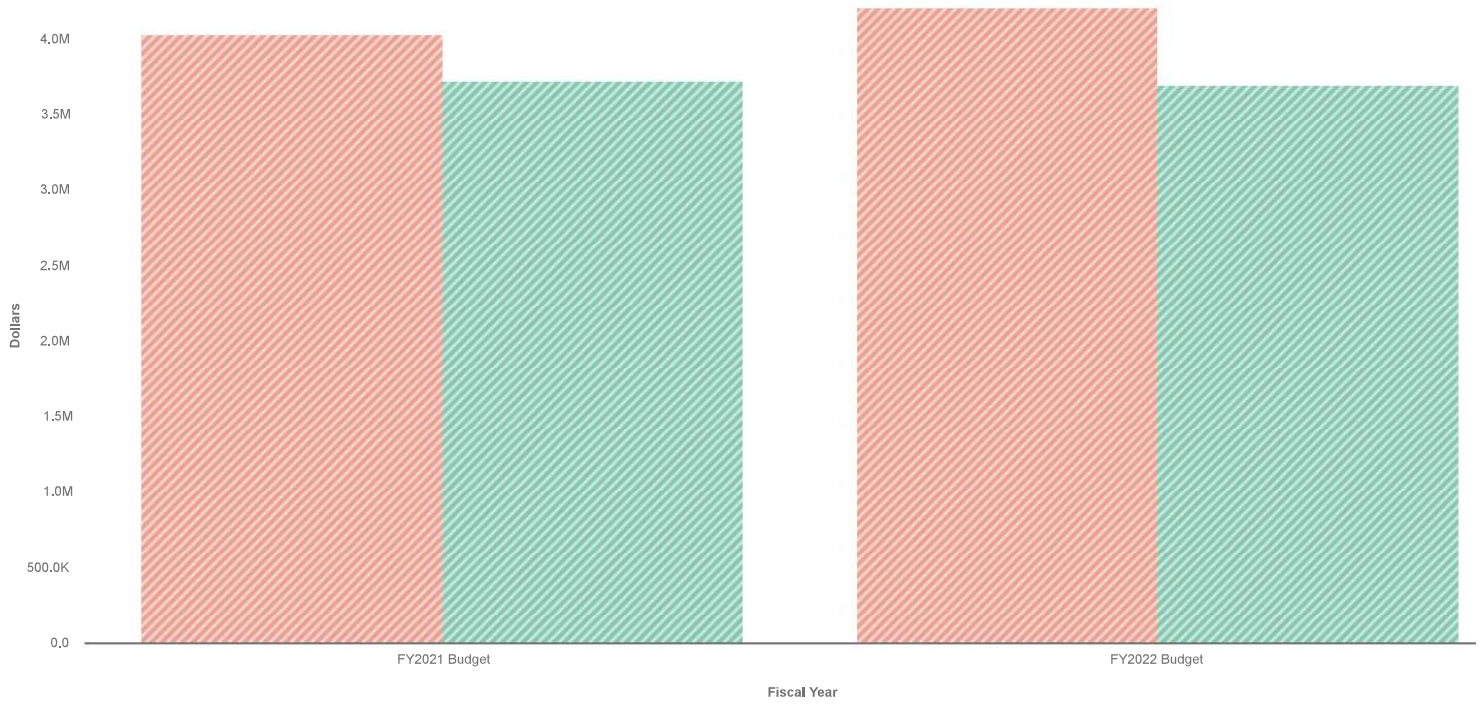


FY2022 General Fund Budget

Visualization



FY2022 General Fund Budget

General Fund Budget	FY2021 Budget	FY2022 Budget
▼ Revenues	\$ 3,727,817	\$ 3,700,745
▼ Area and Per Capita	3,400,700	3,400,700
(4000) Area and Per Capita	3,400,700	3,400,700
▼ Other Revenues	25,662	28,946
(4650) Miscellaneous Income	8,000	12,275
(4660) Grant Administration	14,422	13,431
(4675) E-Rate Funding	3,240	3,240
▼ Fees for Services and Materials	263,485	267,868
(4222) ILDS Contract	257,835	265,218
(4315) Member Day	5,650	2,650
▼ Net Pass-Through	0	1,468
(4400) Reimbursements	0	942
(4685) Dreamhost	0	526
▼ Investment Income	37,970	1,763
(4500) Interest Income	37,970	1,763
▼ Expenses	4,033,150	4,202,388
▼ Personnel	2,568,371	2,606,921
(5000) Library Professionals	374,067	391,510
(5010) Other Professionals	649,455	695,484
(5020) Support Services	996,010	978,141
(5030) Social Security Taxes	154,494	156,497
(5035) Unemployment Insurance	14,139	8,652
(5040) Workers' Compensation	42,191	20,260
(5045) Retirement Benefits (IMRF)	76,274	33,046
(5050) Health, Dental and Life Ins	233,441	289,598
(5055) Other Fringe Benefits	4,300	4,634
(5057) Retention & Wellness	2,800	4,910
(5058) Training & Professional Development	16,200	17,509

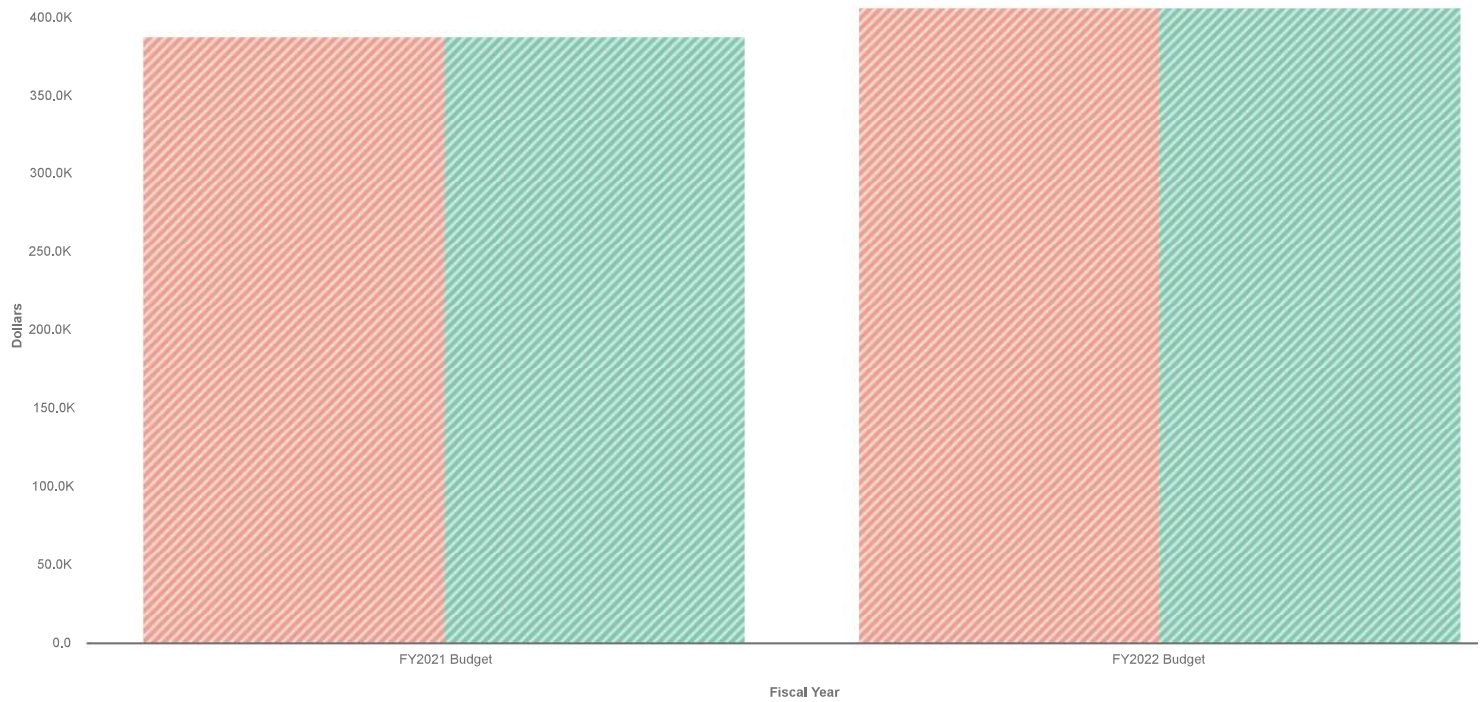
General Fund Budget (continued)	FY2021 Budget	FY2022 Budget
(5060) Temporary Help	0	2,000
(5070) Recruiting	5,000	4,680
▼ Building and Grounds	261,870	253,536
(5150) Rent	81,532	81,532
(5160) Utilities	52,376	54,451
(5170) Property Insurance	24,802	27,598
(5180) Repairs and Maintenance	57,900	48,020
(5190) Custodial/Janitorial Srvcs & Supplies	24,630	23,995
(5195) Other Building & Grounds	20,630	17,940
▼ Vehicle Expenses	402,379	481,639
(5200) Fuel	223,195	225,293
(5210) Repairs and Maintenance - Vehicles	48,105	50,302
(5220) Vehicle Insurance	51,282	49,573
(5230) Vehicle Leasing/Rental:Delivery	69,438	148,117
(5240) Vehicle Leasing/Rental:Staff	8,509	6,254
(5245) Other Vehicle Expense	1,850	2,100
▼ Travel, Meetings, & Continuing for Staff & Board Members	82,365	69,737
(5250) Mileage,Gas & Tolls In-State	9,337	5,908
(5255) In-State Travel(Airfare,Train,etc)	586	126
(5260) Meals-In-State	6,287	2,804
(5265) Lodging-In-State	19,045	9,556
(5275) Travel-Out-of-State(Airfare,Train,etc)	2,778	6,738
(5280) Meals-Out-of-State	3,154	5,839
(5285) Lodging-Out-of-State	6,743	15,855
(5290) Registration & Meetings, Other Fees	34,435	22,911
▼ Conferences & Continuing Education Meetings	29,300	32,350
(5300) Conferences & Continuing Edu Mtgs	13,300	18,600
(5315) Member Day Conference	16,000	13,750
▼ Public Relations	42,108	24,550
(5330) Public Relations	42,108	24,550
▼ Liability Insurance	16,468	16,019

General Fund Budget (continued)	FY2021 Budget	FY2022 Budget
(5350) Liability Insurance	16,468	16,019
▼ Supplies, Postage, & Printing	98,170	237,190
(5360) Computer Software & Supplies	57,735	49,900
(5365) Gen'l Office Supplies & Equipment	21,000	168,450
(5370) Postage	1,200	1,415
(5385) Delivery Supplies	17,575	14,375
(5390) Other Supplies	660	3,050
▼ Telephone & Telecommunications	26,227	34,768
(5400) Telephone & Telecommunications	26,227	34,768
▼ Equipment Rental, Repair & Maintenance	6,360	5,532
(5455) Equipment Repair & Maintenance	6,360	5,532
▼ Professional Services	45,720	45,875
(5500) Legal	15,000	19,000
(5510) Accounting	15,720	11,875
(5520) Consulting	15,000	15,000
▼ Contractual Services	144,282	80,397
(5550) Information Service Costs	68,611	53,436
(5580) Other Contractual Services	75,671	26,961
▼ Professional Membership Dues	6,829	6,707
(5700) Prof Assoc Membership Dues	6,829	6,707
▼ Miscellaneous	2,701	5,700
(5725) Miscellaneous	2,701	5,700
▼ Net Pass Through	0	1,468
(5840) Reimbursement	0	1,468
▼ Inter-Company Transfers	300,000	300,000
(5999) Transfer to Other Funds	300,000	300,000
Revenues Less Expenses	\$ -305,333	\$ -501,643

Data filtered by Types, General Fund and exported on April 9, 2021. Created with OpenGov

FY2022 CMC Fund Budget

Visualization



FY2022 CMC Fund Budget

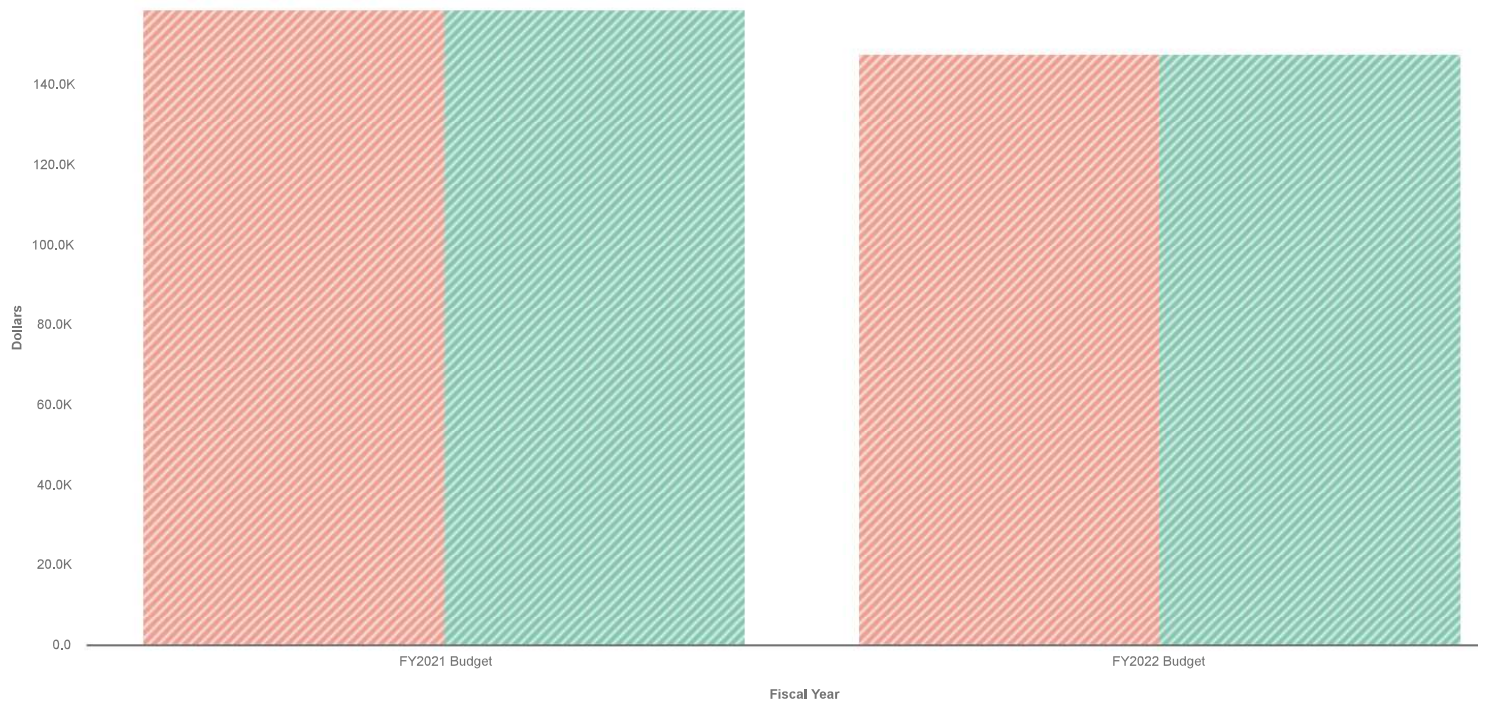
CMC Fund Budget	FY2021 Budget	FY2022 Budget
▼ Revenues	\$ 387,798	\$ 405,698
▼ Special Revenue Funds	387,798	405,698
(4027) CMC	387,798	405,698
▼ Expenses	387,798	405,698
▼ Personnel	317,438	355,988
(5000) Library Professionals	239,789	269,622
(5027) Leave Payoffs-Library Professional	0	7,508
(5030) Social Security Taxes	18,344	21,200
(5035) Unemployment Insurance	930	772
(5040) Workers' Compensation	252	155
(5045) Retirement Benefits (IMRF)	13,872	7,914
(5050) Health, Dental and Life Ins	43,256	48,816
(5058) Training & Professional Development	995	0
▼ Vehicle Expenses	320	0
(5200) Fuel	320	0
▼ Travel, Meetings, & Continuing for Staff & Board Members	20,349	1,000
(5260) Meals-In-State	1,854	0
(5265) Lodging-In-State	5,450	0
(5275) Travel-Out-of-State(Airfare,Train,etc)	1,930	0
(5280) Meals-Out-of-State	1,782	0
(5285) Lodging-Out-of-State	3,428	0
(5290) Registration & Meetings, Other Fees	5,905	1,000
▼ Public Relations	1,989	0
(5330) Public Relations	1,989	0
▼ Supplies, Postage, & Printing	2,460	2,600
(5360) Computer Software & Supplies	2,360	2,400
(5365) Gen'l Office Supplies & Equipment	100	200
▼ Telephone & Telecommunications	2,806	3,011

CMC Fund Budget (continued)	FY2021 Budget	FY2022 Budget
(5400) Telephone & Telecommunications	2,806	3,011
▼ Equipment Rental, Repair & Maintenance	2,160	1,572
(5455) Equipment Repair & Maintenance	2,160	1,572
▼ Contractual Services	39,379	40,582
(5550) Information Service Costs	4,125	3,700
(5580) Other Contractual Services	35,254	36,882
▼ Professional Membership Dues	897	945
(5700) Prof Assoc Membership Dues	897	945
Revenues Less Expenses	\$ 0	\$ 0

Data filtered by Types, Cataloging Maintenance Center and exported on April 9, 2021. Created with OpenGov

FY2022 OCLC Fund Budget

Visualization

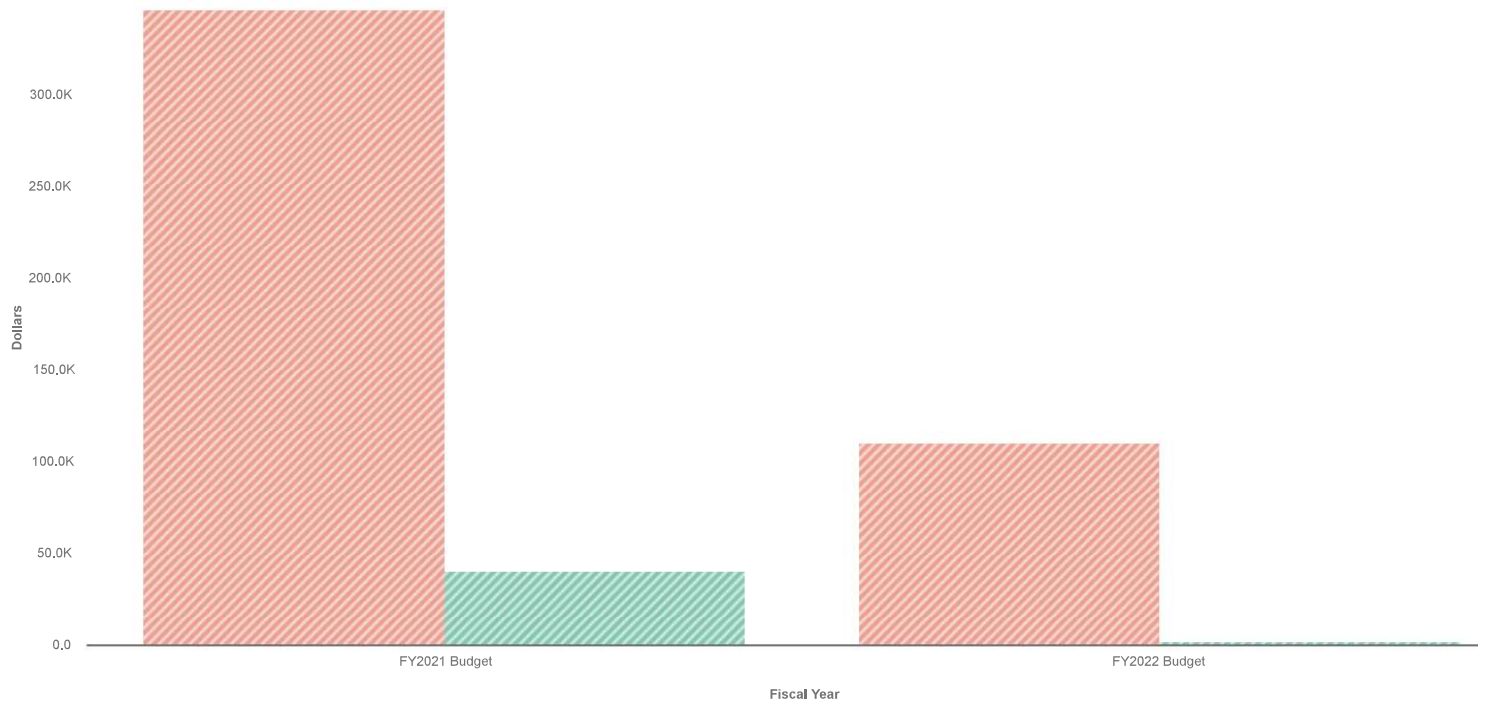


FY2022 OCLC Fund Budget

OCLC Fund Budget	FY2021 Budget	FY2022 Budget
▼ Revenues	\$ 158,645	\$ 147,737
▼ Special Revenue Funds	158,645	147,737
(4032) OCLC	158,645	147,737
▼ Expenses	158,645	147,737
▼ Personnel	120,779	122,155
(5010) Other Professionals	83,805	86,770
(5020) Support Services	8,223	8,471
(5030) Social Security Taxes	7,040	7,286
(5035) Unemployment Insurance	678	205
(5040) Workers' Compensation	97	53
(5045) Retirement Benefits (IMRF)	3,517	2,127
(5050) Health, Dental and Life Ins	16,822	16,443
(5058) Training & Professional Development	597	800
▼ Supplies, Postage, & Printing	8,750	1,525
(5360) Computer Software & Supplies	7,300	800
(5365) Gen'l Office Supplies & Equipment	250	150
(5370) Postage	1,200	575
▼ Telephone & Telecommunications	3,558	2,841
(5400) Telephone & Telecommunications	3,558	2,841
▼ Equipment Rental, Repair & Maintenance	4,440	3,200
(5455) Equipment Repair & Maintenance	4,440	3,200
▼ Professional Services	3,600	1,475
(5510) Accounting	3,600	1,475
▼ Contractual Services	17,518	16,541
(5550) Information Service Costs	3,032	3,092
(5580) Other Contractual Services	14,486	13,449
Revenues Less Expenses	\$ 0	\$ 0

FY2022 Capital Projects Fund Budget

Visualization



Data filtered by Types, Capital Projects and exported on April 9, 2021. Created with OpenGov

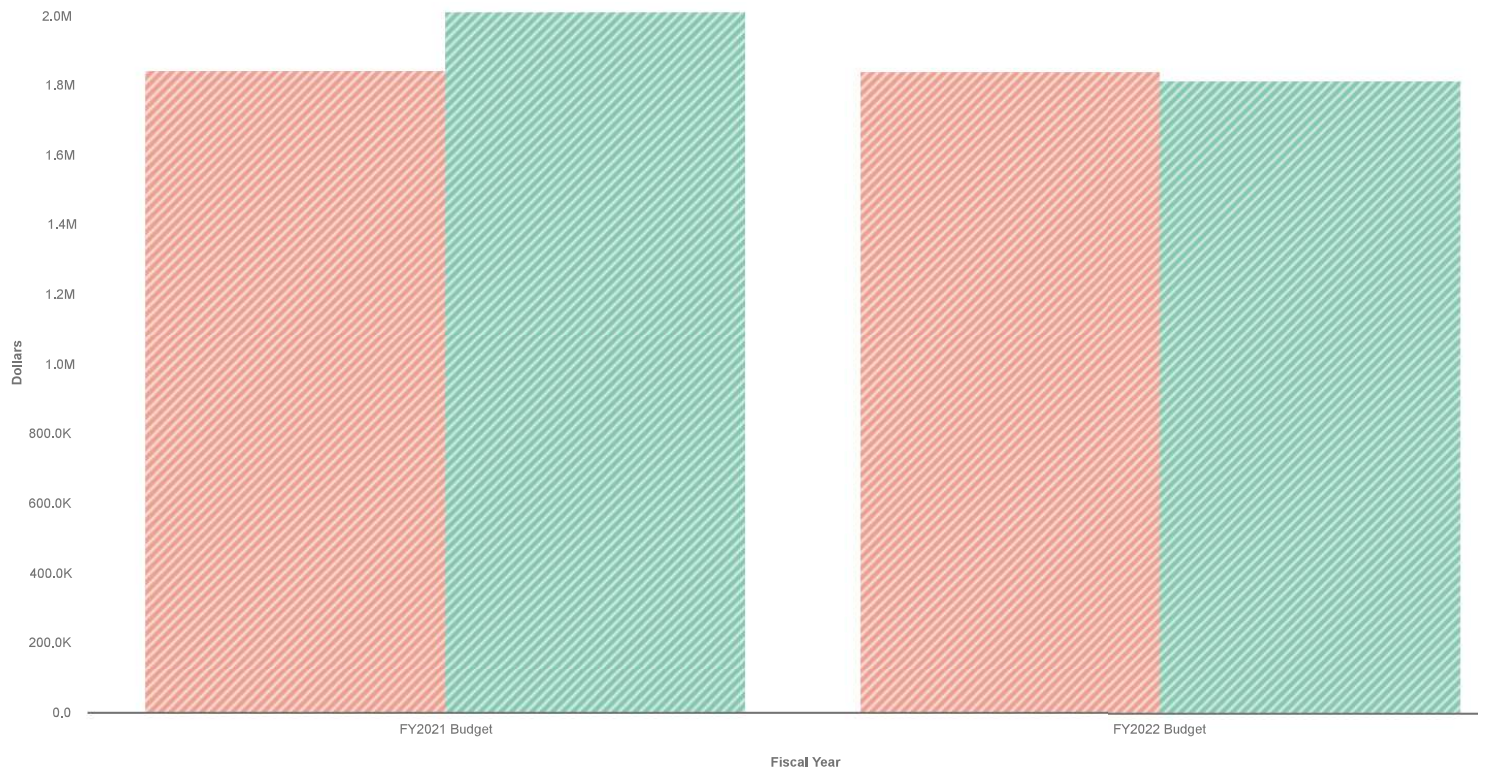
FY2022 Capital Projects Fund Budget

Capital Fund Budget	FY2021 Budget	FY2022 Budget
▼ Revenues	\$ 40,542	\$ 2,164
▼ Area and Per Capita	25,500	0
(4099) Other State Grant	25,500	0
▼ Investment Income	15,042	2,164
(4500) Interest Income	15,042	2,164
▼ Expenses	346,000	110,000
▼ Capital Outlays	346,000	110,000
(5755) Capital Outlays - Computers	30,000	0
(5765) Capital Outlays - Building & Improvements	316,000	110,000
Revenues Less Expenses	\$ -305,458	\$ -107,836

Data filtered by Types, Capital Projects and exported on April 9, 2021. Created with OpenGov

FY2022 SHARE Operating Fund Budget

Visualization



FY2022 SHARE Operating Fund Budget

SHARE Operating Fund Budget	FY2021 Budget	FY2022 Budget
▼ Revenues	\$ 2,010,449	\$ 1,815,166
▼ Other Revenues	172,629	49,257
(4200) Other Grants	125,000	0
(4660) Grant Administration	35,254	36,882
(4678) SAM	12,375	12,375
▼ Fees for Services and Materials	1,382,655	1,465,771
(4380) eResources Subscription	107,825	156,389
(4385) SHARE - Basic Fee	1,160,647	1,176,902
(4386) SHARE - Bibliographic Services	80,429	78,000
(4387) SHARE - Add'l Module Fee	27,000	44,050
(4388) SHARE - Transitions Fee	6,754	10,429
▼ Investment Income	12,665	138
(4500) Interest Income	12,665	138
▼ Inter-Company Transfers	442,500	300,000
(4999) Transfers From Other Funds	442,500	300,000
▼ Expenses	1,845,728	1,841,338
▼ Personnel	1,052,393	1,156,972
(5000) Library Professionals	492,227	542,747
(5010) Other Professionals	204,831	223,065
(5020) Support Services	107,318	113,890
(5027) Leave Payoffs-Library Professional	0	31,211
(5030) Social Security Taxes	61,535	69,685
(5035) Unemployment Insurance	3,148	2,520
(5040) Workers' Compensation	845	510
(5045) Retirement Benefits (IMRF)	44,187	24,933
(5050) Health, Dental and Life Ins	135,071	143,012
(5058) Training & Professional Development	2,597	1,200
(5070) Recruiting	634	4,200

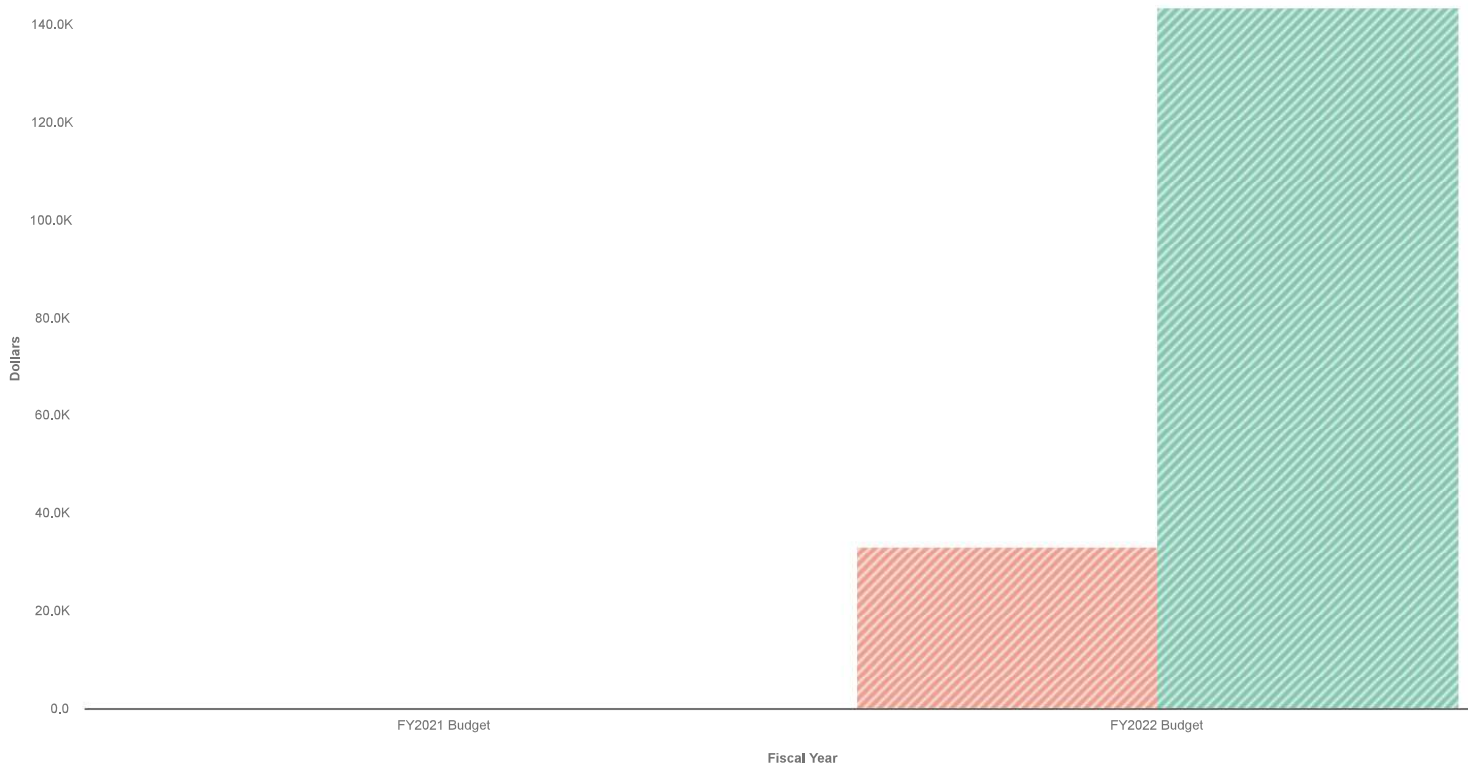
SHARE Operating Fund Budget (continued)	FY2021 Budget	FY2022 Budget
▼ Library Materials	232,825	156,389
(5120) E-Resources	232,825	156,389
▼ Vehicle Expenses	1,794	162
(5200) Fuel	1,794	162
▼ Travel, Meetings, & Continuing for Staff & Board Members	39,211	33,009
(5250) Mileage,Gas & Tolls In-State	1,800	1,800
(5255) In-State Travel(Airfare,Train,etc)	280	0
(5260) Meals-In-State	2,598	775
(5265) Lodging-In-State	7,480	2,276
(5275) Travel-Out-of-State(Airfare,Train,etc)	4,517	5,720
(5280) Meals-Out-of-State	4,193	4,175
(5285) Lodging-Out-of-State	8,748	10,528
(5290) Registration & Meetings, Other Fees	9,595	7,735
▼ Public Relations	3,210	550
(5330) Public Relations	3,210	550
▼ Supplies, Postage, & Printing	22,450	64,850
(5360) Computer Software & Supplies	18,800	63,500
(5365) Gen'l Office Supplies & Equipment	2,250	1,000
(5370) Postage	1,400	350
▼ Telephone & Telecommunications	17,503	22,810
(5400) Telephone & Telecommunications	17,503	22,810
▼ Equipment Rental, Repair & Maintenance	3,480	2,972
(5455) Equipment Repair & Maintenance	3,480	2,972
▼ Professional Services	28,620	19,475
(5500) Legal	1,000	1,000
(5510) Accounting	12,620	11,475
(5520) Consulting	15,000	7,000
▼ Contractual Services	230,288	239,729
(5550) Information Service Costs	224,328	236,213
(5580) Other Contractual Services	5,960	3,516
▼ Professional Membership Dues	1,564	1,560

SHARE Operating Fund Budget (continued)	FY2021 Budget	FY2022 Budget
(5700) Prof Assoc Membership Dues	1,564	1,560
▼ Miscellaneous	390	360
(5725) Miscellaneous	390	360
▼ Capital Outlays	69,500	0
(5755) Capital Outlays - Computers	69,500	0
▼ Inter-Company Transfers	142,500	142,500
(5999) Transfer to Other Funds	142,500	142,500
Revenues Less Expenses	\$ 164,721	\$ -26,172

Data filtered by Types, SHARE, Restricted and exported on April 9, 2021. Created with OpenGov

FY2022 SHARE Reserve Fund Budget

Visualization



FY2022 SHARE Reserve Fund Budget

SHARE Reserve Fund Budget	FY2021 Budget	FY2022 Budget
▼ Revenues	\$ 0	\$ 143,382
▼ Investment Income	0	882
(4500) Interest Income	0	882
▼ Inter-Company Transfers	0	142,500
(4999) Transfers From Other Funds	0	142,500
▼ Expenses	0	33,375
▼ Contractual Services	0	33,375
(5550) Information Service Costs	0	29,875
(5580) Other Contractual Services	0	3,500
Revenues Less Expenses	\$ 0	\$ 110,007

Data filtered by Types, SHARE, Resource Sharing, Unrestricted - Reserve Fund and exported on April 9, 2021. Created with OpenGov

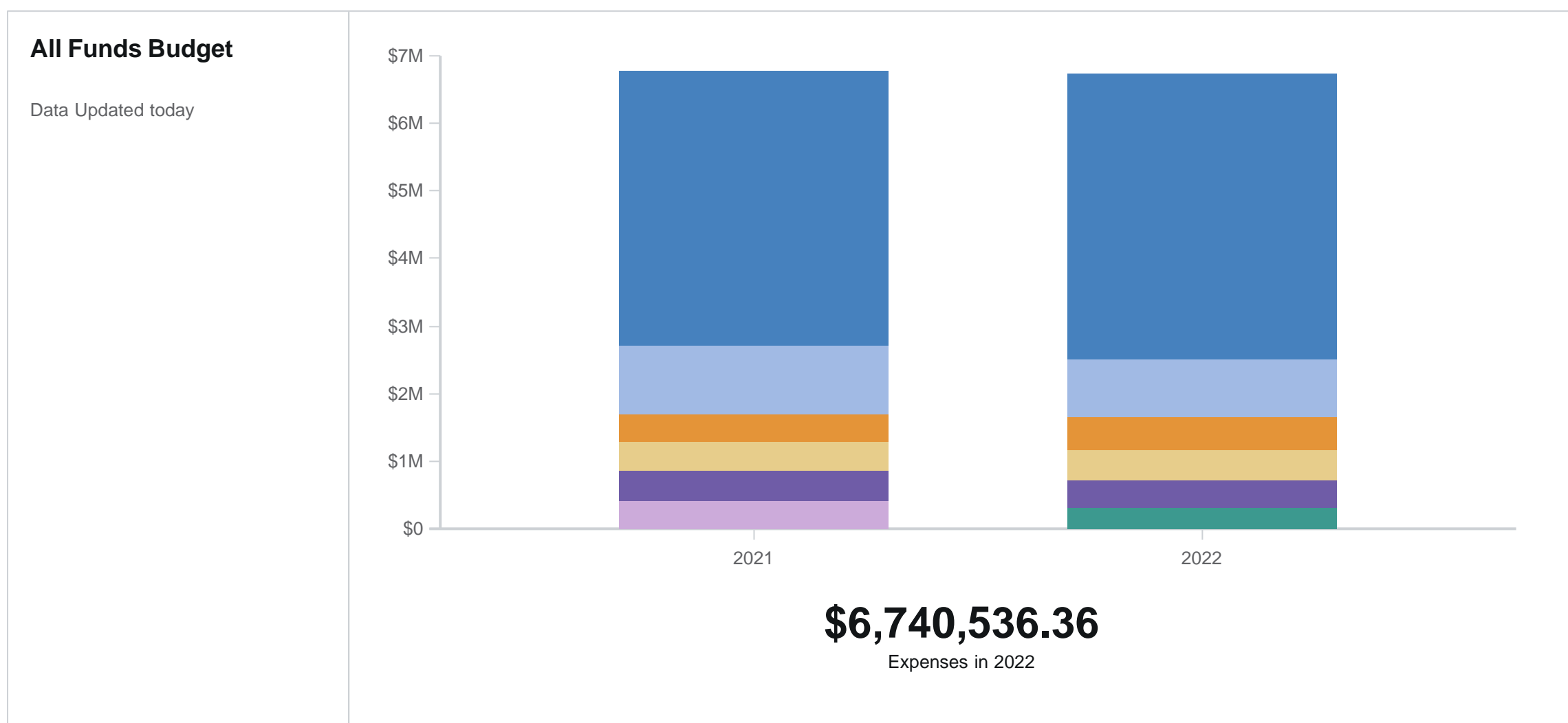
Fiscal Year 2022 Budget Narrative

July 1, 2021 - June 30, 2022



FY2022 Budget Narrative

As IHLS embarks on its 11th year as an organization, we move forward energized by the possibility of further refining our current member services and expanding our horizons. Areas of focus for FY2022 include additional opportunities for member networking and continuing education; focused advocacy messaging with support tools; and our unwavering commitment to the core services of resource sharing, delivery and library automation.

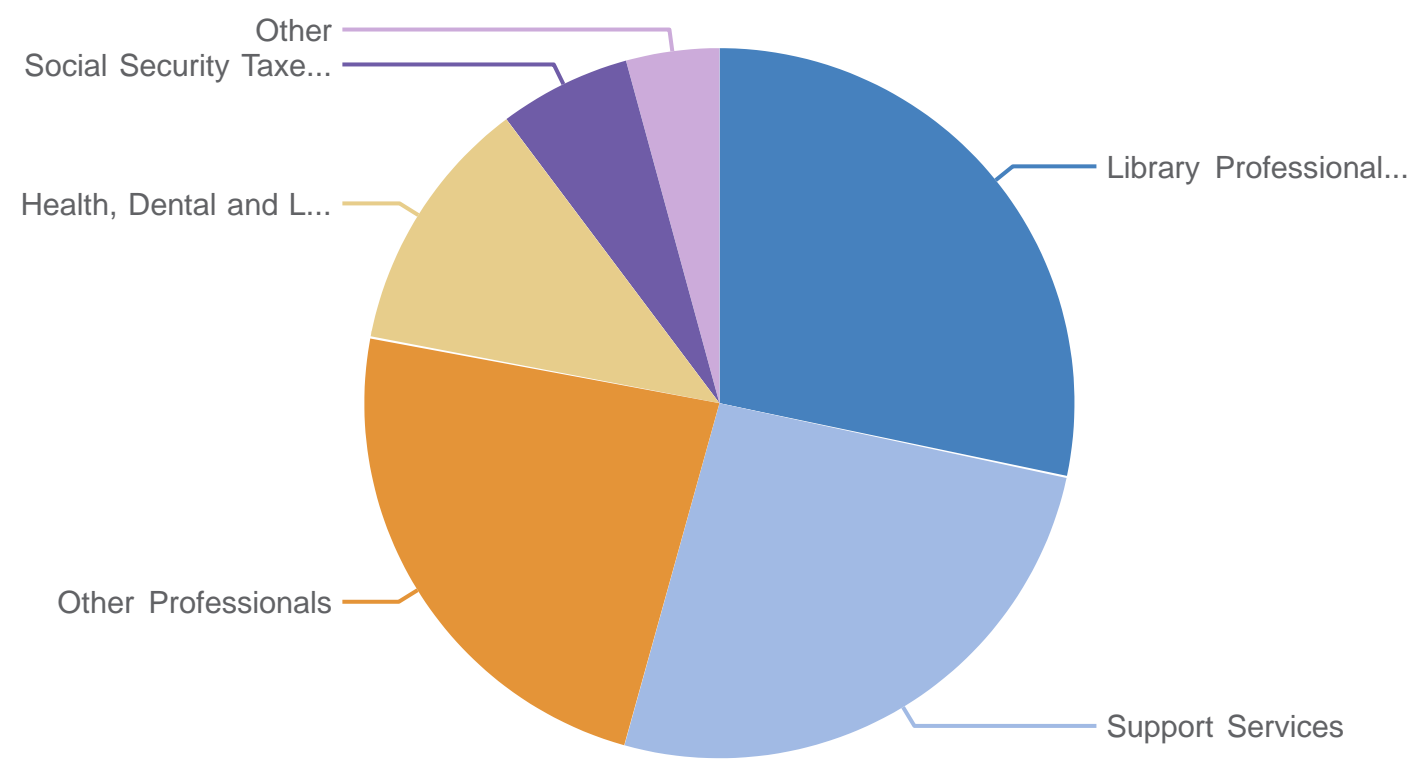


The proposed FY2022 budgets were developed to align with the planned activities in our operational plan. These activities support the Illinois statutory priorities of library administration, resource sharing, bibliographic access, consulting & continuing education, and delivery. The major planned activities include:

- Increase outreach to school libraries and public library trustees.
- Utilization of Enterprise Fleet Management services to efficiently operate our fleet using their expertise.
- A possible return to in-person travel ensures staff will receive necessary support for both site visits, networking opportunities, and continuing education. Staff are better equipped to build expertise in different areas of librarianship, enhancing their training skills, building or sustaining professional relationships, and keeping current in library marketplace trends.
- The addition of updated training laptops will allow SHARE to offer the exceptional training that members have come to expect from SHARE.
- Pending membership approval, the addition of the Solus mobile app for SHARE will support our goal of providing members state-of-the-art technology and infrastructure.

All Funds Personnel Budget

Data Updated today



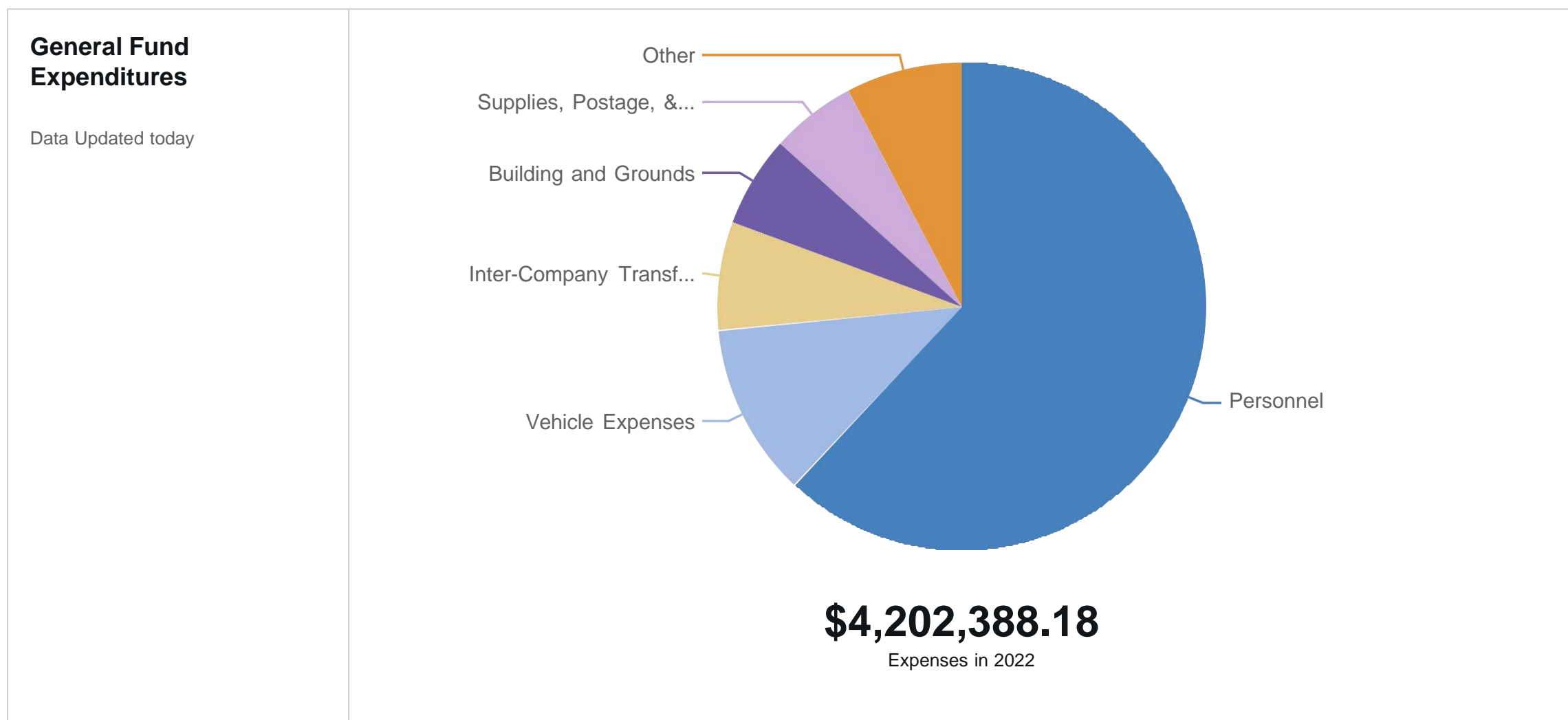
\$4,242,035.97

Expenses in 2022

The largest component of our budget is Personnel. This accounts for 63% of our total budget. Our staff are the backbone in the development and implementation of our organizational goals.

- All positions, including Library Professionals, Other Professionals, and Support Services, are projected with a one-time bonus of 3% annual wages. The Support Services includes adjustments in the General Fund budget due to compliancy with the Illinois minimum wage law.
- Social Security Taxes are projected at 7.65%.
- Leave Payoffs include estimated vacation balances for planned employee retirements.
- Unemployment Insurance is projected at .905% of the first \$12,960 wages earned per worker based on an average of CY2020 & CY2021 rates.
- Worker's Compensation Insurance is projected to be flat to the FY2021 budget.
- Retirement Benefits projected for staff members who are estimated to work more than 1,000 hours in FY2022. The projected rate is 3.73% for CY2021 and .87% for CY2022. There are also projected Accelerated Payments for planned employee retirements.
- Health, Dental, Vision, Accidental Death, and Life Insurances projected at an 9% increase for CY2022. The health and ancillary policies (dental, vision, accidental death, and life insurance) renew on January 1, 2022.
- Other Fringe Benefits includes EAP Services & an employee referral program.
- Retention & Wellness includes a memorials, retirement bricks, and holiday gatherings.
- Training & Professional Development include the annual IHLS staff day, safety training, and professional development trainings.
- Temporary Help includes coverage for staff while out on unplanned leave.
- Recruiting includes job postings, fit for duty exams, background, & drug screens.

General Fund Budget Narrative



The General Fund budget has a projected deficit of \$501,643 and this will be covered by the operating fund balance. This balance is derived from the accumulation of previous years revenue over expenditures balances. The largest factors for the deficit this fiscal year include the minimum wage impact, planned building improvements and vehicle leasing that are not classified as capital expenditures.

Revenues

The projected revenues of \$3,695,529 are mainly comprised of the System Area and Per Capita Grant (SAPG) \$3,400,700 and the state-wide Illinois Library Delivery Services (ILDS) \$267,868. Other items included are: IHLS Member Day vendor support, investment income, member training revenue, OCLC Grant Administration Fee, and E-Rate Funding.

Expenses

Personnel

This includes changes due to minimum wage impact, salary grade reclassifications, an additional full-time membership coordinator, and benefits for vacant courier positions to move from part-time to full-time. Training and Development includes an all staff day, staff training, and organizational development opportunities.

Building & Grounds

General Fund projected expenses represent the rent expense at the Carbondale location; utilities at three locations (Carbondale, Champaign, and Edwardsville); building and ground maintenance at two locations (Champaign and Edwardsville); custodial services at two locations (Champaign and Edwardsville); and property insurance at three locations (Carbondale, Champaign, and Edwardsville).

Vehicle Expenses

General Fund projected expense for the fuel is increased over FY2021 based on a combination of FY2021 actuals and industry forecasting. The vehicle insurance is projected based on coverage for 29 vehicles. The vehicle leasing amounts reflect the new model of leasing vehicles through a partnership with Enterprise Fleet Management.

Travel, Meetings, and Continuing Education for Staff & Board Members

General Fund expense components are travel and registration for staff & board members to attend conferences, advocacy events, board member training, and staff meetings.

The travel and registration include staff attendance at the following conferences: Society for Human Resource Management (SHRM) National Conference, Computers & Libraries Connect, The Association for Rural and Small Libraries (ARSL) Conference, Illinois Library Association (ILA) Conference, Library Marketing & Communications Conference, The American Association of School Libraries (AASL), Association of Illinois School Library Educators (AISLE) Conference, LIB LearnX(formerly ALA Midwinter), Public Library Association (PLA) Conference, Innovative Users Group (IUG) Conference, Midwest Digital Marketing Conference, ILA Marketing Forum Mini Conference, Reaching Forward South Conference, Elevate, ILA Trustee Workshop, International Coalition of Library Consortia, Directors University, American Library Association (ALA) Conference, ILA Legislative Breakfast, and Inter-Company travel.

Conferences & Continuing Education Meetings

General Fund projection includes public library trustee training, HR Source trainings, and webinar trainings offered to our member libraries. This also includes an IHLS virtual Member Day in the fall and an in-person luncheon in the spring.

Public Relations

General Fund projection includes promotional and printed materials and conference sponsorships. This is to continue the networking and advocacy efforts of IHLS.

Liability Insurance

General Fund expenses include projections for General Liability, Commercial Umbrella, Directors and Officers, Crime Coverage Bond, Cyber Liability, Employment Practices, and Treasurer's Bond. These policies renew on July 1, 2021.

Supplies, Postage and Printing

This budget category includes expenses for computers and software (less than \$5,000), accessories and supplies for equipment, office supplies, postage, delivery supplies, and outside printing cost. The projection for delivery supplies includes replacement of tubs, hand trucks, and the replacement of delivery staff IHLS branded apparel. This also includes supplies needed for COVID-19 related safety items. The largest component in this category includes replacement of furniture in the Edwardsville location.

Telephone and Telecommunications

Included in this budget category are projections associated with monthly cost for telephone, fax, internet, delivery GPS tracking, text alert system, and cell phone services.

Equipment Repair & Maintenance Agreements

Projection includes cost for copiers and maintenance at three locations (Edwardsville, Champaign, and Carbondale).

Professional Services

Expenses include projections for legal, accounting, and consulting.

Contractual Services

General Fund Expenses include projections for information service costs and other contractual services. This includes the updates of the new website for IHLS and the OpenGov and Customer Relationship Management (CRM) implementation fees.

Professional Membership Dues

Include staff professional membership dues.

Miscellaneous

General Fund bank fees and accounts payable checks.

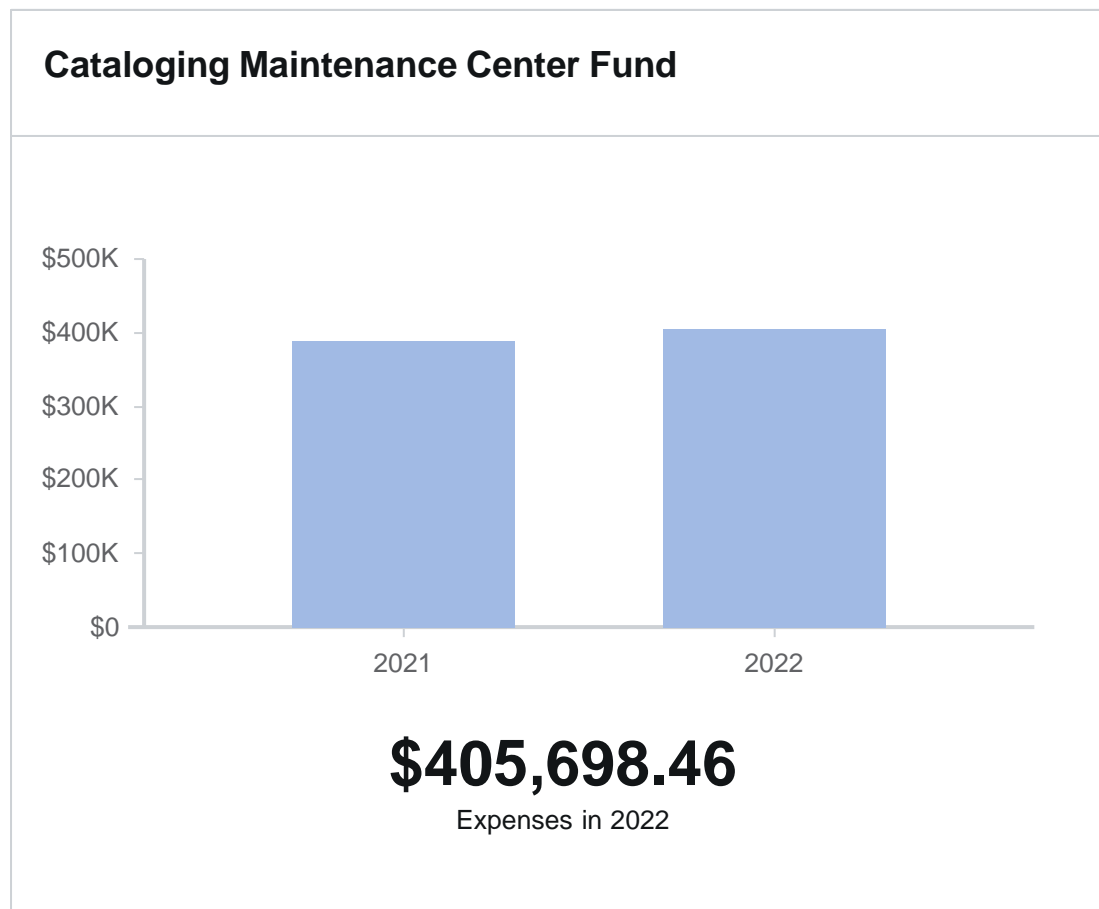
Net Pass Through

General Fund expenditures on behalf of member libraries that will be reimbursed.

Inter-Company Transfers

General Fund annual contribution to SHARE Fund projection of \$300,000.

Special Revenue Funds Budget Narrative



Revenues

CMC Fund revenues are the Cataloging Maintenance Center grant from the Illinois State Library.

Expenses

Personnel

Includes an additional Cataloger for partial fiscal year to account for the increased workload of the CMC staff. Also projected are the leave payoff of vacation balances for a planned retirement.

Travel, Meetings, and Continuing Education Includes webinar registrations. All staff attendance at conferences has been suspended for FY2022 to support the additional Cataloger position for partial fiscal year.

Supplies, Postage and Printing

Includes expenses for computers and software (less than \$5,000), accessories and supplies for equipment, and office supplies.

Telephone and Telecommunications

Includes monthly cost for telephone and internet.

Equipment Repair & Maintenance Agreements

Includes cost for copiers and maintenance at two locations (Edwardsville and Champaign).

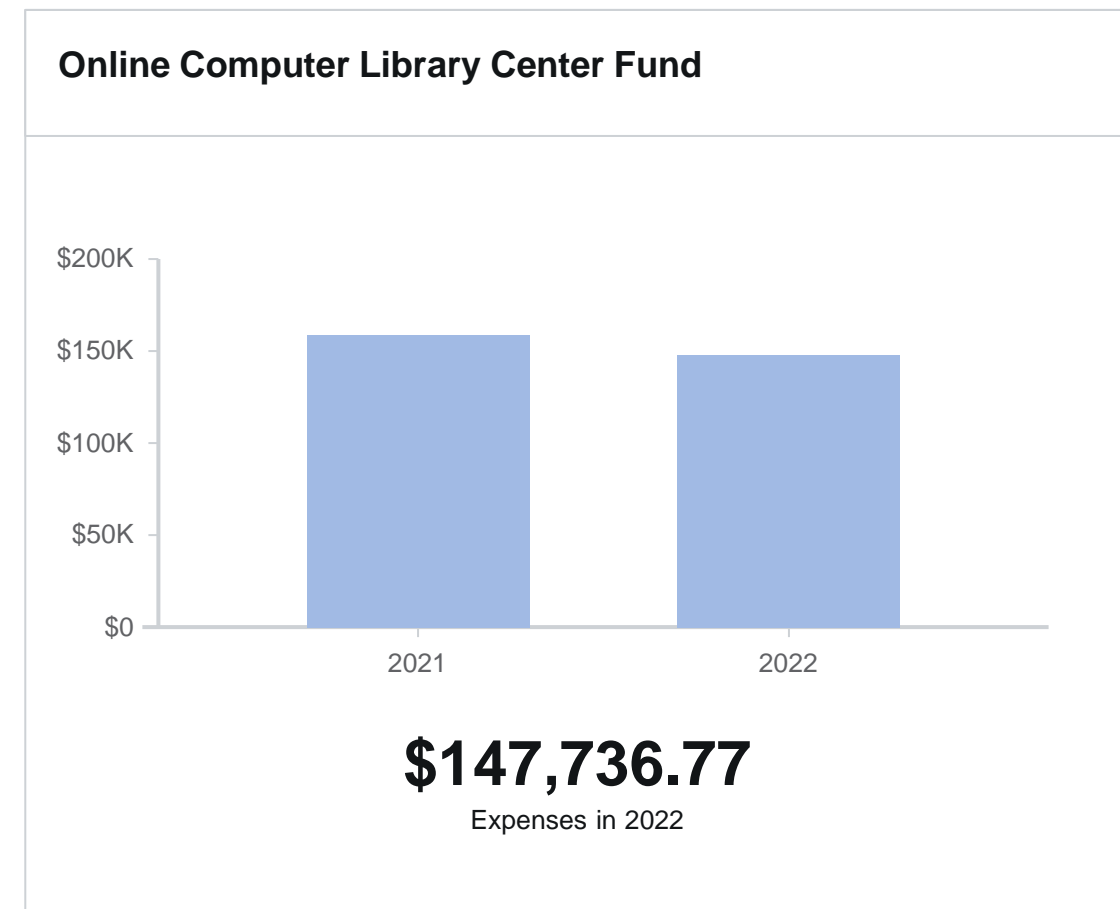
Contractual Services

Includes computer and software online services such as Zoom, Express Scribe, Class Web, Web Dewey, RDA Toolkit, and Cataloger's Desktop, and grant administrative fees.

Professional Membership Dues

Includes staff professional membership dues.

Special Revenue Funds Budget Narrative



Revenues

OCLC Fund revenues are the Online Computer Library Center grant from the Illinois State Library.

Expenses

Personnel

Includes 1.75 Full-time equivalent staff allocated to the OCLC grant.

Supplies, Postage and Printing

Includes expenses for computers and software (less than \$5,000), accessories and supplies for equipment, and office supplies.

Telephone and Telecommunications

Includes monthly cost for telephone, fax, and internet.

Equipment Repair & Maintenance Agreements

Includes cost for copiers and maintenance at the Edwardsville location.

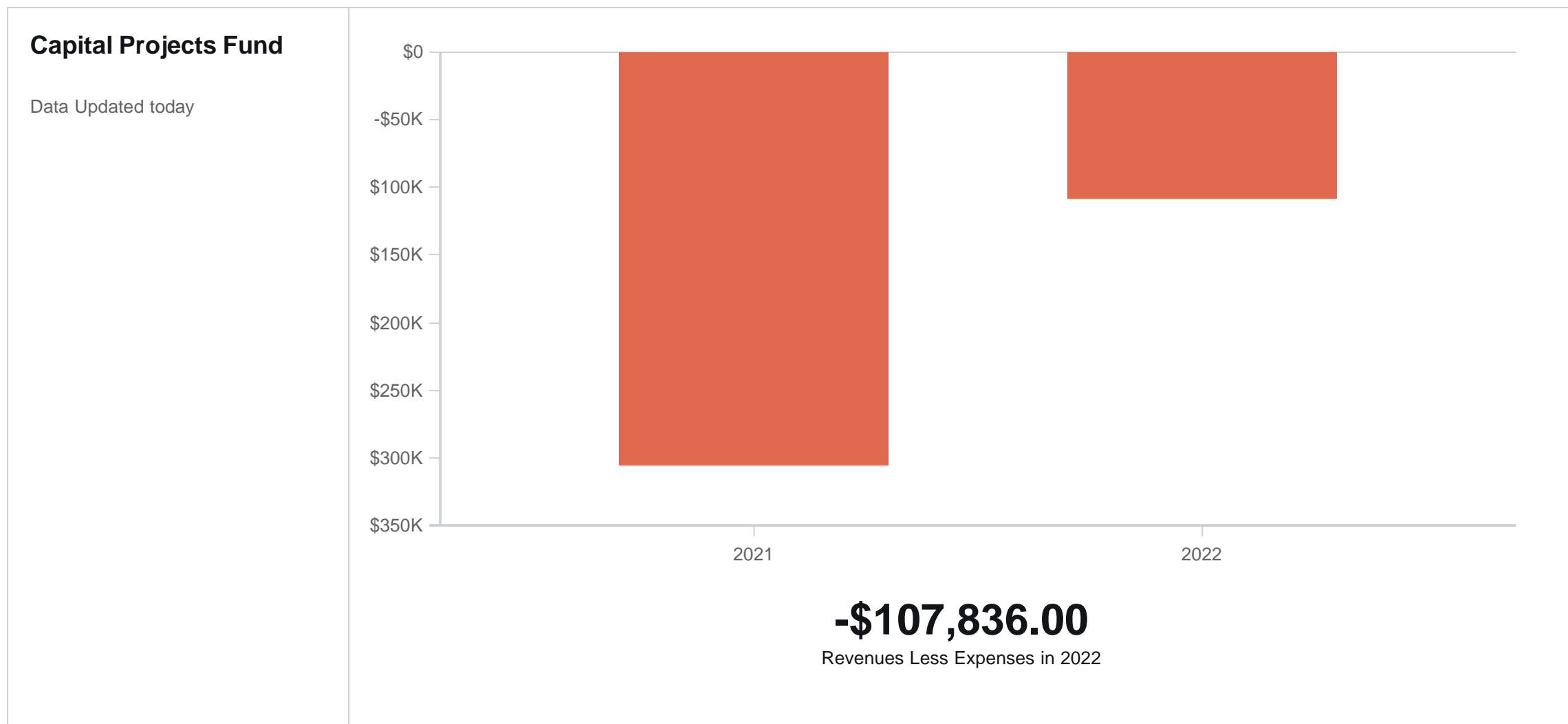
Professional Services

Includes the FY2021 audit costs.

Contractual Services

Includes Traverse annual maintenance agreement and support and grant administrative fees.

Capital Projects Fund Budget Narrative



Revenues

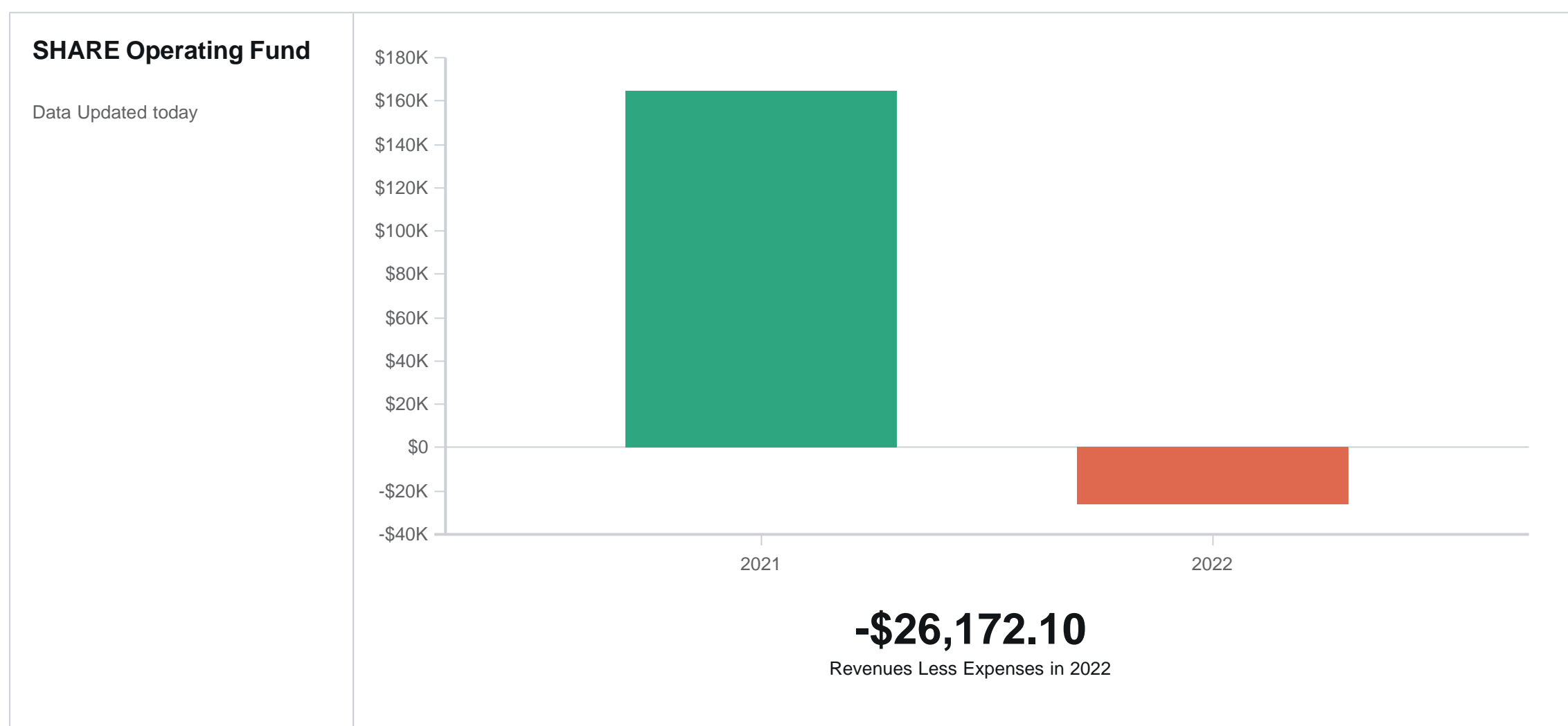
Capital Projects Funds only projected income source is investment income.

Expenses

Capital Projects Funds projections for Building & Improvements include the following:

- Removal of risers on the second floor at the Edwardsville location.
- Replacement of flooring on the second floor at the Edwardsville location.
- Painting of walls on the second floor at the Edwardsville location.
- Building office walls on the second floor at Edwardsville location.

SHARE Operating Fund Budget Narrative



The SHARE budget has a projected deficit of \$26,172 and this will be covered by the operating fund balance. This balance is derived from the accumulation of previous years revenue over expenditures balances. The largest factor for the deficit this fiscal year is the purchase of 36 training laptops.

Revenues

SHARE Fund projected revenues of \$1,815,166 is mainly comprised of fees for services and materials, which is \$1,465,771 and IHLS Contribution of \$300,000. Other items included are investment income, CMC grant administration fee, and Smart Access Manager (SAM) billing.

Expenses

Personnel

Library Professionals staff includes an overlap in the Bibliographic Services Manager, Cataloging Supervisor, and Cataloger positions for the planned retirement of our current staff members. Hiring of these positions prior to their retirement will allow for the necessary training these positions require. The Leave Payoffs include the estimated vacation balances for the planned employee retirements.

Library Materials

SHARE Fund eResources projection is a direct expense of cloud subscription fees and group purchases this expense is offset by the fees for services and materials revenues.

Vehicle Expense, Travel, Meetings, and Continuing Education

SHARE Fund expense components are travel and registration for staff members to attend conferences, advocacy events, and staff meetings.

The travel and registration include staff attendance at the following conferences: The Association for Rural and Small Libraries (ARSL) Conference, Illinois Library Association (ILA) Conference, Association of Illinois School Library Educators (AISLE) Conference, LIB LearnX(formerly ALA Midwinter), Public Library Association (PLA) Conference, Innovative Users Group (IUG) Conference, Reaching Forward South Conference, Elevate, International Coalition of Library Consortia, American Library Association (ALA) Conference, ILA Legislative Breakfast, and Inter-Company travel.

Public Relations

Includes promotional and printed materials. This is to continue the networking and advocacy efforts of SHARE.

Supplies, Postage and Printing

This budget category includes expenses for computers and software (less than \$5,000), accessories and supplies for equipment, office supplies, postage. The largest component of this category is the planned replacement of the training laptops at each location.

Telephone and Telecommunications

Included in this budget category are projections associated with monthly cost for telephone, fax, internet, and cell phone services.

Equipment Repair & Maintenance Agreements

Projection includes cost for copiers and maintenance at three locations (Edwardsville, Champaign, and Carbondale).

Professional Services

Expenses include projections for legal, accounting, and consulting.

Contractual Services

Include projections for information service costs and other contractual services. This includes the annual Polaris fee and Customer Relationship Management (CRM) implementation fees. This also includes the new Solus App customization fees for member libraries that will be offset by the additional module fee revenues.

Professional Membership Dues

Include staff professional membership dues.

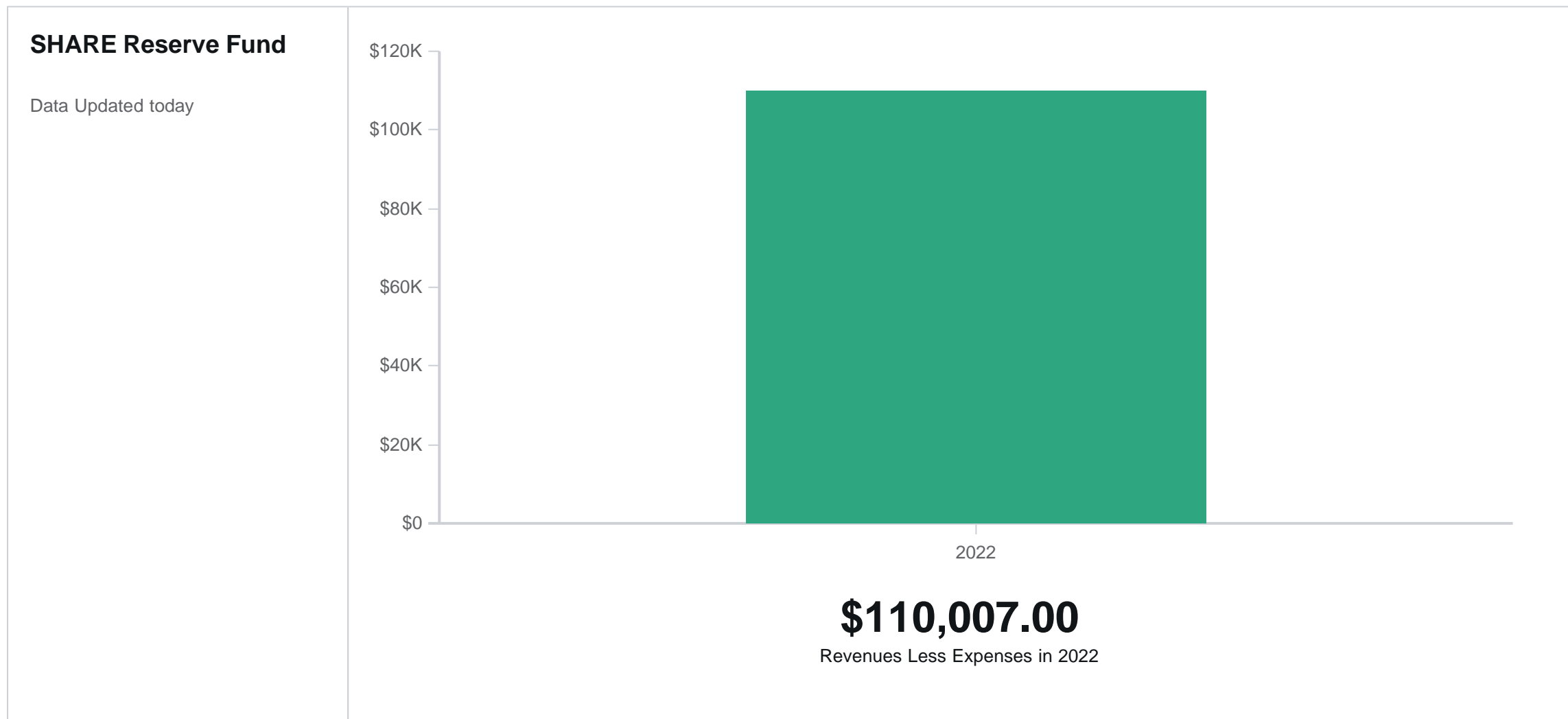
Miscellaneous

Includes monthly PayPal fees.

Inter-Company Transfers

SHARE Fund transfer to SHARE Reserves projection of \$142,500.

SHARE Reserve Fund Budget Narrative



Revenues

SHARE Reserve Fund projected revenues of \$143,382 includes the transfer of funds from the operating budget and interest income.

Expenses

SHARE Reserve Fund projected expenses of \$33,375 includes the one-time implementation and annual fees for the Solus App.