



Illinois Heartland Library System

FINANCE COMMITTEE MEETING

Tuesday, June 12, 2018 at 3:00 p.m.

(via ZOOM and at the office listed below)

<https://zoom.us/j/746772429>

Office location: 6725 Goshen Road, Edwardsville, IL 62025

Members:

Sara Zumwalt, Chairwoman

Mary Biel

Tina Hubert

Robert Paarlberg

Sandra West

Adrienne Elam, Staff

1. Call to Order
2. Roll Call
3. Approval of Minutes from May 8, 2018 Meeting (**Attachment 3.1**)
4. Unfinished Business
5. New Business
 - a. Acceptance of May 2018 Bills (**Attachment 5.1**)
 - b. Acceptance of May 31, 2018 Financial Reports (**Attachment 5.2**)
 - c. Investment Update (**Attachment 5.3**)
6. Next Steps
 - a. FY2018 Audit Fieldwork August 1, 2, 3, & 6, 2018
7. Next Meeting – Tuesday, July 10, 2018 at 3:00 p.m.
8. Public Comment
9. Announcements
10. Adjournment

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

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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Illinois Heartland Library System

FINANCE COMMITTEE MEETING MINUTES

Date: May 8, 2018

Time: 3:00 p.m.

Call to Order

3:15 p.m.

Roll Call

Members present: Mary Biel, Tina Hubert, Robert Paarlberg, and Sandra West

Others present: Leslie Bednar, Adrienne Elam, Colleen Dettenmeier, Rhonda Johnisee, Cheryl Noll, and Shirley Paden

Absent: Sara Zumwalt

Approval of Minutes

From April 10, 23, and 26, 2018 – Motion to approve by Mary Biel, seconded by Tina Hubert. Motion approved.

Unfinished Business

- FY2019 General Fund Budget 2nd Draft - Motion to accept by Tina Hubert, seconded by Mary Biel. Motion carried by unanimous roll call vote. Leslie Bednar shared the details of the budget changes including removal of Capital Project items to a separate Capital Funds budget, the adjustments for the possible change of locations of the southern hub, and the salary of the Membership Coordinator.
- FY2019 Special Revenue Funds Budget 2nd Draft - Motion to accept by Robert Paarlberg seconded by Tina Hubert. Motion carried by unanimous roll call vote. Leslie Bednar shared that no changes have been made to these budgets since the first version. She shared that the SHARE Executive Council was aware that FY2019 could be an unbalanced budget when they decided not to raise their fees for FY2019. She also shared about the timing of the meetings of the SHARE Executive Council and the SHARE Finance and Policy Committee and that they are willing to re-arrange the order of their meetings to allow for approval of the next fiscal year's operations budget and for a parallel process with the IHLS Board of Directors meetings.

New Business

- April 2018 Bills – Motion to accept by Tina Hubert seconded by Mary Biel. Motion carried by unanimous roll call vote. Robert Paarlberg questioned check #19605 paid to IHLS-OCLC for the CONTENTdm Hosting Service. Adrienne Elam shared that IHLS is the fiduciary agent for ISL OCLC services and this is paid for out of SHARE funds for SHARE's

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access to CONTENTdm hosting service. Robert Paarlberg questioned check #19621 for annual software and tech support for SAM. Sandy West shared that this is reimbursed by libraries who elect to purchase this service from Comprise. Tina Hubert shared that it is used to regulate computer tasks such as who can sign into the libraries computers and the print jobs that are allowed to be sent to the printer.

- April 30, 2018 Financial Reports – Motion to accept by Mary Biel, seconded by Tina Hubert. Motion carried. Adrienne Elam stated that we have not received any more SAPC Grant funds and that we expect to expense all of the special revenue funds by fiscal year end. Robert Paarlberg questioned how many months of cash do we have to operate if we do not receive any more money? Adrienne Elam calculated and replied that the present General Fund Cash Balance could operate General Fund Operations for approximately 13.9 months.
- FY2019 Capital Projects Fund Draft - Motion to accept by Mary Biel seconded by Tina Hubert. Motion carried by unanimous roll call vote.
- FY2019 – FY2023 IHLS Southern Hub Proposal, *for information only* – Leslie Bednar shared the details of the IHLS Southern Hub Proposal and discussed with the committee their concerns. Leslie stated that, at minimum, delivery will need to be relocated before the beginning of the next school year and that our current lease renews August 1st, 2018 and a decision will need to be made in a timely manner. After more discussion it was decided that Leslie would review alternative options and provide various scenarios later.
- Capital Projects Fund Investment Outlook – It was recommended by Leslie Bednar to move the funds from the First Mid-Illinois Bank & Trust out of the CD and place in Illinois Funds Account until a more viable option is found. Motion to move the funds from the expiring First Mid-Illinois Bank & Trust Certificate of Deposit to the Illinois Funds Account by Mary Biel, seconded by Tina Hubert. Motion carried with 3 in favor and 1 opposed.

Next Steps – None.

Next meeting Tuesday, June 12, 2018 at 3:00 p.m.

Public Comment – None.

Announcements – None.

Adjournment – 4:20 p.m. Motion to approve by Tina Hubert, seconded by Mary Beil. Motion approved.

Illinois Heartland Library System
Disbursement Summary Report
From 05/01/2018 Through 05/31/2018

Attachment 5.1

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction Amount
				Code			
5/3/2018	19624	No	Illinois State Library	10		Registration for Reaching Forward South Conf - 11 Staff	(675.00) A
5/3/2018		No	Illinois State Library	85		Registration for Reaching Forward South Conf - 11 Staff	(150.00)
5/4/2018	19633	No	Actsoft	10		GPS Qtrly Subscriptions (22)	987.00
5/4/2018	19634	No	Alternative Business Systems	32		Review & Document Updates for Traverse Software	87.50
5/4/2018	19635	No	Ameren Illinois	10		CHA:Electric/Lighting Srvc 02/16-03/19/18	705.08
5/4/2018	19636	No	Ameren Illinois	10		CHA:Gas 02/15-03/18/18	482.38
5/4/2018	19637	No	Ameren Illinois	10		EDW:Gas 02/27-03/28/18	433.03
5/4/2018	19638	No	Ameren Illinois	10		EDW:Electric/Lighting Srvc 02/27-03/28/18	933.71
5/4/2018	19639	No	Anderson Pest Solutions	10		EDW:Qtrly Pest Control Interior May 2018	56.78
5/4/2018	19640	No	Monro Inc.	10		EDW:Change Oil/Filter & Tire Rotation Lic # U30840	49.36
5/4/2018		No	Monro Inc.	10		EDW:Change Oil/Filter & Tire Rotation Lic# U30839	49.36
5/4/2018	19641	No	DELL MARKETING L.P.	27		EDW:Annual Staff Laptop Replacement (2- 1 CMC/1 OCLC)	1,979.58 B
5/4/2018		No	DELL MARKETING L.P.	32		EDW:Annual Staff Laptop Replacement (2- 1 CMC/1 OCLC)	1,979.58
5/4/2018		No	DELL MARKETING L.P.	85		EDW:Cables for SHARE Server Upgrade (22)	1,512.00
5/4/2018	19642	No	Dominique Granger	10		EDW:Travel to Carbondale 04/18/18	21.20
5/4/2018	19643	No	Theresa Hahne	85		SWAT Team Barcoding 04/28/18 Hahne, Theresa	101.77
5/4/2018	19644	No	Illinois American Water	10		CHA:Water 03/27-04/26/18	73.45
5/4/2018	19645	No	Innovative Interfaces, Inc	85		Polaris Software Maint & Syntetics Solutions 04/01/18-	165,871.41 C
5/4/2018	19646	No	i3 Broadband - CU	10		CHA:Internet 05/01-06/01/18	8.33
5/4/2018		No	i3 Broadband - CU	27		CHA:Internet 05/01-06/01/18	8.33
5/4/2018		No	i3 Broadband - CU	85		CHA:Internet 05/01-06/01/18	8.33
5/4/2018	19647	No	Manpower	10		CHA:Contracted Help-Record Retention (2 people/4 hrs each)	139.20
5/4/2018	19648	No	Midwest Automotive & Diesel	10		CHA:Change Oil/Filter, Repace Rear Axle Seal, Brakes &	1,933.96 D
5/4/2018	19649	No	NCPERS Group Life Ins.	10		Supp Life Ins 05/01-05/31/18	98.56
5/4/2018		No	NCPERS Group Life Ins.	32		Supp Life Ins 05/01-05/31/18	29.44
5/4/2018		No	NCPERS Group Life Ins.	85		Supp Life Ins 05/01-05/31/18	80.00
5/4/2018	19650	No	Quill Corporation	10		EDW:Office & Janitorial Supplies	132.33
5/4/2018	19651	No	Reaching Forward South	10		Registration for Reaching Forward South Conf - 1 Staff	75.00
5/4/2018		No	Reaching Forward South	10		Registration for Reaching Forward South Conf - 11 Staff	675.00
5/4/2018		No	Reaching Forward South	85		Registration for Reaching Forward South Conf - 11 Staff	150.00
5/4/2018	19652	No	Republic Services #729	10		CHA:Trash Removal 05/01-05/31/18	176.85
5/4/2018	19653	No	Suzanne L Reynolds	85		SWAT Team Barcoding 04/18-04/26/18 Reynolds, Suzanne	207.42
5/4/2018	19654	No	Rochester Public Library District	10		Reimb for CD Lost in Delivery - Greatest Hits CD	19.95
5/4/2018	19655	No	SIUE/MUC Event Services Office	10		2018 Reaching Forward South Lunch Sponsorship	1,100.00 E
5/4/2018	19656	No	Mary L. Smith	10		Board Member:Travel to ILHS Board Mtgs 03/27/18 &	60.16
5/4/2018	19657	No	Speed Lube #14	10		CHA: Change Oil/Filter Lic# U30799	55.95
5/4/2018		No	Speed Lube #14	10		CHA:Change Oil/Filter Lic #U30759	55.95
5/4/2018		No	Speed Lube #14	10		CHA:Change Oil/Filter Lic# U30472	55.95
5/4/2018	19658	No	Staples Advantage	10		CAR:Pens, Folders, Markers, Copy Paper, Envelopes, Calendar	0.00
5/4/2018		No	Staples Advantage	85		CAR:Pens, Folders, Markers, Copy Paper, Envelopes, Calendar	0.00
5/4/2018	19659	No	Stutz Excavating, Inc	10		EDW:Salting Parking Lot 04/02/18	110.00
5/4/2018	19660	No	Pamela Thomas	27		EDW:Metadata Cataloging 04/16-04/30/18	3,065.25 F
5/4/2018	19661	No	Verizon Wireless	10		GPS Tracking Srvc 03/24-04/23/18	184.01
5/4/2018	19662	No	Verizon Wireless	10		Cellphone Srvc, MIFI, Router & After Hrs Line 03/24-	397.99
5/4/2018		No	Verizon Wireless	85		Cellphone Srvc, MIFI, Router & After Hrs Line 03/24-	429.52
5/4/2018	19663	No	Sandra West	10		Board Member:Travel to ILHS Board Mtg 04/26/18 West,	87.75
5/10/2018	19664	No	American Heritage Life Insurance	85		Accident Supp Ins 04/08-05/05/18	16.64
5/10/2018	19665	No	American Pest Control	10		CHA:Monthly Extermination 05/04/18	35.00
5/10/2018	19666	No	Bacon & Van Buskirk	10		CHA:Weather Proof Windows	920.00
5/10/2018	19667	No	Joan C Bauer	85		CHA:Mileage & Meal Reimb for IUG Conf Bauer, Joan	46.39
5/10/2018	19668	No	C. Edwin Walker	10		Employee Wage Garnishment Case #2017-SC-561	424.83
5/10/2018	19669	No	CDW Government	10		Network Switch Upgrade (2)	218.00
5/10/2018	19670	No	Consolidated Communications	10		Local/Long Distance & Toll Free Line 05/01-05/31/18	108.97
5/10/2018		No	Consolidated Communications	27		Local/Long Distance & Toll Free Line 05/01-05/31/18	72.65
5/10/2018		No	Consolidated Communications	32		Local/Long Distance & Toll Free Line 05/01-05/31/18	72.65
5/10/2018		No	Consolidated Communications	85		Local/Long Distance & Toll Free Line 05/01-05/31/18	108.96
5/10/2018	19671	No	County Collector	10		CHA:2017 Drainage Sewer System	90.50
5/10/2018	19672	No	Management Association	10		HR Source Membership 07/01/18-06/30/19	1,300.00 G
5/10/2018	19673	No	Parker Kent, LLC	10		DUQ:Electric/Gas/Lighting 03/19-04/18/18	460.80

Illinois Heartland Library System
Disbursement Summary Report
From 05/01/2018 Through 05/31/2018

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction
				Code			Amount
5/10/2018	19674	No	Susan C. Pearson	85		EDW:Travel to Brighton PL for Polaris Training 04/13/18	6.38
5/10/2018		No	Susan C. Pearson	85		EDW:Travel to CHA for Polaris Training 04/04/18 Pearson,	36.37
5/10/2018	19675	No	Raben Tire Inc.	10		CAR:Replace Tires (4) & Alignment Lic #U25399	484.20
5/10/2018	19676	No	Reaching Forward South	27		2018 Reaching Forward South Conf-Snack Break Sponsorship	150.00
5/10/2018	19677	No	SIUC	10		CAR:Office Leasing 05/01-05/31/18	2,083.34
5/10/2018	19678	No	Speed Lube #14	10		CHA:Change Oil/Filter & Add Antifreeze Lic #U29926	61.45
5/10/2018	19679	No	Cassandra Thompson	85		EDW:Travel to Hope Welty PL-Small Hubs Mtg 04/19/18	38.47
5/10/2018		No	Cassandra Thompson	85		EDW:Travel to Rochester PL-Executive Council Mtg 05/03/18	20.35
5/10/2018	19680	No	Uline	10		CAR:Alum Hand Truck (3), Pneumatic Wheel (4) & Index Card	617.08
5/10/2018		No	Uline	10		CHA:Round Picnic Table	839.18
5/10/2018	19681	No	Wex Bank	10		Fuel Charges 04/06-05/06/18	14,782.74
5/10/2018		No	Wex Bank	85		Fuel Charges 04/06-05/06/18	120.76
5/10/2018	19682	No	Xerox Corporation	10		CAR:Base & Usage Chrg May 2018	126.84
5/10/2018	19683	No	Xerox Corporation	10		CHA:Base & Usage Chrg May 2018	63.72
5/10/2018		No	Xerox Corporation	27		CHA:Base & Usage Chrg May 2018	63.72
5/10/2018		No	Xerox Corporation	85		CHA:Base & Usage Chrg May 2018	63.71
5/10/2018	19684	No	Xerox Corporation	10		CAR:Base & Usage Chrg May 2018	107.42
5/10/2018		No	Xerox Corporation	85		CAR:Base & Usage Chrg May 2018	107.41
5/10/2018	19685	No	Xerox Corporation	10		EDW:Base & Usage Chrg May 2018	89.43
5/10/2018		No	Xerox Corporation	27		EDW:Base & Usage Chrg May 2018	89.44
5/10/2018		No	Xerox Corporation	85		EDW:Base & Usage Chrg May 2018	89.44
5/10/2018	19686	No	Xerox Corporation	32		EDW:Base & Usage Chrg May 2018	268.70
5/21/2018	19687	No	Above and Beyond Commercial Cleaning	10		EDW:Janitorial Svcs April 2018	600.00
5/21/2018	19688	No	Allstate Benefits	10		Critical Care Supp Ins 06/01-06/30/18	78.00
5/21/2018		No	Allstate Benefits	85		Critical Care Supp Ins 06/01-06/30/18	43.16
5/21/2018	19689	No	Allstate Benefits	10		Gap Supp Ins 06/01-06/30/18	166.44
5/21/2018		No	Allstate Benefits	85		Gap Supp Ins 06/01-06/30/18	17.83
5/21/2018	19690	No	Ameren Illinois	10		EDW:Gas 03/28-04/30/18	347.61
5/21/2018	19691	No	Ameren Illinois	10		EDW:Electric/Lighting Svcs 03/28-04/30/18	1,042.94
5/21/2018	19692	No	AT&T	10		EDW:Elevator Phone Line 04/05-05/04/18	33.42
5/21/2018		No	AT&T	85		EDW:Elevator Phone Line 04/05-05/04/18	33.43
5/21/2018	19693	No	AT&T	10		EDW:Fax Line 04/05-05/04/18	61.75
5/21/2018		No	AT&T	85		EDW:Fax Line 04/05-05/04/18	61.75
5/21/2018	19694	No	Monro Inc.	10		EDW:Change Oil/Filter & Tire Rotation Lic #U29925	44.88
5/21/2018		No	Monro Inc.	10		EDW:Change Oil/Filter & Tire Rotation Lic #U30203	49.36
5/21/2018		No	Monro Inc.	10		EDW:Change Oil/Filter & Tire Rotation Lic #U8313	39.89
5/21/2018	19695	No	Bel-O Sales & Service Inc.	10		EDW:Maint of 11 HVAC Units 05/01-05/02/18	1,950.00 H
5/21/2018	19696	No	Bibliotheca, LLC	85		ebooks Subscription Purchases 04/01-04/30/18	14,339.69 I
5/21/2018	19697	No	Busey	10		Busey Credit Card Stmt Ending 05/02/18	10,965.77
5/21/2018		No	Busey	27		Busey Credit Card Stmt Ending 05/02/18	67.41
5/21/2018		No	Busey	32		Busey Credit Card Stmt Ending 05/02/18	28.40
5/21/2018		No	Busey	85		Busey Credit Card Stmt Ending 05/02/18	6,014.18
5/21/2018	19698	No	DELL MARKETING L.P.	85		Server for SHARE Server Upgrade (6)	259,967.06 J
5/21/2018	19699	No	Theresa Hahne	85		SWAT Team Barcoding 05/05/18 Hahne, Theresa	120.52
5/21/2018	19700	No	John's Custom Lawn Care, LLC	10		EDW:Plant & Mulch 4 Trees & 2 Bushes	1,124.44 K
5/21/2018	19701	No	Monoprice, Inc.	10		EDW:New Jacks for Kitchens, Driver's Area & Second Floor	419.52
5/21/2018	19702	No	Suzanne L Reynolds	85		SWAT Team Barcoding 05/03-05/10/18 Reynolds, Suzanne	214.92
5/21/2018	19703	No	Cheri L. Schuler-Faust	27		EDW:Reimb for Reaching Forward South Conf Booth Supp-	36.30
5/21/2018	19704	No	SIUC	10		CAR:Replacement Atrium Banner with New Logo	57.50
5/21/2018	19705	No	SIUE/MUC Event Services Office	10		2018 Reaching Forward South Lunch Sponsorship	911.35 L
5/21/2018	19706	No	Speed Lube #14	10		CHA:Change Oil/Filter Lic #U30758	55.95
5/21/2018	19707	No	Pamela Thomas	27		EDW:Metadata Cataloging 05/01-05/15/18	2,613.00 M
5/21/2018	19708	No	Vibez Performance Car Audio	10		CHA: Install Remote Starts (7)	2,275.00
5/30/2018	19709	No	Advanced Commercial Roofing	10		CHA:Rubber Roofing Over Curb Adjuster	3,125.00
5/30/2018	19710	No	Alternative Business Systems	32		Update Traverse Software	175.00
5/30/2018	19711	No	Ameren Illinois	10		CHA:Electric/Lighting Svcs 03/19-04/18/18	641.03
5/30/2018	19712	No	Ameren Illinois	10		CHA:Gas 03/18-04/17/18	462.30

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Disbursement Summary Report
From 05/01/2018 Through 05/31/2018

Check Date	Check Number	Spoiled	Vendor Name	Fund		Transaction Description	Transaction
				Code			Amount
5/30/2018	19713	No	AT&T	10		EDW:Internet 05/10-06/09/18	122.37
5/30/2018		No	AT&T	27		EDW:Internet 05/10-06/09/18	122.36
5/30/2018		No	AT&T	85		EDW:Internet 05/10-06/09/18	122.36
5/30/2018	19714	No	Leslie M. Bednar	10		EDW:Travel to CARLI Offices for New Directors Institute	51.06
5/30/2018		No	Leslie M. Bednar	10		EDW:Travel to State House Inn & ISL for ELEVATE Leadership	34.96
5/30/2018	19715	No	BJ's Printables Inc	10		EDW:Staff Shirt (1)	25.81
5/30/2018	19716	No	Charter Communications	10		EDW:Internet 06/01-06/30/18	37.08
5/30/2018		No	Charter Communications	27		EDW:Internet 06/01-06/30/18	37.08
5/30/2018		No	Charter Communications	32		EDW:Internet 06/01-06/30/18	37.08
5/30/2018		No	Charter Communications	85		EDW:Internet 06/01-06/30/18	37.07
5/30/2018	19717	No	Consolidated Insurance Agency	10		FY19 Treasurer's Bond - Sara Zumwalt	1,750.00 N
5/30/2018	19718	No	DELL MARKETING L.P.	10		EDW:Laptop Replacements (10)	25,085.43 O
5/30/2018		No	DELL MARKETING L.P.	85		EDW:Laptop Battery (1)	120.08
5/30/2018	19719	No	George Alarm Co., Inc.	10		EDW:Replace Smoke Head	113.00
5/30/2018	19720	No	Illinois Library Association	10		EDW:Registration-IHLS Member-Directors University	125.00
5/30/2018	19721	No	MetLife - Group Benefits	10		Dental, AD&D, Life & Vision Ins 06/01-06/30/18	1,027.49
5/30/2018		No	MetLife - Group Benefits	27		Dental, AD&D, Life & Vision Ins 06/01-06/30/18	166.81
5/30/2018		No	MetLife - Group Benefits	32		Dental, AD&D, Life & Vision Ins 06/01-06/30/18	66.04
5/30/2018		No	MetLife - Group Benefits	85		Dental, AD&D, Life & Vision Ins 06/01-06/30/18	582.32
5/30/2018	19722	No	MJ's Place	10		CAR:Plant-Sympathy-Galen Sizemore	75.71
5/30/2018	19723	No	Myler Automotive Repair Inc	10		CHA:Check Water on Passenger Floor Board Lic #U30472	93.60
5/30/2018		No	Myler Automotive Repair Inc	10		CHA:Install New Radiator Lic #U30759	857.82
5/30/2018	19724	No	Parker Kent, LLC	10		DUQ:Office Leasing 06/01-06/30/18 & 07/01-07/31/18	9,000.00
5/30/2018	19725	No	Ellen C. Popit	10		CAR:Travel to Allerton & Onarga PL for Netwkg Mtg & Site	55.11
5/30/2018		No	Ellen C. Popit	10		CAR:Travel to CHA for Serving Our Public Mtg 05/09/18 Popit,	44.22
5/30/2018		No	Ellen C. Popit	10		CAR:Travel to Chatham Area PL for Medium Pubs Mtg	40.29
5/30/2018		No	Ellen C. Popit	10		CAR:Travel to EDW for Membership Coordinator Interview	12.40
5/30/2018		No	Ellen C. Popit	10		CAR:Travel to Greenville & Belleville PL for Site Visit/MEPL Mtg	29.32
5/30/2018		No	Ellen C. Popit	10		CAR:Travel to ISL for Elevate Mtg 04/27-28/18 Popit, Ellen	41.24
5/30/2018		No	Ellen C. Popit	10		CAR:Travel to SIUE for Reaching Forward South Conf	14.40
5/30/2018	19726	No	Safelite Fulfillment, Inc.	10		CHA:Replace Windshield Lic #U30759	300.11
5/30/2018	19727	No	Selective Insurance Company of America	10		EDW:Flood Ins Premium 06/21/18-06/20/19	929.00
5/30/2018	19728	No	Shred-it USA	10		EDW:Shredding 05/08/18	73.13
5/30/2018	19729	No	Speed Lube #14	10		CHA:Change Oil/Filter Lic #U30799	55.95
5/30/2018	19730	No	Staples Credit Plan	10		CHA:Velcro for Delivery	23.44
5/30/2018	19731	No	Staples Advantage	10		CAR:Pens, Folders, Markers, Copy Paper, Envelopes, Calendar	99.12
5/30/2018		No	Staples Advantage	85		CAR:Credit for Calendar Refill (1)	(18.59)
5/30/2018		No	Staples Advantage	85		CAR:Pens, Folders, Markers, Copy Paper, Envelopes, Calendar	18.59
5/30/2018	19732	No	Technology Management Rev Fund	10		CAR:Bandwidth & ICN Filtering 04/01-04/30/18	(270.00)
5/30/2018		No	Technology Management Rev Fund	85		CAR:Bandwidth & ICN Filtering 04/01-04/30/18	563.85
5/30/2018	19733	No	UHS Premium Billing	10		Health Ins 06/01-06/30/18	11,619.34
5/30/2018		No	UHS Premium Billing	27		Health Ins 06/01-06/30/18	2,945.02
5/30/2018		No	UHS Premium Billing	32		Health Ins 06/01-06/30/18	1,347.08
5/30/2018		No	UHS Premium Billing	85		Health Ins 06/01-06/30/18	8,453.50
5/31/2018	ACHIMRFMay2018	No	Illinois Municipal Retirement Fund	10		May 2018 IMRF Payment-General	10,942.36 P
5/31/2018		No	Illinois Municipal Retirement Fund	27		May 2018 IMRF Payment-CMC	1,432.16
5/31/2018		No	Illinois Municipal Retirement Fund	32		May 2018 IMRF Payment-OCLC	1,006.76
5/31/2018		No	Illinois Municipal Retirement Fund	85		May 2018 IMRF Payment-SHARE	<u>8,211.35</u>
Total 1000 - US Bank-General Fund							603,873.44
5/4/2018	ACHILPR20180504	No	Illinois Department of Revenue	10		IL Payroll Tax Deposit - PD 05/04/2018	2,742.69 Q
5/4/2018		No	Illinois Department of Revenue	27		IL Payroll Tax Deposit - PD 05/04/2018	243.47
5/4/2018		No	Illinois Department of Revenue	32		IL Payroll Tax Deposit - PD 05/04/2018	154.27
5/4/2018		No	Illinois Department of Revenue	85		IL Payroll Tax Deposit - PD 05/04/2018	1,311.46
5/4/2018	ACHIRSPR2018050	No	Department of the Treasury	10		IRS Payroll Tax Deposit-PD 05/04/2018	13,974.21
5/4/2018		No	Department of the Treasury	27		IRS Payroll Tax Deposit-PD 05/04/2018	1,228.89
5/4/2018		No	Department of the Treasury	32		IRS Payroll Tax Deposit-PD 05/04/2018	808.80
5/4/2018		No	Department of the Treasury	85		IRS Payroll Tax Deposit-PD 05/04/2018	6,826.91

Illinois Heartland Library System
Disbursement Summary Report
From 05/01/2018 Through 05/31/2018

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
5/18/2018	ACHILPR20180518	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 05/18/2018	2,797.58
5/18/2018		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 05/18/2018	243.47
5/18/2018		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 05/18/2018	154.27
5/18/2018		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 05/18/2018	1,309.85
5/18/2018	ACHIRSPR2018051	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 05/18/2018	14,271.98
5/18/2018		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 05/18/2018	1,228.89
5/18/2018		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 05/18/2018	808.80
5/18/2018		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 05/18/2018	6,818.64

Total 1030 - US Bank - Web Junction/(Payroll) 54,924.18

Total Disbursed 658,797.62

Non-routine Bill Payments Explanations

- A-** CK# 19624 - Illinois State Library originally issued 04/25/18 voided 05/03/18
- B-** Replacement of Laptops (2) (Fully funded by FY2018 CMC & OCLC Grants)
- C-** Annual Polaris Software Maintenance & Syndetics Solutions Fee 04/01/18 - 03/31/17 (Fully funded by SHARE)
- D-** CHA: Change oil/filter and replace rear axle, brake pads, rotors & parking brake
- E-** 2018 Reaching Forward South Lunch Sponsorship down payment
- F-** CMC contracted staff for metadata cataloging (Fully funded by FY2018 CMC Grant)
- G-** Annual Membership - HR & Management Support 07/01/18-06/30/19
- H-** EDW: Maintenance of HVAC Units (11) 05/01-05/02/18
- I-** eBooks purchased 04/01-04/30/18 & eBooks purchases to be reimbursed by members
- J-** Purchased Servers (6) for SHARE Server Upgrade Project (Fully funded by SHARE Reserve Account)
- K-** EDW: Plant & mulch trees (4) & bushes (2)
- L-** 2018 Reaching Forward South Lunch Sponsorship balance owed
- M-** CMC contracted staff for metadata cataloging (Fully funded by FY2018 CMC Grant)
- N-** FY2019 Treasurer's Bond
- O-** Replacement of Laptops (10) & Battery (1)
- P-** May 2018 IMRF Pmt.-Employee & Employer Contribution
- Q-** May 2018 Payroll Tax Deposits

Illinois Heartland Library System

Credit Card Transactions

From 04/03/2018 Through 05/02/2018

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	Code
5/2/2018	4654 2433-Bauer Joan C	4/3/2018	AMAZON MARKETPLACE	Supplies for Reaching Forward South Conf 04/2018	67.41	27	5365	02	27	
5/2/2018	4654 2433-Bauer Joan C	4/22/2018	CITY CAB OF ORL	EDW:Taxi to Hotel-IUG Conf-Leslie 04/2018	14.45	10	5275	01	10	
5/2/2018	4654 2433-Bauer Joan C	4/22/2018	CITY CAB OF ORL	EDW:Taxi to Hotel-IUG Conf Joan & Cassie 04/2018	28.91	85	5275	01	85	
5/2/2018	4654 2433-Bauer Joan C	4/27/2018	CITY CAB OF ORL	CAR:Taxi to Airport-IUG Conf-Troy 04/2018	6.92	10	5275	04	10	
5/2/2018	4654 2433-Bauer Joan C	4/27/2018	CITY CAB OF ORL	EDW:Taxi to Airport-IUG Conf-5 Staff 04/2018	34.60	85	5275	01	85	
5/2/2018	4654 2433-Bauer Joan C	4/27/2018	HIPCAST.COM	Recording Storage 04/2018	4.95	85	5550	02	85	
5/2/2018	4654 2433-Bauer Joan C	4/28/2018	RENAISSANCE HOTELS	CHA:Lodging-IUG Conf-Joan 04/2018	832.52	85	5285	02	85	
Total 4654 2433-Bauer Joan C					989.76					
5/2/2018	4654 2458-Pernicka Julia A	4/18/2018	CANVA	EDW:System Map Card (100) 04/2018	29.00	10	5330	01	10	
5/2/2018	4654 2458-Pernicka Julia A	4/20/2018		EDW:Lunch-ILA Mktg Forum-Julia & Susan 04/2018	36.09	10	5260	01	10	
5/2/2018	4654 2458-Pernicka Julia A	4/20/2018	PETER'S RESTAURANT	EDW:Dinner-ILA Mktg Forum-Julia & Susan 04/2018	50.96	10	5260	01	10	
5/2/2018	4654 2458-Pernicka Julia A	4/24/2018	SCHNUCKS	EDW:Coffee 04/2018	29.95	10	5365	01	10	
Total 4654 2458-Pernicka Julia A					146.00					
5/2/2018	4654 2482-Brown Troy M	4/2/2018	PAYFLOW/PAYPAL	EDW:PayPal Monthly Srvc Fee 04/2018	30.00	85	5725	01	85	
5/2/2018	4654 2482-Brown Troy M	4/23/2018	CHILI'S	CAR:Lunch-IUG Conf-Troy 04/2018	14.80	10	5280	04	10	
5/2/2018	4654 2482-Brown Troy M	4/23/2018	CHILI'S	EDW:Lunch-IUG Conf-Zach 04/2018	14.80	85	5280	01	85	
5/2/2018	4654 2482-Brown Troy M	4/23/2018	CHILI'S	CAR:Lunch-IUG Conf-Brant & Traci 04/2018	29.58	85	5280	04	85	
5/2/2018	4654 2482-Brown Troy M	4/23/2018	CITY CAB OF ORL	CAR:Taxi from Orlando Airport to Hotel-IUG Conf-4 Staff 04/2018	47.56	85	5275	04	85	
5/2/2018	4654 2482-Brown Troy M	4/24/2018	FUDDRUCKERS	CAR:Dinner-IUG Conf-Troy 04/2018	12.12	10	5280	04	10	
5/2/2018	4654 2482-Brown Troy M	4/24/2018	FUDDRUCKERS	EDW:Dinner-IUG Conf-Cassie & Zach 04/2018	24.23	85	5280	01	85	
5/2/2018	4654 2482-Brown Troy M	4/24/2018	FUDDRUCKERS	CHA:Dinner-IUG Conf-Joan 04/2018	12.12	85	5280	02	85	
5/2/2018	4654 2482-Brown Troy M	4/24/2018	FUDDRUCKERS	CAR:Dinner-IUG Conf-Traci & Brant 04/2018	24.24	85	5280	04	85	
5/2/2018	4654 2482-Brown Troy M	4/24/2018	UBER TECHNOLOGIES	CAR:Shuttle from Hotel to IUG Conf 04/2018	17.20	85	5275	04	85	
5/2/2018	4654 2482-Brown Troy M	4/24/2018	UBER TECHNOLOGIES	CAR:Shuttle from IUG Conf to Hotel 04/2018	16.89	85	5275	04	85	
5/2/2018	4654 2482-Brown Troy M	4/25/2018	MELLOW MUSHROOM	CAR:Dinner-IUG Conf-Troy 04/2018	21.17	10	5280	04	10	
5/2/2018	4654 2482-Brown Troy M	4/25/2018	MELLOW MUSHROOM	EDW:Dinner-IUG Conf-Cassie & Zach 04/2018	42.34	85	5280	01	85	
5/2/2018	4654 2482-Brown Troy M	4/25/2018	MELLOW MUSHROOM	CHA:Dinner-IUG Conf-Joan 04/2018	21.17	85	5280	02	85	
5/2/2018	4654 2482-Brown Troy M	4/25/2018	MELLOW MUSHROOM	CAR:Dinner-IUG Conf-Traci 04/2018	21.17	85	5280	04	85	
5/2/2018	4654 2482-Brown Troy M	4/25/2018	RENAISSANCE HOTELS	CAR:Lunch-IUG Conf-Troy 04/2018	15.82	10	5280	04	10	
5/2/2018	4654 2482-Brown Troy M	4/25/2018	RENAISSANCE HOTELS	CAR:Lunch-IUG Conf-Brant 04/2018	15.81	85	5280	04	85	
5/2/2018	4654 2482-Brown Troy M	4/26/2018	AMAZON.COM	EDW:Refund for Adapter 04/2018	(24.25)	85	5360	01	85	
5/2/2018	4654 2482-Brown Troy M	4/26/2018	BIG RIVER GRILLE	CAR:Dinner-IUG Conf-Troy 04/2018	25.44	10	5280	04	10	
5/2/2018	4654 2482-Brown Troy M	4/26/2018	BIG RIVER GRILLE	EDW:Dinner-IUG Conf-Zach 04/2018	25.43	85	5280	01	85	
5/2/2018	4654 2482-Brown Troy M	4/26/2018	BIG RIVER GRILLE	CHA:Dinner-IUG Conf-Joan 04/2018	25.44	85	5280	02	85	
5/2/2018	4654 2482-Brown Troy M	4/26/2018	BIG RIVER GRILLE	CAR:Dinner-IUG Conf-Traci 04/2018	25.44	85	5280	04	85	
5/2/2018	4654 2482-Brown Troy M	4/26/2018	RENAISSANCE HOTELS	CAR:Lunch-IUG Conf-Troy 04/2018	20.61	10	5280	04	10	
5/2/2018	4654 2482-Brown Troy M	4/26/2018	RENAISSANCE HOTELS	CHA:Lunch-IUG Conf-Joan 04/2018	20.61	85	5280	02	85	

Illinois Heartland Library System

Credit Card Transactions

From 04/03/2018 Through 05/02/2018

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	Code
5/2/2018	4654 2482-Brown Troy M	4/26/2018	RENAISSANCE HOTELS	CAR:Lunch-IUG Conf-Brant & Traci 04/2018	41.20	85	5280	04	85	
5/2/2018	4654 2482-Brown Troy M	4/27/2018	JERSEY MIKE	EDW:Breakfast-IUG Conf-Zach 04/2018	8.16	85	5280	01	85	
5/2/2018	4654 2482-Brown Troy M	4/27/2018	JERSEY MIKE	EDW:Breakfast-IUG Conf-Traci 04/2018	8.17	85	5280	04	85	
5/2/2018	4654 2482-Brown Troy M	4/27/2018	LAMBERT	CAR:Long Term Parking at Lambert Airport-IUG Conf-Troy 04/2018	8.75	10	5275	04	10	
5/2/2018	4654 2482-Brown Troy M	4/27/2018	LAMBERT	EDW:Long Term Parking at Lambert Airport-IUG Conf-Zach 04/2018	8.75	85	5275	01	85	
5/2/2018	4654 2482-Brown Troy M	4/27/2018	LAMBERT	CAR:Long Term Parking at Lambert Airport-IUG Conf-Brant & Traci 04/2018	17.50	85	5275	04	85	
5/2/2018	4654 2482-Brown Troy M	4/27/2018	MCDONALD'S	CAR:Lunch-IUG Conf-Troy 04/2018	8.19	10	5280	04	10	
5/2/2018	4654 2482-Brown Troy M	4/27/2018	PHONEPOWER.COM	SHARE Annual Fee-Telephony Line 1 of 6 04/2018	50.99	85	5400	01	85	
5/2/2018	4654 2482-Brown Troy M	4/27/2018	UBER TECHNOLOGIES	CAR:Shuttle from IUG Conf to Hotel 04/2018	11.05	85	5275	04	85	
5/2/2018	4654 2482-Brown Troy M	4/28/2018	RENAISSANCE HOTELS	CAR:Breakfast-IUG Conf-Troy 04/2018	61.21	10	5280	04	10	
5/2/2018	4654 2482-Brown Troy M	4/28/2018	RENAISSANCE HOTELS	CAR:Lodging-IUG Conf-Troy 04/2018	657.04	10	5285	04	10	
5/2/2018	4654 2482-Brown Troy M	4/28/2018	RENAISSANCE HOTELS	EDW:Breakfast-IUG Conf-Cassie & Zach 04/2018	60.38	85	5280	01	85	
5/2/2018	4654 2482-Brown Troy M	4/28/2018	RENAISSANCE HOTELS	EDW:Breakfast-IUG Conf-Zach 04/2018	31.03	85	5280	01	85	
5/2/2018	4654 2482-Brown Troy M	4/28/2018	RENAISSANCE HOTELS	EDW:Breakfast-IUG Conf-Zach 04/2018	32.69	85	5280	01	85	
5/2/2018	4654 2482-Brown Troy M	4/28/2018	RENAISSANCE HOTELS	EDW:Lunch-IUG Conf- Zach 04/2018	18.85	85	5280	01	85	
5/2/2018	4654 2482-Brown Troy M	4/28/2018	RENAISSANCE HOTELS	CAR:Dinner-IUG Conf-Brant 04/2018	63.09	85	5280	04	85	
5/2/2018	4654 2482-Brown Troy M	4/28/2018	RENAISSANCE HOTELS	CAR:Breakfast-IUG Conf-Brant 04/2018	31.69	85	5280	04	85	
5/2/2018	4654 2482-Brown Troy M	4/28/2018	RENAISSANCE HOTELS	CAR:Breakfast-IUG Conf-Brant 04/2018	61.21	85	5280	04	85	
5/2/2018	4654 2482-Brown Troy M	4/28/2018	RENAISSANCE HOTELS	EDW:Lodging-IUG Conf-Zach 04/2018	657.04	85	5285	01	85	
5/2/2018	4654 2482-Brown Troy M	4/28/2018	RENAISSANCE HOTELS	CAR:Lodging-IUG Conf-Brant 04/2018	657.04	85	5285	04	85	
5/2/2018	4654 2482-Brown Troy M	4/28/2018	RENAISSANCE HOTELS	CAR:Lodging-IUG Conf-Traci 04/2018	657.04	85	5285	04	85	
5/2/2018	4654 2482-Brown Troy M	5/1/2018	PHONEPOWER.COM	SHARE Annual Fee-Telephony Line 2 of 6 04/2018	59.99	85	5400	01	85	
5/2/2018	4654 2482-Brown Troy M	5/1/2018	PHONEPOWER.COM	SHARE Annual Fee-Telephony Line 3 of 6 04/2018	59.99	85	5400	01	85	
5/2/2018	4654 2482-Brown Troy M	5/1/2018	PHONEPOWER.COM	SHARE Annual Fee-Telephony Line 4 of 6 04/2018	59.99	85	5400	01	85	
5/2/2018	4654 2482-Brown Troy M	5/1/2018	PHONEPOWER.COM	SHARE Annual Fee-Telephony Line 5 of 6 04/2018	<u>59.99</u>	85	5400	01	85	
Total 4654 2482-Brown Troy M					3,890.77					
5/2/2018	4695 2640-Petty Linda	4/10/2018	WALMART	EDW:DEF for Box Truck 04/2018	32.48	10	5210	01	22	
5/2/2018	4695 2640-Petty Linda	4/13/2018	PARKLAND COLLEGE	EDW:Registration-Storytelling for Nonprofits-Linda 04/2018	99.00	10	5290	01	10	
5/2/2018	4695 2640-Petty Linda	4/19/2018	PARKLAND COLLEGE	EDW:Registration Cancelled-Storytelling for Nonprofits-Linda 04/2018	(99.00)	10	5290	01	10	
5/2/2018	4695 2640-Petty Linda	4/24/2018	ARSLIBRARIES	EDW:Registration for ARSL Conf-Linda 04/2018	195.00	10	1600			
5/2/2018	4695 2640-Petty Linda	4/25/2018	HOME DEPOT	EDW:Tool Set & Tape Measure 04/2018	19.84	10	5195	01	10	
5/2/2018	4695 2640-Petty Linda	4/26/2018	TARGET	EDW:Card Stock for RFS Survey Cards 04/2018	14.97	10	5365	01	10	
5/2/2018	4695 2640-Petty Linda	4/26/2018	WALMART	EDW:Return Windshield Wipers Lic #U8313 04/2018	(26.01)	10	5210	01	10	
5/2/2018	4695 2640-Petty Linda	4/26/2018	WALMART	EDW:Windshield Wipers for Lic #U8313 04/2018	26.01	10	5210	01	10	

Illinois Heartland Library System

Credit Card Transactions

From 04/03/2018 Through 05/02/2018

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
5/2/2018	4695 2640-Petty Linda	4/26/2018	WALMART	EDW:Windshield Wipers Lic #U8313 04/2018	19.88	10	5210	01	10
5/2/2018	4695 2640-Petty Linda	4/26/2018	WALMART	EDW:Windshield Wipers for Delivery Van 04/2018	19.88	10	5210	01	20
5/2/2018	4695 2640-Petty Linda	4/27/2018	DOMINO'S	EDW:Pizza for Delivery 04/2018	46.12	10	5290	01	20
	Total 4695 2640-Petty Linda				348.17				
5/2/2018	5042 9006-Popit Ellen C	4/3/2018	LARRY'S HOUSE OF CAKES	CAR:Treats for April Members Matter Mtg 04/2018	25.21	10	5290	04	10
5/2/2018	5042 9006-Popit Ellen C	4/5/2018	WWW.RESERVATIONS.COM	CAR:Lodging ELEVATE Conf-Ellen & Leslie 04/2018	276.41	10	5265	04	10
5/2/2018	5042 9006-Popit Ellen C	4/6/2018	HARVARD BUSINESS SCH	CAR:Articles for ELEVATE Program (2) 04/2018	19.02	10	5365	04	10
5/2/2018	5042 9006-Popit Ellen C	4/13/2018	ARSLIBRARIES	CAR:Registration for ARSL-Ellen 04/2018	275.00	10	1600		
5/2/2018	5042 9006-Popit Ellen C	4/13/2018	PANERA BREAD	CAR:Lunch During Interviews-Ellen, Leslie, & Dominique 04/2018	35.55	10	5290	04	10
5/2/2018	5042 9006-Popit Ellen C	4/16/2018	ARSLIBRARIES	CAR:Registration for ARSL Conf-Mbrshp Coordinator 04/2018	340.00	10	1600		
5/2/2018	5042 9006-Popit Ellen C	4/16/2018	ARSLIBRARIES	CAR:Registration for ARSL Conf-Shelly 04/2018	340.00	85	1600		
5/2/2018	5042 9006-Popit Ellen C	4/16/2018	ARSLIBRARIES	CHA:Registration for ARSL Conf-Joan 04/2018	340.00	85	1600		
5/2/2018	5042 9006-Popit Ellen C	4/18/2018	THE BUZZ	CAR:Lunch-So Ill Librarians Mtg-Ellen & Leslie 04/2018	19.07	10	5290	04	10
	Total 5042 9006-Popit Ellen C				1,670.26				
5/2/2018	5085 0664-Palmer Susan	4/4/2018	EFFINGHAM COUNTY CHAMB	EDW:Room Rental-Delivery Mtg 04/2018	25.00	10	5290	01	20
5/2/2018	5085 0664-Palmer Susan	4/4/2018	NIEMERG'S STEAK HOUSE	EDW:Lunch-Delivery Mtg-5 Staff 04/2018	44.12	10	5290	01	20
5/2/2018	5085 0664-Palmer Susan	4/4/2018	PANERA BREAD	EDW:Breakfast-Delivery Mtg-5 Staff 04/2018	26.82	10	5290	01	20
5/2/2018	5085 0664-Palmer Susan	4/5/2018	SAMS CLUB	EDW:Ibuprofen & Water 04/2018	14.86	10	5365	01	10
5/2/2018	5085 0664-Palmer Susan	4/10/2018	EDISON'S ENTERTAINMENT	EDW:Lunch-Chamber Mtg-Leslie & Susan 04/2018	24.00	10	5290	01	10
5/2/2018	5085 0664-Palmer Susan	4/13/2018	ARSLIBRARIES	EDW:Registration for ARSL Conf-Susan 04/2018	325.00	10	1600		
5/2/2018	5085 0664-Palmer Susan	4/19/2018	CRACKER BARREL	EDW:Breakfast-ILA Mktg Mtg-Susan & Julia 04/2018	28.88	10	5260	01	10
5/2/2018	5085 0664-Palmer Susan	4/19/2018	PARKLAND COLLEGE	EDW:Registration Cancelled-Storytelling for Nonprofits-Susan 04/2018	(99.00)	10	5290	01	10
5/2/2018	5085 0664-Palmer Susan	4/19/2018	WHITE FENCE FARM	EDW:Dinner-ILA Mktg Mtg-Susan & Julia 04/2018	43.50	10	5260	01	10
5/2/2018	5085 0664-Palmer Susan	4/22/2018	HAMPTON INN	EDW:Lodging for ILA Mktg Mini-Conf-Julia 04/2018	133.38	10	5265	01	10
5/2/2018	5085 0664-Palmer Susan	4/22/2018	HAMPTON INN	EDW:Lodging for ILA Mktg Mini-Conf-Susan 04/2018	133.38	10	5265	01	10
5/2/2018	5085 0664-Palmer Susan	4/28/2018	OMNILERT LLC	EDW:Rained Out Text Alert System 04/2018	29.95	10	5400	01	10
5/2/2018	5085 0664-Palmer Susan	4/30/2018	MCLS	EDW:Registration for Great Lakes Resource Sharing Conf-Susan 04/2018	125.00	10	5290	01	10
	Total 5085 0664-Palmer Susan				854.89				
5/2/2018	5125 9147-Wingerter Brant	4/4/2018	MICROSOFT	EDW:Visio Online Subscription 04/03/18-04/02/19 04/2018	56.10	10	5360	01	12
5/2/2018	5125 9147-Wingerter Brant	4/4/2018	MICROSOFT	EDW:Visio Online Subscription 04/03/18-04/02/19 04/2018	56.10	85	5360	01	85
5/2/2018	5125 9147-Wingerter Brant	4/6/2018	MICROSOFT	EDW:Credit on Visio Subscription 04/2018	(3.30)	10	5360	01	12
5/2/2018	5125 9147-Wingerter Brant	4/6/2018	MICROSOFT	EDW:Credit on Visio Subscription 04/2018	(3.30)	85	5360	01	85
5/2/2018	5125 9147-Wingerter Brant	4/17/2018	BWW 3092	CAR:Dinner-CoLo Site Visit-Brandon, Zach & Brant 04/2018	59.33	85	5290	04	85
	Total 5125 9147-Wingerter Brant				164.93				

Illinois Heartland Library System

Credit Card Transactions

From 04/03/2018 Through 05/02/2018

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	Code
5/2/2018	5174 4296-Bednar Leslie M	4/4/2018	SOUTHWEST AIR	EDW:Airfare-IUG Conf-Leslie 04/2018	280.96	10	5275	01	10	
5/2/2018	5174 4296-Bednar Leslie M	4/4/2018	SWA EARLY	EDW:Airfare Early Check-In-IUG Conf-Leslie 04/2018	15.00	10	5275	01	10	
5/2/2018	5174 4296-Bednar Leslie M	4/4/2018	SWA EARLY	EDW:Airfare Early Check In-IUG Conf-Leslie 04/2018	15.00	10	5275	01	10	
5/2/2018	5174 4296-Bednar Leslie M	4/12/2018	APPLEBEES	EDW:Lunch-Dominique, Ellen & Leslie 04/2018	36.87	10	5290	01	10	
5/2/2018	5174 4296-Bednar Leslie M	4/13/2018	ARSLIBRARIES	EDW:Registration for ARSL Conf-Leslie 04/2018	325.00	10	1600			
5/2/2018	5174 4296-Bednar Leslie M	4/24/2018	FOUR SEASONS	EDW:Taxi from Hotel to Airport-Leslie 04/2018	50.40	10	5275	01	10	
5/2/2018	5174 4296-Bednar Leslie M	4/24/2018	The MARKET	EDW:Breakfast-IUG Conf-Leslie 04/2018	11.18	10	5280	01	10	
5/2/2018	5174 4296-Bednar Leslie M	4/25/2018	RENAISSANCE HOTELS	EDW:Breakfast-IUG Conf-Leslie 04/2018	40.14	10	5280	01	10	
5/2/2018	5174 4296-Bednar Leslie M	4/25/2018	RENAISSANCE HOTELS	EDW:Dinner-IUG Conf-Leslie & Michelle 04/2018	43.45	10	5280	01	10	
5/2/2018	5174 4296-Bednar Leslie M	4/25/2018	RENAISSANCE HOTELS	EDW:Dinner-IUG Conf-Leslie 04/2018	27.03	10	5280	01	10	
5/2/2018	5174 4296-Bednar Leslie M	4/25/2018	RENAISSANCE HOTELS	CAR:Dinner-IUG Conf-Troy 04/2018	21.73	10	5280	04	10	
5/2/2018	5174 4296-Bednar Leslie M	4/25/2018	RENAISSANCE HOTELS	EDW:Lodging-IUG Conf-Leslie 04/2018	496.36	10	5285	01	10	
5/2/2018	5174 4296-Bednar Leslie M	4/25/2018	RENAISSANCE HOTELS	EDW:Dinner-IUG Conf-Zach & Cassie 04/2018	43.45	85	5280	01	85	
5/2/2018	5174 4296-Bednar Leslie M	4/25/2018	RENAISSANCE HOTELS	EDW:Dinner-IUG Conf-Cassie 04/2018	27.03	85	5280	01	85	
5/2/2018	5174 4296-Bednar Leslie M	4/25/2018	RENAISSANCE HOTELS	CHA:Dinner-IUG Conf-Joan 04/2018	48.77	85	5280	02	85	
5/2/2018	5174 4296-Bednar Leslie M	4/25/2018	RENAISSANCE HOTELS	CAR:Dinner-IUG Conf-Traci 04/2018	<u>21.72</u>	85	5280	04	85	
Total 5174 4296-Bednar Leslie M					1,504.09					
5/2/2018	5645 2424-Bushong Stacie L	4/3/2018	DRURY INN	EDW:Lodging for Records Retention-Linda 04/2018	112.99	10	5265	01	10	
5/2/2018	5645 2424-Bushong Stacie L	4/3/2018	DRURY INN	EDW:Lodging for Records Retention-Stacie 04/2018	112.99	10	5265	01	10	
5/2/2018	5645 2424-Bushong Stacie L	4/3/2018	DRURY INN	EDW:Lodging for Records Retention-Susan 04/2018	112.99	10	5265	01	10	
5/2/2018	5645 2424-Bushong Stacie L	4/9/2018	VISATMATION	EDW:Shelving for Record Retention 04/2018	813.22	10	5195	01	10	
5/2/2018	5645 2424-Bushong Stacie L	4/10/2018	TARGET	EDW:Water for Board Mtgs 04/2018	2.99	10	5290	01	10	
5/2/2018	5645 2424-Bushong Stacie L	4/12/2018	ANIMOTO	EDW:Animoto Professional Video Subscription 04/2018	264.00	10	5330	01	10	
5/2/2018	5645 2424-Bushong Stacie L	4/17/2018	PANERA BREAD	EDW:Lunch-Interview 04/2018	37.74	10	5290	01	10	
5/2/2018	5645 2424-Bushong Stacie L	4/17/2018	USPS PO	EDW:Postage 04/2018	14.00	10	5370	01	10	
5/2/2018	5645 2424-Bushong Stacie L	4/24/2018	AMERICAN LIBRARY ASSN	EDW:ALA Webinar Group Purchase 04/2018	117.00	10	5290	01	10	
5/2/2018	5645 2424-Bushong Stacie L	4/27/2018	WALMART	EDW:Snacks for Board Mtg 04/2018	11.72	10	5290	01	10	
5/2/2018	5645 2424-Bushong Stacie L	4/30/2018	MARKET BASKET	EDW:Plant for Front of Bldg 04/2018	<u>53.54</u>	10	5195	01	10	
Total 5645 2424-Bushong Stacie L					1,653.18					
5/2/2018	5724 8383-Fries Arlanna	4/2/2018	BJ'S PRINTABLES	CAR:Delivery Shirts 04/2018	121.00	10	5385	04	20	
5/2/2018	5724 8383-Fries Arlanna	4/6/2018	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic #U30471	78.17	10	5210	04	20	
5/2/2018	5724 8383-Fries Arlanna	4/10/2018	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter Lic #U30469 04/2018	46.87	10	5210	04	20	
5/2/2018	5724 8383-Fries Arlanna	4/12/2018	WM SUPERCENTER	CAR:Safety Kit Supplies 04/2018	6.41	10	5195	04	10	
5/2/2018	5724 8383-Fries Arlanna	4/12/2018	WM SUPERCENTER	CAR:Key Tags for Delivery 04/2018	2.88	10	5385	04	20	
5/2/2018	5724 8383-Fries Arlanna	4/18/2018	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Balance Tires Lic #U29924 04/2018	76.00	10	5210	04	20	
5/2/2018	5724 8383-Fries Arlanna	4/19/2018	PARKLAND COLLEGE	CAR:Registration Cancelled-Fundraising that Works-Arlanna 04/2018	(99.00)	10	5290	04	10	
5/2/2018	5724 8383-Fries Arlanna	4/24/2018	ARSLIBRARIES	CAR:Registration for ARSL-Arlanna 04/2018	195.00	10	1600			

Illinois Heartland Library System

Credit Card Transactions

From 04/03/2018 Through 05/02/2018

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	Code
5/2/2018	5724 8383-Fries Arlanna	4/24/2018	SHELL OIL	CAR:Fuel for Rental Van 04/2018	39.19	10	5200	04	20	
5/2/2018	5724 8383-Fries Arlanna	4/24/2018	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Tire Rotation Lic #U18520 04/2018	68.76	10	5210	04	10	
5/2/2018	5724 8383-Fries Arlanna	4/24/2018	TODAY'S TECHNOLOGY	CAR:Replace Headlight Bulb Lic #U29924 04/2018	50.41	10	5210	04	20	
5/2/2018	5724 8383-Fries Arlanna	4/24/2018	UHAUL MOVING	CAR:Van Rental to Run Route 04/2018	97.83	10	5230	04	20	
5/2/2018	5724 8383-Fries Arlanna	4/25/2018	TODAY'S TECHNOLOGY	CAR:Change Oil/Filter & Rotate Tires Lic #U30468 04/2018	78.17	10	5210	04	20	
5/2/2018	5724 8383-Fries Arlanna	4/25/2018	TODAY'S TECHNOLOGY	CAR:Remove Nail & Repair Tire Lic #U30469 04/2018	16.72	10	5210	04	20	
5/2/2018	5724 8383-Fries Arlanna	4/25/2018	TODAY'S TECHNOLOGY	CAR:Replace Transmission Lic #U29059 04/2018	2,478.61	10	5210	04	20	
5/2/2018	5724 8383-Fries Arlanna	4/27/2018	TODAY'S TECHNOLOGY	CAR:Install Heat Shield Lic #U30203 04/2018	138.40	10	5210	04	20	
5/2/2018	5724 8383-Fries Arlanna	4/30/2018	WALMART	CAR:Paper Shredder 04/2018	24.88	10	5365	04	10	
	Total 5724 8383-Fries Arlanna				3,420.30					
5/2/2018	5724 8417-Kates Linda	4/10/2018	MENARDS	CHA:Tie-Off Straps & DEF for Box Truck 04/2018	25.94	10	5210	02	20	
5/2/2018	5724 8417-Kates Linda	4/10/2018	REACHING FORWARD SOUTH	CHA:Registration-Reaching Forward South Conf-Linda & Angela 04/2018	150.00	10	5290	02	10	
5/2/2018	5724 8417-Kates Linda	4/11/2018	PARKLAND COLLEGE	CHA:Registration-Photography for Nonprofits-Linda K 04/2018	45.00	10	5290	02	10	
5/2/2018	5724 8417-Kates Linda	4/18/2018	AMAZON MARKETPLACE	CHA:Urinal Cleaner 04/2018	31.51	10	5190	02	10	
5/2/2018	5724 8417-Kates Linda	4/18/2018	AMAZON.COM	CHA:Pockets for Delivery Tabs 04/2018	104.00	10	5385	02	20	
5/2/2018	5724 8417-Kates Linda	4/19/2018	PARKLAND COLLEGE	CHA:Registration Cancelled-Photography for Nonprofits-Linda K 04/2018	(45.00)	10	5290	02	10	
5/2/2018	5724 8417-Kates Linda	4/24/2018	ARSLIBRARIES	CHA:Registration for ARSL Conf-Linda K 04/2018	195.00	10	1600			
	Total 5724 8417-Kates Linda				506.45					
5/2/2018	6067 4468-Henderson Michael Z	4/16/2018	DREAMHOST	EDW:Domain Name-Smithon PL 04/2018	13.95	10	5840	01	12	
5/2/2018	6067 4468-Henderson Michael Z	4/30/2018	DREAMHOST	EDW:Domain Name-Litchfield PL 04/2018	13.95	10	5840	01	12	
	Total 6067 4468-Henderson Michael Z				27.90					
5/2/2018	6067 4476-Thompson Cassandra	4/23/2018	RENAISSANCE HOTELS	EDW:Breakfast-IUG Conf-Cassandra 04/2018	9.64	85	5280	01	85	
5/2/2018	6067 4476-Thompson Cassandra	4/24/2018	RENAISSANCE HOTELS	CAR:Lunch-IUG Conf-Troy 04/2018	17.03	10	5280	04	10	
5/2/2018	6067 4476-Thompson Cassandra	4/24/2018	RENAISSANCE HOTELS	EDW:Lunch-IUG Conf-Cassie & Zach 04/2018	34.07	85	5280	01	85	
5/2/2018	6067 4476-Thompson Cassandra	4/24/2018	RENAISSANCE HOTELS	CHA:Lunch-IUG Conf-Joan 04/2018	17.03	85	5280	02	85	
5/2/2018	6067 4476-Thompson Cassandra	4/24/2018	RENAISSANCE HOTELS	CAR:Lunch-IUG Conf-Brant & Traci 04/2018	34.07	85	5280	04	85	
5/2/2018	6067 4476-Thompson Cassandra	4/25/2018	RENAISSANCE HOTELS	EDW:Breakfast-IUG Conf-Cassandra 04/2018	8.00	85	5280	01	85	
5/2/2018	6067 4476-Thompson Cassandra	4/26/2018	RENAISSANCE HOTELS	EDW:Lunch-IUG Conf-Cassandra 04/2018	6.62	85	5280	01	85	
5/2/2018	6067 4476-Thompson Cassandra	4/27/2018	LAMBERT	EDW:Long Term Parking at Lambert Airport-IUG Conf-Cassie 04/2018	42.00	85	5275	01	85	
5/2/2018	6067 4476-Thompson Cassandra	4/27/2018	RENAISSANCE HOTELS	EDW:Breakfast-IUG Conf-Cassandra 04/2018	21.73	85	5280	01	85	
5/2/2018	6067 4476-Thompson Cassandra	4/27/2018	TGI FRIDAYS	EDW:Dinner-IUG Conf-Cassandra 04/2018	25.82	85	5280	01	85	
5/2/2018	6067 4476-Thompson Cassandra	4/28/2018	RENAISSANCE HOTELS	EDW:Lodging-IUG Conf-Cassandra 04/2018	821.30	85	5285	01	85	
	Total 6067 4476-Thompson Cassandra				1,037.31					
5/2/2018	6094 1800-Granger Dominique S	4/6/2018	USPS PO	EDW:Postage 04/2018	107.70	10	5370	01	10	
5/2/2018	6094 1800-Granger Dominique S	4/6/2018	USPS PO	EDW:Postage 04/2018	28.40	32	5370	01	32	

Illinois Heartland Library System

Credit Card Transactions

From 04/03/2018 Through 05/02/2018

Credit Card										
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code	
5/2/2018	6094 1800-Granger Dominique S	4/6/2018	USPS PO	EDW:Postage 04/2018	114.20	85	5370	01	85	
5/2/2018	6094 1800-Granger Dominique S	4/16/2018	SCHNUCKS	CHA:Cake, Plates, Forks, Spoons & Ice Cream for Apr Staff Birthdays 04/2018	42.70	10	5057	02	10	
5/2/2018	6094 1800-Granger Dominique S	4/18/2018	SCHNUCKS	CAR:Cake, Plates & Forks for Apr Staff Birthdays 04/2018	34.39	10	5057	04	10	
5/2/2018	6094 1800-Granger Dominique S	4/19/2018	HRMA	EDW:HRMA Membership-Dominique 04/2018	295.00	10	5700	01	10	
5/2/2018	6094 1800-Granger Dominique S	4/19/2018	SCHNUCKS	EDW:Cake for Apr Staff Birthdays 04/2018	30.36	10	5057	01	10	
5/2/2018	6094 1800-Granger Dominique S	4/19/2018	SHRM	EDW:SHRM Membership-Dominique 04/2018	<u>209.00</u>	10	5700	01	10	
Total 6094 1800-Granger Dominique S					<u>861.75</u>					

Report Transaction Totals

17,075.76

Non-routine Credit Card Transactions Explanations

Bauer, Joan C - Lodging IUG Conference - Bauer, Joan
 Taxi Fare IUG Conference - Brant, Cassie, Joan, Leslie, Traci, Troy & Zach

Brown, Troy M - Meals IUG Conference - Brant, Cassie, Joan, Traci, Troy & Zach
 Taxi Fare, Shuttle & Long-Term Parking IUG Conference - Brant, Traci, Troy & Zach

Petty, Linda - The Association for Rural & Small Libraries (ARSL) Conference Registration - Petty, Linda

Popit, Ellen C - Elevate Illinois Libraries Leadership Program Lodging - Ellen & Leslie
 ARSL Conference Registrations - Ellen, Anna, Joan & Shelley

Palmer, Susan - ARSL Conference Registration - Palmer, Susan
 ILA Marketing Mini-Conference Lodging & Dinner - Julia & Susan
 Great Lakes Resource Sharing Conference Registration - Palmer, Susan

Bednar, Leslie M - Airfare, Lodging, Taxi Fare & Meals IUG Conference - Bednar, Leslie
 ARSL Conference Registration - Bednar, Leslie
 Meals IUG Conference - Cassie, Joan, Michelle, Traci, Troy & Zach

Bushong, Stacie L - Lodging CHA Records Retention Trip - Linda, Stacie & Susan
 EDW: Records Retention Shelving
 Annual Animoto Professional Video Subscription 04/12/18-04/11/19
 Creating a Social Media Policy for Your Library Webinar - Group Purchase

Fries, Arlanna - ARSL Conference Registration - Fries, Arlanna
 CAR: Replace transmission Lic# U29059

Kates, Linda - ARSL Conference Registration - Kates, Linda

Thompson, Cassandra - Lodging, Long-Term Parking & Meals IUG Conference - Thompson, Cassandra
 Meals IUG Conference - Brant, Joan, Traci, Troy & Zach

Granger, Dominique S - Annual Human Resources Management Association (HRMA) Membership 06/01/18-05/31/19 - Granger, Dominique
 Society of Human Resource Management (SHRM) Membership 04/19/18-04/30/19 - Granger, Dominique



Illinois Heartland Library System

To: IHLS Finance Committee
From: Adrienne L. Elam
Date: June 12, 2018
RE: IHLS Financial Reports as of May 31, 2018

As of May 31, 2018, IHLS has received partial FY2018 System Area & Per Capita Grant (SAPG) Funding of \$2,305,200.33. Still outstanding is \$1,059,229.08 or 31% of the SAPG Funding. IHLS has received total funding of all FY2018 Special Revenue Grants-OCCL Grant-\$135,506.55, CMC-\$293,028.00, and TMQ-\$8,200.

The financial reports included represent IHLS' Financial Activities through May 31, 2018. On the Statement of Revenues and Expenditures, the column titled, *"IHLS Approved FY2017-18 Budget Percent Total Budget Remaining"*, represents the remainder left (based on %) of the *"IHLS Approved FY2017-18 Budget"*. As of May 31, 2018, the target benchmark of the remaining budget should be 8% for all budget line items except for personnel which should be 12% remaining based on 26 biweekly payrolls in a fiscal year.

Statement of Revenues and Expenditures

General Fund

"Total Revenue" (28.28%) below IHLS Approved FY2017-18 Budget is due primarily to receiving only 69% of FY2017-18 SAPG Funds.

The majority of the budget categories in which the total budget remaining is below target benchmark is because the expenditures occurred in the beginning of the fiscal year.

"Total Expenses" YTD Actuals are below YTD Budget by 14%.

Special Revenue Funds

IHLS has received the entire FY2017-18 funding for all Special Revenue Grants and anticipates spending all funds received.

SHARE

"Total Expenses" YTD Actuals include Capital Outlays – Computers (server upgrade project) of \$264,634.25 which will be funded by SHARE Reserve Fund. YTD Actual Total Expenses excluding the Capital Outlays are \$1,243,162.39 which is 4% below YTD Budget Total Expenses.

Balance Sheet Governmental Funds

General Fund

"Cash and Cash Equivalents" \$4,756,988.47 would fund IHLS General Fund Operations an estimated 17 months.

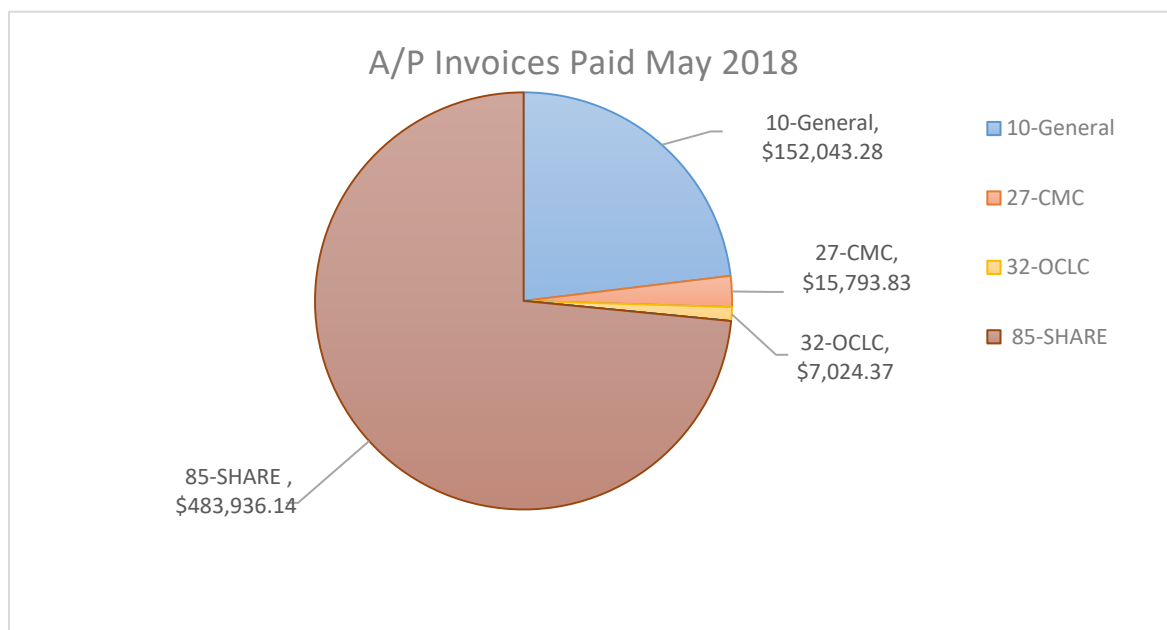
IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

SHARE

"Cash and Cash Equivalents" the SHARE Reserve Funds of \$958,919.83 (includes FY2017-18 transfer of \$142,500, however, does not include the Capital Outlays Expenses of \$264,634.25). The Committed Funds of \$9,718.83 are designated unused eBooks Cloud Subscription membership funds. Unrestricted Balance of \$239,402.21 does not reflect reimbursement of \$264,634.25 for Capital Outlays from the Reserve Funds which would adjust the balance to \$504,036.46 and could fund SHARE Operations 3.9 months.

Finance Team Tasks Performed in May 2018

- Prepared and processed two payrolls.
- Prepared April 2018 Bill Payments, Credit Card Transactions, Statement of Revenues and Expenditures, and Balance Sheets Reports for IHLS Finance Committee and Board of Directors.
- Discussed and reviewed with department managers FY2019 Department Budget requirements.
- Prepared Final FY2019 Fund Operational Budgets.
- Researched going market investment rates and options for Capital Project Funds.
- Generated and mailed 190 accounts receivable invoices (OCLC –18 Monthly and 127 Transactional; SHARE – 3 Monthly, 13 SAM, 9 ICN Filtering, and 19 Cloud (3M) eBooks (3M); General - 1 ILDS Project).
- Received and posted 154 accounts receivable cash receipts checks totaling \$1,299,071.26 (OCLC – 82, SHARE – 67, and General – 5).
- Received and entered 119 accounts payable invoices.
- Disbursed 105 accounts payable checks totaling \$658,797.62.



Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #10 - General Fund

	May 2018	YTD Actuals	YTD Budget	YTD Budget		IHLS Approved	Audited
	(05/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	FY2017-18 Budget	FY2016-2017
	05/31/2018)	05/31/2018)	05/31/2018)	05/31/2018)	FY2017-18 Budget	Percent Total	Actuals
				Variance		Budget Remaining	(07/01/2016 -
							06/30/2017)
Revenues							
State Grants	1,095,500.01	2,305,200.33	3,084,060.32	(778,859.99)	3,364,429.41	(31.48)%	1,989,670.98
Fees for Services and Materials	0.00	0.00	0.00	0.00	0.00	0.00%	2,674.45
Investment Income	3,908.45	30,362.18	12,111.22	18,250.96	13,212.19	129.80%	15,000.01
Other Revenue	<u>23,036.83</u>	<u>274,825.95</u>	<u>240,025.28</u>	<u>34,800.67</u>	<u>261,845.70</u>	<u>4.96%</u>	<u>322,436.34</u>
Total Revenues	<u>1,122,445.29</u>	<u>2,610,388.46</u>	<u>3,336,196.82</u>	<u>(725,808.36)</u>	<u>3,639,487.30</u>	<u>(28.28)%</u>	<u>2,329,781.78</u>
Expenses							
Personnel	155,016.97	1,684,927.68	1,961,461.59	276,533.91	2,139,776.27	21.26%	1,795,252.32
Building and Grounds	21,740.18	186,344.63	209,945.45	23,600.82	229,031.26	18.64%	210,646.74
Vehicle Expenses	22,538.01	207,275.47	214,673.69	7,398.22	234,189.40	11.49%	221,725.51
Travel, Meetings & Continuing for Staff and	3,845.79	34,786.47	30,665.25	(4,121.22)	33,453.00	(3.99)%	33,895.63
Conferences & Continuing Education Meetings	0.00	600.00	5,408.26	4,808.26	5,900.00	89.83%	11,340.19
Public Relations	4,012.66	11,924.63	7,585.38	(4,339.25)	8,275.00	(44.10)%	1,756.24
Liability Insurance	0.00	14,690.70	14,906.10	215.40	16,261.21	9.66%	14,782.93
Supplies, Postage & Printing	26,438.35	61,707.76	33,686.62	(28,021.14)	36,749.00	(67.92)%	42,200.52
Telephone & Telecommunications	1,893.89	14,912.78	15,426.18	513.40	16,828.50	11.38%	19,803.28
Equipment Rental, Repair and Maintenance	387.41	5,028.21	7,003.37	1,975.16	7,640.00	34.19%	4,840.33
Professional Services	0.00	23,204.28	40,168.37	16,964.09	43,820.00	47.05%	48,790.97
Contractual Services	0.00	14,409.01	38,287.70	23,878.69	41,768.39	65.50%	14,839.07
Professional Membership Dues	504.00	2,796.00	2,876.50	80.50	3,138.00	10.90%	2,656.00
Miscellaneous	71.96	2,216.75	1,595.00	(621.75)	1,740.00	(27.40)%	5,761.74
Capital Outlays	<u>71,802.00</u>	<u>159,126.00</u>	<u>235,872.01</u>	<u>76,746.01</u>	<u>257,315.00</u>	<u>38.16%</u>	<u>5,750.00</u>
Total Expenses	<u>308,251.22</u>	<u>2,423,950.37</u>	<u>2,819,561.47</u>	<u>395,611.10</u>	<u>3,075,885.03</u>	<u>21.20%</u>	<u>2,434,041.47</u>
Other Financing Sources & Uses							
Transfers From Other Funds	0.00	(1,878.32)	0.00	1,878.32	0.00	0.00%	(1,839.38)
Transfer to Other Funds	<u>0.00</u>	<u>0.00</u>	<u>229,166.63</u>	<u>229,166.63</u>	<u>250,000.00</u>	<u>100.00%</u>	<u>250,000.00</u>
Total Other Financing Sources & Uses	<u>0.00</u>	<u>(1,878.32)</u>	<u>229,166.63</u>	<u>231,044.95</u>	<u>250,000.00</u>	<u>100.75%</u>	<u>248,160.62</u>
Other Income (Expense)							
Dreamhost	0.00	181.35	0.00	181.35	0.00	0.00%	432.45
Reimbursement	(27.90)	(442.40)	0.00	(442.40)	0.00	0.00%	(432.45)
Total Other Income (Expense)	<u>(27.90)</u>	<u>(261.05)</u>	<u>0.00</u>	<u>(261.05)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Revenue Over (Under) Expense	<u>814,166.17</u>	<u>188,055.36</u>	<u>287,468.72</u>	<u>(99,413.36)</u>	<u>313,602.27</u>	<u>(40.03)%</u>	<u>(352,420.31)</u>

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #27 - Cataloging Maintenance Center (CMC)

	May 2018	YTD Actuals	YTD Budget	YTD Budget Variance	IHLS Approved FY2017-18 Budget	IHLS Approved FY2017-18 Budget Percent Total Budget Remaining	Audited FY2016-2017 Actuals
	(05/01/2018 - 05/31/2018)	(07/01/2017 - 05/31/2018)	(07/01/2017 - 05/31/2018)	(07/01/2017 - 05/31/2018)			(07/01/2016 - 06/30/2017)
Revenues							
State Grants	0.00	293,028.00	268,608.89	24,419.11	293,027.90	0.00%	363,020.00
Total State Grants	0.00	293,028.00	268,608.89	24,419.11	293,027.90	0.00%	363,020.00
Total Revenues	0.00	293,028.00	268,608.89	24,419.11	293,027.90	0.00%	363,020.00
Expenses							
Personnel	13,801.39	161,331.02	164,477.28	3,146.26	179,429.82	10.09%	225,954.03
Building and Grounds	0.00	0.00	0.00	0.00	0.00	0.00%	11.49
Vehicle Expenses	0.00	0.00	275.00	275.00	300.00	100.00%	35.35
Travel, Meetings & Continuing for Staff and	0.00	5,021.80	6,735.74	1,713.94	7,348.00	31.66%	3,788.28
Conferences & Continuing Education Meetings	150.00	150.00	0.00	(150.00)	0.00	0.00%	0.00
Supplies, Postage & Printing	103.71	2,593.14	2,713.26	120.12	2,960.00	12.39%	12,326.57
Telephone & Telecommunications	240.42	2,747.39	2,508.00	(239.39)	2,736.00	(0.42)%	5,976.26
Equipment Rental, Repair and Maintenance	153.16	2,250.91	3,300.00	1,049.09	3,600.00	37.47%	3,643.90
Professional Services	8,911.00	56,765.75	61,416.63	4,650.88	67,000.00	15.28%	59,323.39
Contractual Services	2,219.83	25,506.06	27,159.99	1,653.93	29,629.08	13.92%	39,275.97
Professional Membership Dues	0.00	48.00	22.88	(25.12)	25.00	(92.00)%	0.00
Total Expenses	25,579.51	256,414.07	268,608.78	12,194.71	293,027.90	12.49%	350,335.24
Total Revenue Over (Under) Expense	(25,579.51)	36,613.93	0.11	36,613.82	0.00	0.00%	12,684.76

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #29 - Plinkit Fund

			YTD Budget				Audited
	May 2018	YTD Actuals	YTD Budget	Variance	IHLS Approved	IHLS Approved	FY2016-2017
	(05/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -		FY2017-18 Budget	Actuals
	05/31/2018)	05/31/2018)	05/31/2018)	05/31/2018)	IHLS Approved	Percent Total	(07/01/2016 -
					FY2017-18 Budget	Budget Remaining	06/30/2017)
Revenues							
Fees for Services and Materials	<u>0.00</u>	<u>(15,400.00)</u>	<u>0.00</u>	<u>(15,400.00)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Revenues	<u>0.00</u>	<u>(15,400.00)</u>	<u>0.00</u>	<u>(15,400.00)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Expenses							
Supplies, Postage & Printing	<u>0.00</u>	<u>9,132.45</u>	<u>0.00</u>	<u>(9,132.45)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Expenses	<u>0.00</u>	<u>9,132.45</u>	<u>0.00</u>	<u>(9,132.45)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Revenue Over (Under) Expense	<u>0.00</u>	<u>(24,532.45)</u>	<u>0.00</u>	<u>(24,532.45)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #32 - Online Computer Library Center (OCLC)

	May 2018	YTD Actuals	YTD Budget	YTD Budget Variance	IHLS Approved FY2017-18 Budget	IHLS Approved FY2017-18 Budget Percent Total Budget Remaining	Audited FY2016-2017 Actuals
	(05/01/2018 - 05/31/2018)	(07/01/2017 - 05/31/2018)	(07/01/2017 - 05/31/2018)	(07/01/2017 - 05/31/2018)			(07/01/2016 - 06/30/2017)
Revenues							
State Grants	0.00	135,506.55	124,214.31	11,292.24	135,506.55	0.00%	159,925.00
Total State Grants	0.00	135,506.55	124,214.31	11,292.24	135,506.55	0.00%	159,925.00
Total Revenues	0.00	135,506.55	124,214.31	11,292.24	135,506.55	0.00%	159,925.00
Expenses							
Personnel	8,794.94	113,022.68	106,966.42	(6,056.26)	116,690.47	3.14%	108,296.38
Supplies, Postage & Printing	28.40	3,433.92	4,400.00	966.08	4,800.00	28.46%	2,025.93
Telephone & Telecommunications	109.73	2,471.32	2,508.00	36.68	2,736.00	9.67%	2,348.07
Equipment Rental, Repair and Maintenance	268.70	2,845.03	3,465.00	619.97	3,780.00	24.73%	2,934.60
Professional Services	0.00	2,800.00	8,800.00	6,000.00	9,600.00	70.83%	0.00
Contractual Services	1,289.06	14,098.22	17,067.27	2,969.05	18,618.78	24.28%	18,456.00
Total Expenses	10,490.83	138,671.17	143,206.69	4,535.52	156,225.25	11.24%	134,060.98
Total Revenue Over (Under) Expense	(10,490.83)	(3,164.62)	(18,992.38)	15,827.76	(20,718.70)	(84.73)%	25,864.02

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #34 - The Marc of Quality (TMQ)

							Audited
	May 2018	YTD Actuals	YTD Budget	YTD Budget		IHLS Approved	FY2016-2017
	(05/01/2018 -	(07/01/2017 -	(07/01/2017 -	(07/01/2017 -	IHLS Approved	FY2017-18 Budget	Actuals
	05/31/2018)	05/31/2018)	05/31/2018)	05/31/2018)	FY2017-18 Budget	Percent Total Budget Remaining	(07/01/2016 - 06/30/2017)
Revenues							
State Grants	<u>0.00</u>	<u>8,200.00</u>	<u>7,516.63</u>	<u>683.37</u>	<u>8,200.00</u>	<u>0.00%</u>	<u>8,200.00</u>
Total Revenues	<u>0.00</u>	<u>8,200.00</u>	<u>7,516.63</u>	<u>683.37</u>	<u>8,200.00</u>	<u>0.00%</u>	<u>8,200.00</u>
Expenses							
Contractual Services	<u>0.00</u>	<u>4,100.00</u>	<u>7,516.63</u>	<u>3,416.63</u>	<u>8,200.00</u>	<u>50.00%</u>	<u>8,200.00</u>
Total Expenses	<u>0.00</u>	<u>4,100.00</u>	<u>7,516.63</u>	<u>3,416.63</u>	<u>8,200.00</u>	<u>50.00%</u>	<u>8,200.00</u>
Other Financing Sources & Uses							
Transfer to Other Funds	<u>0.00</u>	<u>0.14</u>	<u>0.00</u>	<u>(0.14)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Other Financing Sources & Uses	<u>0.00</u>	<u>0.14</u>	<u>0.00</u>	<u>(0.14)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Revenue Over (Under) Expense	<u>0.00</u>	<u>4,099.86</u>	<u>0.00</u>	<u>4,099.86</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #66 - Capital Fund

							Audited
	May 2018	YTD Actuals	YTD Budget	YTD Budget Variance	IHLS Approved	IHLS Approved	FY2016-2017
	(05/01/2018 - 05/31/2018)	(07/01/2017 - 05/31/2018)	(07/01/2017 - 05/31/2018)	(07/01/2017 - 05/31/2018)	IHLS Approved FY2017-18 Budget	FY2017-18 Budget Percent Total Budget Remaining	Actuals (07/01/2016 - 06/30/2017)
Revenues							
Investment Income	<u>717.91</u>	<u>4,553.46</u>	<u>0.00</u>	<u>4,553.46</u>	<u>0.00</u>	<u>0.00%</u>	<u>4,982.46</u>
Total Revenues	<u>717.91</u>	<u>4,553.46</u>	<u>0.00</u>	<u>4,553.46</u>	<u>0.00</u>	<u>0.00%</u>	<u>4,982.46</u>
Expenses							
Capital Outlays	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>356,899.51</u>
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>356,899.51</u>
Total Revenue Over (Under) Expense	<u>717.91</u>	<u>4,553.46</u>	<u>0.00</u>	<u>4,553.46</u>	<u>0.00</u>	<u>0.00%</u>	<u>(351,917.05)</u>

Illinois Heartland Library System

Balance Sheet
Governmental Funds
as of May 31, 2018

	Major Funds					Non-Major Governmental Funds	Total
	General Fund	CMC Fund	Plinkit	OCLC Fund	Capital Projects Fund		
Assets							
Cash and Cash Equivalents	4,756,988.47	51,604.50	17,050.41	19,642.55	987,962.64	6,074.23	5,839,322.80
Due From Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grants Receivable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Receivable	20,479.32	0.00	0.00	0.00	0.00	0.00	20,479.32
Prepaid Expenses	<u>18,946.34</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,946.34</u>
Total Assets	<u>4,796,414.13</u>	<u>51,604.50</u>	<u>17,050.41</u>	<u>19,642.55</u>	<u>987,962.64</u>	<u>6,074.23</u>	<u>5,878,748.46</u>
Liabilities							
Accounts Payable	89,615.04	3,232.75	0.00	0.00	0.00	0.00	92,847.79
Grants Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Due to Other Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accrued Expenses	<u>36,370.20</u>	<u>(2,203.02)</u>	<u>118.86</u>	<u>2,298.75</u>	<u>0.00</u>	<u>0.00</u>	<u>36,584.79</u>
Total Liabilities	<u>125,985.24</u>	<u>1,029.73</u>	<u>118.86</u>	<u>2,298.75</u>	<u>0.00</u>	<u>0.00</u>	<u>129,432.58</u>
Deferred Inflows of Resources							
Loss Book Funds	(19.95)	0.00	0.00	0.00	0.00	0.00	(19.95)
Other Deferred Inflows	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Deferred Inflows of Resources	<u>(19.95)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(19.95)</u>
Fund Balances							
	<u>4,670,448.84</u>	<u>50,574.77</u>	<u>16,931.55</u>	<u>17,343.80</u>	<u>987,962.64</u>	<u>6,074.23</u>	<u>5,749,335.83</u>
Total Liabilities, Deferred Inflows, and Fund Balances	<u>4,796,414.13</u>	<u>51,604.50</u>	<u>17,050.41</u>	<u>19,642.55</u>	<u>987,962.64</u>	<u>6,074.23</u>	<u>5,878,748.46</u>

Non-Major Governmental Funds represents SWAYS

Illinois Heartland Library System

Balance Sheet

Capital Projects Fund

as of May 31, 2018

	<u>Unrestricted</u>	<u>Reserve Funds</u>	<u>Total</u>
Assets:			
Current Assets:			
Cash and Cash Equivalents	<u>900,050.64</u>	<u>87,912.00</u>	<u>987,962.64</u>
Total Assets:	<u>900,050.64</u>	<u>87,912.00</u>	<u>987,962.64</u>
 Total Assets and Deferred Outflows of Resources	 <u>900,050.64</u>	 <u>87,912.00</u>	 <u>987,962.64</u>
Liabilities:			
Current Liabilities:			
Accounts Payable	0.00	0.00	0.00
Due to Other Funds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Current Liabilities:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Liabilities:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
 Net Position:			
	<u>900,050.64</u>	<u>87,912.00</u>	<u>987,962.64</u>
Total Net Position:	<u>900,050.64</u>	<u>87,912.00</u>	<u>987,962.64</u>
 Total Liabilities, Deferred Inflows & Net Position	 <u>900,050.64</u>	 <u>87,912.00</u>	 <u>987,962.64</u>

Illinois Heartland Library System
Statement of Revenues and Expenditures
Fund #85 - Sharing Heartland's Available Resources Equally (SHARE)

	May 2018 (05/01/2018 - 05/31/2018)	YTD Actuals (07/01/2017 - 05/31/2018)	YTD Budget (07/01/2017 - 05/31/2018)	YTD Budget Variance (07/01/2017 - 05/31/2018)	IHLS Approved FY2017-18 Budget	IHLS Approved FY2017-18 Budget Percent Total Budget Remaining	Audited FY2016-2017 Actuals (07/01/2016 - 06/30/2017)
Revenues							
Fees for Services and Materials	959.84	1,281,413.22	1,174,727.18	106,686.04	1,281,520.44	(0.01)%	1,105,690.40
Investment Income	1,437.20	10,889.40	4,114.88	6,774.52	4,489.00	142.58%	4,466.36
Other Revenue	<u>15,673.03</u>	<u>65,824.50</u>	<u>36,557.51</u>	<u>29,266.99</u>	<u>39,880.85</u>	<u>65.05%</u>	<u>23,678.00</u>
Total Revenues	<u>18,070.07</u>	<u>1,358,127.12</u>	<u>1,215,399.57</u>	<u>142,727.55</u>	<u>1,325,890.29</u>	<u>2.43%</u>	<u>1,133,834.76</u>
Expenses							
Personnel	76,114.71	882,061.61	955,443.61	73,382.00	1,042,301.98	15.37%	989,600.39
Library Materials	8,123.54	66,064.46	67,000.78	936.32	73,091.81	9.61%	0.00
Vehicle Expenses	120.76	1,106.49	916.63	(189.86)	1,000.00	(10.65)%	796.18
Travel, Meetings & Continuing for Staff and	5,205.49	18,098.81	16,016.88	(2,081.93)	17,473.00	(3.58)%	16,613.75
Conferences & Continuing Education Meetings	0.00	0.00	0.00	0.00	0.00	0.00%	300.00
Public Relations	0.00	24.09	458.37	434.28	500.00	95.18%	93.20
Supplies, Postage & Printing	244.24	16,073.88	17,508.37	1,434.49	19,100.00	15.84%	5,292.54
Telephone & Telecommunications	1,634.73	15,777.24	13,299.00	(2,478.24)	14,508.00	(8.75)%	16,502.52
Equipment Rental, Repair and Maintenance	260.56	3,190.21	4,730.00	1,539.79	5,160.00	38.17%	3,644.13
Professional Services	446.25	16,616.08	10,083.26	(6,532.82)	11,000.00	(51.06)%	6,000.00
Contractual Services	4.95	223,751.95	203,676.33	(20,075.62)	222,192.30	(0.70)%	195,342.86
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00%	188,307.97
Professional Membership Dues	0.00	100.00	91.63	(8.37)	100.00	0.00%	100.00
Miscellaneous	30.37	303.57	330.00	26.43	360.00	15.68%	515.96
Capital Outlays	<u>259,967.06</u>	<u>264,634.25</u>	<u>0.00</u>	<u>(264,634.25)</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>
Total Expenses	<u>352,152.66</u>	<u>1,507,802.64</u>	<u>1,289,554.86</u>	<u>(218,247.78)</u>	<u>1,406,787.09</u>	<u>(7.18)%</u>	<u>1,423,109.50</u>
Other Financing Sources & Uses							
Transfers From Other Funds	0.00	0.00	(229,166.63)	(229,166.63)	(250,000.00)	100.00%	(250,000.00)
Transfer to Other Funds	<u>0.00</u>	<u>0.00</u>	<u>130,625.00</u>	<u>130,625.00</u>	<u>142,500.00</u>	<u>100.00%</u>	<u>0.00</u>
Total Other Financing Sources & Uses	<u>0.00</u>	<u>0.00</u>	<u>(98,541.63)</u>	<u>(98,541.63)</u>	<u>(107,500.00)</u>	<u>100.00%</u>	<u>(250,000.00)</u>
Other Income (Expense)							
Reimbursements-Subscriptions	0.00	135,596.99	0.00	135,596.99	0.00	0.00%	254,819.75
Reimbursements-3M e-books	6,216.15	55,903.81	0.00	55,903.81	0.00	0.00%	82,576.55
Reimbursement:Subscriptions	0.00	(136,411.21)	0.00	(136,411.21)	0.00	0.00%	(245,969.00)
Reimbursement:3M e-books	(6,216.15)	(78,160.47)	0.00	(78,160.47)	0.00	0.00%	(60,284.90)
Reimbursement:SAM	0.00	(10,530.67)	0.00	(10,530.67)	0.00	0.00%	(957.33)
Pension Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>28,127.10</u>
Total Other Income (Expense)	<u>0.00</u>	<u>(33,601.55)</u>	<u>0.00</u>	<u>(33,601.55)</u>	<u>0.00</u>	<u>0.00%</u>	<u>58,312.17</u>
Total Revenue Over (Under) Expense	<u>(334,082.59)</u>	<u>(183,277.07)</u>	<u>24,386.34</u>	<u>(207,663.41)</u>	<u>26,603.20</u>	<u>(788.93)%</u>	<u>19,037.43</u>

Illinois Heartland Library System

Statement of Net Position

SHARE Fund

as of May 31, 2018

	Unrestricted	Reserve Funds	Committed Funds	Total
Assets:				
Current Assets:				
Cash and Cash Equivalents	239,402.21	958,919.83	9,718.83	1,208,040.87
Due from Other Funds	0.00	0.00	0.00	0.00
Accounts Receivable	14,990.33	0.00	0.00	14,990.33
Prepaid Expenses	166,676.43	0.00	0.00	166,676.43
Net Pension Assets	(160,608.16)	0.00	0.00	(160,608.16)
Total Current Assets:	260,460.81	958,919.83	9,718.83	1,229,099.47
Capital Assets:				
Depreciable Capital Assets	2,667,758.77	0.00	0.00	2,667,758.77
Accumulated Depreciation	(2,553,469.71)	0.00	0.00	(2,553,469.71)
Total Capital Assets:	114,289.06	0.00	0.00	114,289.06
Total Assets:	374,749.87	958,919.83	9,718.83	1,343,388.53
 Deferred Outflows of Resources:				
Deferred Outflows from Pension Contribution				
Deferred Outflows from Pension Contribution	473,181.39	0.00	0.00	473,181.39
Total Deferred Outflows of Resources:	473,181.39	0.00	0.00	473,181.39
 Total Assets and Deferred Outflows of Resources	847,931.26	958,919.83	9,718.83	1,816,569.92
 Liabilities:				
Current Liabilities:				
Accounts Payable	25,408.03	0.00	0.00	25,408.03
Due to Other Funds	0.00	0.00	0.00	0.00
Accrued Expenses	24,200.31	0.00	0.00	24,200.31
Total Current Liabilities:	49,608.34	0.00	0.00	49,608.34
Long-Term Liabilities:				
Compensated Absences Payable	83,753.27	0.00	0.00	83,753.27
Other Long-Term Liabilities	0.00	0.00	0.00	0.00
Total Long-Term Liabilities:	83,753.27	0.00	0.00	83,753.27
Total Liabilities:	133,361.61	0.00	0.00	133,361.61
 Deferred Inflows of Resources:				
Deferred Inflows of Resources Related to Pension				
Deferred Inflows of Resources Related to	9,469.66	0.00	0.00	9,469.66
Total Deferred Inflows of Resources:	9,469.66	0.00	0.00	9,469.66
 Net Position:				
Total Net Position:	705,099.99	958,919.83	9,718.83	1,673,738.65
 Total Liabilities, Deferred Inflows & Net Position	847,931.26	958,919.83	9,718.83	1,816,569.92



Illinois Heartland Library System

TO: Finance Committee
 FROM: Leslie Bednar
 DATE: June 8, 2018
 RE: IHLS Investment Update

At your April 26, 2018 meeting, the committee discussed goal setting for IHLS Capital Projects Fund investments. As the Chief Investment Officer, I present to you an update on our invested funds, an estimate of revenue and expenditure of our Capital Projects Fund and recommendations for the near future.

Current Investments

During the meeting a committee member suggested a first goal for the fund could be to achieve \$1,000,000 as a minimum balance. This is quite achievable and in fact, our estimates indicate we will achieve that balance by the end of FY2019. The total reserved and unreserved funds at 30 June 2019 combined with estimated interest from new investment tools brings the total to \$1,082,805.82. Below is an overview of our current investments and an updated estimate of our interest income in FY2019.

<u>IHLS Capital Project Funds Bank Accounts</u>		
	<u>Estimated Balance as of 06/30/2018</u>	<u>Updated FY2019 Estimated Interest</u>
Reserved Capital Project Funds - Illinois Funds*	87,912.00	843.96
Unreserved Capital Project Funds		
Scott Credit Union CD - 13 months at 2.25%	243,000.00	5,467.50
GCS Credit Union CD - 8 months at 2.25%	243,000.00	3,631.00
Illinois Funds Balance*	414,764.33	3,981.74
Total Unreserved Capital Project Funds	900,764.33	13,080.24
Total Capital Project Funds	988,676.33	13,924.19
*Budgeted at 1.21% Yield with a .25% Contingency, Current Average Daily Yield as of 5/31/18 is 1.747%		

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Capital Projects Fund Investments in FY2019

The table below utilizes board-approved budgeted amounts for the Capital Projects Fund in FY2019. With the addition of an estimated \$313,602.27 from remaining FY2018 System Area & Per Capita Grant (SAPG) funds, we may end FY2019 with approximately \$1,082,805.82 in the fund:

<u>Capital Project Funds Investment Plan</u>	
FY2018 Balance	
Reserved Capital Project Funds Balance	87,912.00
Projected Unreserved Capital Project Funds Balance as of June 30, 2018	900,764.33
Projected Total Balance of Capital Project Funds as of June 30, 2018	988,676.33
FY2019 Inflows	
Transfer from FY2018 SPAG Projected Revenue over Expenses	313,602.27
Budgeted FY2019 Capital Project Funds Interest Income	4,527.22
Projected Total Inflows of Capital Project Funds as of June 30, 2019	318,129.49
FY2019 Outflows	
Projected FY2019 Capital Project Funds Expenditures (See Schedule A)	224,000.00
Projected Total Capital Project Funds Balance as of June 30, 2019	1,082,805.82
<u>Schedule A - Outflow Detail</u>	
Painting of Soffit, Door & Trim - Champaign Office	14,000.00
7 Delivery Vans	210,000.00
Total Projected FY2018 Capital Project Funds Expenditures	224,000.00

Recommendations

Moving forward, our recommendations for continued healthy growth of IHLS reserve and capital funds include:

- transfer remaining System Area & Per Capita Grant funds at the end of fiscal year to Capital Projects Funds as appropriate
- continued awareness of short- and mid-term investment vehicle returns on investment
- develop grant proposals (as appropriate) for capital improvement projects
- evaluate formation of foundation or friends group as an avenue for achieving tax-exempt status under section 501(c)(3) of the Internal Revenue Code and the ability to apply for a greater number of grants

Thank you for your consideration, and I look forward to our discussion at your meeting.