

2.2 System Member Fees and Revenue

The SHARE fund contains LLSAP user fees from member libraries in the following categories:	
- Aspen	\$64,250
- Cloud Subscription	\$127,308
- SHARE LLSAP Full Member Fees	\$1,221,877
- SHARE LLSAP Transitional Member Fee	\$20,095
- SHARE Bibliographic Service Fee	\$68,083
- SHARE Additional Module Fees	\$42,388
- SHARE SAM Fee	\$9,642
Total:	\$1,553,643
The SHARE fund contains LLSAP group purchase fees from member libraries in the following categories:	
- SHARE Group Purchase Subscriptions	\$26,871
- SHARE eBook Purchases	\$54,165
Total:	\$81,036
The General fund contains program attendance and purchase fees on behalf of member libraries in the following categories:	
- Dreamhost Domain Name	\$544
- HR Source Membership Grant	\$1,750
- HR Source Webinar Series	\$555
- Library Law Books	\$4,355
- Serving Our Public Books	\$165
- Swank Movie Copyright Compliance Site License	\$8,161
Total:	\$15,530

2.3 System Non-Member Fees and Revenue

The General fund generated revenue in the following categories:	
ILDS Contract	\$262,049
Office Leasing at the Champaign Office	\$12,350
Sales from Branded Items	\$631
Member Day Vendor Sponsorships and Promotional Product Sales	\$4,084
Total:	\$279,114
The OCLC fund generated revenue in the following categories:	
ILLINET/OCLC Group Service Fees	\$5,057,204
ILLINET/OCLC Monthly Network Transactional Billing	\$455,647
Total:	\$5,512,851

2.4 Capital Expenditures in Excess of \$5,000

Capital Projects Fund Expenditures*	Expense
Edwardsville Building – Mill, Repair, Overlay, and Paint Parking Lot	\$150,600
Vehicles – (9) Cargo Vans	\$444,969

*The Capital Projects Fund includes transfers from multiple SAPC grant years.

2.5 Loans or Letters of Credit

As of June 30, 2024, there were no outstanding loans or mortgage payables for the Illinois Heartland Library System.

As of June 30, 2024, IHLS had the following letters of credit:

- Busey Bank – \$5,000,000.00
- US Bank – \$2,500,000.00

2.6 Treasurer's Surety Bond

The Cincinnati Insurance Company
6200 S Gilmore Rd
Fairfield, OH 45014-5141

Public Official Bond No. CBE1039672

KNOW ALL MEN BY THESE PRESENTS:

That Sarah Beth Hill
of Nattoon State of Illinois (hereinafter called the Principal) and The Cincinnati Insurance Company (hereinafter called the Surety), a corporation organized under the laws of the state of Ohio with its principal office in the City of Fairfield and the State of Ohio are held and firmly bound unto Illinois Heartland Library System (hereinafter called the Obligee) in the sum of One Million Nine Hundred and Sixty Thousand Dollars and Zero Cents (\$ 1,960,000.00) for the payment whereof to the Obligee the Principal binds himself/herself, his/her heirs, executors, administrators, and assigns, and the Surety binds itself, its successors, and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this 1st day of March, A.D. 2024.

Whereas the above named Principal has been duly appointed or elected to the office of Treasurer / Board Member and

Whereas, the effective date of this bond is February 28th, 2024.

Now, therefore, the condition of the foregoing obligation is such that if the Principal shall faithfully perform such duties as may be imposed on him/her by law and shall honestly account for all money that may come into his/her hands in his/her official capacity during such period, then this obligation shall be void; otherwise, it shall remain in full force until cancelled as provided herein.

This Bond is executed by the Surety upon the following express conditions, which shall be conditions precedent to the right of recovery hereunder:

First: That the Surety may, if it shall so elect, cancel this Bond by giving thirty (30) days notice in writing to Illinois Heartland Library System and this Bond shall be deemed canceled at the expiration of said thirty (30) days; the Surety remaining liable, however, subject to all terms, conditions, and provisions of this Bond, for any act or acts covered by this Bond which may have been committed by the Principal up to the date of such cancellation; and the Surety shall, upon surrender of this Bond and its release from all liability hereunder, refund the premium paid, less a pro rata part therefore for the time this Bond shall have been in force.

Second: That the Surety shall not be liable hereunder for the loss of any public moneys or funds occurring through or resulting from failure of, or default in payment by, any banks or depositories in which any public moneys or funds have been deposited, or may be deposited by or placed to the credit, or under control of the Principal, whether or not such banks or depositories were or may be selected or designated by the Principal or by other persons; or by reason of the allowance to, or acceptance by the Principal of any interest on said public moneys or funds, any law decision, ordinance, or statute to the contrary notwithstanding.

Third: That the Surety shall not be liable for any loss or losses, resulting from the failure of the Principal to collect any taxes, licenses, levies, assessments, etc., with the collection of which he/she may be chargeable by reason of his/her election or appointment as aforesaid.

Witness:

XXXXXXXXXXXX
XXXXXXXXXXXX
(as to the Principal)

XXXXXXXXXXXX
XXXXXXXXXXXX
Principal



The Cincinnati Insurance Company

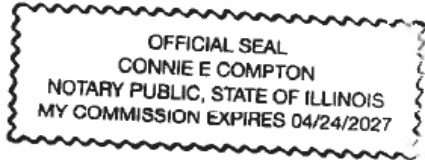
By XXXXXXXXXXXX
Attorney-in-Fact: Jim Turner

Jim Turner

STATE OF Illinois SS
COUNTY OF Coles

Sarah Beth Hill being
duly sworn, says that he/she will support the constitution of the United States and of the State of Illinois
and that he/she will faithfully, honestly, and impartially perform and discharge the duties of the office position to which
he/she has been appointed while he/she shall hold said office.

Sworn to by said Sarah Beth Hill
Before me, and by him/her subscribed in my presence this 22nd
day of April, A.D. 2024
Connie E Compton Notary Public



3.1 Report of Changes in Membership

At the August meeting of the Illinois Heartland Library System Board of Directors, membership applications were accepted from the following agencies:

Geff CSD #14 (Wayne County)

Smithton CCSD #130 (St. Clair County)

At the November meeting of the Illinois Heartland Library System Board of Directors, a membership application was accepted from:

Big Muddy River Correctional Center (Jefferson County)

At the March meeting of the Illinois Heartland Library System Board of Directors, a membership application was accepted from:

Wood River Hartford ESD #15 (Madison County)

At the May meeting of the Illinois Heartland Library System Board of Directors, the following actions were taken pertaining to membership:

An approval of a request to withdraw was accepted from:

Lincoln Christian College (Logan County)

Asian Educational Media Service (University of Illinois)

Vienna Correctional Center (Johnson County)

An approval of recommendations to suspend from membership:

Mounds Public Library (Pulaski County)

Benton CCSD #47 (Franklin County)

Selmaville CCD #10 (Marion County)

3.2 Summary of System Membership

Summary of System Membership:

Report the number of full member agencies and the number of member agencies by type.

The number of full member agencies as of June 30, 2024 follows:

Academic Libraries	28
Public Libraries	226
School Districts	239
Special Libraries	26
Total Agencies	519

3.3 Continuing Education Training

The continuing education/training programs offered by the system for the priorities of service, including the types of offerings, number of events held, total number of participants, and total number of contact hours provided, is as follows:

IHLS

Number of Events/Programs	30
Number of Participants	1252
Total Contact Hours	3115

The 12 Members Matters offerings that were held in FY2023 drew 522 attendees for 899 Contact Hours.

The 2024 Member Day involved 449 attendees for 1796 Contact Hours.

Although not a specific Continuing Education offering, 36 Directors' Chats were held in FY2024 for a total of 849 Contact Hours.

SHARE

Number of events/programs	65
Number of participants	1712
Total Contact hours	2764

CMC

Number of events/programs	19
Number of participants	687
Total Contact hours	2102

3.4 Member Site Visits

In FY2024 144 Site visits were conducted:

Academic Libraries	2
Public Libraries	97
School Libraries	42
School/Public Combination Libraries	1
Special Libraries	2

3.5 Non-Resident Fee Participation

This is the URL for the listing of public libraries in IHLS with indication of whether they are or are not participants in the non-resident fee program:

<https://www.illinoisheartland.org/members/non-resident-fee>

4. System Staff

Title	Department	Annual Salary Schedule	Fringe Benefits
Accounts Payable Coordinator	Accounting	\$39,470.08	\$0.00
Accounts Recievable Coordinator	Accounting	\$55,016.00	\$0.00
Associate Director	General Administrative	\$153,998.26	\$0.00
Bibliographic Grant Manager	CMC	\$76,880.18	\$0.00
Cataloger	SHARE	\$49,067.98	\$0.00
Cataloger	CMC	\$56,971.72	\$0.00
Cataloger	CMC	\$54,780.70	\$600.00
Cataloger	SHARE	\$54,519.92	\$0.00
Cataloger	SHARE	\$51,274.86	\$0.00
Cataloger	CMC	\$51,274.86	\$0.00
Cataloger	SHARE	\$51,760.02	\$0.00
Cataloger	SHARE	\$56,971.72	\$0.00
Cataloger	CMC	\$49,302.76	\$600.00
Cataloger	CMC	\$51,274.86	\$0.00
Cataloger	CMC	\$17,092.40	\$0.00
Cataloger	CMC	\$62,668.84	\$500.00
Cataloger 3	SHARE	\$54,223.00	\$0.00
Communications & Advocacy Administrator	General Administrative	\$53,262.04	\$0.00
Continuing Education Coordinator Liaison	General Administrative	\$60,269.04	\$0.00
Courier	Operations	\$32,614.40	\$0.00
Courier	Operations	\$17,915.04	\$0.00
Courier	Operations	\$14,742.00	\$0.00
Courier	Operations	\$16,295.76	\$0.00
Courier	Operations	\$16,295.76	\$0.00
Courier	Operations	\$32,760.00	\$0.00
Courier	Operations	\$32,760.00	\$0.00
Courier	Operations	\$14,742.00	\$0.00
Courier	Operations	\$14,742.00	\$0.00
Courier	Operations	\$19,562.40	\$0.00
Courier	Operations	\$36,212.80	\$0.00
Courier	Operations	\$37,668.80	\$0.00
Courier	Operations	\$32,760.00	\$0.00
Courier	Operations	\$32,614.40	\$0.00
Courier	Operations	\$16,295.76	\$0.00
Courier	Operations	\$32,614.40	\$0.00
Courier	Operations	\$16,295.76	\$0.00
Courier	Operations	\$32,614.40	\$0.00
Courier	Operations	\$17,915.04	\$0.00
Courier	Operations	\$32,760.00	\$0.00
Courier	Operations	\$14,742.00	\$0.00
Courier	Operations	\$37,668.80	\$0.00
Courier	Operations	\$16,295.76	\$0.00

Accounts Payable Coordinator	Accounting	\$39,470.08	\$0.00
Sorter	Operations	\$13,104.00	\$0.00
Sorter	Operations	\$31,948.80	\$0.00
Sorter	Operations	\$16,866.72	\$0.00
Sorter	Operations	\$13,104.00	\$0.00
Web and IT Administrator	Information Technology	\$54,482.48	\$0.00

Number of Vacant Positions Currently Trying to Fill

Title	Department
HR Coordinator	Human Resources
Membership Coordinator	General Administrative
Sorter	Operations

List by job titles the number of positions eliminated during FY2024

Title	Department
N/A	

5.1 FY2024 Board Meetings Held

The regular meetings of the Board of Directors of the Illinois Heartland Library System will be held on the fourth Tuesday of the month at the Illinois Heartland Library System. There will not be a regularly scheduled meeting for the month of December. Each meeting will begin at 5 p.m.

July 25, 2023

August 22, 2023

September 26, 2023

October 31, 2023

November 8, 2023

November 28, 2023

January 23, 2024

February 27, 2024

March 26, 2024

April 23, 2024

May 28, 2024 – Board elections held

June 25, 2024

All Board and committee meeting agendas are posted on the Illinois Heartland Library System website.

5.2 List of System Board Members

Board Members	Officers	Term Ends	Address	Phone	Email
Loretta Broomfield		June 2025	206 South Market St. Marion, IL 62959	618-993-5935	lbroomfield@board.illinoisheartland.org
Karen Bounds	President	June 2025	515 East Broadway Ave. Centralia, IL 62801	618-532-5146	kbounds@board.illinoisheartland.org
Francis Buckingham		June 2026	550 6th St. Carlyle, IL 62231	618-594-5210	fbuckingham@board.illinoisheartland.org
Ann Chandler		June 2024	121 W Vine St. Taylorville, IL 62568	217-824-4736	achandler@board.illinoisheartland.org
Jenna Griffith	Ethics Officer	June 2024	1700 W Cherry St. Marion, IL 62959	618-993-5935	jgriffith@board.illinoisheartland.org
Sarah Hill		June 2026	5001 Lake Land Blvd Mattoon, IL 61938	217-234-5440	shill@board.illinoisheartland.org
Ryan Johnson	OMA Officer	June 2024	120 Civic Plaza O'Fallon, IL 62269	618-696-9035	rjohnson@board.illinoisheartland.org
Tammy Krouse	Secretary	June 2024	361 W Main St. Albion, IL 62806	618-445-2814	tkrouse@board.illinoisheartland.org
Kristi Lear		June 2026	Margaret Cross Norton Bldg Springfield, IL 62756	217-782-4682	klear@board.illinoisheartland.org
Chastity Mays		June 2024	405 W Main St. Carbondale, IL 62901	618-525-2676	cmays@board.illinoisheartland.org
Linda McDonnell	Vice-President	June 2025	2001 Delmar Ave. Granite City, IL 62040	618-616-1822	lmcdonnell@board.illinoisheartland.org
Emily Pickell		June 2026	610 W University Ave. Champaign, IL 61820	217-351-3929	epickell@board.illinoisheartland.org
Joshua Short	Member at Large FOIA Officer	June 2025	1001 Ninth St. Highland, IL 62249	618-654-5066	jshort@board.illinoisheartland.org
Kristy Walker		June 2026	321 S Prairie St. Bethalto, IL 62010	618-377-8141	kwalker@board.illinoisheartland.org

5.3 IHLS Board Meets Requirements Specified In 23 ILAC 3030.255

The Board of Directors of the Illinois Heartland Library System does have policies in place to meet compliance regulations with 23 ILAC 3030.255.

Policies and Bylaws:

[Governance Documents | IHLS \(illinoisheartland.org\)](#)

Contracts and Purchasing:

[Microsoft Word - Financial Policy Propped Changes October 2022 approved by Board 102522 \(illinoisheartland.org\)](#)

Personnel Code (Conflict of Interest, Travel Expenditures and Secondary Employment):

[FINAL 2023 HANDBOOK.pdf \(illinoisheartland.org\)](#)

5.4 IHLS Board Meets Finances and Records Responsibilities In 23 Ilac3030.260

The Board of Directors of the Illinois Heartland Library System is compliant with 23 ILAC 3030.260.

- Financial records are maintained at the Administrative Headquarters in Edwardsville.
- A monthly financial report is prepared and reviewed by the finance committee and the full board.
- An annual audit is conducted.
- Funds are accounted for as of June 30th of each year by expenditure, encumbrance or reserves.
- An annual budget has been prepared and submitted prior to July 1.
- A purchase inventory is maintained.
- Accounts are organized on the basis of funds.
- Financial reports are submitted to the Illinois State Library twice a year.



Article I Name

The name of the organization shall be Illinois Heartland Library System, hereinafter referred to as the System.

Article II Authority

The System derives its authority from the Illinois Library System Act, 75 Illinois Compiled Statutes 10/1 et. seq. as amended (hereinafter called "Statutes"); and operates in accordance with the Administrative Rules of Title 23, Part 3030 of the Illinois Administrative Code (hereinafter called "Administrative Rules") promulgated thereunder.

Article III Purpose/Objectives/Vision & Mission

Section 1. The System is a cooperative multi-type library system serving academic, public, school, and special libraries of central and southern Illinois in the counties of Alexander, Bond, Calhoun, Champaign, Christian, Clark, Clay, Clinton, Coles, Crawford, Cumberland, Douglas, Edgar, Edwards, Effingham, Fayette, Ford, Franklin, Gallatin, Greene, Hamilton, Hardin, Iroquois, Jackson, Jasper, Jefferson, Jersey, Johnson, Lawrence, Macon, Macoupin, Madison, Marion, Massac, Menard, Monroe, Montgomery, Moultrie, Perry, Piatt, Pope, Pulaski, Randolph, Richland, Sangamon, Saline, St. Clair, Shelby, Union, Vermilion, Wabash, Washington, Wayne, Williamson, White, and parts of DeWitt, Logan and Mason and other counties that may be associated with the System in the future.

Section 2. The System envisions a future where all libraries and information partners collaborate to provide accessible and innovative services. (Vision) The System is a community of multi-type libraries developing partnerships and sharing resources in pursuit of excellent service. (Mission)

Section 3. In accordance with its Strategic Plan and its Operational Plan of Service, the System provides services and facilitates cooperation among its member libraries in order to implement the objectives stated in the Statutes and Administrative Rules.

Section 4. To achieve its purpose, the System responsibly utilizes the Area & Per Capita Grant appropriation from the Illinois General Revenue Fund and Library Services and Technology Act funding as disbursed and administered by the Illinois State Library as a department of the Secretary of State's Office. Additionally, the System actively pursues alternative revenue streams and earned income opportunities to fulfill its mission.

Article IV Fiscal Year

The fiscal year of the System shall begin with July 1 and end with June 30.

Article V Membership

Section 1. The Statutes and Administrative Rules of the State of Illinois and the Membership Criteria of the System govern Membership in the System. All academic, public, school and special libraries whose governing authority headquarters are within the geographic boundaries of the System are eligible to apply for membership. Participating libraries will hereinafter be known as Members. Acceptance is subject to the approval of the Board of Directors of the System and the State Librarian and implies agreement by the applying library to applicable State statutes and rules and to the System's Bylaws, policies and Annual Operational Plan. Members agree to comply with policies, rules and regulations required for maintaining Membership.

Section 2. Any Member library may be suspended from Membership if not in compliance with State statutes or System requirements. Members will remain in good standing as long as they meet System and State Membership criteria in compliance with statute 75 ILCS 10/9. Specific information about Suspension can be found in the Administrative Rules (3030.100 *et seq*).

Section 3. Transfer of a Member library to another System shall be governed by the administrative rules of the Illinois State Library.

Section 4. Upon written notice on or before April 1 of any year, a member library governing authority may voluntarily terminate System membership on or before June 30 of the same year (the end of the System's fiscal year) and upon fulfillment of all outstanding obligations to the System.

Article VI Board of Directors

Section 1. The System shall be governed by a Board of Directors of fifteen (15) members. No library shall be represented by more than one Board member. All Board members must be eligible electors in the geographical area of the System. Eligible electors are individuals who are eligible to register to vote within the territory of the System.

Section 2. Duties of Board

The Board of Directors of the System shall have the authority to make such policy to carry out the spirit and intent of The Illinois Library System Act and shall have the powers conferred by the Act. The Board of Directors as a whole has the responsibility to review and approve the overall budget as submitted by the Executive Director.

Section 3.

The Board of Directors shall be composed of elected members according to the following manner:

- a. Eight (8) members from the governing boards of public library members.
- b. Two (2) members representing public libraries
- c. Three (3) members representing school libraries
- d. One (1) member representing special libraries
- e. One (1) member representing academic libraries

Section 4. Nominating Committee for the Board of Directors.

A Nominating Committee of five (5) members, who shall be eligible electors within the geographic area of the System, shall be appointed by the President of the System Board, with Board approval, in October of each year. It is the preference of the Board that a minimum of two members from the current Nominating Committee will serve the following year in order to ensure continuity of the process. No currently sitting System Board member may serve on the Nominating Committee and no Nominating Committee Member may be slated for that election to the System Board.

- a. The Nominating Committee shall select and confirm candidates for election to the System Board representing all geographic areas. Nominees must be members of a governing board of a member library, professional staff or the administration of the type of library to be represented as set out in these Bylaws. The call for nominations will be appropriately publicized to the Members of the System and any member may propose names for the Nominating Committee's consideration. Additional nominations may be sent to the Nominating Committee upon written petitions of ten (10) member libraries represented by the type of seat on the System Board to be filled. Such petitions, accompanied by written acceptance of the nominee, must be filed with the System Executive Assistant who will forward them to the Chair of the Nominating Committee for inclusion on the list of nominees. Criteria for the inclusion or any elimination of names to appear on the ballot will be developed by the Nominating Committee, and this information will be included with the certification results presented to the Board at its May meeting. The determination of the final slate of candidates is the responsibility of the Nominating Committee, with the goal of creating a balanced ballot representative of all System members.
- b. The Nominating Committee shall prepare a ballot and certify that all candidates are eligible electors in the geographic area of the System. The ballot will include no more than six (6) eligible candidates for each open seat. Any incumbent board member running for a second term will automatically be awarded a slot on the ballot. In the event that there are no eligible candidates for an open position on the IHLS board, there will be a write-in vote. Any viable write-in candidate will be required to meet all eligibility criteria for the specific board position and must receive a minimum of five (5) affirmative votes in order to win election. The nominating committee must verify the winning candidate. If there is no clear winner from the write-in vote, the president will appoint a new board member.
- c. The ballot will be distributed to each member library agency electronically by March 15. A library agency is defined as a library or libraries with a single governing body or corporate authority. For example, a public library with branches would be counted as a single agency as would a school district with libraries in several buildings. Each library will be entitled to return only one ballot for its choice of candidates for the System Board of Directors. Before the vote is cast, each library agency should determine who will be responsible for casting the vote for its agency. The Nominating Committee will accept only the first completed ballot, if multiple votes are cast by the same library agency.
- d. Ballots must be completed and submitted by April 15th to be counted. In the event of a tie, a subsequent election to break the tie will be announced no later than April 25th. This ballot will be available electronically for one full week. The Nominating Committee will certify the election results to the System Board of Directors at its May meeting each year.

Section 5. Terms of Office

- a. Except for those Board members who are elected to the Initial System Board in 2011 and who draw either one- or two-year terms as provided in Section 4d above, and for those board members whose term might be limited by Section 5b below, all Board members will be elected for a term of three (3) years.
- b. No Board member shall be permitted to serve for more than a total of six (6) consecutive years unless two (2) years have elapsed since his/her sixth year of service.
- c. All terms of office shall be staggered, with one-third of the board seats ending each year.
- d. Terms of office begin on July 1 and end on June 30, the System's fiscal year.
- e. Any appointment to the System Board for a partial term is counted as a full year of service at the conclusion of the most current fiscal year.
- f. Prior service in office on the board of directors of any Illinois Library System, shall count toward the statutory maximum of serving a total of no more than six (6) years as a director, unless two years has elapsed since their sixth year of service.

Section 6. Economic Interest

- a. No member of the System Board may profit personally, either directly or indirectly, from any business connected with the System.
- b. Each member of the System Board shall file a Statement of Economic Interest pursuant to the Illinois Governmental Ethics Act.
- c. All records and accounts of the System shall be kept in the System headquarters office and in the custody of the Executive Director. All such records and accounts shall be open to the inspection and use of all members of the System Board at all reasonable times.
- d. The members of the System Board shall serve without compensation, but their actual and necessary expenses shall be paid by the System.

Section 7.

Should a board member no longer be an eligible elector within the geographic area of the System, or leave the local position by virtue of which he/she was eligible, nominated and elected, the seat shall be declared vacant. Vacancies may be filled by appointment by the remaining members of the Board. The appointee shall serve for the unexpired term of the Director replaced. Persons appointed must have the same qualifications as those elected, and represent the constituency of the vacant seat.

Section 8. Officers

- a. The Officers of the Board of Directors shall be a President, Vice-President, Secretary, and Treasurer.
- b. The Board Nominating Committee shall present a slate of candidates to the Board at the first meeting of the fiscal year. Additional nominations may be made from the floor. The Directors shall then vote on the slate of candidates.

- c. The Officers shall be elected for one year, and no Officer shall serve more than two consecutive terms. A term of six months or more shall be considered a full term.
- d. The duties of the Officers shall be:
 - i. The President shall preside at all meetings of the Board, appoint any necessary committees, be an ex officio member of all committees, and be entitled to vote on such committees.
 - ii. The Vice-President shall preside at meetings in the absence of the President and shall in case of the resignation of the President assume the President's responsibilities until the election of a new President.
 - iii. The Secretary shall have responsibility for the records of the Board of Directors.
 - iv. The Treasurer shall be chairperson of the Finance Committee. Before entering the duties, the Treasurer shall be required to give a bond in an amount equal to at least 50% of the average amount of the system's operating fund from the prior 3 fiscal years. Cost of the bond is paid by IHLS.
 - v. Should an office become vacant prior to the expiration of the term of that office, the Directors shall elect from their members an Officer to fill the unexpired term.

Section 9. Attendance of Board members

Board members are expected to fulfill the duties imposed on them by the nature of their office. It is expected that Board members attend meetings at a public location for regularly scheduled meetings of the full board. Board members must notify the System Executive Director if they are unable to attend a board meeting. When a Board member is absent from a meeting, the following actions will be taken. The President shall notify in writing any member missing his or her second meeting. Upon a member's third absence the topic will be included on the agenda for discussion at the next meeting. The System Board, by a majority vote may, with a quorum present, declare a Board position vacant if a Director fails to attend three (3) meetings during the fiscal year.

Section 10. Committees

The President of the Board of Directors shall appoint committees. Membership on standing committees is limited to members of the Board of Directors; excluding the Nominating Committee which is made up of members only. Membership on committees shall be not less than three. Members of the Board of Directors are limited to membership on two standing committees, excluding the Executive Committee. Terms on committees are for one year, or until such time as new appointments are made.

All IHLS Board committees are advisory only except the Executive Committee and the Nominating Committee. Advisory committees do not have the authority to make binding recommendations or determinations or to take any other substantive action.

Executive Committee:

The elected officers of the Board of Directors plus one other Board member shall constitute the Executive Committee. A majority of the Executive Committee may authorize payment of bills in the event a meeting cannot be held. The duties of the committee shall be:

- a. To conduct business between regularly scheduled meetings of the Board of Directors
- b. To provide for the annual evaluation of the Executive Director
- c. To review the Bylaws of the System annually

Standing Committees (other than Nominating Committee for the Board of Directors):

- a. Finance

- i. The Treasurer shall be the chairperson of this committee
- ii. To monitor System revenue and expenditures and report significant variances to the Board of Directors*
- iii. To review expenditures over \$2,500.00 that are not included in the approved budget
- iv. To review monthly projections of cash balances that are provided by the Finance Director
- v. To review and provide guidance to the Board of Directors on policies or recommendations having potential financial implications
- vi. To review annual audit findings
- vii. To expect the Finance Director to brief the committee on upcoming known issues that will skew the financials in some significant manner
- viii. To review and recommend the Pay Grade Assignments appropriately based upon information from the Executive Director.

*The committee would not generally expect to be involved in financial matters that are within the parameters of an established budget, other than as a monitor function. Certainly, establishment of policies that impact finances, anything that would suggest the need to expend contingency funds or move funds, is within the realm of Committee purview. It would be our desire to review planned changes before taking them to the Board when changes from the budget are proposed (even if the overall budget for the line will remain unaffected). For example, when creating a new position not initially funded or deciding to add/eliminate a capital project, the Committee would expect to review and comment on such a change to the Board.

b. Delivery and Facilities

- i. To review the property needs of the System
- ii. To review that system property fits into the System strategic plan
- iii. To review property leases and purchases
- iv. To review delivery policies

c. Personnel

- i. To review position descriptions and staffing requirements of the System
- ii. To review and make recommendations to the board regarding Personnel Handbook of the System

d. Policy and Membership

- i. To review and make recommendations to the board regarding the service policies of the System
- ii. To review progress in fulfilling the System Operational Plan
- iii. To review continued membership eligibility of libraries that are members of the System

e. Nominating Committee for Officers of the Board

- i. To develop a slate of officer candidates from the Directors serving on the board at the beginning of the fiscal year
- ii. Each candidate shall be contacted about their willingness to serve as an officer

- iii. The Slate of Officers shall be voted on at the July meeting of the Board

Ad Hoc Committees

The President may appoint Ad Hoc committees as needed. Members of Ad Hoc committees may also include other personnel associated with the System, but who are not members of the Board of Directors. Ad Hoc committees must include members of the Board, and no library associated with the System can have more than one member on an Ad Hoc committee.

Section 11. Meetings

- a. The Board shall hold a minimum of nine (9) regular monthly meetings per year to conduct the business of the System. The dates, times and locations of the meetings shall be determined at the July meeting. Board agendas shall be posted in accordance with the Illinois Open Meetings Act.
- b. All Board and Committee meetings will be conducted in full compliance with the Open Meetings Act (5 ILCS 120/1 et seq.). All Board, Committee, and sub-committee meetings will be conducted in full compliance with the Open Meetings Act (5 ILCS 120/1 et seq.) and the IHLS Policy on Meetings via Electronics Means.
- c. The President may call special meetings on his/her initiative; the President must call a special board meeting when requested by at least five (5) board members. Notice shall be given 48 hours prior to the date of the meeting and shall state the business to be transacted. The meeting will be limited to the business stated.
- d. A quorum shall be a simple majority of the members of the System Board. With fifteen (15) members, the quorum is eight (8).
- e. Should both the President and Vice-President be absent from any meeting, the Directors present shall choose from among their number, a temporary, presiding Officer who shall be designated President Pro Tem for that meeting.
- f. A roll call vote shall be taken for the expenditure of funds, execution of a contract, and upon the request of any board member.
- g. Standard Order of Business will comply with the Open Meetings Act.
- h. Closed session minutes will be reviewed by the President or Vice President at the January and July board meetings each year.

Article VII Executive Director

The Executive Director shall be the System's Chief Executive Officer and be responsible for the administration of the System. The qualifications of the Executive Director shall include a master's degree from an American Library Association accredited library education program and who has a minimum of five years postgraduate employment that includes a minimum of two that were in library administrative experience. The Executive Director shall have the authority to hire such other employees as may be necessary, to fix their compensation, and remove such appointees, subject to the approval of the Board. The acts of the Executive Director are subject to the approval of the Board. Applicable hiring, IHLS Bylaws

compensation and termination procedures may differentiate based on business needs. A new employee may begin the onboarding process and the recommendation for hire will be included in the next Board meeting packet. The Executive Director reports to and is responsible directly to the Board. Performance is evaluated by the Board of Directors based upon the agency's ability to serve the needs of its membership and achieve the goals of the Board.

Article VIII Membership Input

The Executive Director shall hold regularly scheduled meetings for system members at rotating sites throughout the system.

The purpose of these meetings is to:

1. Gather input and feedback from members regarding current System services and initiatives.
2. Offer an additional opportunity for communication and networking with and among membership.
3. Provide a forum in which suggestions can be made for the consideration of the Board of Directors and the Executive Director.

These meetings will be held on a bi-monthly schedule at geographically diverse locations throughout the system. Videoconference sites will be open to enable members from throughout the system to attend in several locations. As they become available and effective, other electronic methods of connectivity will be implemented to offer other meeting options for members.

Article IX LLSAP Governance Group

The LLSAP membership shall form a governance group that will act as an effective liaison between the LLSAP membership and the IHLS Board of Directors. The purpose of this group is to:

1. Promote membership excellence and involvement.
2. Provide input and review of changes to LLSAP governance documents.
3. Initiate suggestions regarding the LLSAP to the Executive Director and the IHLS Board of Directors.

Members of the LLSAP governance group shall serve according to the guidelines set by the LLSAP governance and its membership.

Article X Parliamentary Authority

All meetings shall be conducted in accordance with Robert's Rules of Order, latest edition, and shall be open to the public in compliance with the "Illinois Open Meetings Act," as amended (ILCS 120/1 et.seq.)

Article XI Amendments and Revisions

Section 1. These Bylaws may be amended by a vote of two-thirds (2/3) of all Board members at a regular Meeting of the Board of Directors of the System provided a written draft of the proposed amendments has been given to each Director at the preceding regular meeting with notice to all member libraries.

Section 2. Bylaws changes can originate from the System Board or from the membership of the System submitted to the System Board.

Section 3. Bylaws changes must be submitted for approval by the State Librarian through the Illinois State Library before they shall become effective.

Approved by Planning Panel on February 26, 2011

Approved by the Illinois Heartland Library System Transition Board on March 29, 2011

Approved by the Illinois Heartland Library System Board of Directors on July 5, 2011

Amended by the Illinois Heartland Library System Board of Directors on August 23, 2011

Amended by the Illinois Heartland Library System Board of Directors on August 28, 2012

Amended by the Illinois Heartland Library System Board of Directors on February 26, 2013

Amended by the Illinois Heartland Library System Board of Directors on July 23, 2013

Amended by the Illinois Heartland Library System Board of Directors on October 22, 2013

Amended by the Illinois Heartland Library System Board of Directors on May 27, 2014

Amended by the Illinois Heartland Library System Board of Directors on October 28, 2014

Amended by the Illinois Heartland Library System Board of Directors on November 25, 2014

Amended by the Illinois Heartland Library System Board of Directors on March 5, 2015

Amended by the Illinois Heartland Library System Board of Directors on July 28, 2015

Amended by the Illinois Heartland Library System Board of Directors on April 26, 2016

Amended by the Illinois Heartland Library System Board of Directors on February 26, 2019

Amended by the Illinois Heartland Library System Board of Directors on January 23, 2024.

Amended by the Illinois Heartland Library System Board of Directors on February 27, 2024.

7.1 Summary Appraisal of System Real Estate

Property Description	Own or Rent?	Value of Property	Plans for Property
Carbondale Hub 1740 Innovation Drive Carbondale, IL	Rent	\$6,794.33/mo. or \$81,532 annually	Continue to lease
Champaign Hub 1704 Interstate Drive Champaign, IL	Own	Appraised value \$850,000 as of 2018	LED lighting update
Edwardsville Hub 6725 Goshen Road Edwardsville, IL	Own	Appraised value 2,100,000 as of April 2019	Brick tuckpointing

7.2 Inventory of Current Owned Motor Vehicles

Type (Model/Year)	License Plate Number	Current Mileage	Type of Use	Will vehicle be replaced during FY2025?
2021 Ford Transit	U35969	68,629	Delivery	Yes
2021 Ford Transit	U35999	56,110	Delivery	
2024 Ford Transit	U37006	13,399	Delivery	
2024 Ford Transit	U37008	11,839	Delivery	
2024 Ford Transit	U37009	10,860	Delivery	
2024 Ford Transit	U37010	19,737	Delivery	
2015 Ford Taurus	U18520	111,509	Staff Use	
2008 Dodge Grand Caravan	U25399	159,574	Staff Use	
2021 Ford Transit	U35767	86,468	Delivery	
2020 Ford Box Truck	U35065	108,295	Delivery	
2020 Ford Transit	U35062	170,536	Delivery	Yes
2023 Ford Transit	U36092	55,296	Delivery	
2021 Ford Transit	U35987	83,839	Delivery	
2024 Ford Transit	U37007	13,516	Delivery	
2024 Ford Transit	U37011	11,473	Delivery	
2024 Ford Transit	U37012	6,704	Delivery	
2015 Ford Taurus	U30129	31,019	Staff Use	
2020 Chrysler Voyager	U34175	57,288	Staff Use	
2023 Chevrolet Express Box Truck	U36531	59,071	Delivery	
2020 Ford Transit	U35998	68,006	Delivery	
2019 Ford Transit	U33807	177,341	Delivery	Yes
2019 Ford Transit	U33849	171,873	Delivery	Yes
2020 Ford Transit	U35063	136,624	Delivery	
2020 Ford Transit	U35060	165,457	Delivery	Yes
2020 Ford Transit	U35059	134,670	Delivery	
2024 Ford Transit	U37013	13,941	Delivery	
2024 Ford Transit	U37014	5,244	Delivery	
2015 Dodge Grand Caravan	U30423	108,686	Staff Use	
2015 Ford Taurus	U8313	116,120	Staff Use	

7.3 Summary of Fiscal Year Out of State Travel Information

Name of Event or Reason for Travel Destination	Number of Travelers
American Association of School Librarians (AASL) Conference; Tampa, FL	1
Association for Rural & Small Libraries (ARSL) Conference; Wichita, KS	7
Collaborative Institute for Rural Communities & Librarianship (CIRCL) Meeting; Austin, TX	1
Innovative Users Group (IUG) Conference; Detroit, MI	5
Library Marketing & Communications Conference (LMCC); Indianapolis, IN	2
Public Library Association (PLA) Conference; Columbus, OH	10

**23 Ill. Adm. Code 3030.270 Part B Multitype Library System Annual System Report
FY2024 Delivery Annual Report**

8. Delivery Annual Report

In addition to including delivery goals, objectives, and activities in the Annual Report Narrative (1.1), complete Tables 1, 2 and 3 with information specific to the delivery service only.

Tables 1 and 3 include both system and ILDS delivery.

Table 1: Delivery Operating Expenses

Delivery Expenditures	FY2024 System Delivery	FY2024 ILDS
Delivery Personnel		
Library Professionals		
Other Professionals		
Support Services		
Social Security Texas (FICA)		
Unemployment Insurance		
Workers' Compensation		
Retirement Benefits		
Health, Dental, and Life Insurance		
Temporary Help		
Recruiting		
TOTAL		

Delivery Buildings & Grounds		
Rent		
Utilities		
Property Insurance		
Repairs & Maintenance		
Janitorial Services & Supplies		
Other		
TOTAL		

Delivery Vehicle Expense		
Fuel		
Repairs & Maintenance		
Vehicle Insurance		
Vehicle Leasing & Rent		
TOTAL		

Travel & CE for Delivery Staff		
In-State Travel		
Out-of-State Travel		
Registration & Other Fees		
TOTAL		

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Delivery Expenditures	Expense Item	FY2024 System Delivery	FY2024 ILDS
Delivery Liability Insurance			
TOTAL			

Supplies, Postage & Printing			
Delivery Supplies			
General Office Supplies & Equipment			
Internal Printing/Photocopying			
Postage			
Library Supplies			
Other			
TOTAL			

Delivery Telephone & Telecomm			
Local/Long Distance – Voice			
Telecomm – Data & Fax			
TOTAL			

Delivery Equipment Rental, Repair & Maintenance			
Equipment Rental			
Equipment Repair & Maintenance			
Maintenance Agreement			
Computer Hardware Insurance			
TOTAL			

Delivery Professional Services			
Legal			
Accounting			
Consulting			
Contractual Staff			
TOTAL			

Delivery Contractual Services			
Contractual Agreements with commercial carriers			
TOTAL			

TOTAL DELIVERY OPERATING EXPENSES			
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23 Ill. Adm. Code 3030.270 Part B Multitype Library System Annual System Report

Table 2: Regional Delivery Statistics

Provide a summary of regional delivery services. Chart regional statistics by routes or hubs including the number of items transported, average number of delivery miles traveled per week, and average number of direct delivery stops per week. Do not include ILDS items that were transported. Report statistical data using methods agreed upon through the work of the statewide Delivery Standardization project.

Delivery Route or Hub	Items Transported	Average Miles/Week	Average Stops/Week
TOTAL			

Table 3: Delivery Supplemental Statistics as of June 30, 2024

All Agencies	Number receiving system-provided delivery	Number receiving outsourced delivery	Total
Public libraries (agencies)			
Academic libraries (agencies)			
School libraries (agencies)			
Special libraries (agencies)			
TOTAL			

Community Delivery Partnership (CDP) Agencies	Number participating in CDPs as host	Number participating in CDPs as participant
Public libraries (agencies)		
Academic libraries (agencies)		
School libraries (agencies)		
Special libraries (agencies)		
TOTAL		

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Agency Delivery by Frequency	Number in functional frequency categories. Include all types of delivery
On Demand	
2 day per week	
3 day per week	
4 day per week	
5 day per week	
Other	
TOTAL	