATE	EMPLOYEE	VENDOR	DESCRIPTION	Location	Fund	AMOUNT	TOTAL
12/12/13	Joan Bauer	Meijer Inc	Misc-Food-Staff Holiday Party	Champaign	General	\$ 53.46	
12/27/13	Joan Bauer	Hipcast.com	Information Services-Hipcast	Champaign	General	\$ 4.95	\$ 58.41
12/3/13	Julia Pernicka	Shop N Save	Meeting-Water	Edwardsville	General	\$ 2.88	
12/10/13	Julia Pernicka	USPS	Postage	Edwardsville	General	\$ 50.00	
12/14/13	Julia Pernicka	Stamps.com	Postage-Service Fee-Stamps.com	Edwardsville	General	\$ 15.99	
12/18/13	Julia Pernicka	Diebergs	Misc-Food-Staff Holiday Party	Edwardsville	General	\$ 47.76	\$ 116.63
12/9/13	Chris Dawdy	Best Buy	Blu-ray DVD Player-Catalog Blu-ray disks	Edwardsville	CMC	\$ 69.99	
12/11/13	Chris Dawdy	McAlister's Deli	Travel-Champaign-Lunch	Edwardsville	SHARE	\$ 38.70	
12/27/13	Chris Dawdy	Toni's Restaurant	Travel-Benld-Lunch	Edwardsville	SHARE	\$ 13.92	\$ 122.61
12/5/13	Troy Brown	Amazon.com	Membership Charge-Internal U Drive	Various	General	\$ 65.98	
12/13/13	Troy Brown	Amazon Marketplace	Office Supplies-Whiteboard	DuQuoin	General	\$ 189.99	\$ 255.97
12/3/13	Linda Petty	Wal-mart	Delivery Supplies-Totes	Edwardsville	General	\$ 112.32	
12/10/13	Linda Petty	Wal-mart	Delivery Supplies-Totes, Deicer	Edwardsville	General	\$ 99.54	
12/27/13	Linda Petty	Demco	Delivery Supplies-DVD/CD Cases	Edwardsville	General	\$ 82.22	\$ 294.08
12/4/13	Robert Towner	Interstate All Battery	Maint-Batteries	Champaign	General	\$ 9.60	
12/6/13	Robert Towner	Meijer Inc	Office Supplies-Cups, bowls,cutlery,coffee	Champaign	General	\$ 39.43	
12/10/13	Robert Towner	Farm & Fleet	Other Exp-Snow brushes, pail	Champaign	General	\$ 53.77	
12/17/13	Robert Towner	Advance Auto Parts	Repair-Wiper Blades	Champaign	General	\$ 27.74	
12/17/13	Robert Towner	Beaumont Alignment	Repair-Van-Tire	Champaign	General	\$ 17.84	
12/20/13	Robert Towner	Meijer Inc	Janitorial-Dish Soap, Clorox Wipes	Champaign	General	\$ 11.73	
12/27/13	Robert Towner	Advance Auto Parts	Repair-Caravan-Tail light bulb	Champaign	General	\$ 3.99	
12/27/13	Robert Towner	Tri-Color Locksmith	Keys & Lock	Champaign	General	\$ 29.00	
12/27/13	Robert Towner	Meijer Inc	Office Supplies-Ibuprofen, Aspirin, Naproxen	Champaign	General	\$ 32.45	\$ 225.55
12/3/13	Chris Janvrin	Wal-Mart	Delivery Supplies-Totes	Champaign	General	\$ 62.40	\$ 62.40

12/5/13	Faith Jones	Sih DuQuoin	Keys	DuQuoin	General	\$ 13.52	\$ 13.52
12/17/13	Ellen Popit	McCord's Market	Misc-Food-Staff Holiday Party	DuQuoin	General	\$ 35.35	
12/17/13	Ellen Popit	Kroger	Misc-Food-Staff Holiday Party	DuQuoin	General	\$ 21.49	\$ 56.84
			Fee Reversal	Edwardsville	General	\$ (10.00)	\$ (10.00)
			Total				\$ 1,196.01

**GENERAL FUND
BALANCE SHEET
1/31/14**

	<u>ACTUAL JULY</u>	<u>ACTUAL AUGUST</u>	<u>ACTUAL SEPTEMBER</u>	<u>ACTUAL OCTOBER</u>	<u>ACTUAL NOVEMBER</u>	<u>ACTUAL DECEMBER</u>	<u>ACTUAL JANUARY</u>
ASSETS							
CURRENT ASSETS							
PETTY CASH	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 500.00	\$ 500.00
CASH-Checking-U.S. Bank	\$ -	\$ -	\$ 28,916.64	\$ 93,949.48	\$ 150,915.74	\$ 100,865.63	\$ 257,879.47
CASH-Checking-Busey	\$ 140,224.48	\$ 251,784.86	\$ 423,040.21	\$ 690,427.18	\$ 334,752.93	\$ 44,115.06	\$ 152,459.52
INVESTMENTS-Illinois Fund-7905	\$ 1,641,758.70	\$ 841,775.24	\$ 1,172,119.39	\$ 2,527,325.51	\$ 2,527,381.73	\$ 2,527,419.25	\$ 2,027,446.60
ACCOUNTS RECEIVABLE	\$ 448.21	\$ 801.77	\$ 9.87	\$ 2,293.72	\$ 1,476.74	\$ 338.17	\$ 54.87
DUE FROM OTHER FUNDS-IMSA	\$ 16,090.87	\$ 41,080.94	\$ 64,429.50	\$ 81,704.91	\$ 97,862.57	\$ 109,911.43	\$ 128,224.69
DUE FROM OTHER FUNDS-CMC	\$ 24,225.99	\$ 65,523.02	\$ 97,674.76	\$ 119,686.27	\$ 139,168.65	\$ 122,696.42	\$ 147,765.41
DUE FROM OTHER FUNDS-PLINKIT	\$ 537.65	\$ 2,042.61	\$ 11,421.56	\$ 61,270.84	\$ 62,385.31	\$ -	\$ 1,162.26
DUE FROM OTHER FUNDS-WEB JUNCT	\$ 40,059.18	\$ 45,731.91	\$ 60,422.03	\$ 63,363.55	\$ 63,809.05	\$ 63,809.05	\$ 63,809.05
DUE FROM OTHER FUNDS-OCLC	\$ 3,709.49	\$ 8,261.75	\$ 22,654.30	\$ 42,870.53	\$ 50,408.11	\$ 51,000.83	\$ 58,177.37
DUE FROM OTHER FUNDS-SHARE	\$ 1,796,275.68	\$ 2,155,377.48	\$ 2,265,713.97	\$ 1,118,867.54	\$ 1,201,911.87	\$ 1,322,294.38	\$ 1,406,119.45
GRANT RECEIVABLE	\$ 730,333.34	\$ 730,333.34	\$ -	\$ -	\$ -	\$ -	\$ -
PREPAID EXPENSES	\$ 3,061.00	\$ 3,061.00	\$ 3,061.00	\$ 3,061.00	\$ 3,061.00	\$ 3,061.00	\$ 3,061.00
TOTAL CURRENT ASSETS	\$ 4,397,074.59	\$ 4,146,123.92	\$ 4,149,813.23	\$ 4,805,170.53	\$ 4,633,483.70	\$ 4,346,011.22	\$ 4,246,659.69
CAPITAL ASSETS							
PROPERTY AND EQUIPMENT-E	\$ 7,409,111.83	\$ 7,409,111.83	\$ 7,409,111.83	\$ 7,409,111.83	\$ 7,409,111.83	\$ 7,409,111.83	\$ 7,409,111.83
ACCUMULATED DEPRECIATION-E	5401869.97-	5401869.97-	5401869.97-	5401869.97-	5401869.97-	5401869.97-	5401869.97-
TOTAL CAPITAL ASSETS	\$ 2,007,241.86	\$ 2,007,241.86	\$ 2,007,241.86	\$ 2,007,241.86	\$ 2,007,241.86	\$ 2,007,241.86	\$ 2,007,241.86
TOTAL ASSETS	\$ 6,404,316.45	\$ 6,153,365.78	\$ 6,157,055.09	\$ 6,812,412.39	\$ 6,640,725.56	\$ 6,353,253.08	\$ 6,253,901.55
LIABILITIES							
CURRENT LIABILITIES							
ACCOUNTS PAYABLE	\$ 11,327.35	851.05-	\$ 398.95	851.05-	851.05-	\$ 45,082.54	\$ 70,389.70
ACCRUED PAYROLL	\$ 53,814.70	\$ 53,814.70	\$ 53,814.70	\$ 53,814.70	\$ 53,814.70	\$ 53,814.70	\$ 53,814.70
FEDERAL INCOME TAX	\$ -	\$ 9,690.57	\$ 9,106.72	\$ -	\$ -	\$ 8,015.17	\$ 7,961.41
FICA/OAS	\$ -	\$ 7,596.60	\$ 7,425.40	\$ -	\$ -	\$ 6,863.99	\$ 6,851.56
STATE INCOME TAX	\$ -	\$ 4,606.59	\$ 4,501.45	1.00-	1.60-	\$ 4,126.48	\$ 4,119.94
IMRF	\$ 0.02	\$ 11,543.89	\$ 7,335.11	\$ 7,024.28	\$ 7,001.58	\$ 3,559.24	\$ -
CAFETERIA PLAN-AFLAC	\$ 64.90	\$ 32.45	\$ 27.47	\$ 87.39	\$ 82.41	\$ 107.39	\$ 102.41
DUE TO OTHER FUNDS-IMSA	\$ 12,269.65	\$ 12,269.65	\$ 12,269.65	\$ 12,269.65	\$ 12,269.65	\$ -	\$ -
DUE TO OTHER FUNDS-CMC	\$ 48,218.62	\$ 48,218.62	\$ 48,218.62	\$ 48,218.62	\$ 48,218.62	\$ -	\$ -
DUE TO OTHER FUNDS-PLINKIT	\$ 48,666.39	\$ 48,941.39	\$ 52,516.39	\$ 67,641.39	\$ 67,641.39	\$ 3,593.42	\$ 3,593.42
DUE TO OTHER FUNDS-OCLC	\$ 12,449.67	\$ 12,449.67	\$ 12,449.67	\$ 12,449.67	\$ 12,449.67	\$ -	\$ -
DUE TO OTHER FUNDS-SOS	\$ 541.58	\$ 541.58	\$ 541.58	\$ 541.58	\$ 541.58	\$ 541.58	\$ 541.58
DUE TO OTHER FUNDS-SWAYS	\$ 595.00	\$ 595.00	\$ 595.00	\$ 595.00	\$ 595.00	\$ 595.00	\$ 595.00
DUE TO OTHER FUNDS-CAPITAL	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
DUE TO OTHER FUNDS-SHARE	\$ 17,532.58	\$ 32,865.96	\$ 224,560.69	\$ 771,295.00	\$ 771,295.00	\$ 771,295.00	\$ 871,295.00
DUE TO OTHER FUNDS-Cataloging	\$ 24,892.00	\$ 24,892.00	\$ 24,892.00	\$ 24,892.00	\$ 24,892.00	\$ 24,892.00	\$ 24,892.00
OTHER LIABILITIES	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
TOTAL CURRENT LIABILITIES	\$ 251,022.46	\$ 287,857.62	\$ 479,303.40	\$ 1,018,627.23	\$ 1,018,598.95	\$ 943,136.51	\$ 1,064,806.72
FUND BALANCE							
BEGINNING OF PERIOD	\$ 4,259,515.65	\$ 4,259,515.65	\$ 4,259,515.65	\$ 4,259,515.65	\$ 4,259,515.65	\$ 4,259,515.65	\$ 4,259,515.65
CHANGE DURING PERIOD	113744.39-	401249.35-	587755.82-	472972.35-	644630.90-	856640.94-	1077662.68-
END OF PERIOD	\$ 4,145,771.26	\$ 3,858,266.30	\$ 3,671,759.83	\$ 3,786,543.30	\$ 3,614,884.75	\$ 3,402,874.71	\$ 3,181,852.97
INVESTMENT IN CAPITAL ASSETS	2007241.86-	2007241.86-	2007241.86-	2007241.86-	2007241.86-	2007241.86-	2007241.86-
TOTAL LIABILITIES & FUND BAL	\$ 6,404,035.58	\$ 6,153,365.78	\$ 6,157,055.09	\$ 6,812,412.39	\$ 6,640,725.56	\$ 6,353,253.08	\$ 6,253,901.55

**GENERAL FUND
INCOME STATEMENT
1/31/2014**

DESCRIPTION	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	ACTUAL NOVEMBER	ACTUAL DECEMBER	ACTUAL JANUARY	ACTUAL YTD	BUDGET YTD	VARIANCE	ACTUAL LAST YEAR YTD
REVENUE											
AREA AND PER CAPITA GRANT	\$ -	\$ -	\$ -	\$ 428,539.09	\$ -	\$ -	\$ -	\$ 428,539.09	\$ 3,364,400.00	2935860.91-	\$ 3,363,724.72
FEES FOR SERVICES AND MATERIAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80.00	\$ -	\$ 80.00	\$ 9,000.00	8920.00-	\$ 8,042.37
REIMBURSED EXPENSE	\$ 7,007.10	\$ 7,085.77	\$ 17,090.84	\$ 7,045.92	\$ 7,007.10	\$ 9,873.10	\$ 7,962.43	\$ 63,072.26	\$ -	\$ 63,072.26	\$ 66,853.00
INTEREST INCOME	\$ 22.24	\$ 16.54	\$ 11.54	\$ 45.30	\$ 57.23	\$ 38.36	\$ 27.89	\$ 219.10	\$ 2,500.00	2280.90-	\$ 2,534.99
MISCELLANEOUS INCOME	\$ 990.00	\$ 1,300.00	\$ 3,345.45	\$ 3,550.10	\$ 3,184.60	\$ 760.00	\$ 6,823.07	\$ 19,953.22	\$ 12,100.00	\$ 7,853.22	\$ 17,003.42
PROCEEDS-Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	5000.00-	\$ 7,639.00
TOTAL REVENUE	\$ 8,019.34	\$ 8,402.31	\$ 20,447.83	\$ 439,180.41	\$ 10,248.93	\$ 10,751.46	\$ 14,813.39	\$ 511,863.67	\$ 3,393,000.00	2881136.33-	\$ 3,465,797.50
EXPENDITURES											
SALARIES & WAGES											
SALARY-Library Professional	\$ 19,338.56	\$ 20,884.59	\$ 13,923.06	\$ 13,923.06	\$ 13,923.06	\$ 22,284.56	\$ 14,138.44	\$ 118,415.33	\$ 186,430.00	\$ 68,014.67	\$ 326,933.66
SALARY-Other Professional	\$ 28,003.12	\$ 42,430.96	\$ 24,978.26	\$ 24,107.46	\$ 24,107.46	\$ 36,353.51	\$ 33,889.22	\$ 213,869.99	\$ 405,644.19	\$ 191,774.20	\$ 292,186.79
SALARY-Support Service	\$ 50,431.03	\$ 86,794.45	\$ 59,370.52	\$ 58,874.88	\$ 57,636.59	\$ 84,161.11	\$ 54,323.60	\$ 451,592.18	\$ 800,643.13	\$ 349,050.95	\$ 813,864.74
	\$ 97,772.71	\$ 150,110.00	\$ 98,271.84	\$ 96,905.40	\$ 95,667.11	\$ 142,799.18	\$ 102,351.26	\$ 783,877.50	\$ 1,392,717.32	\$ 608,839.82	\$ 1,432,985.19
PAYROLL TAXES & FRINGE BENEFIT											
SOCIAL SECURITY	\$ 7,783.87	\$ 7,379.82	\$ 7,598.41	\$ 11,060.71	\$ 7,251.97	\$ 7,303.12	\$ 7,647.62	\$ 56,025.52	\$ 106,542.87	\$ 50,517.35	\$ 107,638.18
UNEMPLOYMENT	\$ -	\$ -	\$ -	\$ -	\$ 1,638.55	\$ -	\$ 821.83	\$ 2,460.38	\$ 5,275.86	\$ 2,815.48	\$ 2,895.80
WORKERS'COMPENSATION	\$ -	\$ 35,431.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,431.00	\$ 32,482.00	2949.00-	\$ 25,402.58
IMRF	\$ 20,376.85	\$ -	\$ 29,131.06	\$ 17,018.27	\$ 16,772.98	\$ 33,873.42	\$ 27,694.50	\$ 144,867.08	\$ 360,713.78	\$ 215,846.70	\$ 308,390.49
INSURANCE-Health&Dental&Life	5099.77-	\$ 23,173.83	\$ 11,289.55	\$ 31,532.58	\$ 10,346.10	3805.27-	\$ 33,938.97	\$ 101,375.99	\$ 203,113.92	\$ 101,737.93	\$ 240,646.29
OTHER FRINGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 859.33	\$ 859.33	\$ 2,787.12
TEMPORARY HELP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 61,757.28
RECRUITING	\$ -	\$ 1,367.51	\$ 1,678.43	\$ 1,911.00	\$ 649.94	\$ 177.98	\$ 4,333.74	\$ 10,118.60	\$ 8,010.00	2108.60-	\$ 9,173.49
	\$ 23,060.95	\$ 67,352.16	\$ 49,697.45	\$ 61,522.56	\$ 36,659.54	\$ 37,549.25	\$ 74,436.66	\$ 350,278.57	\$ 716,997.76	\$ 366,719.19	\$ 758,691.23
PRINT MATERIALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ 7,711.43
RENT	\$ -	\$ 2,376.00	\$ 6,828.00	\$ 9,900.00	\$ -	\$ 4,500.00	\$ 9,000.00	\$ 32,604.00	\$ 72,024.00	\$ 39,420.00	\$ 24,288.00
UTILITIES	\$ 47.26	\$ 4,172.24	\$ 6,085.80	\$ 4,778.08	\$ 2,205.53	\$ 3,701.68	\$ 3,499.99	\$ 24,490.58	\$ 82,620.00	\$ 58,129.42	\$ 66,149.42
INSURANCE-Liability-Building	\$ -	\$ 15,127.00	\$ -	\$ -	\$ -	\$ 188.10	\$ -	\$ 15,315.10	\$ 20,000.00	\$ 4,684.90	\$ 13,967.27
REPAIR AND MAINTENANCE BLDG	\$ 176.74	\$ 4,978.75	\$ 3,943.36	\$ 21,789.03	\$ 3,100.45	\$ 1,675.57	\$ 4,975.02	\$ 40,638.92	\$ 45,637.00	\$ 4,998.08	\$ 38,355.11
JANITORIAL SUPPLIES	\$ -	\$ 2,373.51	\$ 1,832.95	\$ 1,438.15	\$ 1,603.15	\$ 1,465.12	\$ 1,830.50	\$ 10,543.38	\$ 22,444.00	\$ 11,900.62	\$ 14,069.56
OTHER BUILDING AND GROUNDS	\$ -	\$ 1,924.60	\$ 2,303.11	\$ 1,088.34	\$ 1,604.23	\$ 3,726.45	\$ 4,908.93	\$ 15,555.66	\$ 14,428.00	1127.66-	\$ 15,487.29
FUEL-Delivery	\$ -	\$ -	\$ 1,116.57	\$ 46,218.66	\$ 12,759.02	\$ 10,681.00	\$ 9,780.37	\$ 80,555.62	\$ 170,914.00	\$ 90,358.38	\$ 151,167.48

FUEL-Consulting	\$	-	\$	50.01	\$	64.52	\$	8,830.21	\$	2,004.29	\$	2,153.87	\$	1,735.27	\$	14,838.17	\$	14,091.00		747.17-	\$	10,810.43
REPAIR AND MAINTENANCE-DELIVER	\$	52.93	\$	1,529.25	\$	5,161.57	\$	1,493.53	\$	4,604.57	\$	1,718.45	\$	1,649.60	\$	16,209.90	\$	22,700.00	\$	6,490.10	\$	34,128.82
REPAIR AND MAINTENANCE CONSULT	\$	-	\$	777.85	\$	-	\$	-	\$	-	\$	-	\$	3.99	\$	781.84	\$	3,200.00	\$	2,418.16	\$	1,197.29
INSURANCE-AUTO	\$	-	\$	18,719.00	\$	-	\$	1,886.00	\$	-	\$	-	\$	-	\$	20,605.00	\$	24,456.00	\$	3,851.00	\$	22,350.02
RENTAL-DELIVERY	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	36.97
OTHER EXPENSE-DELIVERY	\$	-	\$	46.73	\$	93.26	\$	380.00	\$	-	\$	17.61	\$	373.70	\$	911.30	\$	1,000.00	\$	88.70	\$	2,477.46
TRAVEL IN STATE	\$	-	\$	741.89	\$	1,251.30	\$	558.35	\$	3,186.85	\$	202.64	\$	136.79	\$	6,077.82	\$	14,997.00	\$	8,919.18	\$	13,595.54
OUT-OF-STATE-TRAVEL	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,176.00	\$	5,176.00	\$	-
REGISTRATION	\$	-	\$	1,650.00	\$	1,300.00	\$	1,025.00	\$	1,238.60	\$	1,380.00	\$	341.00	\$	6,934.60	\$	2,295.00		4639.60-	\$	2,309.80
MATERIALS AND SUPPLIES	\$	-	\$	-	\$	-	\$	-	\$	31.03	\$	-	\$	-	\$	31.03	\$	800.00	\$	768.97	\$	34.17
MEETING EXPENSE	\$	445.93	\$	33.45	\$	147.50	\$	-	\$	45.93	\$	219.19	\$	33.15	\$	925.15	\$	4,000.00	\$	3,074.85	\$	1,516.27
OTHER CONTINUING EDUCATION	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	8,000.00	\$	8,000.00	\$	345.00
ADVERTISING AND PROMOTIONS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,120.00
INSURANCE-Liability	\$	-	\$	8,944.00	\$	-	\$	6,995.70	\$	-	\$	1,913.00	\$	-	\$	17,852.70	\$	16,530.00		1322.70-	\$	13,041.00
COMPUTER SUPPLIES	\$	313.10	\$	416.26	\$	3,739.61	\$	6,230.82	\$	4,516.35	\$	54.27	\$	218.69	\$	15,489.10	\$	35,850.00	\$	20,360.90	\$	15,238.40
OFFICE SUPPLIES	\$	69.01	\$	876.41	\$	204.18	\$	2,418.64	\$	1,562.32	\$	328.74	\$	1,634.38	\$	7,093.68	\$	10,800.00	\$	3,706.32	\$	8,488.15
POSTAGE	\$	79.72	\$	257.48	\$	212.21	\$	254.98	\$	96.96	\$	112.74	\$	195.55	\$	1,209.64	\$	8,100.00	\$	6,890.36	\$	3,798.38
LIBRARY SUPPLIES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	518.98
DELIVERY SUPPLIES	\$	-	\$	576.56	\$	722.06	\$	294.37	\$	1,243.65	\$	344.90	\$	943.97	\$	4,125.51	\$	15,800.00	\$	11,674.49	\$	8,860.30
OTHER SUPPLIES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	65.00	\$	-	\$	65.00	\$	-		65.00-	\$	-
TELEPHONE	\$	-	\$	294.37	\$	-	\$	-	\$	-	\$	-	\$	-	\$	294.37	\$	-		294.37-	\$	2,178.35
TELEPHONE-Local&Long Distane		570.43-	\$	5,071.57	\$	6,812.91	\$	2,406.05	\$	4,121.57	\$	1,313.74	\$	6,086.98	\$	25,242.39	\$	17,320.00		7922.39-	\$	25,283.88
TELECOMMUNICATION	\$	-	\$	1,533.87	\$	1,194.64	\$	1,737.31	\$	1,911.03	\$	5,277.97	\$	2,391.93	\$	14,046.75	\$	53,372.00	\$	39,325.25	\$	17,916.49
EQUIPMENT RENTAL	\$	-	\$	1,018.44	\$	1,041.93	\$	892.98	\$	1,769.68	\$	894.74	\$	839.53	\$	6,457.30	\$	12,000.00	\$	5,542.70	\$	12,808.52
EQUIPMENT REPAIR & MAINT	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,000.00	\$	1,000.00	\$	963.28
MAINTENANCE AGREEMENTS	\$	-	\$	927.12	\$	2,088.09	\$	1,055.68	\$	469.42	\$	159.27	\$	1,082.71	\$	5,782.29	\$	14,598.16	\$	8,815.87	\$	10,381.14
LEGAL	\$	-	\$	292.58	\$	-	\$	14,478.09	\$	1,363.45	\$	147.50	\$	5,323.57	\$	21,605.19	\$	15,000.00		6605.19-	\$	27,901.52
ACCOUNTING	\$	-	\$	-	\$	2,275.00	\$	20,305.43	\$	-	\$	-	\$	1,425.00	\$	24,005.43	\$	15,000.00		9005.43-	\$	15,673.40
CONSULTING	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	15,000.00	\$	15,000.00	\$	5,543.55
INFORMATION SERVICES	\$	160.43	\$	103.48	\$	9,630.16	\$	81.25	\$	131.03	\$	135.47	\$	70.93	\$	10,312.75	\$	20,530.00	\$	10,217.25	\$	2,914.07
MAINTENANCE AGREEMENTS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	6,000.00	\$	6,000.00	\$	-
OTHER CONTRACTUAL SERVICES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	4,967.00
PROFESSIONAL ASSN MEMBERSHIP	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,555.00	\$	1,555.00	\$	555.00
MISCELLANEOUS	\$	155.38	\$	3,632.69	\$	936.28	\$	7,953.55	\$	11.72	\$	36.05	\$	565.66	\$	13,291.33	\$	261,000.00	\$	247,708.67	\$	5,186.19
EQUIPMENT	\$	-	\$	-	\$	-	\$	1,478.78	\$	-	\$	-	\$	-	\$	1,478.78	\$	10,000.00	\$	8,521.22	\$	45,781.91
VEHICLES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	86,260.00
TOTAL GENL & ADMIN EXPENSES	\$	930.07	\$	78,445.11	\$	58,985.01	\$	165,968.98	\$	49,580.83	\$	42,413.07	\$	59,047.21	\$	455,370.28	\$	1,058,337.16	\$	602,966.88	\$	735,376.84
TOTAL EXPENDITURES	\$	121,763.73	\$	295,907.27	\$	206,954.30	\$	324,396.94	\$	181,907.48	\$	222,761.50	\$	235,835.13	\$	1,589,526.35	\$	3,168,052.24	\$	1,578,525.89	\$	2,927,053.26
NET CHANGE IN FUND BALANCE		113744.39-		287504.96-		186506.47-	\$	114,783.47		171658.55-		212010.04-		221021.74-		1077662.68-	\$	224,947.76		1302610.44-	\$	538,744.24

SHARE FUND
BALANCE SHEET
1/31/14

	<u>ACTUAL</u> <u>JULY</u>	<u>ACTUAL</u> <u>AUGUST</u>	<u>ACTUAL</u> <u>SEPTEMBER</u>	<u>ACTUAL</u> <u>OCTOBER</u>	<u>ACTUAL</u> <u>NOVEMBER</u>	<u>ACTUAL</u> <u>DECEMBER</u>	<u>ACTUAL</u> <u>JANUARY</u>
ASSETS							
CURRENT ASSETS							
CASH-Checking-U.S. Bank	\$ -	\$ -	\$ -	\$ 461,223.94	\$ 455,645.68	\$ 987,756.76	\$ 1,022,914.60
INVESTMENTS-The IL Funds-8077	\$ 2,741,804.18	\$ 2,741,836.40	\$ 2,741,859.61	\$ 515,306.28	\$ 515,317.74	\$ 515,325.39	\$ 515,331.55
ACCOUNTS RECEIVABLE	\$ 2,092.64	\$ 230,612.06	\$ 43,925.69	\$ 5,105.72	\$ 811,659.87	\$ 280,461.99	\$ 148,364.21
DUE FROM OTHER FUNDS-GEN FUNDS	\$ 17,532.58	\$ 32,865.96	\$ 223,281.35	\$ 2,496,637.64	\$ 2,496,637.64	\$ 2,496,637.64	\$ 2,596,637.64
PREPAID EXPENSE	\$ 12,498.67	\$ 12,498.67	\$ 12,498.67	\$ 12,498.67	\$ 12,498.67	\$ 12,498.67	\$ 12,498.67
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TOTAL CURRENT ASSETS	\$ 2,773,928.07	\$ 3,017,813.09	\$ 3,021,565.32	\$ 3,490,772.25	\$ 4,291,759.60	\$ 4,292,680.45	\$ 4,295,746.67
CAPITAL ASSETS							
PROPERTY AND EQUIPMENT-E	\$ 1,619,080.41	\$ 1,619,080.41	\$ 1,619,080.41	\$ 1,619,080.41	\$ 1,619,080.41	\$ 1,619,080.41	\$ 1,619,080.41
ACCUMULATED DEPRECIATION	1722509.41-	1722509.41-	1722509.41-	1722509.41-	1722509.41-	1722509.41-	1722509.41-
COMPUTER EQUIPMENT-E	\$ 995,357.36	\$ 995,357.36	\$ 995,357.36	\$ 995,357.36	\$ 995,357.36	\$ 995,357.36	\$ 995,357.36
ACCUMULATED DEPRECIATION-E	75389.20-	75389.20-	75389.20-	75389.20-	75389.20-	75389.20-	75389.20-
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TOTAL CAPITAL ASSETS	\$ 816,539.16	\$ 816,539.16	\$ 816,539.16	\$ 816,539.16	\$ 816,539.16	\$ 816,539.16	\$ 816,539.16
TOTAL ASSETS	\$ 3,590,467.23	\$ 3,834,352.25	\$ 3,838,104.48	\$ 4,307,311.41	\$ 5,108,298.76	\$ 5,109,219.61	\$ 5,112,285.83
	=====	=====	=====	=====	=====	=====	=====
LIABILITIES							
CURRENT LIABILITIES							
ACCOUNTS PAYABLE	\$ -	\$ -	\$ -	\$ 2,320.00	\$ -	\$ -	\$ -
ACCRUED COMPENSATION	\$ 57,367.35	\$ 57,367.35	\$ 57,367.35	\$ 57,367.35	\$ 57,367.35	\$ 57,367.35	\$ 57,367.35
DEFERRED REVENUE	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
DUE TO OTHER FUNDS-GEN FUND	\$ 1,796,307.47	\$ 2,179,584.61	\$ 2,279,679.28	\$ 2,858,048.03	\$ 2,941,537.87	\$ 3,047,668.88	\$ 3,133,580.32
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TOTAL CURRENT LIABILITIES	\$ 1,883,674.82	\$ 2,266,951.96	\$ 2,367,046.63	\$ 2,947,735.38	\$ 3,028,905.22	\$ 3,135,036.23	\$ 3,220,947.67

FUND BALANCE								
BEGINNING OF PERIOD	\$	1,748,020.33	\$ 1,748,020.33	\$ 1,748,020.33	\$ 1,748,020.33	\$ 1,748,020.33	\$ 1,748,020.33	
CHANGE DURING PERIOD		41227.92-	180620.04-	276962.48-	388444.30-	\$ 331,373.21	\$ 226,163.05	\$ 143,317.83
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END OF PERIOD	\$	1,706,792.41	\$ 1,567,400.29	\$ 1,471,057.85	\$ 1,359,576.03	\$ 2,079,393.54	\$ 1,974,183.38	\$ 1,891,338.16
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TOTAL LIABILITIES & FUND BAL	\$	3,590,467.23	\$ 3,834,352.25	\$ 3,838,104.48	\$ 4,307,311.41	\$ 5,108,298.76	\$ 5,109,219.61	\$ 5,112,285.83
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**SHARE FUND
INCOME STATEMENT
1-31-14**

DESCRIPTION	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	ACTUAL NOVEMBER	ACTUAL DECEMBER	ACTUAL JANUARY	ACTUAL YTD	BUDGET YTD	VARIANCE	ACTUAL LAST YEAR YTD
REVENUE											
STATE GRANT REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,559.50	80559.50-	\$ 236,984.00
FEES FOR SERVICES AND MATERIAL	\$ -	\$ -	\$ -	\$ -	\$ 807,080.20	\$ 1,460.00	\$ 86.75	\$ 808,626.95	\$ 836,873.00	28246.05-	\$ 619,028.05
FFS-SHARE TRANSITION	\$ 1,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400.00	\$ -	\$ 1,400.00	\$ -
FFS-DATABASE SUBSCRIPTION	\$ -	\$ 243,852.80	\$ 4,972.49	\$ 6,552.01	\$ -	\$ 1,119.59	\$ 66,518.73	\$ 323,015.62	\$ -	\$ 323,015.62	\$ -
FFS-SAM	\$ -	\$ -	\$ -	\$ -	\$ 11,386.00	\$ -	\$ -	\$ 11,386.00	\$ -	\$ 11,386.00	\$ -
REIMBURSED EXPENSES	\$ 535.26	\$ -	\$ 35.87	\$ 362.33	\$ 141.47	\$ 323.27	\$ 181.89	\$ 1,580.09	\$ 12,000.00	10419.91-	\$ 10,555.49
INTEREST INCOME	\$ 33.87	\$ 32.22	\$ 23.21	\$ 69.05	\$ 15.27	\$ 13.03	\$ 18.63	\$ 205.28	\$ 2,250.00	2044.72-	\$ 3,366.99
MISCELLANEOUS INCOME	\$ 10.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,010.00	\$ 250,000.00	248990.00-	\$ 23,715.80
TOTAL REVENUE	\$ 1,979.13	\$ 243,885.02	\$ 5,031.57	\$ 7,983.39	\$ 818,622.94	\$ 2,915.89	\$ 66,806.00	\$ 1,147,223.94	\$ 1,181,682.50	34458.56-	\$ 893,650.33
EXPENDITURES											
SALARIES & WAGES											
SALARY-Library Professional	\$ 7,135.70	\$ 21,407.13	\$ 14,271.42	\$ 16,049.85	\$ 17,828.28	\$ 26,742.42	\$ 17,211.16	\$ 120,645.96	\$ 250,190.95	\$ 129,544.99	\$ 325,777.03
SALARY-Other Professional	\$ 8,504.89	\$ 31,533.48	\$ 21,893.12	\$ 22,763.92	\$ 22,763.92	\$ 34,145.88	\$ 22,763.92	\$ 164,369.13	\$ 278,748.49	\$ 114,379.36	\$ 132,736.74
SALARY-Support Services	\$ 10,599.02	\$ 35,121.47	\$ 16,950.28	\$ 17,129.36	\$ 17,091.66	\$ 26,401.32	\$ 17,786.34	\$ 141,079.45	\$ 309,639.28	\$ 168,559.83	\$ 227,980.89
	\$ 26,239.61	\$ 88,062.08	\$ 53,114.82	\$ 55,943.13	\$ 57,683.86	\$ 87,289.62	\$ 57,761.42	\$ 426,094.54	\$ 838,578.72	\$ 412,484.18	\$ 686,494.66
PAYROLL TAXES & FRINGE BENEFIT											
SOCIAL SECURITY	\$ 1,998.34	\$ 6,721.73	\$ 4,054.05	\$ 4,270.33	\$ 4,403.53	\$ 4,456.35	\$ 6,634.76	\$ 32,539.09	\$ 64,151.27	\$ 31,612.18	\$ 49,235.67
UNEMPLOYMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,952.15	\$ 1,952.15	\$ 1,610.12
WORKERS'COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,269.09	\$ 2,269.09	\$ 5,935.47
IMRF	\$ 12,426.71	\$ 21,736.99	\$ 13,142.37	\$ 13,805.99	\$ 14,251.50	\$ 14,365.04	\$ 21,462.64	\$ 111,191.24	\$ 214,851.07	\$ 103,659.83	\$ 147,254.74
INSURANCE-Health&Dental&Life	\$ 351.87	\$ 12,933.77	\$ 11,075.80	\$ 23,671.13	\$ 11,585.10	\$ 512.69	\$ 24,051.06	\$ 84,181.42	\$ 148,464.03	\$ 64,282.61	\$ 119,099.84
	\$ 14,776.92	\$ 41,392.49	\$ 28,272.22	\$ 41,747.45	\$ 30,240.13	\$ 19,334.08	\$ 52,148.46	\$ 227,911.75	\$ 431,687.61	\$ 203,775.86	\$ 323,135.84
PRINT MATERIAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -
E-RESOURCES	\$ -	\$ -	\$ -	\$ -	\$ 982.33	\$ -	\$ -	\$ 982.33	\$ -	982.33-	\$ 39.95
TRAVEL-IN-STATE	\$ 143.19	\$ 370.40	\$ 22.43	\$ 1,301.24	\$ 3,241.24	\$ 208.49	\$ 242.02	\$ 5,529.01	\$ 7,136.90	\$ 1,607.89	\$ 6,202.22
OUT-OF-STATE TRAVEL	\$ -	\$ -	\$ -	\$ 3,544.29	\$ 2,837.32	\$ -	\$ -	\$ 6,381.61	\$ 5,072.00	1309.61-	\$ -
REGISTRATION	\$ -	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ 500.00	\$ 1,500.00	\$ 1,000.00	\$ 99.00
MATERIALS AND SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ 34.17
MEETING EXPENSE	\$ 680.00	\$ 154.43	\$ 201.28	\$ 35.00	\$ -	\$ -	\$ -	\$ 1,070.71	\$ 2,400.00	\$ 1,329.29	\$ 5,953.70

OTHER CONTINUING EDUCATION	\$	-	\$	-	\$	-	\$	-	\$	964.76	\$	964.76	\$	-	964.76-	\$	-					
ADVERTISING AND PROMOTIONS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	200.00	\$	200.00	\$	8,680.59				
COMPUTER SUPPLIES	\$	1,150.85	\$	49.00	\$	112.44	\$	26.60	\$	-	\$	1,338.89	\$	12,575.00	\$	11,236.11	\$	10,125.33				
OFFICE SUPPLIES	\$	-	\$	-	\$	-	\$	243.85	\$	-	\$	243.85	\$	2,000.00	\$	1,756.15	\$	1,595.02				
POSTAGE	\$	1,000.89	\$	-	\$	333.06	\$	-	\$	-	\$	1,333.95	\$	1,050.00	283.95-	\$	121.40					
LIBRARY SUPPLIES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,314.25				
TELEPHONE-Local&Long Distance	\$	-	\$	49.12	\$	49.95	\$	81.68	\$	-	\$	8.11	\$	9,908.65	\$	9,719.79	\$	7,657.73				
TELECOMMUNICATIONS	784.41-	\$	5,494.28	\$	2,510.07	\$	5,211.97	\$	374.29	\$	543.86	\$	488.48	\$	13,838.54	\$	13,422.14	416.40-	\$	29,220.42		
EQUIPMENT-Rental	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,389.03				
EQUIPMENT-Repair & Maint	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,179.49				
MAINTENANCE-AGREEMENTS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	4,206.00	\$	4,206.00	\$	462.54				
LEGAL	\$	-	\$	-	\$	-	\$	-	\$	402.50	\$	-	\$	402.50	\$	1,000.00	\$	597.50	\$	175.00		
ACCOUNTING	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	6,000.00	\$	6,000.00	\$	5,504.00				
CONSULTING	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,454.12				
INFORMATION SERVICES	\$	-	\$	244,587.14	\$	9,215.70	\$	11,330.00	\$	2,793.76	\$	750.00	\$	37,937.97	\$	306,614.57	\$	196,190.00	110424.57-	\$	84,734.25	
OTHER CONTRACTUAL SERVICES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	534,519.80				
DEPRECIATION	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	115,398.00				
PROFESSIONAL-Assoc-Membershp	\$	-	\$	-	\$	-	\$	-	\$	-	\$	100.00	\$	100.00	\$	100.00	\$	100.00				
MISCELLANEOUS	\$	-	\$	60.00	\$	-	\$	-	\$	-	\$	-	\$	60.00	\$	65.00	\$	338.68				
EQUIPMENT	\$	-	\$	3,058.20	\$	-	\$	-	\$	-	\$	-	\$	3,058.20	\$	-	3058.20-	\$	463,939.57			
COMPUTERS	\$	-	\$	-	\$	7,292.04	\$	-	\$	-	\$	-	\$	7,292.04	\$	-	7292.04-	\$	-			
TOTAL GENL & ADMIN EXPENSES	\$	2,190.52	\$	253,822.57	\$	19,986.97	\$	21,774.63	\$	10,881.44	\$	1,502.35	\$	39,741.34	\$	349,899.82	\$	263,425.69	86474.13-	\$	1,286,238.26	
TOTAL EXPENDITURES	\$	43,207.05	\$	383,277.14	\$	101,374.01	\$	119,465.21	\$	98,805.43	\$	108,126.05	\$	149,651.22	\$	1,003,906.11	\$	1,533,692.02	\$	529,785.91	\$	2,295,868.76
NET CHANGE IN FUND BALANCE	41227.92-	139392.12-	96342.44-	111481.82-	\$	719,817.51	105210.16-	82845.22-	\$	143,317.83	352009.52-	\$	495,327.35	1402218.43-								

CAPITAL PROJECT FUND
BALANCE SHEET
1/31/14

	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	ACTUAL NOVEMBER	ACTUAL DECEMBER	ACTUAL JANUARY
ASSETS							
CURRENT ASSETS							
CASH-Checking-U.S. Bank	\$ -	\$ 262,322.00	\$ 262,322.79	\$ 262,325.01	\$ 776,113.55	\$ 776,120.14	\$ 744,091.68
INVESTMENTS-The Illinois Funds	\$ 810,392.95	\$ 810,402.47	\$ 810,409.33	\$ 810,431.57	\$ 810,449.59	\$ 810,461.62	\$ 810,471.32
DUE FROM OTHER FUNDS-GEN FUND	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
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TOTAL CURRENT ASSETS	\$ 830,392.95	\$ 1,092,724.47	\$ 1,092,732.12	\$ 1,092,756.58	\$ 1,606,563.14	\$ 1,606,581.76	\$ 1,574,563.00
CAPITAL ASSETS							
	-----	-----	-----	-----	-----	-----	-----
TOTAL ASSETS	\$ 830,392.95	\$ 1,092,724.47	\$ 1,092,732.12	\$ 1,092,756.58	\$ 1,606,563.14	\$ 1,606,581.76	\$ 1,574,563.00
	=====	=====	=====	=====	=====	=====	=====
LIABILITIES							
CURRENT LIABILITIES							
FUND BALANCE							
BEGINNING OF PERIOD	\$ 810,382.94	\$ 810,382.94	\$ 810,382.94	\$ 810,382.94	\$ 810,382.94	\$ 810,382.94	\$ 810,382.94
CHANGE DURING PERIOD	\$ 20,010.01	\$ 282,341.53	\$ 282,349.18	\$ 282,373.64	\$ 796,180.20	\$ 796,198.82	\$ 764,180.06
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END OF PERIOD	\$ 830,392.95	\$ 1,092,724.47	\$ 1,092,732.12	\$ 1,092,756.58	\$ 1,606,563.14	\$ 1,606,581.76	\$ 1,574,563.00
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TOTAL LIABILITIES & FUND BAL	\$ 830,392.95	\$ 1,092,724.47	\$ 1,092,732.12	\$ 1,092,756.58	\$ 1,606,563.14	\$ 1,606,581.76	\$ 1,574,563.00
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CAPITAL PROJECT FUND
INCOME STATEMENT
1/31/2014

DESCRIPTION	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	ACTUAL NOVEMBER	ACTUAL DECEMBER	ACTUAL JANUARY	ACTUAL YTD	BUDGET YTD	VARIANCE	ACTUAL LAST YEAR YTD
REVENUE											
INTEREST INCOME	\$ 10.01	\$ 9.52	\$ 7.65	\$ 24.46	\$ 22.56	\$ 18.62	\$ 16.24	\$ 109.06	\$ -	\$ 109.06	\$ 371.58
MISCELLANEOUS INCOME	\$ 20,000.00	\$ 262,322.00	\$ -	\$ -	\$ 513,784.00	\$ -	\$ -	\$ 796,106.00	\$ -	\$ 796,106.00	\$ 87,912.00
TOTAL REVENUE	\$ 20,010.01	\$ 262,331.52	\$ 7.65	\$ 24.46	\$ 513,806.56	\$ 18.62	\$ 16.24	\$ 796,215.06	\$ -	\$ 796,215.06	\$ 88,283.58
EXPENDITURES											
SALARIES & WAGES											
PAYROLL TAXES & FRINGE BENEFIT											
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,864.00
BUILDING AND GROUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,035.00	\$ 32,035.00	\$ 78,000.00	\$ 45,965.00	\$ -
VEHICLES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 173,500.00	\$ 173,500.00	\$ -
TOTAL GENL & ADMIN EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,035.00	\$ 32,035.00	\$ 251,500.00	\$ 219,465.00	\$ 6,864.00
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,035.00	\$ 32,035.00	\$ 251,500.00	\$ 219,465.00	\$ 6,864.00
NET CHANGE IN FUND BALANCE	\$ 20,010.01	\$ 262,331.52	\$ 7.65	\$ 24.46	\$ 513,806.56	\$ 18.62	32018.76-	\$ 764,180.06	251500.00-	\$ 1,015,680.06	\$ 81,419.58

Special Revenue Funds Balance Sheet 1/31/2014	IMSA	CMC	PLINKIT	WEB JUNCTION	OCLC GRANT	SOS FUND	MARC OF CATALOGING QUALITY	SWAYS	
ASSETS									
CURRENT ASSETS									
CASH-Checking-U.S. Bank	\$124,468.97	\$171,626.18	\$49,098.86	\$0.00	\$4,166.72	\$0.00	\$0.00	\$0.00	\$0.00
ACCOUNTS RECEIVABLE	\$0.00	\$0.00	\$412.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DUE FROM OTHER FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,892.00	\$0.00
DUE FROM OTHER FUNDS-Gen Fund	\$0.00	\$0.00	\$3,593.25	\$0.00	\$0.00	\$541.58	\$0.00	\$0.00	\$595.00
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TOTAL CURRENT ASSETS	\$124,468.97	\$171,626.18	\$53,104.61	\$0.00	\$4,166.72	\$541.58	\$0.00	\$24,892.00	\$595.00
CAPITAL ASSETS									
PROPERTY AND EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$9,680.25	\$0.00	\$0.00	\$0.00	\$0.00
ACCUMULATED DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	322.66-	\$0.00	\$0.00	\$0.00	\$0.00
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TOTAL CAPITAL ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	\$9,357.59	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ASSETS	\$124,468.97	\$171,626.18	\$53,104.61	\$0.00	\$13,524.31	\$541.58	\$0.00	\$24,892.00	\$595.00
	=====	=====	=====	=====	=====	=====	=====	=====	=====
LIABILITIES									
CURRENT LIABILITIES									
ACCOUNTS PAYABLE	\$0.00	\$215.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DUE TO OTHER FUNDS-Gen Fund	\$128,648.59	\$148,204.10	\$1,192.87	\$64,684.06	\$58,340.75	\$0.00	\$0.00	\$0.00	\$0.00
DUE TO OTHER FUNDS-CMC	\$0.00	\$69.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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TOTAL CURRENT LIABILITIES	\$128,648.59	\$148,489.53	\$1,192.87	\$64,684.06	\$58,340.75	\$0.00	\$0.00	\$0.00	\$0.00
FUND BALANCE									
BEGINNING OF PERIOD	\$6,277.26	\$29,209.25	\$48,803.89	23342.23-	\$6,783.84	\$541.58	\$0.00	\$24,892.00	\$595.00

CHANGE DURING PERIOD	10456.88-	6072.60-	\$3,107.85	41341.83-	60957.85-	\$0.00	\$0.00	\$0.00	\$0.00
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END OF PERIOD	4179.62-	\$23,136.65	\$51,911.74	64684.06-	54174.01-	\$541.58	\$0.00	\$24,892.00	\$595.00
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INVESTMENT IN CAPITAL ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	9357.57-	\$0.00	\$0.00	\$0.00	\$0.00
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TOTAL LIABILITIES & FUND BAL	\$124,468.97	\$171,626.18	\$53,104.61	\$0.00	\$13,524.31	\$541.58	\$0.00	\$24,892.00	\$595.00

Special Revenue Funds
Income Statement - 1/31/2014

DESCRIPTION	ACTUAL YTD	IMSA BUDGET	ACTUAL LAST YEAR	ACTUAL YTD	CMC BUDGET	ACTUAL LAST YR	ACTUAL YTD	PLINKIT BUDGET	ACTUAL LAST YR	ACTUAL YTD	WEB JUNCTI BUDGET	ACTUAL LAST YR	ACTUAL YTD
REVENUE													
STATE GRANT-BLIND & PHYS. HAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SYSTEM AUTOMATION & TECHNOLOGY	\$0.00	\$0.00	\$0.00	\$185,571.00	\$357,091.00	\$314,351.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STATE GRANT REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,093.08	\$0.00	\$0.00
LSTA GRANT REVENUE-IMSA	\$143,678.00	\$287,356.27	\$258,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$149,398.09	\$0.00
FFS-PLINKIT PROJECT HOSTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,762.50	\$21,175.00	\$20,624.99	\$0.00	\$0.00	\$0.00	\$0.00
INTEREST INCOME	\$3.19	\$0.00	\$0.00	\$5.59	\$0.00	\$0.00	\$0.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.09
MISCELLANEOUS INCOME	\$416.17	\$0.00	\$602.01	\$0.00	\$0.00	\$13,664.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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TOTAL REVENUE	\$144,097.36	\$287,356.27	\$259,202.01	\$185,576.59	\$357,091.00	\$328,015.39	\$20,763.11	\$21,175.00	\$20,624.99	\$0.00	\$73,093.08	\$149,398.09	\$0.09
EXPENDITURES													
SALARIES & WAGES													
SALARY-Library Professional-S	\$28,216.95	\$50,796.30	\$52,340.51	\$49,100.71	\$104,329.16	\$104,593.76	\$0.00	\$0.00	\$0.00	\$15,175.84	\$13,338.00	\$27,403.89	\$0.00
SALARY-Other Professional-E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,230.74
SALARY-Support Service-S	\$53,512.72	\$101,751.86	\$81,348.77	\$48,323.64	\$73,830.97	\$70,914.86	\$6,002.55	\$10,716.12	\$0.00	\$0.00	\$0.00	\$56,662.08	\$16,144.64
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	\$81,729.67	\$152,548.16	\$133,689.28	\$97,424.35	\$178,160.13	\$175,508.62	\$6,002.55	\$10,716.12	\$0.00	\$15,175.84	\$13,338.00	\$84,065.97	\$33,375.38
PAYROLL TAXES & FRINGE BENEFIT													
SOCIAL SECURITY-S	\$6,236.10	\$11,669.93	\$10,172.34	\$7,399.51	\$13,629.25	\$13,342.28	\$459.17	\$819.78	\$0.00	\$1,139.53	\$1,020.36	\$6,023.69	\$2,542.28
UNEMPLOYMENT-S	\$0.00	\$527.20	\$464.21	\$0.00	\$731.90	\$562.92	\$0.00	\$99.00	\$0.00	\$0.00	\$0.00	\$270.92	\$0.00
WORKERS' COMPENSATION-S	\$0.00	\$427.13	\$1,866.50	\$0.00	\$505.88	\$1,717.18	\$0.00	\$315.00	\$0.00	\$100.00	\$100.00	\$859.97	\$0.00
IMRF-S	\$21,867.89	\$39,509.98	\$31,702.11	\$26,047.76	\$46,143.47	\$42,156.51	\$1,503.60	\$2,775.45	\$0.00	\$4,333.40	\$3,567.92	\$22,542.49	\$8,705.06
INSURANCE-Health&Dental&Life-S	\$26,445.73	\$43,959.75	\$33,025.12	\$21,180.19	\$40,442.52	\$37,074.59	\$1,550.01	\$2,637.59	\$0.00	\$2,878.50	\$2,880.80	\$18,989.44	\$7,881.71
RECURITING-S	\$0.00	\$400.00	\$373.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	\$54,549.72	\$96,493.99	\$77,603.89	\$54,627.46	\$101,453.02	\$94,853.48	\$3,512.78	\$6,646.82	\$0.00	\$8,451.43	\$7,569.08	\$48,686.51	\$19,129.05
PRINT MATERIALS-C	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.45	\$0.00
E-RESOURCES-C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,827.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL IN-STATE-E	\$712.96	\$3,421.64	\$2,649.73	\$0.00	\$2,240.23	\$61.74	\$0.00	\$0.00	\$0.00	\$111.76	\$492.00	\$1,019.90	\$0.00
OUT-OF-STATE-TRAVEL-S	\$0.00	\$2,572.00	\$1,072.35	\$0.00	\$0.00	\$487.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REGISTRATION-S	\$0.00	\$170.00	\$245.00	\$0.00	\$600.00	\$1,565.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$570.00	\$0.00
HONORARIUM-S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SPEAKER TRAVEL-S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

MEETING EXPENSES-E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$176.96	\$0.00
ADVERTISING-E	\$0.00	\$0.00	\$4,996.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
COMPUTER SUPPLIES-S	\$553.99	\$80.00	\$14,805.44	\$0.00	\$2,390.00	\$1,667.53	\$52.45	\$0.00	\$676.83	\$100.00	\$100.00	\$63.89	\$0.00
OFFICE SUPPLIES-E	\$753.29	\$3,599.32	\$2,918.14	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$2.00	\$100.00	\$100.00	\$75.04	\$362.88
POSTAGE	\$0.00	\$100.00	\$0.00	\$0.00	\$75.00	\$15.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$802.15	\$563.30
TELEPHONE-Local&Long Distane-S	\$20.93	\$1,099.76	\$2,147.26	\$4,484.06	\$7,686.98	\$3,268.38	\$0.00	\$0.00	\$0.00	\$395.00	\$395.00	\$1,434.49	\$0.00
TELECOMMUNICATIONS-S	\$267.35	\$1,285.68	\$52.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT RENTAL	\$1,383.79	\$1,574.73	\$1,703.45	\$0.00	\$0.00	\$0.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT REPAIR&MAINTENACE-E	\$0.00	\$0.00	\$0.00	\$69.99	\$300.00	\$246.96	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$89.26	\$0.00
MAINTENANCE AGREEMENTS-S	\$576.17	\$400.00	\$494.22	\$0.00	\$0.00	\$138.99	\$0.00	\$0.00	\$0.00	\$180.00	\$180.00	\$58.92	\$240.00
ACCOUNTING-E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONTRACTUAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INFORMATION SERVICES-E	\$0.00	\$0.00	\$0.00	\$0.00	\$3,185.00	\$2,853.75	\$87.48	\$0.00	\$0.00	\$190.80	\$0.00	\$4,636.04	\$600.00
OUTSIDE PRINTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,055.74	\$0.00
OTHER CONTRACTUAL SERVICE-E	\$14,006.37	\$24,010.99	\$24,580.55	\$35,043.33	\$60,075.64	\$34,773.00	\$8,000.00	\$8,000.00	\$8,079.00	\$16,637.00	\$50,869.00	\$29,975.00	\$6,687.33
PROFESSIONAL ASSOC/MEMBERSHP-E	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MISCELLANEOUS-E	\$0.00	\$0.00	\$1.80	\$0.00	\$0.00	\$10,697.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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TOTAL GENL & ADMIN EXPENSES	\$18,274.85	\$38,314.12	\$55,666.68	\$39,597.38	\$77,477.85	\$57,653.29	\$8,139.93	\$8,000.00	\$8,757.83	\$17,714.56	\$52,186.00	\$39,987.84	\$8,453.51
 TOTAL EXPENDITURES	 \$154,554.24	 \$287,356.27	 \$266,959.85	 \$191,649.19	 \$357,091.00	 \$328,015.39	 \$17,655.26	 \$25,362.94	 \$8,757.83	 \$41,341.83	 \$73,093.08	 \$172,740.32	 \$60,957.94
 NET CHANGE IN FUND BALANCE	 10456.88-	 \$0.00	 7757.84-	 6072.60-	 \$0.00	 \$0.00	 \$3,107.85	 4187.94-	 \$11,867.16	 41341.83	 \$0.00	 23342.23-	 60957.85-

OCLC GRANT BUDGET	ACTUAL LAST YR	ACTUAL YTD	SOS FUND BUDGET	ACTUAL LAST YR	MARI OF QUALITY			CATALOGING			ACTUAL YTD	SWAYS	
					ACTUAL YTD	BUDGET	ACTUAL LAST YR	ACTUAL YTD	BUDGET YTD	ACTUAL LAST YR YTI		BUDGET YTD	ACTUAL LAST YR YTD
\$128,104.61	\$80,082.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$1,000.00	\$370.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$595.00
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\$128,104.61	\$80,082.00	\$0.00	\$1,000.00	\$370.00	\$0.00	\$0.00	\$16,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$595.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$36,923.08	\$21,531.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$23,158.27	\$16,009.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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\$60,081.35	\$37,540.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$4,596.22	\$2,871.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$202.80	\$99.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$653.27	\$373.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$15,561.07	\$8,965.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$15,385.90	\$8,256.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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\$36,399.26	\$20,566.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$87.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\$0.00	\$0.00	\$0.00	\$700.00	\$311.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$14.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$1,200.00	\$522.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$2,000.00	\$1,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$5,000.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$5,160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$11,464.00	\$15,916.00	\$0.00	\$300.00	\$219.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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\$31,624.00	\$22,703.42	\$0.00	\$1,000.00	\$768.53	\$0.00	\$0.00	\$16,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$128,104.61	\$80,810.16	\$0.00	\$1,000.00	\$768.53	\$0.00	\$0.00	\$16,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	728.16-	\$0.00	\$0.00	398.53-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$595.00

MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: February 20, 2014
RE: Staffing Update

Please let me know if you have any questions about specific positions and I will provide as much information as I am able.

Thank you.

Resignations, Terminations and Retirements:

Employee Name: Daniel Driscoll
Classification: Part-time Courier Driver
Project/Location: Operations/Champaign
Last Date of Employment: January 27, 2014
Salary: \$
Comment: Employee was on medical leave and decided to resign

Employee Name: Rose Mary Barczewski
Classification: Chief Fiscal Officer
Project/Location: Accounting-General Fund/Edwardsville
Last Date of Employment: TBA
Salary: \$

New Hires:

Employee Name: Alva Rathman
Classification: Part-time Courier Driver
Project/Location: Operations/Champaign
Start Date: February 17, 2014
Salary: \$

Promotions/Change in Position:

NONE

Operations Board Report February 2014

As a result of our first few staff meetings we have initiated:

- A “lost book” section on our website listed as unidentified items (under delivery tab). This is a section that libraries could check to see if we might have any of their items. These are items that do not have a bar code nor an identifying owning library stamp, so we have no way to discover who these items belong to. When a library recognizes something as being theirs, they simply click the email link and we will get their information and send the item to them. I would like to extend our thanks to Nick Bennyhoff-- he is the creator of the page.
- A hub to hub newsletter for the drivers. This newsletter has information about happenings at the system. Our drivers are our ambassadors, and we want to empower them with knowledge about what is going on in our system so they can share the information with libraries. This is an important part of what makes our delivery system different from a courier system. We have the relationship edge.
- Created cards that the drivers will leave at the library with the library’s route number, their hub phone number, the manager at their hub, along with phone number and email address, and my name along with my contact information. This is just a quick way for libraries to have ready our information to contact us.

Next steps include:

- Evaluating our routes in regards to how efficient we are running things. There will be changes coming down the road to positively enhance the libraries’ service while keeping costs to a minimum. We will partner with SHARE to further enhance our delivery services. Our numbers have exploded with the implementation of the SHARE software. Pre-Polaris volume numbers (from April 2012 to February 2013) were 4,090,119 items delivered and we are currently at 4,654,870 items (from April 2013 to February 2014). An increase of 564,751 items! The staff has done a remarkable job of keeping up and still living up to the high standard of delivery that libraries have come to expect. We have been in survival mode for so long, it is great to move into thriving mode.
- Evaluating our processes to better accommodate the increase in volume.

Delivery Outreach

I presented an overview of system delivery at the SHARE semi annual meeting this month. As a result I will present at the Metro East Public Library meeting February 27 at the Fairview Heights PL.

Building updates

Champaign

We are looking at ways to re-organize the delivery space to flow better. We have put on hold the cement ramp and carport type structure that was going to be placed there for the drivers. We will focus on the internal space in the sorting area and get that efficient then move to the outside for improvements there.

Du Quoin

I have now met our landlord and am taking over the communication between the Du Quoin staff and the landlord. While I am hopeful things will be resolved, there is no compromising on basics such as plumbing not functioning or roofs leaking.

Edwardsville

We are collecting estimates on the repairs necessary due to mine subsidence. Our claim with the Illinois Mine Subsidence Fund was finalized and we received payment for repairs in September, 2012.

Respectfully submitted,

Susan Palmer

Membership Report February, 2014

Changes in Membership

It is anticipated that there will be an administrative change in the listing of Benedictine University. The main campus is located in Lisle, Illinois with a satellite campus in Springfield. The administration of the Lisle Campus has long held that it is a single agency. Through a collaborative effort with RAILS and ILS staff, it was determined that an administrative change could be made to remove the Springfield campus from the current listing as a separate IHLS member and change them to a branch of the administrative agency in Lisle. No action is required by the board.

Annual Certification of Membership

Now in the second year, the certification process has gotten off to a great start. As of Thursday afternoon, February 20th, the numbers were as follows:

Academic Libraries:	35 libraries have certified, 7 remain.
Public Libraries:	208 libraries have certified, 19 remain.
School Districts:	217 school districts have certified, 34 remain.
Special Libraries:	33 libraries have certified, 5 remain.

In total: 493 member agencies have certified as of 2/20/2014 with only 65 more to go.

11 libraries have submitted “unexpected” results that require follow-up at the system level. Five of these are school districts reporting on the possibility of consolidation. The remaining five have been contacted regarding their challenges. It is anticipated that there will be some suspensions recommended to the board following the closure of the certification window.

Opportunities:

On March 11, 2014, I will have an opportunity to meet with prison librarians from our region at John A. Logan College. This is a unique and rare opportunity to discuss system services with this population and hear from them regarding the challenges they face!

Submitted by Ellen Popit, IHLS Staff
February, 2014

Position Title: Executive Director

FLSA: Exempt

Fiscal Classification: Library Professional

Salary Classification: Negotiated

SUMMARY

The Director serves as the chief executive officer of the **Illinois Heartland Library System (hereafter known as IHLS in this document)** and is responsible for coordination of all management, planning and evaluation activities of **IHLS**. The **Executive** Director is responsible for implementing all policies and directives of the **IHLS** Board and for complying with all statutory and administrative requirements of the State of Illinois and the Illinois State Library (**ISL**). The **Executive** Director acts in an advisory capacity to the Board in recommending new and revised policies. The **Executive** Director serves as the chief liaison between **IHLS** and other agencies. The **Executive** Director negotiates or oversees the negotiations of contracts and agreements and supervises administrative staff.

Essential Duties & Responsibilities:

Carries out the directives of the Illinois State Library; adheres to state statutes that relate to Library Systems; ensures conformity to appropriate local, state, and federal regulations.

Formulates policy and planning recommendations for approval by the **IHLS** Board of Directors.

Coordinates the implementation of approved policies.

Supports the **IHLS** Board of Directors in the execution of its responsibilities by providing board members with recommendations, relevant up-to-date information, a variety of viewpoints, **meeting with new IHLS Board members for orientation prior to new member's first board meeting**, and by supporting the board in its policy making as well as the evaluation of **IHLS**.

Ensures that **IHLS** and its strategic plan, annual plans, programs, and services include input and or comments from system members and are consistently relevant to **IHLS** stakeholders. Directs, plans, and implements **IHLS** procedures, objectives, and activities to ensure continued operations, increased productivity, and the provision of quality service with emphasis on delivery and automation.

Oversees the management of **IHLS** financial resources, utilizing appropriate control and risk aversion practices.

Ensures accurate financial information is provided in accordance with Federal and State requirements as part of sound, responsible management.

Directs the development of the annual budget and submits it for IHLS Board and ISL approval. Facilitates communication, promotes cooperation/collaboration among member libraries and other stakeholders.

Analyzes the operation to evaluate the performance of IHLS and its staff in meeting goals and objectives and to determine areas of potential cost reduction, program improvement, and/or policy change.

Negotiates and/or approves contracts and agreements with suppliers, distributors, federal and state agencies, and other organizational entities.

Reviews and approves reports submitted by staff members to recommend, approve or to suggest changes.

Oversees human resources activities, including the approval of human resource plans and activities such as the selection of staff, establishment of compensation levels, and the establishment of IHLS's organizational structure.

Provides facilities and equipment appropriate for the programs and supporting services.

Fosters partnerships with various community, business, and government organizations that support the mission and goals of the Illinois Heartland Library System, its member libraries, and the mission of libraries in general.

Encourages member libraries to work within their communities to strengthen the library services provided and to inform communities of the value of libraries.

Develops constructive and cooperative working relationships with internal staff, staff from member libraries, and other relevant community leaders.

Participates in state, regional, national library organizations, as well as other relevant organizations involved in library development and/or legislative issues pertaining to libraries.

May oversee revenue generating planning and implementation, including identifying resource requirements, researching funding/revenue sources, establishing strategies to generate additional financial resources, and ensuring compliance with any applicable regulations and requirements.

Supervised by: President of the Illinois Heartland Library System Board of Directors

The IHLS Board of Directors coordinates the directions to be given by the President of the IHLS board to the Executive Director.

Minimum Education and Experience

MLS from an ALA accredited library program.

At least **seven** years of post-graduate progressively responsible library experience of which three years must have been in a library administrative capacity.

Demonstrated experience in effective written and oral communication as well as group process techniques.

Experience planning, managing, executing and reviewing an annual budget.

Experience managing a large number of employees in multiple locations.

Experience using Microsoft Word, Excel, the Internet, E-Mail, and other electronic business and social communication applications.

Licenses or Certifications Required:

Must have a valid driver's license and current automobile insurance.

Knowledge, Skills and Abilities Required:

Extensive knowledge of principles, laws, and best practices of library administration and operations.

Strong knowledge of business and management principles involved in strategic planning, fiscal planning and management, resource allocation, human resources, leadership techniques, and the coordination of people and resource.

A good understanding of library automated systems.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to motivate, develop, and direct people as they work, identifying the best people for the job.

Excellent written and oral communications skills for the purposes of persuading, conveying information and instructing others while maintaining a strong focus on service.

Ability to organize and plan work and to multitask within tight deadlines.

Ability to create new programs and projects, analyze information, and evaluate results for the purposes of improving provided services.

Ability to continually display professional business attitude with a pleasant demeanor while working in a customer service oriented organization.

Ability to evaluate situations and to exercise tact, courtesy and good judgment.

Ability to travel as required.

Working Conditions

Work is usually performed in a normal office environment. Some evening and weekend work will be required, with occasional overnight travel.

Physical Effort:

Primarily sedentary work, but also requires standing, walking, crouching, stooping, kneeling, reaching, pushing, grasping, hearing and talking.

Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.

Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20 or more feet.

Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by the employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Approved date: _____

Evaluation of the Executive Director

Date: _____

Rating Code:

- 5 Consistently exceeds expectations (excellent)
- 4 Meets expectations well enough/often enough to be above average (good)
- 3 Maintains expectations effectively enough or often enough (satisfactory)
- 2 Able to maintain expectations on occasional basis. Needs improvement or more time to learn (fair)
- 1 Consistently fails to meet expectations. Needs to improve or learn skills/responsibility in order to retain position (needs improvement)
- NA Have no direct knowledge in this area

Feel free to include additional sheets for comments as needed.

RATING	AREA
_____	Fiscal Year Goal I Additional Comments:
RATING	AREA
_____	Fiscal Year Goal II Additional Comments:

RATING	AREA
_____	Fiscal Year Goal III Additional Comments:
RATING	AREA
_____	Fiscal Year Goal IV Additional Comments:
RATING	AREA
_____	ISL Directive LLSAP (SHARE) Additional Comments:

RATING	AREA
_____	ISL Directive Delivery Additional Comments:
_____	ISL Directive Talking Books Additional Comments:
_____	Board Relations <i>Effectively communicates orally and in writing with the Board. Provides information, options, and recommendations needed by the Board to establish policies. Keeps Board members informed on legislative and legal matters pertaining to the System. Brings matters to the Board's attention in a timely manner.</i> Additional Comments:

_____	<p>Personnel Development</p> <p><i>Maintains or increases productivity of staff. Maintains positive management/staff relations. Makes full and effective use of the skills and resources of staff by delegating authority and holding subordinates accountable for results. Actively seeks avenues for staff development.</i></p> <p>Additional Comments:</p>
_____	<p>Community and Organizational Involvement</p> <p><i>Actively promotes an understanding of System services throughout the IHLS area. Actively participates in state and national professional organizations. Active in library matters at the state level. Is a positive advocate for library issues. Effectively serves as the IHLS Board ambassador. Encourages cooperative partnerships.</i></p> <p>Additional Comments:</p>
_____	<p>Membership Relations</p> <p><i>Maintains a professional relationship with library members. Actively promotes positive relationships with member libraries. Considers opposing viewpoints when determining future directions for System services. Understands the diversity of needs in a multi-type System and strives to balance those needs. Proactively works with the Librarian's Advisory Council to discuss pressing issues and determine resolutions.</i></p> <p>Additional Comments:</p>

<hr/>	<p>Administration/Fiscal Responsibilities <i>Prepares, evaluates, justifies, and makes efficient use of the budget. Reviews present programs and services and makes revisions through creative decision-making and problem solving. Oversees the maintenance and improvement of the System buildings and property. Prepares annual budget for Board consideration. Maintains professional surroundings and a safe working environment.</i> Additional Comments:</p>
<hr/>	<p>Planning <i>Develops challenging, yet realistic, goals and objectives for the System. Demonstrates an ability to carry out the plans for meeting System goals and objectives. Ties the work of the staff to the goals of the System. Provides reports on achievement and attainment of goals and objectives. Conducts an ongoing assessment of the System and member needs and responds by taking appropriate actions. Prepares and updates annually a one-year service plan and a multi-year long-range plan.</i> Additional Comments:</p>
<hr/>	<p>Miscellaneous <i>Exhibits confidence and leadership. Takes initiative. Considers a broad perspective in decision-making. Effectively communicates. Is persuasive. Incorporates a long-term vision for the health of the System and membership.</i> Additional Comments:</p>

(Evaluator's Signature)