



## Illinois Heartland Library System

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TO: IHLS Executive Committee  
 FROM: Leslie Bednar  
 DATE: April 12, 2021  
 RE: FY2021 General and CMC Budgets Amendment

### Background

Included in the FY2021 Capital Projects Budget are building improvements to the first floor in the Edwardsville office. As we move forward with these planned improvements and the COVID pandemic, the need for updated workspaces for our staff in that location has become evident. We propose a budget amendment to satisfy the large purchase amount in the FY2021 General Fund Budget and the auditors' requirement for board approval.

The funds outlined below will be utilized to purchase desks, divider walls, cabinets, shelving, group meeting tables, and chairs for our General, CMC, and SHARE staff. The deadline to place a furniture order and guarantee installation prior to June 30, 2021 is April 20. Stacey Carter approved a *second* special meeting in April so the Board can consider the furniture purchase prior to the order deadline. We have not included a SHARE budget amendment in this proposal. The SHARE Finance & Policy Committee meets after the purchase deadline and will determine how it will fund its portion of the furnishings. We will notify you of their decision via budget amendment at our next meeting.

Attached please find our amended General Fund and CMC Fund budgets for your review and consideration to present to the Executive Committee at their April 14 meeting. The proposed amendment will need final approval by the board at their special board meeting in April. Proposed budget amendments for both funds are estimates and intended as "no more than" expenditures.

Thank you, and please let me know if you have any comments or questions.

### **General Fund – Budget changes for FY2021**

#### *General Office Supplies & Equipment (Expense | 5365):*

Proposed increase reflects the purchase of furniture for the first-floor remodel.

### **CMC Fund – Budget changes for FY2021**

#### *Travel & Continuing Education for Staff & Board (Expenses | 5260-5290):*

Proposed decrease reflects the cancellation of in-person conferences due to COVID-19. The conferences were held virtually saving on travel expenses.

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***General Office Supplies & Equipment (Expense | 5365):***

Proposed increase reflects the purchase of furniture for the first-floor remodel.

***Public Relations (Expense | 5330):***

Proposed decrease reflects the reduction in educational handouts that were not needed due to the cancellation of in-person conferences.

General Fund

Budget Line Item	FY2021		Difference	
	Approved Budget	FY2021 Amended Budget		
<b>REVENUES</b>				
State Grants				
Area & Per Capita	4000	3,400,700.32	3,400,700.32	-
CMC	4027	-	-	-
OCLC	4032	-	-	-
TMQ	4034	-	-	-
Other State Grants	4099	-	-	-
Federal Grants				
Other Grants	4200	-	-	-
Fees for Services & Materials				
ILDS	4222	257,835.00	257,835.00	-
Fees for Services & Materials	4305	-	-	-
Member Day	4315	5,650.00	5,650.00	-
Cloud Subscription	4380	-	-	-
SHARE Basic Fee (Membership Fee)	4385	-	-	-
Bibliographic Services	4386	-	-	-
Add'l Module Fee	4387	-	-	-
SHARE Transitions Fee	4388	-	-	-
Interest Income	4500	37,970.00	37,970.00	-
Other Revenue				
Room Rental	4600	-	-	-
Miscellaneous Income	4650	8,000.00	8,000.00	-
Miscellaneous Income Uncollectible	4651	-	-	-
Asset Surplus Proceeds	4655	-	-	-
Grant Administration	4660	14,422.00	14,422.00	-
E-Rate Funding	4675	3,240.00	3,240.00	-
SAM	4678	-	-	-
ICN Filtering	4680	-	-	-
Dream Host	4685	-	-	-
Transfer From Other Funds	4999	-	-	-
<b>Estimated Total Revenue</b>		<b>3,727,817.32</b>	<b>3,727,817.32</b>	<b>-</b>
<b>EXPENSES</b>				
Personnel				
Salaries & Wages				
Library Professional	5000	374,067.00	374,067.00	-
Other Professional	5010	649,455.00	649,455.00	-
Support Services	5020	996,010.00	996,010.00	-
Payroll Taxes & Fringe Benefits				
Social Security Taxes	5030	154,494.00	154,494.00	-
Unemployment Insurance	5035	14,139.00	14,139.00	-
Worker's Compensation	5040	42,191.00	42,191.00	-
Retirement Benefits (IMRF)	5045	76,274.00	76,274.00	-
Dental, Health, Life & Vision Ins.	5050	233,441.00	233,441.00	-
Other Fringe Benefits	5055	4,300.00	4,300.00	-
Retention & Wellness	5057	2,800.00	2,800.00	-
Training & Professional Development	5058	16,200.00	16,200.00	-
Recruiting	5070	5,000.00	5,000.00	-
<b>Subtotal-Personnel</b>		<b>2,568,371.00</b>	<b>2,568,371.00</b>	<b>-</b>
Library Materials				
Printed Materials	5100	-	-	-
Nonprinted Materials	5110	-	-	-
E-Resources	5120	-	-	-
<b>Subtotal-Library Materials</b>		<b>-</b>	<b>-</b>	<b>-</b>
Building & Grounds				
Rent	5150	81,532.00	81,532.00	-
Utilities	5160	52,376.00	52,376.00	-
Property Insurance	5170	24,802.00	24,802.00	-
Repairs and Maintenance	5180	57,900.00	57,900.00	-
Custodial/Janitoria Svcs & Supplies	5190	24,630.00	24,630.00	-
Other Building & Grounds	5195	20,630.00	20,630.00	-
<b>Subtotal-Building &amp; Grounds</b>		<b>261,870.00</b>	<b>261,870.00</b>	<b>-</b>

Budget Line Item		FY2021	FY2021	Difference
		Approved Budget	Amended Budget	
Vehicle Expenses				
Fuel	5200	223,195.00	223,195.00	-
Repairs and Maintenance	5210	48,105.00	48,105.00	-
Vehicle Insurance	5220	51,282.00	51,282.00	-
Vehicle Leasing/Rental:Delivery	5230	69,438.00	69,438.00	-
Vehicle Leasing/Rental:Staff	5240	8,509.00	8,509.00	-
Other Vehicle Expense	5245	1,850.00	1,850.00	-
Subtotal-Vehicle Expenses		402,379.00	402,379.00	-
Travel & Continuing Education for Staff & Board				
Mileage, Gas, Tolls-In State	5250	9,337.00	9,337.00	-
In State Travel(Airfare,Train,Taxi)	5255	586.00	586.00	-
Meals In State	5260	6,287.00	6,287.00	-
Lodging In State	5265	19,045.00	19,045.00	-
Mileage,Gas, Tolls-Out State	5270	-	-	-
Out State Travel(Airfare,Train,Taxi)	5275	2,778.00	2,778.00	-
Meals Out State	5280	3,154.00	3,154.00	-
Lodging Out State	5285	6,743.00	6,743.00	-
Registration and Meetings	5290	34,435.00	34,435.00	-
Conferences & Cont Ed Mtgs	5300	13,300.00	13,300.00	-
Member Day	5315	16,000.00	16,000.00	-
Subtotal-Travel & Continuing Education		111,665.00	111,665.00	-
Public Relations	5330	42,108.00	42,108.00	-
Liability Insurance	5350	16,468.00	16,468.00	-
Supplies, Postage & Printing				
Computers, Software & Supplies	5360	57,735.00	57,735.00	-
Gen'l Office Supplies & Equipment	5365	21,000.00	121,000.00	100,000.00
Postage	5370	1,200.00	1,200.00	-
Delivery Supplies	5385	17,575.00	17,575.00	-
Other Supplies	5390	660.00	660.00	-
Subtotal-Supplies, Postage & Printing		98,170.00	198,170.00	100,000.00
Telephone and Telecommunications	5400	26,227.00	26,227.00	-
Equipment Rental, Repair & Maintenance				
Equipment Rental	5450	-	-	-
Equipment Repair & Maintenance Agreements	5455	6,360.00	6,360.00	-
Subtotal-Equipment Rental, Repair & Maintenance		6,360.00	6,360.00	-
Professional Services				
Legal	5500	15,000.00	15,000.00	-
Accounting	5510	15,720.00	15,720.00	-
Consulting	5520	15,000.00	15,000.00	-
Contractual Staff	5530	-	-	-
Subtotal-Professional Services		45,720.00	45,720.00	-
Contractual Services				
Information Service Costs	5550	68,611.00	68,611.00	-
Contract Agreements w/Systems, Member Lib	5560	-	-	-
Outside Printing Services	5570	-	-	-
Other Contractual Services	5580	75,671.00	75,671.00	-
Subtotal-Contractual Services		144,282.00	144,282.00	-
Professional Association Membership Dues	5700	6,829.00	6,829.00	-
Miscellaneous	5725	2,701.00	2,701.00	-
Capital Outlays				
Capital Outlays- Equipment	5750	-	-	-
Capital Outlays- Computers	5755	-	-	-
Capital Outlays- Furniture & Fixtures	5760	-	-	-
Capital Outlays- Building & Improvements	5765	-	-	-
Capital Outlays- Land	5770	-	-	-
Capital Outlays- Vehicles	5775	-	-	-
Subtotal-Capital Outlays		-	-	-
Transfer To Other Funds				
SHARE		300,000.00	300,000.00	-
Subtotal-Transfer To Other Funds		300,000.00	300,000.00	-
Estimated Total Expenses		4,033,150.00	4,133,150.00	100,000.00
Estimated Excess (Deficiency) of Revenue over Expenses		(305,332.68)	(405,332.68)	100,000.00

Budget Line Item	CMC Fund			Difference
	FY2021	FY2021		
	Approved	Amended		
	Budget	Budget		
<b>REVENUES</b>				
State Grants				
Area & Per Capita	4000	-	-	-
CMC	4027	387,798.00	387,798.00	-
OCLC	4032	-	-	-
TMQ	4034	-	-	-
Other State Grants	4099	-	-	-
Federal Grants				
Other Grants	4200	-	-	-
Fees for Services & Materials				
ILDS	4222	-	-	-
Fees for Services & Materials	4305	-	-	-
Member Day	4315	-	-	-
Cloud Subscription	4380	-	-	-
SHARE Basic Fee (Membership Fee)	4385	-	-	-
Bibliographic Services	4386	-	-	-
Add'l Module Fee	4387	-	-	-
SHARE Transitions Fee	4388	-	-	-
Interest Income	4500	-	-	-
Other Revenue				
Room Rental	4600	-	-	-
Miscellaneous Income	4650	-	-	-
Miscellaneous Income Uncollectible	4651	-	-	-
Asset Surplus Proceeds	4655	-	-	-
Grant Administration	4660	-	-	-
E-Rate Funding	4675	-	-	-
SAM	4678	-	-	-
ICN Filtering	4680	-	-	-
Dream Host	4685	-	-	-
Transfer From Other Funds	4999	-	-	-
<b>Estimated Total Revenue</b>		<b>387,798.00</b>	<b>387,798.00</b>	<b>-</b>
<b>EXPENSES</b>				
Personnel				
Salaries & Wages				
Library Professional	5000	239,789.00	239,789.00	-
Other Professional	5010	-	-	-
Support Services	5020	-	-	-
Payroll Taxes & Fringe Benefits				
Social Security Taxes	5030	18,344.00	18,344.00	-
Unemployment Insurance	5035	930.00	930.00	-
Worker's Compensation	5040	252.00	252.00	-
Retirement Benefits (IMRF)	5045	13,872.00	13,872.00	-
Dental, Health, Life & Vision Ins.	5050	43,256.00	43,256.00	-
Other Fringe Benefits	5055	-	-	-
Retention & Wellness	5057	-	-	-
Training & Professional Development	5058	995.00	995.00	-
Recruiting	5070	-	-	-
<b>Subtotal-Personnel</b>		<b>317,438.00</b>	<b>317,438.00</b>	<b>-</b>
Library Materials				
Printed Materials	5100	-	-	-
Nonprinted Materials	5110	-	-	-
E-Resources	5120	-	-	-
<b>Subtotal-Library Materials</b>		<b>-</b>	<b>-</b>	<b>-</b>
Building & Grounds				
Rent	5150	-	-	-
Utilities	5160	-	-	-
Property Insurance	5170	-	-	-
Repairs and Maintenance	5180	-	-	-
Custodial/Janitoria Svcs & Supplies	5190	-	-	-
Other Building & Grounds	5195	-	-	-
<b>Subtotal-Building &amp; Grounds</b>		<b>-</b>	<b>-</b>	<b>-</b>
Vehicle Expenses				
Fuel	5200	320.00	320.00	-
Repairs and Maintenance	5210	-	-	-
Vehicle Insurance	5220	-	-	-
Other Vehicle Expense	5245	-	-	-
<b>Subtotal-Vehicle Expenses</b>		<b>320.00</b>	<b>320.00</b>	<b>-</b>
Travel & Continuing Education for Staff & Board				
Mileage,Gas, Tolls-In State	5250	-	-	-
In State Travel(Airfare,Train,Taxi)	5255	-	-	-
Meals In State	5260	1,854.00	-	(1,854.00)
Lodging In State	5265	5,450.00	-	(5,450.00)
Mileage,Gas, Tolls-Out State	5270	-	-	-
Out State Travel(Airfare,Train,Taxi)	5275	1,930.00	-	(1,930.00)
Meals Out State	5280	1,782.00	-	(1,782.00)
Lodging Out State	5285	3,428.00	-	(3,428.00)
Registration and Meetings	5290	5,905.00	3,649.00	(2,256.00)
Conferences & Cont Ed Mtgs	5300	-	-	-
Member Day	5315	-	-	-
<b>Subtotal-Travel &amp; Continuing Education</b>		<b>20,349.00</b>	<b>3,649.00</b>	<b>(16,700.00)</b>

Budget Line Item	CMC Fund			Difference
	FY2021	FY2021		
	Approved Budget	Amended Budget		
Public Relations	5330	1,989.00	89.00	(1,900.00)
Liability Insurance	5350	-	-	-
Supplies, Postage & Printing				-
Computers, Software & Supplies	5360	2,360.00	2,360.00	-
Gen'l Office Supplies & Equipment	5365	100.00	18,700.00	18,600.00
Postage	5370	-	-	-
Delivery Supplies	5385	-	-	-
<b>Subtotal-Supplies, Postage &amp; Printing</b>		<b>2,460.00</b>	<b>21,060.00</b>	<b>18,600.00</b>
Telephone and Telecommunications	5400	2,806.00	2,806.00	-
Equipment Rental, Repair & Maintenance				-
Equipment Rental	5450	-	-	-
Equipment Repair & Maintenance Agreements	5455	2,160.00	2,160.00	-
<b>Subtotal-Equipment Rental, Repair &amp; Maintenance</b>		<b>2,160.00</b>	<b>2,160.00</b>	<b>-</b>
Professional Services				-
Legal	5500	-	-	-
Accounting	5510	-	-	-
Consulting	5520	-	-	-
Contractual Staff	5530	-	-	-
<b>Subtotal-Professional Services</b>		<b>-</b>	<b>-</b>	<b>-</b>
Contractual Services				-
Information Service Costs	5550	4,125.00	4,125.00	-
Contract Agreements w/Systems, Member Lib	5560	-	-	-
Outside Printing Services	5570	-	-	-
Other Contractual Services	5580	35,254.00	35,254.00	-
<b>Subtotal-Contractual Services</b>		<b>39,379.00</b>	<b>39,379.00</b>	<b>-</b>
Professional Association Membership Dues	5700	897.00	897.00	-
Miscellaneous	5725	-	-	-
Capital Outlays				-
Capital Outlays- Equipment	5750	-	-	-
Capital Outlays- Computers	5755	-	-	-
Capital Outlays- Furniture & Fixtures	5760	-	-	-
Capital Outlays- Building & Improvements	5765	-	-	-
Capital Outlays- Land	5770	-	-	-
Capital Outlays- Vehicles	5775	-	-	-
<b>Subtotal-Capital Outlays</b>		<b>-</b>	<b>-</b>	<b>-</b>
Transfer To Other Funds				-
SHARE Reserves		-	-	-
<b>Subtotal-Transfer To Other Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Estimated Total Expenses</b>		<b>387,798.00</b>	<b>387,798.00</b>	<b>-</b>
<b>Estimated Excess (Deficiency) of Revenue over Expenses</b>		<b>-</b>	<b>-</b>	<b>-</b>