



Illinois Heartland Library System

TO: IHL S Executive Committee
FROM: Leslie Bednar
DATE: April 21, 2020
RE: FY2021 Draft Budgets

Attached please find our first budget document for your review and consideration—the FY2021 General, Cataloging Maintenance Center (CMC), OCLC Billing, Capital Projects, and SHARE funds. The General and Capital budgets are approved by the board and the Illinois State Library (ISL). The SHARE (proprietary) budget is approved by the board in concurrence with the SHARE Executive Council. The CMC and OCLC budgets (or special revenue budgets) are approved by the ISL.

The General Fund is our operating fund and the projected revenue amount of \$3,400,700.32 is based on communication from the ISL. The budget is one of the primary components of our FY2021 System Area & Per Capita Grant (SAPG) application.

A 3% cost of living increase is included in all staff wages along with the minimum wage model that was accepted at the January 2020 board meeting. The benefit insurance includes a projected 9% increase in insurance premiums, along with life & AD&D benefits for part-time staff. IMRF benefits are calculated with the current calendar year (CY) 2020 rate of 7.84% and preliminary CY2021 rate of 3.73%.

Two projects not yet reflected in the FY2021 General fund budgets are a customer relationship management (CRM) system and integration with OpenGov software. We are currently reviewing options for both projects, and whether we make the primary purchase for one or both still in FY2020. By the time we get to the May meeting cycle we should have this resolved.

We plan to cover the significant changes from FY2020 to FY2021 at Wednesday's meeting. On Wednesday we will note the committee's recommendations and share with the board. The April 28 board meeting is a first read of all budgets, and a great opportunity for discussion about future objectives. The budgets and narratives will be posted on our website following the April 28 board meeting for member feedback.

In May, there will be several opportunities for discussion and review of the proposed FY2021 budgets:

- May 11: Finance Committee Meeting
- May 13: Executive Committee Meeting
- May 26: Board Meeting (final approval)

Thank you for your consideration.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Budget Line Item	General Fund			
	FY2021	FY2020	FY2021	
	Proposed Budget	Approved Budget	Inc/(Dec) vs FY2020	
REVENUES				
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	250,325.00	7,510.00
Fees for Services & Materials	4305	-	-	-
Member Day	4315	5,650.00	3,720.00	1,930.00
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	44,641.31	(6,671.31)
Other Revenue				
Room Rental	4600	-	-	-
Miscellaneous Income	4650	8,000.00	1,000.00	7,000.00
Miscellaneous Income Uncollectible	4651	-	-	-
Asset Surplus Proceeds	4655	-	-	-
Grant Administration	4660	14,422.00	15,436.65	(1,014.65)
E-Rate Funding	4675	3,240.00	4,745.25	(1,505.25)
SAM	4678	-	-	-
ICN Filtering	4680	-	-	-
Dream Host	4685	-	-	-
Transfer From Other Funds	4999	-	-	-
Estimated Total Revenue		3,727,817.32	3,720,568.53	7,248.79
EXPENSES				
Personnel				
Salaries & Wages				
Library Professional	5000	374,067.00	327,863.28	46,203.72
Other Professional	5010	649,455.00	697,507.33	(48,052.33)
Support Services	5020	996,010.00	884,536.89	111,473.11
Payroll Taxes & Fringe Benefits				
Social Security Taxes	5030	154,494.00	146,107.92	8,386.08
Unemployment Insurance	5035	14,139.00	13,403.65	735.35
Worker's Compensation	5040	42,191.00	61,030.91	(18,839.91)
Retirement Benefits (IMRF)	5045	76,274.00	56,116.53	20,157.47
Dental, Health, Life & Vision Ins.	5050	233,441.00	221,894.91	11,546.09
Other Fringe Benefits	5055	4,300.00	4,000.00	300.00
Retention & Wellness	5057	2,800.00	3,010.00	(210.00)
Training & Professional Development	5058	16,200.00	17,000.00	(800.00)
Recruiting	5070	5,000.00	2,635.00	2,365.00
Subtotal-Personnel		2,568,371.00	2,435,106.42	133,264.58
Library Materials				
Printed Materials	5100	-	-	-
Nonprinted Materials	5110	-	-	-
E-Resources	5120	-	-	-
Subtotal-Library Materials		-	-	-
Building & Grounds				
Rent	5150	81,532.00	81,532.00	-
Utilities	5160	52,376.00	62,572.50	(10,196.50)
Property Insurance	5170	24,802.00	25,528.50	(726.50)
Repairs and Maintenance	5180	57,900.00	37,020.00	20,880.00
Custodial/Janitoria Svcs & Supplies	5190	24,630.00	18,100.00	6,530.00
Other Building & Grounds	5195	20,630.00	12,170.12	8,459.88
Subtotal-Building & Grounds		261,870.00	236,923.12	24,946.88

Budget Line Item		FY2021 Proposed Budget	FY2020 Approved Budget	FY2021 Inc/(Dec) vs FY2020
Vehicle Expenses				
Fuel	5200	223,596.00	198,725.36	24,870.64
Repairs and Maintenance	5210	48,105.00	55,650.00	(7,545.00)
Vehicle Insurance	5220	51,282.00	35,467.20	15,814.80
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	1,420.00	430.00
Subtotal-Vehicle Expenses		402,780.00	291,262.56	111,517.44
Travel & Continuing Education for Staff & Board				
Mileage, Gas, Tolls-In State	5250	9,497.00	6,340.00	3,157.00
In State Travel(Airfare,Train,Taxi)	5255	586.00	525.00	61.00
Meals In State	5260	7,905.00	6,808.00	1,097.00
Lodging In State	5265	22,230.00	16,697.60	5,532.40
Mileage,Gas, Tolls-Out State	5270	-	-	-
Out State Travel(Airfare,Train,Taxi)	5275	2,778.00	2,101.00	677.00
Meals Out State	5280	3,154.00	3,306.00	(152.00)
Lodging Out State	5285	6,743.00	11,721.92	(4,978.92)
Registration and Meetings	5290	37,835.00	25,469.00	12,366.00
Conferences & Cont Ed Mtgs	5300	13,300.00	8,300.00	5,000.00
Member Day	5315	16,000.00	12,100.00	3,900.00
Subtotal-Travel & Continuing Education		120,028.00	93,368.52	26,659.48
Public Relations	5330	42,108.00	33,273.20	8,834.80
Liability Insurance	5350	16,468.00	25,244.61	(8,776.61)
Supplies, Postage & Printing				
Computers, Software & Supplies	5360	57,735.00	32,880.00	24,855.00
Gen'l Office Supplies & Equipment	5365	21,000.00	9,000.00	12,000.00
Postage	5370	1,200.00	1,200.00	-
Delivery Supplies	5385	17,575.00	20,825.00	(3,250.00)
Other Supplies	5390	660.00	400.00	260.00
Subtotal-Supplies, Postage & Printing		98,170.00	64,305.00	33,865.00
Telephone and Telecommunications	5400	26,227.00	19,144.00	7,083.00
Equipment Rental, Repair & Maintenance				
Equipment Rental	5450	-	-	-
Equipment Repair & Maintenance Agreements	5455	6,360.00	7,940.00	(1,580.00)
Subtotal-Equipment Rental, Repair & Maintenance		6,360.00	7,940.00	(1,580.00)
Professional Services				
Legal	5500	15,000.00	15,000.00	-
Accounting	5510	15,720.00	16,562.00	(842.00)
Consulting	5520	10,000.00	12,000.00	(2,000.00)
Contractual Staff	5530	-	-	-
Subtotal-Professional Services		40,720.00	43,562.00	(2,842.00)
Contractual Services				
Information Service Costs	5550	42,361.00	22,232.84	20,128.16
Contract Agreements w/Systems, Member Lib	5560	-	-	-
Outside Printing Services	5570	-	-	-
Other Contractual Services	5580	46,671.00	31,456.98	15,214.02
Subtotal-Contractual Services		89,032.00	53,689.82	35,342.18
Professional Association Membership Dues	5700	6,829.00	6,211.00	618.00
Miscellaneous	5725	2,701.00	2,439.00	262.00
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		3,981,664.00	3,612,469.25	369,194.75
Estimated Excess (Deficiency) of Revenue over Expenses		(253,846.68)	108,099.28	361,945.96

Budget Line Item	SHARE Fund			CMC Fund			OCLC Fund		
	FY2021	FY2020	FY2021	FY2021	FY2020	FY2021	FY2021	FY2020	FY2021
	Proposed	Approved	Inc/(Dec)	Proposed	Approved	Inc/(Dec)	Proposed	Approved	Inc/(Dec)
	Budget	Budget	vs FY2020	Budget	Budget	vs FY2020	Budget	Budget	vs FY2020
REVENUES									
State Grants									
Area & Per Capita	4000	-	-	-	-	-	-	-	-
CMC	4027	-	-	-	397,784.00	376,321.18	21,462.82	-	-
OCLC	4032	-	-	-	-	-	-	158,645.00	169,803.18
TMQ	4034	-	-	-	-	-	-	-	(11,158.18)
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	107,825.00	103,523.72	4,301.28	-	-	-	-	-
SHARE Basic Fee (Membership Fee)	4385	1,160,647.00	1,057,906.34	102,740.66	-	-	-	-	-
Bibliographic Services	4386	80,429.00	86,225.50	(5,796.50)	-	-	-	-	-
Add'l Module Fee	4387	27,000.00	28,000.00	(1,000.00)	-	-	-	-	-
SHARE Transitions Fee	4388	6,754.00	3,000.00	3,754.00	-	-	-	-	-
Interest Income	4500	12,665.00	12,617.10	47.90	-	-	-	-	-
Other Revenue									
Room Rental	4600	-	-	-	-	-	-	-	-
Miscellaneous Income	4650	-	-	-	-	-	-	-	-
Miscellaneous Income Uncollectible	4651	-	-	-	-	-	-	-	-
Asset Surplus Proceeds	4655	-	-	-	-	-	-	-	-
Grant Administration	4660	36,162.00	34,211.02	1,950.98	-	-	-	-	-
E-Rate Funding	4675	-	-	-	-	-	-	-	-
SAM	4678	12,375.00	13,335.00	(960.00)	-	-	-	-	-
ICN Filtering	4680	-	-	-	-	-	-	-	-
Dream Host	4685	-	-	-	-	-	-	-	-
Transfer From Other Funds	4999	300,000.00	300,000.00	-	-	-	-	-	-
Estimated Total Revenue		1,743,857.00	1,638,818.68	105,038.32	397,784.00	376,321.18	21,462.82	158,645.00	169,803.18
EXPENSES									
Personnel									
Salaries & Wages									
Library Professional	5000	492,227.00	371,303.63	120,923.37	239,789.00	238,611.09	1,177.91	-	-
Other Professional	5010	204,831.00	332,398.51	(127,567.51)	-	-	-	83,805.00	102,975.36
Support Services	5020	107,318.00	99,187.34	8,130.66	-	-	-	8,223.00	8,223.00
Payroll Taxes & Fringe Benefits									
Social Security Taxes	5030	61,535.00	61,421.04	113.96	18,344.00	18,253.75	90.25	7,040.00	7,877.62
Unemployment Insurance	5035	3,148.00	3,086.96	61.04	930.00	946.08	(16.08)	678.00	375.77
Worker's Compensation	5040	845.00	1,914.86	(1,069.86)	252.00	569.08	(317.08)	97.00	245.59
Retirement Benefits (IMRF)	5045	44,187.00	35,792.62	8,394.38	13,872.00	11,155.07	2,716.93	3,517.00	3,818.23
Dental, Health, Life & Vision Ins.	5050	135,071.00	127,578.63	7,492.37	43,256.00	45,383.98	(2,127.98)	16,822.00	18,153.60
Other Fringe Benefits	5055	-	-	-	-	-	-	-	-
Retention & Wellness	5057	-	-	-	-	-	-	-	-
Training & Professional Development	5058	2,597.00	597.00	2,000.00	995.00	597.00	398.00	597.00	398.00
Recruiting	5070	634.00	1,100.00	(466.00)	-	233.00	(233.00)	-	-
Subtotal-Personnel		1,052,393.00	1,034,380.59	18,012.41	317,438.00	315,749.05	1,688.95	120,779.00	133,844.17
Library Materials									
Printed Materials	5100	-	-	-	-	-	-	-	-
Nonprinted Materials	5110	-	-	-	-	-	-	-	-
E-Resources	5120	107,825.00	103,523.72	4,301.28	-	-	-	-	-
Subtotal-Library Materials		107,825.00	103,523.72	4,301.28	-	-	-	-	-
Building & Grounds									
Rent	5150	-	-	-	-	-	-	-	-
Utilities	5160	-	-	-	-	-	-	-	-
Property Insurance	5170	-	-	-	-	-	-	-	-
Repairs and Maintenance	5180	-	-	-	-	-	-	-	-
Custodial/Janitorial Svcs & Supplies	5190	-	-	-	-	-	-	-	-
Other Building & Grounds	5195	-	-	-	-	-	-	-	-
Subtotal-Building & Grounds		-	-	-	-	-	-	-	-
Vehicle Expenses									
Fuel	5200	1,794.00	2,080.00	(286.00)	561.00	55.00	506.00	-	-
Repairs and Maintenance	5210	-	-	-	-	-	-	-	-
Vehicle Insurance	5220	-	-	-	-	-	-	-	-
Other Vehicle Expense	5245	-	-	-	-	-	-	-	-
Subtotal-Vehicle Expenses		1,794.00	2,080.00	(286.00)	561.00	55.00	506.00	-	-
Travel & Continuing Education for Staff & Board									
Mileage,Gas, Tolls-In State	5250	1,800.00	2,500.00	(700.00)	-	785.00	(785.00)	-	-
In State Travel(Airfare,Train,Taxi)	5255	280.00	300.00	(20.00)	30.00	150.00	(120.00)	-	-
Meals In State	5260	3,109.00	4,306.00	(1,197.00)	3,743.00	2,200.00	1,543.00	-	-
Lodging In State	5265	8,477.00	11,028.00	(2,551.00)	9,875.00	5,096.00	4,779.00	-	-
Mileage,Gas, Tolls-Out State	5270	-	-	-	-	-	-	-	-
Out State Travel(Airfare,Train,Taxi)	5275	4,252.00	3,051.00	1,201.00	2,390.00	-	2,390.00	-	-
Meals Out State	5280	3,919.00	3,342.00	577.00	1,972.00	-	1,972.00	-	-
Lodging Out State	5285	8,220.00	9,329.60	(1,109.60)	3,786.00	-	3,786.00	-	-
Registration and Meetings	5290	10,115.00	8,351.00	1,764.00	7,390.00	3,025.00	4,365.00	-	-
Conferences & Cont Ed Mtgs	5300	-	-	-	-	-	-	-	-
Member Day	5315	-	-	-	-	-	-	-	-
Subtotal-Travel & Continuing Education		40,172.00	42,207.60	(2,035.60)	29,186.00	11,256.00	17,930.00	-	-

Budget Line Item	SHARE Fund				CMC Fund			OCLC Fund				
	FY2021	FY2020	FY2021		FY2021	FY2020	FY2021	FY2021	FY2020	FY2021		
	Proposed	Approved	Inc/(Dec)		Proposed	Approved	Inc/(Dec)	Proposed	Approved	Inc/(Dec)		
	Budget	Budget	vs FY2020		Budget	Budget	vs FY2020	Budget	Budget	vs FY2020		
Public Relations	5330	3,210.00	3,210.00	-		1,989.00	2,625.00	(636.00)		-	-	-
Liability Insurance	5350	-	-	-		-	-	-		-	-	-
Supplies, Postage & Printing												
Computers, Software & Supplies	5360	18,800.00	9,400.00	9,400.00		2,360.00	2,560.00	(200.00)		7,300.00	500.00	6,800.00
Gen'l Office Supplies & Equipment	5365	2,250.00	2,190.00	60.00		100.00	700.00	(600.00)		250.00	500.00	(250.00)
Postage	5370	1,400.00	1,400.00	-		-	-	-		1,200.00	1,200.00	-
Delivery Supplies	5385	-	-	-		-	-	-		-	-	-
Subtotal-Supplies, Postage & Printing		22,450.00	12,990.00	9,460.00		2,460.00	3,260.00	(800.00)		8,750.00	2,200.00	6,550.00
Telephone and Telecommunications	5400	17,503.00	17,460.00	43.00		2,806.00	2,750.40	55.60		3,558.00	3,225.60	332.40
Equipment Rental, Repair & Maintenance												
Equipment Rental	5450	-	-	-		-	-	-		-	-	-
Equipment Repair & Maintenance Agreements	5455	3,480.00	3,740.00	(260.00)		2,160.00	2,240.00	(80.00)		4,440.00	4,080.00	360.00
Subtotal-Equipment Rental, Repair & Maintenance		3,480.00	3,740.00	(260.00)		2,160.00	2,240.00	(80.00)		4,440.00	4,080.00	360.00
Professional Services												
Legal	5500	1,000.00	1,000.00	-		-	-	-		-	-	-
Accounting	5510	12,620.00	11,038.00	1,582.00		-	-	-		3,600.00	13,000.00	(9,400.00)
Consulting	5520	10,000.00	10,000.00	-		-	-	-		-	-	-
Contractual Staff	5530	-	-	-		-	-	-		-	-	-
Subtotal-Professional Services		23,620.00	22,038.00	1,582.00		-	-	-		3,600.00	13,000.00	(9,400.00)
Contractual Services												
Information Service Costs	5550	222,578.00	216,193.58	6,384.42		4,125.00	3,438.72	686.28		3,032.00	3,700.00	(668.00)
Contract Agreements w/Systems, Member Lib	5560	-	-	-		-	-	-		-	-	-
Outside Printing Services	5570	-	-	-		-	-	-		-	-	-
Other Contractual Services	5580	460.00	-	460.00		36,162.00	34,211.02	1,950.98		14,486.00	15,436.65	(950.65)
Subtotal-Contractual Services		223,038.00	216,193.58	6,844.42		40,287.00	37,649.74	2,637.26		17,518.00	19,136.65	(1,618.65)
Professional Association Membership Dues	5700	1,564.00	1,016.00	548.00		897.00	736.00	161.00		-	-	-
Miscellaneous	5725	390.00	360.00	30.00		-	-	-		-	-	-
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 Reserves		142,500.00	142,500.00	-		-	-	-		-	-	-
Subtotal-Transfer To Other Funds		142,500.00	142,500.00	-		-	-	-		-	-	-
Estimated Total Expenses		1,639,939.00	1,601,699.49	38,239.51		397,784.00	376,321.19	21,462.81		158,645.00	175,486.42	(16,841.42)
Estimated Excess (Deficiency) of Revenue over Expenses		103,918.00	37,119.19	66,798.81		-	(0.01)	0.01		-	(5,683.24)	5,683.24

Capital Outlays
Capital Outlays- Computers (SHARE Reserves) 5755 \$ 69,500.00 \$ 25,000.00 44,500.00

Capital Projects Fund

G/L Account	Description	Beginning Balance	FY2020 Budget	FY2020 EOY Forecast	FY2021 Budget
Capital Projects Funding Source					
	FY2019 Audited Ending Fund Balance*	1,406,743.00			
	FY2019 Audited Revenue over Expenses Transfer			585,427.00	
	Total Capital Funding Available			1,992,170.00	1,752,077.00
4500	<i>Interest Revenue</i>		15,845.11	22,594.00	15,041.86
	Total Capital Funding Available		993,203.55	2,014,764.00	1,767,118.86
FY2020 Capital Projects					
5765	Capital Outlays - Building & Improvements				
	Parking Lot Resurfacing - Edwardsville Office		9,800.00	9,800.00	
	ADA Restroom - Champaign Office		40,000.00	40,000.00	
	Outdoor Concrete Project - Champaign Office		6,007.00	5,822.00	
	Mine Subsidence		-	125,000.00	
5775	Capital Outlays-Vehicles				
	FY2019 Delivery Vans		-	82,065.00	
	3 Delivery Vans \$30,000/each		90,000.00	-	
	1 Staff Vehicle \$25,000		25,000.00	-	
	Total FY2020 Capital Projects		170,807.00	262,687.00	
FY2021 Capital Projects					
5755	Capital Outlays-Computers				
	Server - Edwardsville Office				30,000.00
5765	Capital Outlays - Building & Improvements				
	ADA Access Ramp - Edwardsville Office				50,000.00
	Build Office Walls - 1st Floor Edwardsville Office				15,000.00
	Training Room Riser Removal - 2nd Floor Edwardsville Office				20,000.00
	Build Office Walls - 2nd Floor Edwardsville Office				20,000.00
	Epoxy Flooring - Edwardsville Office				50,000.00
	Replace Carpet - Edwardsville Office				65,000.00
	Paint Walls - Edwardsville Office				30,000.00
	Build Office Walls - Champaign Office				15,000.00
	Total FY2021 Capital Projects				295,000.00
	Projected Capital Fund Ending Balance		822,396.55	1,752,077.00	1,472,118.86

General Fund – Budget changes for FY2021

ILDS (Revenue | 4222):

Includes an increase of 3% over FY2020 as agreed upon with Consortium of Academic and Research Libraries in Illinois (CARLI).

Interest Income (Revenue | 4500):

Includes a decrease of 15% based on predicted interest rates.

Miscellaneous Income (Revenue | 4650):

Includes an increase of continuing education fees for member training and resources.

Library Professional (Expense | 5000):

Proposed increase includes the full-time Membership Coordinator for the full year that was budgeted for six months in FY2020.

Other Professional (Expense | 5010):

Proposed decrease includes a reclassification of IT Staff Member and the elimination an accounting staff member and the Grants Specialist.

Support Services (Expense | 5020):

Proposed increase includes a reclassification of IT Staff Member and the increase of minimum wage.

Recruiting (Expense | 5070):

Proposed increase reflects actual expenses to replace staff members.

Repairs and Maintenance (Expense | 5180):

Proposed increase reflects the installation of ADA steel doors and the clearing of poison ivy at the Champaign office.

Custodial/Janitorial Services & Supplies (Expense | 5190):

Proposed increase reflects the addition of carpet and epoxy floor cleaning at the Champaign office.

Other Building and Grounds (Expense | 5195):

Proposed increase reflects the purchase and installation of cubicles at the Edwardsville office. Purchase and installation of the alarm monitoring equipment and the Champaign office.

Fuel (Expense | 5200):

Proposed increase reflects anticipated fuel costs for FY2021 based on industry forecasting.

Vehicle Insurance (Expense | 5220):

Proposed increase reflects anticipated hike in insurance premiums for FY2021.

Vehicle Leasing/Rental:Delivery & Staff (Expense | 5230-5240):

Proposed amount reflects anticipated partnership with Enterprise Fleet Management.

Travel (Expense | 5250-5290):

Proposed increase reflects additional staff attendance to in-state conferences.

Conferences & Continuing Education (Expense | 5300):

Proposed increase reflects additional member training in FY2021.

Member Day (Expense | 5315):

Proposed increase includes additional member day expenses to reflect actual expenses incurred in FY2020. This will be offset with vendor contributions in revenue line 4315.

Public Relations (Expense | 5330):

Proposed increase includes conference handouts for additional conferences that were originally scheduled to be held in FY2020.

Computer Software, & Supplies (Expense | 5360):

Proposed increase includes additional laptop replacements, a firewall replacement project, and Zoom Room equipment.

General Office Supplies & Equipment (Expense | 5365):

Proposed increase includes furniture for Carbondale, Champaign, and Edwardsville offices.

Telecommunications (Expense | 5400):

Proposed increase reflects anticipated hike in telecommunications premiums for FY2021.

Information Service Costs (Expense | 5550):

Proposed increase reflects anticipated hike in subscription fees, an additional Zoom Room, a Cloud expansion project, and the purchase of extended server warranties.

Other Contractual Services (Expense | 5580):

Proposed increase includes the website re-design project that will be continued in FY2021. Currently no cost has been incurred in FY2020 due to the delay from COVID-19 shutdown. Costs are included for office reorganization and moving at the Edwardsville location.

CMC Fund – Budget changes for FY2021

Fuel (Expense | 5200):

Proposed increase reflects anticipated use of IHLS staff vehicles versus mileage reimbursement based on FY2020 usage.

Travel (Expense | 5250-5290):

Proposed increase reflects additional staff attendance at conferences.

Information Services Cost (Expense | 5550):

Proposed increase reflects additional staff member subscriptions.

OCLC Fund – Budget changes for FY2021

Other Professional and Support Services (Expense | 5010-5020):

Proposed includes a reclassification of accounting staff allocated to the grant.

Computer Software & Supplies (Expense | 5360):

Proposed increase reflects three laptop replacements needed in FY2021.

Accounting (Expense | 5510):

Proposed decrease reflects the annual audit of the FY2020 OCLC Billing Grant. The previous year included a multi-year (FY2014-FY2019) audit.

Capital Projects Fund – Budget changes for FY2021

Capital Outlays – Computers (Expense | 5755):

Proposed amount includes a server replacement at the Edwardsville office.

Capital Outlays – Building & Improvements (Expense | 5765):

Proposed amount includes ADA access ramp, building of office walls, training room riser removal, replacement of flooring, and painting of walls at the Edwardsville office. Also, includes the building of office walls at the Champaign office.

SHARE Fund – Budget changes for FY2021

SHARE Basic Fee (Revenue | 4385):

Includes an increase for the updated revenue due to the change in the SHARE annual membership fee structure.

SHARE Transitions Fee (Revenue | 4388):

Includes an increase for additional libraries added as SHARE members.

Library and Other Professional (Expense | 5000-5010):

Proposed increase includes a reclassification of the SHARE Administrative Services Supervisor, Cataloger, and Circulation Specialist.

Computer Software & Supplies (Expense | 5360):

Proposed increase reflects additional laptop replacements.

Information Service Costs (Expense | 5550):

Proposed increase reflects Dell server upgrade.

Capital Outlays- Computers (Expense | 5755):

Proposed increase includes a firewall and server replacement.