Illinois Heartland Library System
IMAGINING TOMORROW - DELIVERING POSSIBILITIES TODAY

TABULAR
REPORTS
2022

1.2 Agency Participation to Provide and Maintain Access to New Acquisitions

	Number of Participating Agencies
Academic Libraries	27
Public Libraries	211
School Libraries	111
Special Libraries	11
TOTAL	338

2.2 System Member Fees and Revenue

The SHARE fund contains LLSAP user fees from member libraries in the following categories:	
- Cloud Subscription	$115,644
- GALE Subscription	$17,873
- New York Times Subscription	$2,114
- SHARE LLSAP Full Member Fees	$1,174,803
- SHARE LLSAP Transitional Member Fee	$17,474
- SHARE Bibliographic Service Fee	$78,003
- SHARE Additional Module Fees	$36,000
- SHARE SAM Fee	$11,121
Total:	**$1,453,032**
The SHARE fund contains LLSAP group purchase fees from member libraries in the following categories:	
- SHARE eBook Purchases	$82,415
Total:	**$82,415**
The General fund contains program attendance and purchase fees on behalf of member libraries in the following categories:	
- HR Source Webinars	$640
- Library Law Books	$483
- Serving Our Public Books	$440
- Dreamhost Domain Name	$490
- Swank Movie Copyright Compliance Site License	$2,102
Total:	**$4,154**

2.3 System Non-Member Fees and Revenue

The General fund generated revenue in the following categories:	
Surplus of Assets	$11,876
E-Rate Funding	$3,240
ILDS Contract	$260,658
Member Day Vendor Sponsorships and Promotional Product Sales	$4,517
Total:	**$280,291**
The OCLC fund generated revenue in the following categories:	
ILLINET/OCLC Group Service Fees	$4,792,259
ILLINET/OCLC Monthly Network Transactional Billing	$288,570
Total:	**$5,080,829**

2.4 Capital Expenditures in Excess of $5,000

Capital Projects Fund Expenditures	Expense
Champaign Building – Remodel of ADA Restrooms	$111,645
Edwardsville Building – First and Second-Floor Remodel • Remodel of the first-floor kitchen/training room. • Installation of screen dividers on the first floor. • Replace two sets of custom size metal doors on the first-floor loading dock area. • Demolish and remodel office space in the Finance/HR office suite. • Removal of wallpaper and painting of second-floor bathrooms and kitchen.	$130,934
SHARE Fund Expenditures	**Expense**
N/A	N/A

2.5 Loans or Letters of Credit

As of June 30, 2022, there were no outstanding loans or mortgage payables for Illinois Heartland Library System.

As of June 30, 2022, IHLS had the following letters of credit:
- Busey Bank – $5,000,000.00
- US Bank – $4,500,000.00

2.6 Treasurer's Surety Bond

PUBLIC OFFICIAL BOND
(Definite Term)

Travelers Casualty and Surety Company of America

Bond No. 107547938

KNOW ALL MEN BY THESE PRESENTS, That we **CHASTITY MAYS**
of **107 SOUTH GLENVIEW DR,CARBONDALE, IL 62901**
as Principal, and **Travelers Casualty and Surety Company of America**, a corporation duly incorporated under the laws of the State of
Connecticut, as Surety, are held and firmly bound unto **Illinois Heartland Library System**
as Obligee, in the penal sum of **One Million Seven Hundred and Fifty Thousand**
(**$1,750,000.00**) Dollars, lawful money of the United States of America, for the payment of which well and truly to be made,
said Principal binds himself/herself, his/her heirs, executors, administrators and assigns, and said Surety binds itself, its successors
and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal has been _____ **Elected** _____ to the office of **Treasurer/Board Member**
for a definite term beginning **December 1, 2021**, and ending **November 30, 2022**, and is required to furnish a bond for
the faithful performance of the duties of the said office or position.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION is such that if the above bounden Principal shall (except as
hereinafter provided) faithfully perform the duties of his/her said office or position during the said term, and shall pay over to the
persons authorized by law to receive the same all moneys that may come into his/her hands during the said term without fraud or
delay, and at the expiration of said term, or in case of his/her resignation or removal from office, shall turn over to his/her successor
all records and property which have come into his/her hands, then this obligation to be null and void; otherwise to remain in full force
and effect.

PROVIDED, HOWEVER, that the above named Surety shall not be liable hereunder for any loss of any public fund resulting from
the insolvency of any bank or banks in which said funds are deposited; and, if this provision shall be held void, this entire bond shall
be void.

AND PROVIDED FURTHER, that the Surety may cancel bond at any time during the said term by giving to the obligee a written
notice of its desire so to cancel and at the expiration of thirty (30) days from the receipt of such notice by the obligee the surety shall
be completely released as to all liability thereafter accruing. If this provision shall be held void, this entire bond shall be void.

SEALED and dated this **December 2, 2021**.

CHASTITY MAYS

_____
Witness By:

_____
Principal

Travelers Casualty and Surety Company of America

_____
By:

Laken Allen Attorney in Fact

S-2232 (06-08)

3.1 Changes in System Membership

At the June meeting of the Illinois Heartland Board of Directors, membership applications from the following agencies were confirmed:

- Bismarck-Henning Rossville-Alvin Cooperative High School
- Grand Prairie CCSD 6
- Vandalia Correctional Center

At that same board meeting, requests for withdrawal from the following agencies were accepted:

- Hanson Professional Services Incorporated
- U.S. Army Engineer Research and Development Center (ERDC) Library

An agency was closed during FY2022 and was withdrawn from system membership.

- Lincoln College

3.2 Summary of System Membership

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

Academic Libraries	29
Public Libraries	227
School Districts	237
Special Libraries	28
Total	**521**

3.3 Continuing Education Training

Summary of 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 (number of participants per event multiplied by hours offered at each, equals total.

IHLS (see attached Excel document)
Number of events/programs   26
Number of participants   735
Number of contact hours   2,105.5

- The Monthly Members Matter series drew 410 participants for 820 contact hours.
- The 3-part HR Source series drew 73 participants for 109 contact hours.
- The 2021 Member Day involved 228 participants for 1140 contact hours.
- Although not a specific Continuing Education offering, 38 Directors' Chats were held in FY 2022 for a total of 1103 contact hours.

Note: The majority of IHLS continuing education opportunities were recorded for future viewing and the library system does not currently track those numbers.

SHARE (see attached Excel document)
Number of events/programs   125
Number of participants   1381
Total Contact hours   2391

CE events offered by SHARE and the CMC included trainings on any and all aspects of working with our automation consortium. Multileveled barcoding and circulation trainings were made available to SHARE members.

FY 2022 General Continuing Education

	A	B	C	D	E	F	G
1	Date	Title	Participants	Length	Contact Hours		
2	7/29/2021	Exploring Legal Resources	24	1.5	36		
3	4/10/2022	HR Source: Crisp, Clear and Concise Comm.	25	1.5	37.5		
4	5/11/2022	HR Source: Effective Delegation	22	1.5	33		
5	6/22/2022	HR Source: Legal Issues for Supervisors	26	1.5	39		
6	11/18/2021	Member Day (Closing Session)	208	1	208		
7	11/18/2021	Member Day (Intellectual Freedom)	145	1	145		
8	11/18/2021	Member Day (Library Trusteeship)	157	1	157		
9	11/18/2021	Member Day (Mock Board Meeting)	152	1	152		
10	11/18/2021	Member Day (Navigating Post-Covid)	161	1	161		
11	11/18/2021	Member Day (Open Meetings Act)	147	1	147		
12	11/18/2021	Member Day (Opening Session)	228	1	228		
13	11/18/2021	Member Day (Readers Advisory)	156	1	156		
14	11/18/2021	Member Day (Ready, Set, Advocate)	144	1	144		
15	11/18/2021	Member Day (Succession Planning)	132	1	132		
16	11/18/2021	Member Day (Weeding Without Tears)	166	1	166		
17	7/15/2021	Members Matter: ARPA Grant	65	2	130		
18	9/16/2021	Members Matter: Broadband	33	2	66		
19	4/21/2022	Members Matter: Community Grant	31	2	62		
20	2/17/2022	Members Matter: Grant Writing	36	2	72		
21	12/16/2021	Members Matter: Library Patrons and Court Issues	27	2	54		
22	6/16/2022	Members Matter: Maintaing Your Library Facility	24	2	48		
23	5/19/2022	Members Matter: Memory Loss	32	2	64		
24	8/19/2021	Members Matter: Building Inclusive Communities	47	2	94		
25	1/20/2022	Members Matter: EDI (Part 1)	44	2	88		
26	3/17/2022	Members Matter: EDI (Part 2)	32	2	64		
27	10/21/2021	Members Matter: LGBTQ+ Spectrum	39	2	78		
28		TOTAL	735		2105.5		
29							
30		Members Matter	410		820		
31		Member Day	228		1140		
32		HR Source	73		109.5		
33		Legal Resources	24		36		
34							
35		Total					
36					Submitted by	Ellen Popit	8/24/2022

FY 2022 General Continuing Education

	A	B	C	D	E	F	G
37		Directors Chats (38 Held Throughout the Year)	1103		1103		

SHARE: Class Title	Number Events	Total Participants	Total Hours
SHARE Catalogers Training Session	9	470	940
SHARE Barcoding 1	4	20	60
Dewey Decimal Classification	1	12	36
SHARE Reports	2	21	55
Circulation	80	232	232
CMC: Class Title			
Online with the CMC	8	400	400
Moodle: Subject Analysis	1	2	30
Moodle: RDA Book Training	1	10	150
Moodle: RDA for Video and Audio Recording	1	8	120
Cat Training Workshops			
Jul-21	1	1	2
Aug-21	1	1	2
Jan-22	1	1	2
Feb-22	1	1	2
Mar-22	1	2	4
May-22	1	1	2
Cat Virtual Training Workshops			
Jul-21	1	1	2
Aug-21	1	3	6
Sep-21	1	4	8
Nov-21	1	1	2
Jan-22	1	2	4
Feb-22	1	2	4
Mar-22	1	2	4
Apr-22	1	3	6
May-22	1	1	2
Jun-22	1	1	2
Other			
SHARE Annual Meeting	1	92	184
SHARE Birthday Party	1	87	130
	125	1381	2391

3.4 Member Site Visits

Member Site Visits: 60

Of those visits:
Conducted at Academic Libraries: 1
Conducted at Public Libraries: 23
Conducted at School Libraries: 34
Conducted at Special Libaries: 2

Offerings included: See attached Excel document

The ongoing threat of the COVID virus continued to make site visits challenging and we look forward to reaching that 20% point in FY 2023.

FY2022 SITE VISITS

Date	Library	Reason	Staff	Type
6/14/2022	Blackburn College (v)	New director	CT	Academic
7/12/2021	Cahokia Public Library District	Board Meeting	AY & EP	Public
9/15/2021	Sparta Public Library	Networking Group	AY	Public
11/2/2021	Marissa Public Library District	Board Meeting	AY	Public
11/2/2021	Red Bud Public Library	New Director	AY	Public
11/2/2021	Steeleville Area Library District	Site Visit	AY	Public
11/8/2021	Petersburg Public Library	Board Meeting	AY	Public
11/9/2021	Auburn Public Library	Site Visit	AY	Public
11/9/2021	Blue Ridge Public Library	Site Visit	AY	Public
11/9/2021	Milford Public Library	Board Meeting	AY	Public
11/20/2021	Chatham PLD	Dismantling Racism	AY	Public
11/30/2021	Ashley Public Library District	Board Meeting	AY	Public
11/30/2021	Chatham PLD	Medium Pubs	EP	Public
1/16/2022	Wayne City Public Library	Board Meeting	Ay	Public
2/1/2022	Decatur PL (v)	Polaris development request	CT	Public
2/1/2022	Mascoutah PL (v)	New director	CT	Public
2/7/2022	O'Fallon PL (v)	Affiliate Program	CT	Public
3/23/2022	Venice Public Library	Site Visit	AY, LP & DP	Public
3/23/2022	Washington Park	Site Visit	AY & DP	Public
4/21/2022	Decatur PL (v)	New programs	CT	Public
4/29/2022	Windsor Storm	Small Pubs	CT & EP	Public
5/6/2022	White Hall PL (v)	New director	CT	Public
5/11/2022	Cahokia PL (v)	New director	CT	Public
6/21/2022	Du Quoin PL (v)	New director	CT	Public
4/21/2022	Pawnee Elementary School	Introductory Visit	LG	School
9/29/2021	O'Fallon Township HS	SILT	CT & LG	School
3/22/2022	Summersville Grade School	Introductory Visits	LG	School
3/30/2022	Caseyville Public Library	Introductory Visit	LG	School
3/30/2022	Wood River Public Library	Introductory Visit	LG	School
4/1/2022	O'Fallon/Milburn Campus	Introductory Visit	LG	School
4/1/2022	O'Fallon/Smily Campus	Introductory Visit	LG	School
4/5/2022	Decatur SD (v)	New director	CT	School
4/5/2022	Mascoutah Elementary School	Introductory Visit	LG	School
4/5/2022	Mascoutah Elementary School	Introductory Visit	LG	School
4/5/2022	Mascoutah High School	Introductory Visit	LG	School
4/6/2022	Breese Central High School	Introductory Visit	LG	School
4/6/2022	Wesclin High & Middle School	Introductory Visit	LG	School
4/20/2022	Alton High School	Introductory Visit	LG	School
4/21/2022	Auburn Middle School	Introductory Visit	LG	School
4/21/2022	Bell-Chatham Glennwood HS	Introductory Visit	LG	School
4/21/2022	Riverton Middle School	Introductory Visit	LG	School
4/26/2022	Argenta/Oreana HS	Introductory Visit	LG	School
4/26/2022	Meridian High School	Introductory Visit	LG	School
4/26/2022	Warrensburg Elementary Sch.	Introductory Visit	LG	School
4/27/2022	Arcola Grade School	Introductory Visit	LG	School
4/27/2022	Arcola High School	Introductory Visit	LG	School

FY2022 SITE VISITS

4/27/2022	Mt. Zion Intermediate School	Introductory Visit	LG	School
27-Apr	Stephen Decatur Middle School	Introductory Visit	LG	School
4/28/2022	Adams Grade School (Marion)	Introductory Visit	LG	School
4/28/2022	Crab Orchard	Introductory Visit	LG	School
4/28/2022	West Frankfort High School	Introductory Visit	LG	School
5/5/2022	Bismarck-Henning……..	Membership Application	EP & LG	School
5/5/2022	Hutsonville High School	Introductory Visit	LG	School
5/5/2022	Robinson High School	Introductory Visit	LG	School
5/10/2022	Grand Prairie Elementary	Membership Application	EP & LG	School
5/21/2022	Summersville Grade School	Assistance	LG	School
5/24/2022	Freeburg High School	Introductory Visit	LG	School
8/24/2022	Greenview Schools (v)	Potential membership	CT	School
1/25/2022	Giertz Education Center (v)	Temporary suspension	CT & EP	Special
4/6/2022	Vandalia Correctional Center	Membership Application	EP	Special

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:

[Non-Resident Fee Program Information | Illinois Heartland Library System](#)

4.1 System Staff

Staff Name Last	First	Title	Department	Hours Worked Per Wk	Hourly Payrate	Annual Salary
Current Positions						
Baugh	Jennifer	SHARE Bibliographic Services Manager	Resource Sharing	40.00		$ 70,403.06
Beasley	Danielle	SHARE Circulation and Resource Specialist	Resource Sharing	40.00		$ 52,171.86
Bednar	Leslie	Executive Director	General Administrative	40.00		$ 156,948.93
Behrens	Steven	Courier	Operations	18.00	$ 15.94	
Bode	John	Courier	Operations	18.00	$ 17.53	
Boylan	Ceili	Sorter	Operations	18.00	$ 12.00	
Brown	Troy	IT Director	Information Technology	40.00		$ 127,617.10
Burgett	Christie	Courier	Operations	18.00	$ 12.75	
Bushong	Stacie	Executive Assistant	General Administrative	40.00	$ 27.72	
Chapman	Brandon	Network Administrator	Information Technology	40.00		$ 70,677.78
Chmielewski	Phillip	Courier	Operations	18.00	$ 15.94	
Chubb	Ronald	Courier	Operations	18.00	$ 14.35	
Cornell	Mary	Cataloger	Resource Sharing	40.00		$ 52,172.12
Cullen	Kevin	Courier	Operations	18.00	$ 12.75	
Dauer	Bonnie	Cataloger	Resource Sharing	40.00		$ 57,389.02
Dell	Aaron	Sorter	Operations	18.00	$ 12.00	
Dettenmeier	Colleen	Senior Accountant	Accounting	40.00		$ 59,408.75
Egts	Katherine	Metadata Cataloger	Technical Services	40.00		$ 46,954.96
Fruhling	Terry	Courier	Operations	18.00	$ 15.94	
Gieszelmann	Leo	Courier	Operations	18.00	$ 12.75	
Gregory	Leah	Membership Coordinator	General Administrative	40.00		$ 59,000.00
Greve Penrod	Shandi	Marketing Coordinator	General Administrative	40.00		$ 57,389.02
Harris	Latisha	Sorter	Operations	18.00	$ 12.00	
Henderson	Michael	Circulation and Resource Sharing Specialist	Resource Sharing	40.00		$ 42,440.94
Herald	Andrew	Courier	Operations	18.00	$ 12.75	
Hickman	Bruce	Courier	Operations	18.00	$ 12.75	
Hogan-Downey	Carol	Communications Coordinator	General Administrative	40.00		$ 41,737.02
Horton	Marcia	Sorter	Operations	18.00	$ 13.50	
House	Nathan	Sorter	Operations	18.00	$ 12.00	
Jaber	Hanan	Cataloger	Resource Sharing	40.00		$ 52,172.12
Jennings	Donald	Courier	Operations	18.00	$ 14.35	
Johnisee	Rhonda	Finance Director	Accounting	40.00		$ 95,005.04
Johnson	Linda	Cataloger	Resource Sharing	40.00		$ 46,954.96
Johnston	Mary	Tech Support Specialist	Resource Sharing	40.00	$ 22.59	
Jones	Brenda	Courier	Operations	18.00	$ 12.75	
Jones	Larry	Courier	Operations	18.00	$ 19.13	
Kates	Linda	Operations Manager	Operations	40.00		$ 70,403.06
Knirr	John	Web and IT Administrator	Information Technology	40.00		$ 51,887.94
Knowlton	Heather	HR Assistant	Human Resources	18.00	$ 17.00	
Koester	Mary	ILDS Coordinator	Operations	40.00	$ 14.87	
Malone	John	Courier	Operations	40.00	$ 15.94	
McGinn	Michael	Courier	Operations	40.00	$ 15.75	
McInerney	Lia	Delivery Coordinator	Operations	40.00	$ 17.65	
McKinney	Eric	Cataloger	Resource Sharing	40.00		$ 46,954.96
Merritt	James	Courier	Operations	18.00	$ 12.75	
Moreland	Terry	Reporting Services Specialist	Resource Sharing	10.00	$ 24.97	
Moreno	Heather	Courier	Operations	18.00	$ 12.75	

Staff Name Last	First	Title	Department	Hours Worked Per Wk	Hourly Payrate	Annual Salary
Current Positions						
Morrison	Timothy	Courier	Operations	18.00	$ 12.75	
Munson Jr.	Harry	Courier	Operations	18.00	$ 19.13	
Nichols	Clark	Courier	Operations	18.00	$ 15.94	
Noll	Cheryl	Accounting Assistant	Accounting	32.00	$ 19.77	
Owen	Philip	Courier	Operations	18.00	$ 15.94	
Paden	Shirley	Accounts Recievable Coordinator	Accounting	40.00	$ 24.23	
Palmer	Susan	Operations Director	Operations	40.00		$ 88,074.06
Parr	Casey	Delivery Coordinator	Operations	40.00	$ 17.77	
Patt	Jon	Courier	Operations	40.00	$ 12.75	
Pearson	Susan	Cataloger	Resource Sharing	40.00		$ 47,399.31
Perkins	Elizabeth	Cataloger	Resource Sharing	40.00		$ 52,172.12
Perry	Roger	Courier	Operations	18.00	$ 17.53	
Petty	Linda	Area Manager	Operations	40.00		$ 77,443.08
Phelps	Bryan	Courier	Operations	18.00	$ 12.75	
Pippin	Donald	Cataloger	Resource Sharing	40.00		$ 52,172.12
Pitcher	Christina	Sorter	Operations	18.00	$ 12.00	
Popit	Ellen	Associate Director	General Administrative	40.00		$ 141,024.00
Porter	Dena	Administrative Services Manager	Resource Sharing	40.00		$ 56,322.00
Ringering	Jerry	Courier	Operations	40.00	$ 14.35	
Scoby	Barbera	Catalger	Resource Sharing	40.00		$ 46,954.96
Sedor	Jacob	SHARE Administrative Service Specialist	Resource Sharing	40.00	$ 20.43	
Shrewsberry	Timothy	Courier	Operations	40.00	$ 12.75	
Sipole	Gary	Courier	Operations	40.00	$ 14.66	
Sjursen	Paul	Sorter	Operations	18.00	$ 16.50	
Smith	Nancy	Sorter	Operations	18.00	$ 12.00	
Sparrow	Rick	Courier	Operations	18.00	$ 12.75	
Stewart	Richard	Courier	Operations	18.00	$ 15.94	
Stone	Shelley	Cataloger	Resource Sharing	10.00	$ 30.10	
Swallers	Steven	Courier	Operations	18.00	$ 14.35	
Tarro	Richard	Courier	Operations	18.00	$ 12.75	
Taylor	Sarah	Administrative Assistant	Operations	40.00	$ 18.54	
Thomas	Pamela	Bibliographic Project Coordinator	Technical Services	40.00		$ 70,403.06
Thomas	Russell	Courier	Operations	40.00	$ 12.75	
Thompson	Angela	Delivery Coordinator	Operations	40.00	$ 18.59	
Thompson	Cassandra	SHARE Director	Resource Sharing	40.00		$ 94,570.06
Tosh	Marshel	Courier	Operations	18.00	$ 12.75	
Trevino	Jill	Human Resources Coordinator	Human Resources	40.00		$ 85,972.90
Vana	Eric	Sorter	Operations	18.00	$ 12.00	
Walter	Blakely	Cataloger	Resource Sharing	40.00		$ 57,389.02
Ward	John	Courier	Operations	18.00	$ 19.13	
Weaver	Daniel	Courier	Operations	40.00	$ 14.35	
Wiarda	Jonathan	Sorter	Operations	18.00	$ 12.00	
Wiegand	Anna	Cataloger	Resource Sharing	40.00		$ 46,954.96
Wingerter	Brant	Web Developer	Information Technology	40.00		$ 75,712.42
Witt	Glen	Courier	Operations	18.00	$ 14.35	
Wollitz	Gary	Courier	Operations	18.00	$ 15.94	
Yackle	Annabel	Membership Coordinator	General Administrative	40.00		$ 70,080.92
Zarr	Johnathan	Sorter	Operations	18.00	$ 12.00	
Zink	Josh	Cataloger 3	Resource Sharing	40.00		$ 57,652.92
Staff Terminations (Voluntary/Involuntary)						
Anderson	Ian	Cataloger	Technical Services	40.00		$ 47,337.40
Daugherty	Susan	Sorter	Operations	18.00	$ 12.00	
Egland	Madison	Sorter	Operations	18.00	$ 12.00	
Elliott	Edith	Cataloging Supervisor	Resource Sharing	40.00		$ 63,418.00
Georges	William	Courier	Operations	40.00	$ 12.75	

Staff Name		Title	Department	Hours Worked Per Wk	Hourly Payrate	Annual Salary
Last	First					
Staff Terminations (Voluntary/Involuntary)						
Guardado	Ashley	Sorter	Operations	18.00	$ 12.00	
Hagemann	Elizabeth	Sorter	Operations	18.00	$ 12.00	
Hazelton	Molli	Sorter	Operations	18.00	$ 12.00	
Jonson	Gerry	Courier	Operations	18.00	$ 12.75	
Johnson	Steven	Cataloging Assistant	Resource Sharing	10.00	$ 24.61	
Laird	Bryan	Courier	Operations	18.00	$ 12.75	
Landolt	Dale	Courier	Operations	18.00	$ 12.81	
Margold	Heidi	Cataloger	Technical Services	40.00		$ 42,089.00
McDaniel	Staci	Sorter	Operations	18.00	$ 12.00	
Morris	Deborah	Cataloger	Technical Services	40.00		$ 41,737.00
Mueth	Ashley	Sorter	Operations	18.00	$ 12.00	
Nichols	Thomas	Courier	Operations	18.00	$ 12.75	
Ray	Kenneth	Courier	Operations	18.00	$ 12.75	
Rose	Erin	Metadata Cataloger	Technical Services	40.00		$ 42,440.94
Russell	Blair	Courier	Operations	18.00	$ 12.75	
Schuler-Faust	Cheryl	Cataloger	Technical Services	40.00		$ 48,803.87
Tarro	Richard	Courier	Operations	18.00	$ 12.75	
Theisen	Kristen	Sorter	Operations	18.00	$ 12.00	
Vallino	Eugene	Courier	Operations	18.00	$ 12.75	
Voiles	Ruthann	Courier	Operations	18.00	$ 12.75	
Yowell	Travis	Courier	Operations	18.00	$ 12.75	
Zavediuk	Lesley	SHARE Circulation Specialist	Resource Sharing	20.00	$ 27.59	

4.2 Number of Vacant Positions

Vacant Positions	Dept	Weekly Hours	Salary
None			
Eliminated Positions			
None			

5.1 FY2022 Board Meetings Held

FY2022 BOARD MEETINGS

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.

Due to COVID all meetings were held via Zoom only.

July 14, 2021
July 27, 2021
August 24, 2021
September 9, 2021
September 28, 2021
October 26, 2021
November 23, 2021
December 13, 2021
January 25, 2022
February 222, 2022
March 222, 2022
April 18, 2022
April 26, 2021
May 24, 2022
June 21, 2022

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

5.2 System Board Members

Board Members	Board Title/Location	Address	Phone	Email
Loretta Broomfield **Vice President** **June 2022**	Public Library Rep Marion Carnegie	206 South Market St. Marion, IL 62959	618-993-5935	lbroomfield@board.illinoisheartland.org
Karen Bounds **MAL & FOIA** **June 2022**	Public Library Trustee Centralia Regional Lib Dist	515 East Broadway Ave. Centralia, IL 62801	618-532-5146	kbounds@board.illinoisheartland.org
Stacey Carter **Secretary** **June 2024**	Special Library Rep Lincoln Correctional Center	1098 1350th St. Lincoln, IL 62656	217-735-5411 x368	scarter@board.illinoisheartland.org
Ann Chandler **June 2024**	Public Library Trustee Taylorville PL	121 W Vine St. Taylorville, IL 62568	217-825-7196	achandler@board.illinoisheartland.org
Tiffany Droege **June 2023**	School Library Rep Belleville West HS	920 North Illinois St. Belleville, IL 62220	618-222-7500	tdroege@board.illinoisheartland.org
Jenna Griffith **June 2024**	School Library Rep Marion CUSD #2	1700 W Cherry St. Marion, IL 62959	618-993-5935	Jgriffith@board.illinoisheartland.org
Ryan Johnson **OMA Officer** **June 2024**	Public Library Rep O'Fallon Public Library	120 Civic Plaza O'Fallon, IL 62269	618-696-9035	rjohnson@board.illinoisheartland.org
Tammy Krouse **June 2024**	School Library Rep Edwards County CCUD #1	361 W Main St. Albion, IL 62806	618-445-2327 x163	tkrouse@board.illinoisheartland.org
Kevin Latoz **June 2024**	Public Library Trustee Elwood Library District	104 N State St. Ridge Farm, IL 61870	217-806-6064	klatoz@board.illinoisheartland.org
Kris Lundquist **June 2022**	Public Library Trustee Watseka Public Library	201 S Fourth St. Watseka, IL 60970	815-432-4544	klundquist@board.illinoisheartland.org

5.2a Dates Elections Held and When New Board Members Seated

Board Elections are held annually in April and new members seated at the May board meeting.

5.2b System Ethics Officer

Karen Bounds

5.2c System FOIA Officer

Karen Bounds

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.
Specific information can be found at:
Policies and Bylaws:
http://www.illinoisheartland.org/?q=about/policies

Contracts and Purchasing:
http://www.illinoisheartland.org/sites/default/files/FinProcPolicy.pdf

Personnel Code (Conflict of Interest, Travel Expenditures and Secondary Employment):
http://www.illinoisheartland.org/sites/default/files/IHLS%20Empl%20Code%20amendedMay2015.pdf

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.

Bylaws

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 Annual 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 Live and Learn Fund 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 Plan of Service. 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 (3030.115).

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.

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

November 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 Board Secretary 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 to be approved by the Board, but in no case less than the minimum amount specified in the Library System Act.

    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. 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.

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 By-Laws of the System annually

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

    a. Budget and Finance

        i. The Treasurer shall be the chair of this committee

        ii. The committee assumes that the Board of Directors as a whole has the responsibility to review and approve the overall budget as submitted by the

Executive Director

       iii.   To establish the budget tracking and reporting standards provided by the Chief Fiscal Officer as are appropriate to the needs of the committee

       iv.   To monitor System expenditures and income and report significant variances to the Board of Directors*

       v.   To review expenses over $2,500.00 not included in the currently approved budget

       vi.   To review quarterly projections provided by the Chief Fiscal Officer

       vii.   To review and provide guidance to the Board of Directors on policies or recommendations having potential financial implications

       viii.   To review annual audit findings

       ix.   To expect the Chief Fiscal Officer to brief the committee on up-coming known issues that will skew the financials in some significant manner

       x.   To establish criteria for insurance (board, property, fleet) carriers, review and approve specifications for bids

       xi.   To update the salary schedule 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.   Facilities and Operations

       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 update the personnel code of the System

    d.   Policy and Membership

       i.   To review and update the service policies of the System

       ii.   To review and evaluate progress in fulfilling the System strategic 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.

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. 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 Advisory Councils

The Executive Director shall form Advisory Councils to serve as an effective liaison between the librarians of the System and the Executive Director. The purpose of the committee is to:

1. Promote System development
2. Provide input and review of changes to System policy and membership criteria
3. Initiate suggestions to the Executive Director and the Board

Members of the Advisory Councils shall serve three-year terms.

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 By-Laws 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. By-Laws changes can originate from the System Board or from the membership of the System submitted to the System Board.

Section 3. By-Laws 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

6.1 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	$6794.33/month or $81,532 annually	Continue
Champaign Hub 1704 Interstate Drive Champaign, IL	Own	Appraised value $850,000 as of 2018	Build office wall and relocate office door; resealing parking lot and cracks; parking lot striping
Edwardsville Hub 6725 Goshen Road Edwardsville, IL	Own	Appraised value 2,100,000 as of April 2019	Roof replacement; brick tuckpointing; remodel the remaining second floor and stairwells

6.2 Inventory of Current Owned Motor Vehicles

Type (Model/Year)	License Plate Number	Current Mileage	Type of Use	Will vehicle be replaced during FY2023?
2019 Ford Transit F350	U33056	189,813	Delivery	Yes
2019 Ford Transit F350	U33021	154,703	Delivery	No
2019 Ford Transit F350	U33022	165,031	Delivery	No
2019 Ford Transit F350	U33023	246,860	Delivery	Yes
2020 Ford Transit F350	U33806	124,769	Delivery	No
2020 Ford Transit F350	U35061	91,477	Delivery	No
2015 Ford Taurus	U18520	85,730	Staff	No
2008 Dodge Grand Caravan SE	U25399	147,967	Staff	No
2020 Ford Transit Cargo Van T350	U35100	80,865	Delivery	No
2020 Ford F450 Box Truck	U35065	62,929	Delivery	No
2020 Ford Transit Cargo Van T350	U35062	69,170	Delivery	No
2018 Ford Transit T350	U32276	223,378	Delivery	Yes
2019 Ford Transit T350	U33167	186,787	Delivery	Yes
2018 Ford Transit T350	U32274	134,504	Delivery	No
2020 Ford Transit Cargo Van T350	U35058	75,158	Delivery	No
2015 Chevy Express 2500 Cargo	U29922	198,503	Delivery	Yes
2015 Ford Taurus	U30129	23,318	Staff	No
2020 Chrysler Voyager	U34175	18,004	Staff	No
2015 Chevy Express	U29923	150,966	Delivery	Yes
2018 Ford F450 Cargo Truck	U31660	274,020	Delivery	Yes
2018 Ford Transit F350	U32277	198,618	Delivery	Yes
2018 Ford Transit F350	U32517	189,714	Delivery	Yes
2019 Ford Transit F350	U33020	128,473	Delivery	No
2019 Ford Transit F350	U33807	77,417	Delivery	No
2019 Ford Transit F350	U33849	75,826	Delivery	No
2020 Ford Transit F350	U35063	69,941	Delivery	No
2020 Ford Transit F350	U35060	74,325	Delivery	No
2020 Ford Transit F350	U35069	61,897	Delivery	No
2015 Dodge Grand Caravan	U30423	76,024	Staff	No
2015 Ford Taurus	U8313	93,276	Staff	No

6.3 Summary of Fiscal Year Out of State Travel Information

Number of Travelers	Actual Expense	Reason for Travel Destination & Duration
3	$1,825.39	Bibliotheca meeting
1	$1,271.32	The International Coalition of Library Consortia (ILCOLC) meeting

7. **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	FY2022 System Delivery	FY2022 ILDS
Delivery Personnel		
Library Professionals	$0.00	$0.00
Other Professionals	$232,517.74	$0.00
Support Services	$807,428.51	$114,826.16
Social Security Texas (FICA)	$77,667.92	$8,731.19
Unemployment Insurance	$1,847.04	$217.57
Workers' Compensation	$25,835.33	$4,543.89
Retirement Benefits	$12,203.36	$1,818.49
Health, Dental, and Life Insurance	$76,679.78	$13,574.80
Temporary Help	$0.00	$0.00
Recruiting	$5,071.14	$398.00
TOTAL	$1,239,250.82	$144,110.10

Delivery Buildings & Grounds		
Rent	$27,169.92	$0.00
Utilities	$18,124.66	$0.00
Property Insurance	$11,593.03	$0.00
Repairs & Maintenance	$19,527.62	$0.00
Janitorial Services & Supplies	$6,598.80	$0.00
Other	$7,492.58	$36.60
TOTAL	$90,506.61	$36.60

Delivery Vehicle Expense		
Fuel	$158,451.46	$61,063.33
Repairs & Maintenance	$49,341.81	$2,499.78
Vehicle Insurance	$34,692.00	$4,997.00
Vehicle Leasing & Rent	$65,766.24	$9,269.64
TOTAL	$308,251.51	$77,829.75

Travel & CE for Delivery Staff		
In-State Travel	$733.80	$119.49
Out-of-State Travel	$0.00	$0.00
Registration & Other Fees	$226.06	$78.95
TOTAL	$959.86	$198.44

Delivery Expenditures	Expense Item	FY2022 System Delivery	FY2022 ILDS
Delivery Liability Insurance		$7,434.59	$0.00
TOTAL		$7,434.59	$0.00

Supplies, Postage & Printing			
Delivery Supplies		$4,392.01	$140.20
General Office Supplies & Equipment		$7,438.80	$1,412.88
Internal Printing/Photocopying		$0.00	$0.00
Postage		$0.00	$0.00
Library Supplies		$0.00	$0.00
Other		$617.48	$0.00
TOTAL		$12,448.29	$1,553.08

Delivery Telephone & Telecomm			
Local/Long Distance – Voice		$13,100.16	$0.00
Telecomm – Data & Fax		$2,758.92	$0.00
TOTAL		$15,859.08	$0.00

Delivery Equipment Rental, Repair & Maintenance			
	Equipment Rental	$0.00	$0.00
	Equipment Repair & Maintenance	$2,445.98	$0.00
	Maintenance Agreement	$0.00	$0.00
	Computer Hardware Insurance	$0.00	$0.00
	TOTAL	$2,445.98	$0.00

Delivery Professional Services			
	Legal	$0.00	$0.00
	Accounting	$0.00	$0.00
	Consulting	$0.00	$0.00
	Contractual Staff	$0.00	$0.00
	TOTAL	$0.00	$0.00

Delivery Contractual Services			
	Contractual Agreements with commercial carriers	$0.00	$0.00
	TOTAL	$0.00	$0.00

TOTAL DELIVERY OPERATING EXPENSES		**$1,677,156.74**	**$223,727.97**

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
Carbondale	324,140	6,660 avg/week	278 avg/week
Champaign	1,128,942	21,710 avg/week	570 avg/week
Edwardsville	1,097,105	21,098 avg/week	453 avg/week
TOTAL	2,550,187		

Table 3: Delivery Supplemental Statistics as of June 30, 2022

2. 1 All Agencies	Number receiving system-provided delivery	Number receiving outsourced delivery	Total
Public libraries (agencies)	227	0	227
Academic libraries (agencies)	29	0	29
School libraries (agencies)	237	0	237
Special libraries (agencies)	28	0	28
TOTAL	**521**	**0**	**521**

3.3 Community Delivery Partnership (CDP) Agencies	Number participating in CDPs as host	Number participating in CDPs as participant
Public libraries (agencies)	53	1
Academic libraries (agencies)	0	1
School libraries (agencies)	3	100
Special libraries (agencies)	0	0
TOTAL	**56**	**102**

3.5 Agency Delivery by Frequency	Number in functional frequency categories. Include all types of delivery
On Demand	0
2 day per week	0
3 day per week	0
4 day per week	0
5 day per week	0
Other	521
TOTAL	**521**