



Illinois Heartland Library System

TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: July 23, 2021
RE: FY2022 SHARE Proposed Operating Budget Amendment

Background

IHLS Staff met with Anne Craig, Director of the Consortium of Academic and Research Libraries in Illinois (CARLI), on July 12, 2021. CARLI recently updated their integrated library system (ILS) to Alma, and as part of that process had an unexpected complication. They are over the allowable number of records per their contract. There are several million records that need to be cleaned up and merged. They have reached out to IHLS and the Cataloging Maintenance Center (CMC) to explore solutions, including a potential contract with IHLS to work on cleanup for the remainder of the fiscal year.

CARLI was looking to the expertise of the CMC to manage record mergers in conjunction with their members and staff. The agency can commit to \$165,000.00 for IHLS to hire additional staff; unfortunately, the CMC cannot accept fees for services, so it would have to be a contract between CARLI and SHARE. This is also extremely time-sensitive because it must be completed by July 2022. The project is within the scope of the CMC, however without the additional staff, they would not be able to complete the project in this timeline.

IHLS met with CARLI staff again on July 19 to discuss details of this project. IHLS, SHARE, and the CMC are interested in helping with this project, especially since the CMC is ideally suited to this work. IHLS will hire three temporary employees with the allotted funds, with SHARE managing the contract, and CMC managing the incoming employees and the record merges.

The employees will be considered temporary full-time, with all benefits afforded other full-time IHLS staff including IMRF. We cannot create contractual employee positions, as the project work does not meet the criteria of an independent contractor: free from direction and control of hiring entity; work is outside the usual course of the hiring entity's business; and, worker is established as an independent contractor of same nature as work to be performed.

Proposal

Attached, please find the FY2022 SHARE proposed operating budget amendment for your review and consideration. This was approved by the SHARE Executive Council, the SHARE Finance and Policy Committee and the IHLS Executive Committee. It requires approval at the July 27, 2021 board meeting.

The proposed budget amendment is an estimate and intended as a "no more than" expenditure.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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

SHARE Fund – Budget changes for FY2022

CARLI Cataloging Project (Revenue |4688):

Proposed increase reflects the revenue for the project.

Personnel (Expense |5000-5070):

Proposed increase reflects the salary, taxes, benefits, and recruitment costs to hire three temporary full-time cataloging staff.

Computer Software & Supplies (Expense |5360):

Proposed increase reflects the cost of laptops, external hard drives, and headsets for three cataloging staff.

Telephone & Telecommunications (Expense |5400):

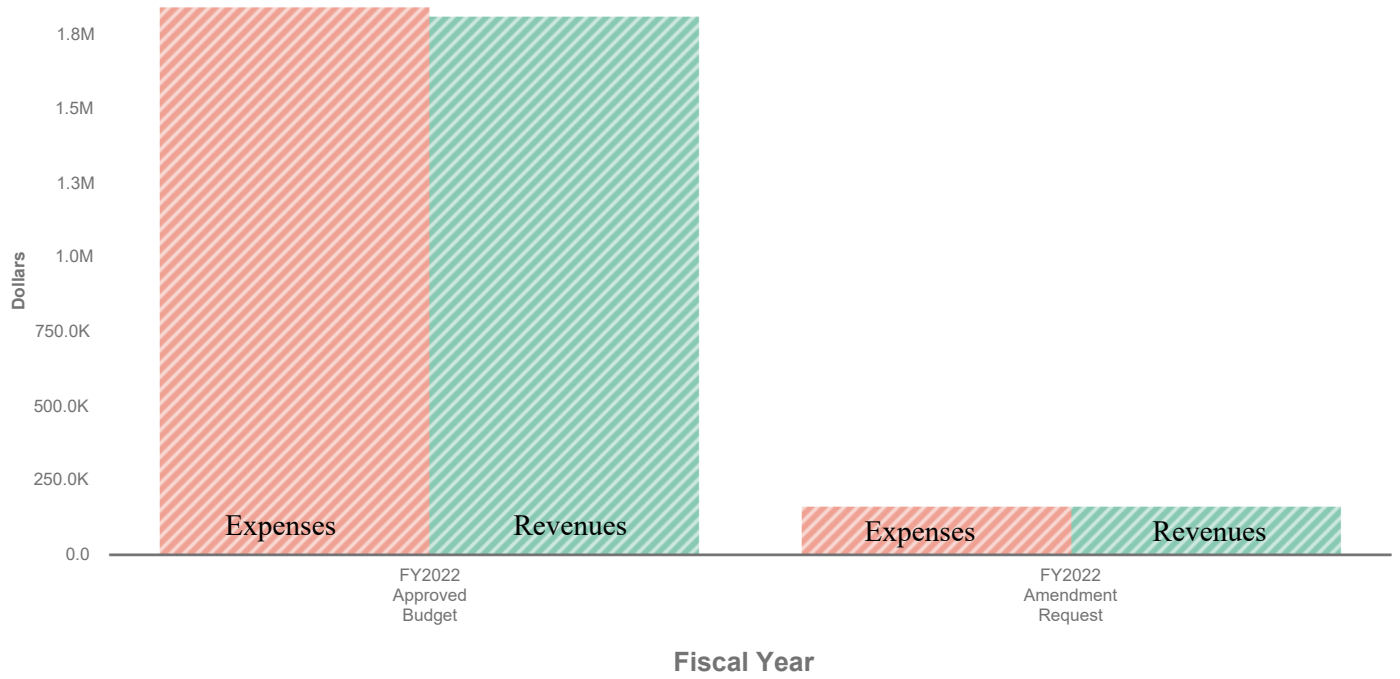
Proposed increase reflects the cost of phone and internet charges.

Legal (Expense |5500):

Proposed increase reflects the cost for legal counsel for review of contract and employment terms.

FY2022 SHARE Proposed Operating Budget Amendment

Visualization



Data filtered by Types, SHARE, Restricted and exported on July 20, 2021. Created with OpenGov

FY2022 SHARE Proposed Operating Budget Amendment

	FY2022 Approved Budget	FY2022 Amendment Request
▼ Revenues	\$ 1,815,165	\$ 165,000
▼ Other Revenues	49,256	165,000
(4688) CARLI Cataloging Project	0	165,000
(4660) Grant Administration	36,881	0
(4678) SAM	12,375	0
▼ Fees for Services and Materials	1,465,771	0
(4380) eResources Subscription	156,389	0
(4385) SHARE - Basic Fee	1,176,902	0
(4386) SHARE - Bibliographic Services	78,000	0
(4387) SHARE - Add'l Module Fee	44,050	0
(4388) SHARE - Transitions Fee	10,429	0
▼ Investment Income	138	0
(4500) Interest Income	138	0
▼ Inter-Company Transfers	300,000	0
(4999) Transfers From Other Funds	300,000	0
▼ Expenses	1,841,338	165,000
▼ Personnel	1,156,972	154,020
(5000) Library Professionals	542,747	114,968
(5010) Other Professionals	223,065	0
(5020) Support Services	113,890	0
(5027) Leave Payoffs-Library Professional	31,211	0
(5030) Social Security Taxes	69,685	8,832
(5035) Unemployment Insurance	2,520	352
(5040) Workers' Compensation	510	65
(5045) Retirement Benefits (IMRF)	24,933	2,297
(5050) Health, Dental and Life Ins	143,012	26,696
(5058) Training & Professional Development	1,200	0
(5070) Recruiting	4,200	810
▼ Library Materials	156,389	0
(5120) E-Resources	156,389	0
▼ Vehicle Expenses	162	0
(5200) Fuel	162	0

	FY2022 Approved Budget	FY2022 Amendment Request
▼ Travel, Meetings, & Continuing for Staff & Board Members	33,009	0
(5250) Mileage,Gas & Tolls In-State	1,800	0
(5260) Meals-In-State	775	0
(5265) Lodging-In-State	2,276	0
(5275) Travel-Out-of-State(Airfare,Train,etc)	5,720	0
(5280) Meals-Out-of-State	4,175	0
(5285) Lodging-Out-of-State	10,528	0
(5290) Registration & Meetings, Other Fees	7,735	0
▼ Public Relations	550	0
(5330) Public Relations	550	0
▼ Supplies, Postage, & Printing	64,850	7,500
(5360) Computer Software & Supplies	63,500	7,500
(5365) Gen'l Office Supplies & Equipment	1,000	0
(5370) Postage	350	0
▼ Telephone & Telecommunications	22,810	1,980
(5400) Telephone & Telecommunications	22,810	1,980
▼ Equipment Rental, Repair & Maintenance	2,972	0
(5455) Equipment Repair & Maintenance	2,972	0
▼ Professional Services	19,475	1,500
(5500) Legal	1,000	1,500
(5510) Accounting	11,475	0
(5520) Consulting	7,000	0
▼ Contractual Services	239,729	0
(5550) Information Service Costs	236,213	0
(5580) Other Contractual Services	3,516	0
▼ Professional Membership Dues	1,560	0
(5700) Prof Assoc Membership Dues	1,560	0
▼ Miscellaneous	360	0
(5725) Miscellaneous	360	0
▼ Inter-Company Transfers	142,500	0
(5999) Transfer to Other Funds	142,500	0
Revenues Less Expenses	\$ -26,173	\$ 0