![Illinois Heartland Library System logo]

Illinois Heartland Library System

TO: IHLS Executive Committee
FROM: Leslie Bednar
DATE: May 12, 2023
RE: FY2024 Draft Budget and Narrative

Attached, please find our second budget document for your review and consideration: the FY2024 General, Cataloging Maintenance Center, iLEAD Library Trustee Training, OCLC Billing, Capital Projects, and SHARE funds budgets. As per direction from the Illinois State Library, we provide a budget narrative in addition to the traditional budget format. We hope the combined information allows a more complete picture of our financial plans as they relate to our operations and member services.

We have changed very little since this document was shared with committees and the board in April. The changes we have made are as follows:

<u>General</u>
- Updated the Other Grants revenue budget to include the receipt of the Illinois Humanities Mobile Memory Lab grant.
- Updated the Grant Administration revenue budget to include the adjustment to the Cataloging Maintenance Center, iLEAD Library Trustee Training, and OCLC Billing budgets due to IMRF rate changes.
- Updated the Other Professional and Support Staff budget amounts to reflect the classifications of re-aligned positions.
- Updated the IMRF budget amount to include the calendar year 2024 newly released preliminary rates.
- Updated the Workers' Compensation budget amount to include the rates based on the insurance proposal.
- Updated the Fuel, Meals In-State, Lodging In-State, Computers, Software, and Supplies, General Office Supplies, and Public Relations budget amounts to include the expenditures for the Illinois Humanities Mobile Memory Lab grant.
- Updated the Computer, Software, and Supplies budget amount to include the additional costs of the extended server warranties.
- Updated the Contractual staff budget amount to include additional costs for website updates.

<u>Cataloging Maintenance Center</u>
- Updated the IMRF calendar year 2024 newly released preliminary rates.

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www.illinoisheartland.org • 618.656.9401 Fax

- Updated the Grant Administration fee to reflect the adjustment to the IMRF rate changes.

iLEAD Library Trustee
- Updated the IMRF calendar year 2024 newly released preliminary rates.
- Updated the Grant Administration fee to reflect the adjustment to the IMRF rate changes.

OCLC Billing
- Updated the IMRF calendar year 2024 newly released preliminary rates.
- Updated the Grant Administration fee to reflect the adjustment to the IMRF rate changes.

SHARE
- Updated the Grant Administration revenue budget to include the adjustment to the Cataloging Maintenance Center budget due to IMRF rate changes.
- Updated the IMRF calendar year 2024 newly released preliminary rates.
- Updated the Computer, Software, and Supplies budget amount to include the additional costs of the extended server warranties.

The General and Capital budgets are approved by the board and the Illinois State Library. The SHARE (proprietary) budget is reviewed by the SHARE Executive Council and forwarded to the IHLS Board with their recommendations. The IHLS Board approves the General, Capital, and SHARE budgets. The Cataloging Maintenance Center, iLEAD Library Trustee Training, and OCLC budgets (or special revenue budgets) are approved by the Illinois State Library.

The budgets and narratives were posted on our website following the April 25 board meeting for member feedback. Below you will find a summary of the feedback that we have received to date.

In May, there are several opportunities for discussion and review of the proposed FY2024 budgets:
- May 15: Finance Committee Meeting
- May 16: Executive Committee Meeting
- May 23: Board Meeting (final approval)

Thank you for your consideration.

Please provide your feedback for the FY2024 IHLS Operational Plan and Budget(s)

3 registered statements

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May 8, 2023, 6:50 PM

The budget again this year has an approximate deficit of 1.5 million dollars. There are many areas in which the budget should be decreased in order to offset this huge deficit. There are more positions being requested to be added in the budget. The organization has not taken away any positions. SHAREs budget has risen by $50,000. Yet at this point libraries are not being offered ASPEN to all members without a fee, thus limiting the amount of libraries that will be able to afford the service.

The operational plan has included more items this year to benefit members but may of the plans are internal and do no appear to benefit members. Members need to be included in creating this plan, so it is member driven.

Message from IHLS Open Town Hall Admin

Thank you for reviewing the FY2024 Draft Budget and Operational Plan. While some of the budgets are in a deficit, these budgeted amounts are intended to be "no more than" amounts, meaning that the budgeted amounts are the highest anticipated amount of the expenditures. This is visible in the Historical Budget vs. Actual memo presented to IHLS Board of Directors at their April 2023 meeting, that IHLS has historically ended well under the budgeted Total Revenue Over (Under) Expenditures. This has been the case even as, throughout its existence, IHLS has not received full funding based on the Illinois statute for System Area and Per Capita funding.

Still, while we acknowledge that a negative budget is not ideal, we must also recognize that it is important to ensure that IHLS can provide all the necessary services to our member libraries and the communities they serve. For this reason, two additional IHLS staff positions were included in the FY2024 budget to begin in the second half of FY2024. Both positions have been added because of the support they will offer to our members. One is a data analyst to aid IHLS and our members to better advocate for additional financial support and demonstrate an agency's relevance in their respective communities. The second position is an IT programmer assistant to support our current web developer on projects such as the IHLS delivery iPad app and websites. These new positions will significantly enhance our ability to provide excellent service to our members.

Moreover, the proposed budget was created with the knowledge that both the SHARE and General Fund have fund balances to absorb these deficits at this time. The Capital Projects Fund and the SHARE Reserve Fund budgets make up $900,969 of the $1.5M deficit you referenced. These budgets contain fund balances that have been accumulating over a decade for the purpose of the expenses that are included in the budget. Many of our member libraries also reserve funds for a specific purpose to be utilized at a later time. Unfortunately, budgets are presented as future revenues and expenditures only and are unable to demonstrate an accumulated fund balance that these acc currently have. As a result, the proposed budget seems to show a deficit that our funds themselves will not reflect.

In FY2024 we propose an increase of $50,000 to the IHLS General Fund contribution to SHARE. This is consistent with approximately 9% of the total SAPG allocation. This contributes to SHARE's annual revenues and the utilization of the funds is determined by an active and involved SHARE Governance structure responsible to the SHARE membership. Governance is currently evaluating fee structures for the implementation of the Aspen discovery layer.

The IHLS Operational Plan is arranged according to grant guidelines supplied by the Illinois State Library. We also include reference to specific portions of ILAC 3030.215 (Standards for Core Services to Members) in the Operational Plan. IL 3030.215a) states a library system "shall develop an annual operational plan with input from members that addresses specified standards for core services", and "ensure that all system members have opportunities for input into or to comment on planning and evaluation activities, such as system plans of service, plans of cooperation, long-range plans, and program designs, including budgetary information, before plans are finally adopted." IHLS posts its draft budgets and operation in late April each year following the board meeting. We share input with several committees and the board in May the Budget and Operational Plan are finalized and adopted at the IHLS May board meeting.

Links:

https://www.illinoisheartland.org/sites/default/files/meetings/other/233-05/14.2%20Historical%20Budget%20vs.%20Actual%20041923.pdf

https://ilga.gov/commission/jcar/admincode/023/023030300B02150R.html

Name not shown

May 1, 2023, 6:37 PM

Some of the points that were addressed that I really liked were: communication with member libraries; providing HR support, addressing frontline questions about nonresident law; DNS support; metadata training; creating a mobile memory lab; and creating a mobile Library of Things for libraries to borrow. As the director of a small public library with no website, I'd also love information on things to consider concerning obtaining a website and how that process works.

Message from IHLS Open Town Hall Admin

Thank you for reviewing our draft FY2024 budget and operational plan. We are pleased that some of our initiatives will make a difference to your library and patrons.

Regarding your request for information regarding a website, please reach out directly to Troy Brown, our IT Director. You can connect with him by email (tbrown@illinoisheartland.org (mailto:tbrown@illinoisheartland.org)) or phone (618-467-8740). Troy is happy to review the different options for a library website that will meet the needs of your small public library.

Tina Hubert

May 1, 2023, 11:58 AM

In the Operational Plan, under Delivery Services, Quantify the impact of the delivery service, planned activities include "Purchase vehicles as they become available to replace vehicles IHLS has considered surplus" - do you no longer contract with Enterprise for vehicles?

Under Resource Sharing > SHARE, it states, "Maintain a certification program for member library staff, to provide a high level of database accuracy and library efficiency" - what is this? It also states, "Promote equity among members, by evaluating SHARE policies, procedures, and decision-making processes to make sure that they are fair; support equity initiatives of members, especially for those that are addressing underserved and marginalized communities" I hope that this includes not holding larger libraries back and allowing options for all sizes of libraries.

Under Membership > Continuing Education, might there be a way to ensure an opportunity for libraries across the state to benefit from the CE offered by both multi- type library systems? Can IHLS members attend RAILS CE that is currently limited to RAILS members only and vice-versa?

> Grants, might there be an opportunity for members to contact the grants staff for research regarding grants for specific needs?

Message from IHLS Open Town Hall Admin

Thank you for reviewing our draft FY2024 budget and operational plan. We appreciate the opportunity to provide more detail regarding our member services.

Effective FY2023 IHLS no longer contracts with Enterprise for new vehicles and is purchasing vehicles off the state contract when available.

This is part of a larger EDIA effort that have broad implications for both patrons and member libraries. We are very aware of the current climate where libraries have become an increased target for those seeking to deny individuals the right to high-quality information, so we have updated collection development policies so that they are clear and transparent, with specific procedures in place. We are also utilizing available tools to review and maintain the diversity of our digital collections, with an emphasis on representation. We also support member libraries that want to do more in this space, so that Illinois libraries are for everyone in our communities.

That also means that our fee scales are transparent and fair. We are proud that we can make high-quality technology accessible for every library in southern and central Illinois, promoting equity of access in all communities, no matter their library's population size or annual budget. We strive to make our committee volunteers representative of our membership and our governance has been set up so that each library agency has an equal say on member policies.

Our SHARE committee volunteers work very hard to make sure that we meet the needs of all our members, from the smallest, rural library to the larger, more urban systems. This specifically means that we try to offer core services, like the Polaris integrated library system, the cloudLibrary digital collection, and the SHARE Mobile Library App at a price point that is equitable for everyone, using economies of scale and the collective bargaining power of our group.

For those libraries that want additional tools, we also support other types of services that would be of value to our members, but not necessarily a need for everyone, like McNaughton Book Leasing for SHARE, Stack Maps, and Patron Point. We also strive to stay abreast of new innovations in the library marketplace and offer technical support for any third-party integrations that our members want and need.

IHLS is excited to be working with a CE coordinator and conversations regarding collaboration between the systems might well be in the equation as we move forward.

Individual library grants consulting is not currently part of the contract with the independent grant consultant.

Illinois Heartland Library System

Fiscal Year 2024 Budget Narrative

July 1, 2023 - June 30, 2024

FY2024 Budget Narrative

Illinois Heartland Library System has changed and matured in the last 12 fiscal years. As we enter our 13th year as a library support organization, we continue to focus on the core services of resource sharing, delivery, and library automation. We rely on appreciative inquiry to improve our services and use innovation as an enhancement. Additional areas of focus for FY2024 will again support our 500+ multitype libraries in the areas of advocacy and continuing education.

All Funds by Expense Type

Data Updated May 12, 2023, 7:37 AM

$9,164,737.60
Expenses in 2024

The proposed FY2024 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 and continuing education, and delivery. The major planned activities include:

- Increasing outreach to school libraries and public library trustees, including the development, launch, and promotion of a trustee training program using funds from the iLEAD Library Trustee Training grant through the Illinois State Library.
- Enhancing services offered to member libraries through E-Resources, Aspen Discovery Layer, McNaughton Books Subscription, and the Solus app.

- In-person travel to ensure staff will receive necessary support for site visits, networking opportunities, and continuing education. Staff are better equipped to build expertise in different areas of librarianship, enhancing their training skills, building and sustaining professional relationships, and keeping current with library marketplace trends.
- Increased resources focused on advocacy, professional development, and networking support for our multi-type membership.
- Grants Consultant to explore funding options for additional member services.
- Investigating the benefits and cost of an Automatic Material Handler (AMH) system through the Request for Proposal (RFP) process with guidance of a consultant.
- Providing services for a mobile memory lab in partnership with the Cataloging Maintenance Center through funding received by Illinois Humanities Grant.

Personnel

All Funds Personnel

Data Updated May 12, 2023, 7:37 AM

Other
Social Security Taxe...

Health, Dental and L...

Other Professionals

Library Professional...

Support Services

$5,462,996.10
Expenses in 2024
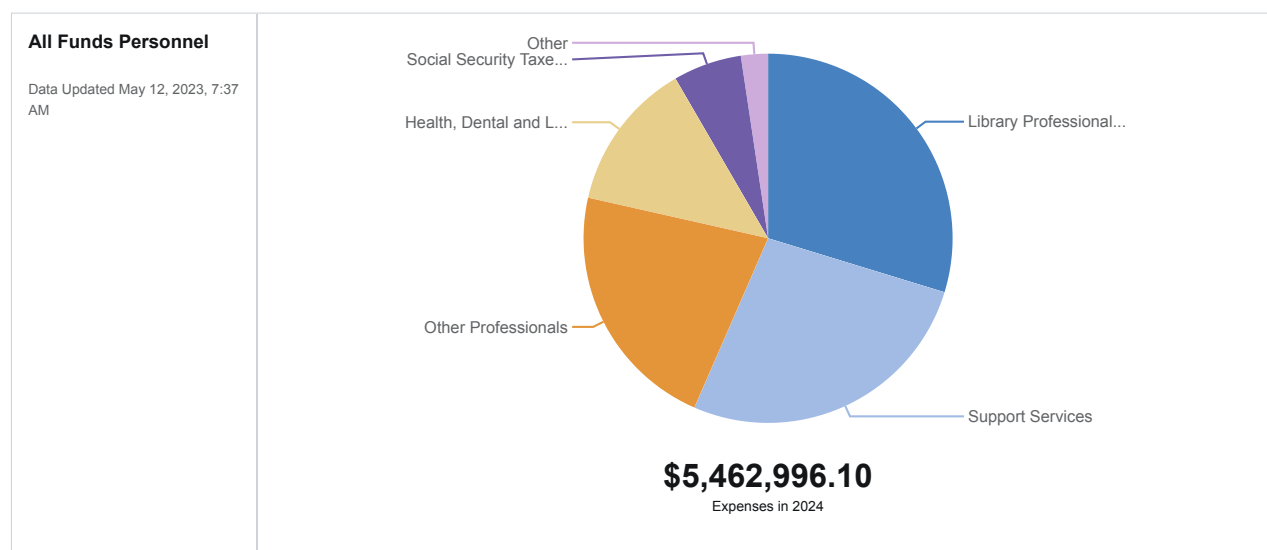
The largest component of our budget is Personnel. This accounts for 60% of our total budget. Our staff are the backbone in the development and implementation of our organizational goals.
- All positions, including Library Professionals, Other Professionals, and Support Services, are projected with an increase of 5% of wages. The Support Services include adjustments in the General Fund budget due to compliance with the Illinois minimum wage law for sorters to $14 per hour.
- Social Security Taxes are projected at 7.65%.
- Unemployment Insurance is projected at 0.73% of the first $13,271 wages earned per worker.
- Worker's Compensation Insurance is projected by rates received through the insurance proposal.
- Retirement Benefits are projected for staff members who are estimated to work more than 1,000 hours in FY2024. For FY2024, it will remain at the current rate of 0.96% based on the preliminary rate notice from IMRF.
- Health, Dental, Vision, Accidental Death, and Life insurance renewals are in January. They will remain at the current rate for CY2023 and are projected at a 9% increase for CY2024.
- Other Fringe Benefits include an employee referral program. Retention & Wellness include labor law posters, staff member memorials, retirement bricks, and holiday gatherings.
- Training & Professional Development includes the annual IHLS staff day and professional development trainings.
- Temporary Help includes coverage for staff while out on unplanned leave. Recruiting includes job postings, fit for duty exams, background, and drug screens.

General Fund Budget Narrative

General Fund

Data Updated May 12, 2023, 7:37 AM

-$506,703.62
Revenues Less Expenses in 2024
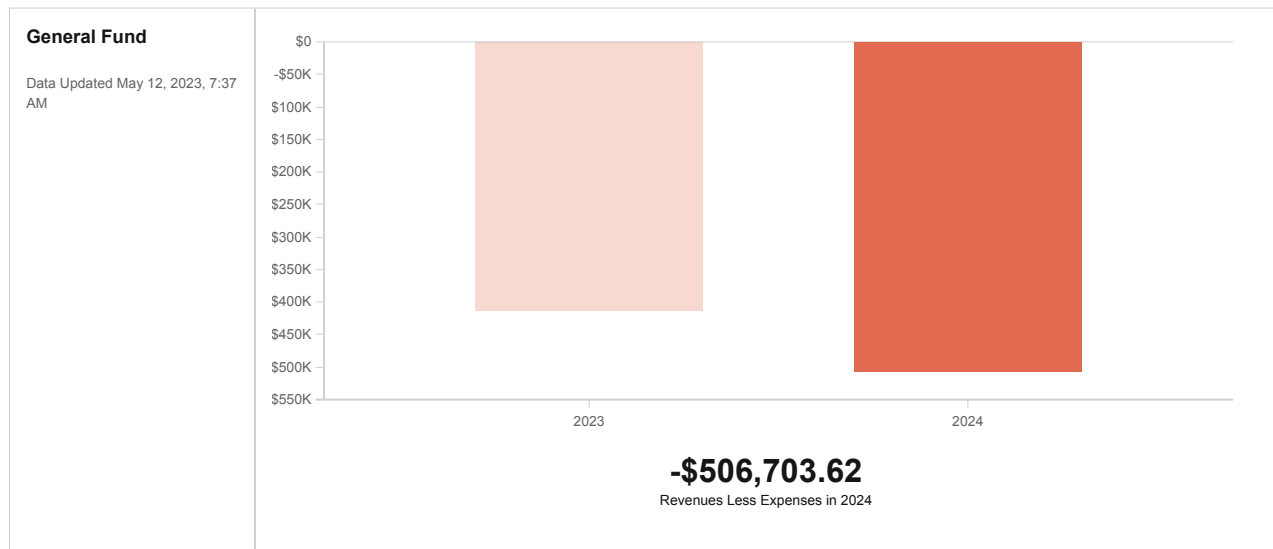
The General fund is mainly supported by the System Area and Per Capita Grant through the Illinois State Library and the Secretary of State. The grant supports the Library System's statutory priorities of library administration, resource sharing, bibliographic access, consulting and continuing education, and delivery to our member libraries. The budget has a projected deficit of $506,704, which will be covered by the operating fund cash balance. The operating fund cash balance of $5,580,334.71 as of April 30, 2023, is derived from the accumulation of previous years' revenue over expenditures balances.

To help reduce the impact of increasing expenditures, management reduced expenses in the following categories: Building and Grounds, Vehicle Expense, Travel, Meetings, Continuing Education for Staff and Board Members, and Telephone and Telecommunications.

The largest factors for the deficit this fiscal year include Personnel, Conferences & Continuing Education for Members, Professional Services, Professional Membership Dues, and Inter-Company Transfers.

Revenues

The General fund projected revenues of $4,369,728 are mainly comprised of the System Area and Per Capita Grant (SAPG) of $3,919,852 and the state-wide Illinois Library Delivery Services (ILDS) of $262,823. Other items included are the Illinois Humanities Mobile Memory Lab grant of $4,000, office leasing, IHLS Member Day vendor support, investment income, member training revenue, E-Rate funding, grant administration fees for the Cataloging Maintenance Center (CMC) grant, iLEAD library trustee training grant, and the OCLC grant.

Expenses

Personnel

General fund personnel includes increases from the Illinois minimum wage for sorters. The proposal for two additional staff members is for a Data Analyst and an IT Programmer Assistant (budgeted to start January 2024). Changes to current personnel include re-aligned job descriptions for three staff members, a full year with a Membership Coordinator Continuing Education Liaison (budgeted for the second half of FY2023), and a re-allocation for the Membership Coordinator Public Library Liaison (25% General fund and 75% iLEAD Library Trustee Training grant allocation). Also included are benefits for vacant courier positions to move from part-time to full-time. IHLS receives $659,722 in federal Library Services & Technology Act (LSTA) funding. This portion of the funding will be utilized to help support the delivery personnel budget.

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 fuel decreased over FY2023 based on a combination of FY2023 actuals and industry forecasting. Vehicle insurance is projected based on coverage for 30 vehicles. The vehicle leasing amounts reflect the two leased vehicles with Enterprise Fleet Management that will continue into FY2025.

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

General fund expense components are travel and registration for staff and board members to attend conferences, advocacy events, board member training, Mobile Memory Lab grant & IHLS member site visits, and staff meetings.

The travel and registration include staff attendance at the following conferences: The Association for Rural and Small Libraries (ARSL) Conference, Association of Illinois School Library Educators (AISLE) Conference, American Association of School Librarians Conference (AASL), Illinois Library Association (ILA) Conference, Library Marketing & Communications Conference (LMCC), Illinois Digital Educators Alliance Conference (IDEAcon), Illinois Reading Council, Midwest Digital Marketing Conference (MDMC), Public Library Association (PLA) Conference, Innovative Users Group (IUG) Conference, Reaching Forward South (RFS) Conference, Elevate, ILA Trustee Workshops, International Coalition of Library Consortia (ICOLC), Society for Human Resource Management (SHRM) National Virtual Conference, Directors University, and inter-company travel.

Conferences & Continuing Education Meetings for IHLS Member Libraries

General fund projection includes opportunities for HR Source membership group purchase grants, member job fairs, networking, and learning opportunities offered to IHLS member libraries. This also includes a virtual IHLS member day in the winter.

Public Relations

General fund projection includes promotional and printed materials and conference sponsorships. These activities are planned 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.

Supplies, Postage, & 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 other supplies. This includes the purchase of supplies for the Mobile Memory Lab grant. The computer supplies line includes additional off-site video room systems for board meetings to be compatible with Zoom and Teams meetings and the renewal of server warranties. The largest component in the office supplies line includes the replacement of furniture in the Carbondale location and the replacement of office chairs at the Champaign and Carbondale locations. The projection for delivery supplies includes the replacement of tubs, hand trucks, and the replacement of delivery staff IHLS-branded apparel.

Telephone and Telecommunications

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

Equipment Repair & Maintenance Agreements

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

Professional Services

Expenses include projections for legal, accounting, consulting, and contractual staff. This includes consulting for a Request for Proposal (RFP) for the Automated Material Handling (AMH) system, IHLS strategic planning consultant, contracted staff for website updates and grant opportunities for IHLS and member libraries.

Contractual Services

General fund expenses include projections for information service costs, outside printing services, and other contractual services. This includes Information Technology, Marketing & Communications, Accounting, and Human Resources database software subscriptions and includes a proposal for the implementation of a payroll processing and Human Resources Information System (HRIS).

Professional Membership Dues

Includes staff, board, and institutional professional membership dues along with a BoardSource membership for support to IHLS board members.

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 transfer includes the annual contribution to SHARE fund of $350,000, which is an increase of $50,000 from previous years. IHLS contributes approximately 9% of the SAPG funding to the SHARE consortia. This increase reflects the most recently awarded amount in SAPG funds.

Special Revenue Fund Cataloging Maintenance Center Budget Narrative

CMC Expenditures

$700K
$600K
$500K
$400K
$300K
$200K
$100K
$0

2023   2024

$686,693.39
Expenses in 2024
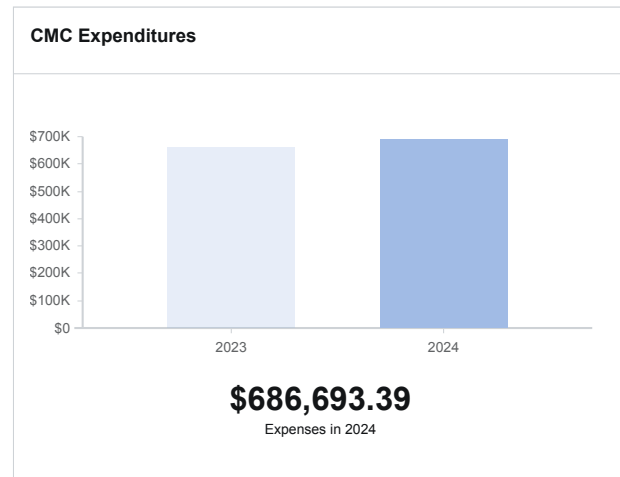
Supported by the Illinois State Library (ISL), the Cataloging Maintenance Center (CMC) is operated by the Illinois Heartland Library System (IHLS). Started in 2001 to upgrade bibliographic records and set OCLC holdings for Local Library System Automation Programs (LLSAPs) throughout the state, the CMC has evolved and provides more services that help improve access to these resources for all libraries in Illinois. The CMC is also a source for other cataloging assistance, including database cleanup, original or copy cataloging of eligible collections, cataloging training, assistance with general cataloging questions, including questions on Resource Description and Access (RDA), and metadata consultation.

Revenues

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

Expenses

Personnel

Includes 8.25 full-time equivalent staff allocated to the CMC grant. Three full-time temporary staff members are assigned to the CARLI cleanup project.

Travel, Meetings, and Continuing Education

The travel and registration include staff attendance at the following conferences: PrairieCat Users Group (PUG) Day, Association of Illinois School Library Educators (AISLE) Conference, Illinois Library Association (ILA) Conference, Reaching Forward South

Special Revenue Fund Online Computer Library Center Budget Narrative

OCLC Expenditures

$200K

$150K

$100K

$50K

$0

2023   2024

$168,532.06
Expenses in 2024
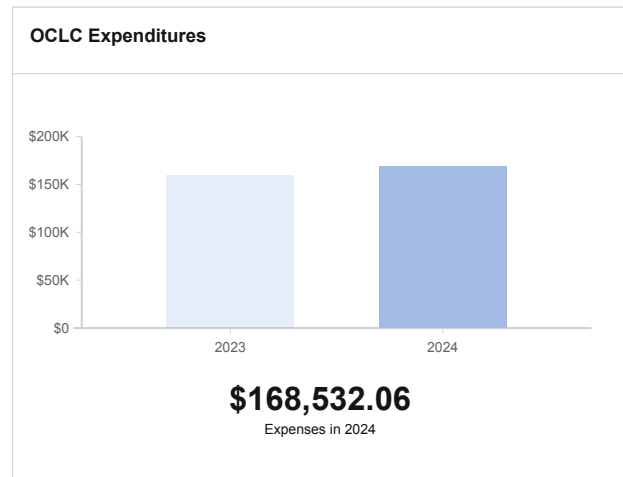
Supported by the Illinois State Library (ISL), the OCLC Billing Grant is operated by the Illinois Heartland Library System (IHLS). IHLS is the fiscal agent for the statewide billing of OCLC services for ISL, which includes libraries throughout all of Illinois. This grant manages approximately 5 million in revenues and expenditures each year. Currently, more than 1,000 ILLINET libraries choose to be Group Services members and pay a discounted subscription price for OCLC products covered under the Group Services contract that ISL negotiates on the group's behalf.

Revenues

OCLC Fund revenues reflect the OCLC grant from the Illinois State Library.

Expenses

Personnel

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

Supplies, Postage, & 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

(RFS) Conference, Reaching Forward Conference, and inter-state travel.

Public Relations

Includes booth fees and educational handouts.

Supplies, Postage, & 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 (Champaign and Edwardsville).

Professional Services

Expenses include projections for legal due to changes in temporary employment.

Contractual Services

Includes computer and software online services such as Zoom, Express Scribe, Classification Web, WebDewey, RDA Toolkit, Cataloger's Desktop, Otter, Ancestry.com, Teamflect, Adobe, domain name renewal, and grant administrative fees.

Professional Membership Dues

Includes staff and institutional professional membership dues.

Includes cost for copiers and maintenance at the Edwardsville location.

Professional Services

Includes the FY2023 audit costs.

Contractual Services

Includes Traverse financial software support agreement, Teamflect, Adobe subscriptions, domain name renewal, and grant administrative fees.

Special Revenue Fund iLEAD Library Trustee Training (LTT) Budget Narrative

iLEAD LTT Expenditures

Data Updated May 12, 2023, 4:21 PM

$269,900.31
Expenses in 2024
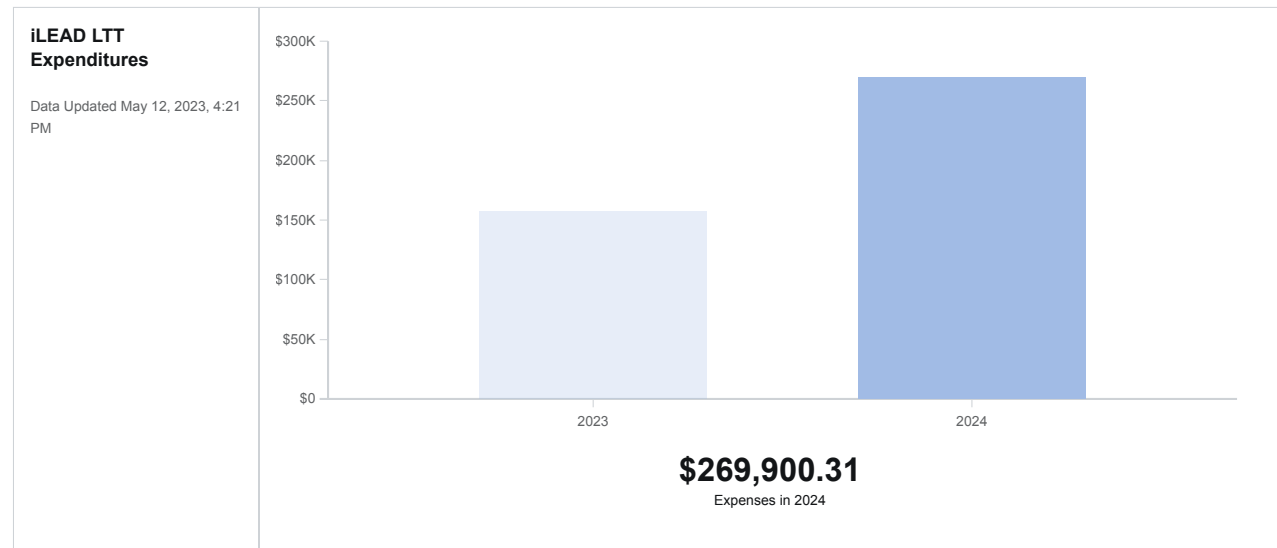
The iLEAD - leadership, empowerment, accessibility, and development for public library trustees is a new online learning portal developed for Illinois Public Library Trustees. This project is a grant supported by the Illinois State Library (ISL) and developed by the Illinois Heartland Library System (IHLS), with subject matter experts located throughout the state contributing and advising. This online learning portal provides Illinois Public Library trustees with the knowledge, requirements, and resources they need to be influential library leaders.

Revenues

The revenues reflect the iLEAD Library Trustee Training grant from the Illinois State Library.

Expenses

Personnel

Includes 1.50 full-time equivalent staff of a Project Coordinator and a Membership Coordinator to develop and manage the training program.

Travel, Meetings, and Continuing Education

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, Public Library Association (PLA) Conference, Reaching Forward South (RFS) Conference, ILA Trustee Workshops, and inter-state travel.

Public Relations

Includes promotional and printed materials and conference sponsorships. These activities are planned to promote the grant training program.

Supplies, Postage, & Printing

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

Telephone and Telecommunications

Includes monthly cost for telephone.

Professional Services

Includes projections for legal, consulting, and contractual staff for development of the trainings.

Contractual Services

Includes the software subscriptions to develop the training platform and grant administrative fees.

Capital Projects Fund Budget Narrative

Capital Projects Fund

Data Updated May 12, 2023, 7:37 AM

-$566,014.00
Revenues Less Expenses in 2024
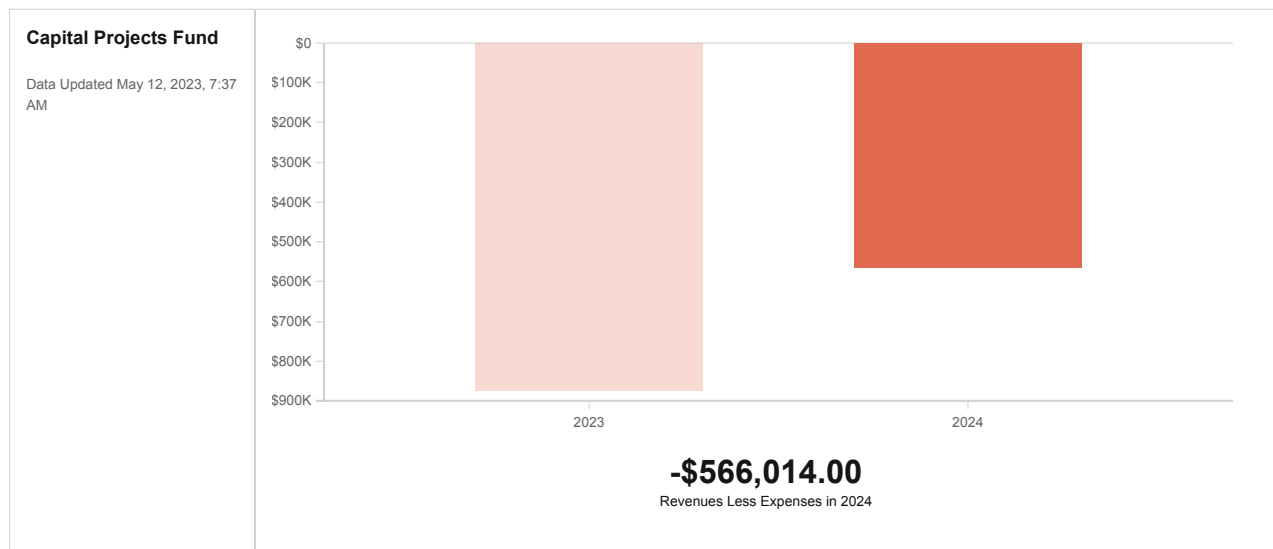
The Capital Projects fund was established to support the purchase of fixed assets that are greater than $5,000. The Capital Projects fund budget has a projected deficit of $566,014, and this will be covered by the fund cash balance. The Capital Projects fund cash balance of $1,147,618.53 as of April 30, 2023 is derived from the accumulation of the General fund's previous years' revenue over expenditures balances and revenue from interest income.

Revenues

Capital Projects funds projected income source is investment income.

Expenses

Capital Projects fund projections include the following:
- Tuckpointing repairs at the Edwardsville location.
- Resurfacing and restriping of the asphalt parking lot at the Edwardsville location.
- Replacement of (9) delivery vehicles.

SHARE Operating Fund Budget Narrative

SHARE Operating Fund

Data Updated May 12, 2023, 4:21 PM

-$111,880.22
Revenues Less Expenses in 2024

SHARE is a collection of libraries in central and southern Illinois that have joined together to form the largest automation consortium in the country, with 338 members at 467 locations. There are many benefits to SHARE membership, including the ability to share the cost of purchasing an integrated library system, staff, technical support, and training. The SHARE budget has a projected deficit of $111,880, and this will be covered by the operating 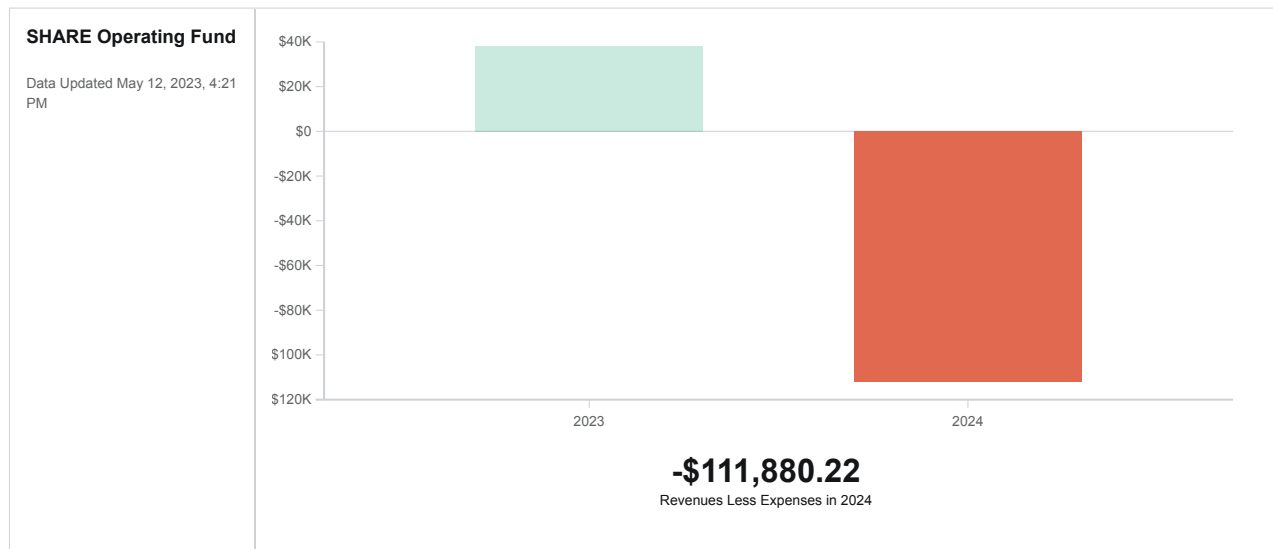fund cash balance. The operating fund cash balance of $1,026,891.20 as of April 30, 2023, is derived from the accumulation of previous years' revenue over expenditures balances. The SHARE fund operates under the umbrella of IHLS and is supported by SHARE members' fee revenue and the IHLS General fund, both monetarily and with in-kind contributions of professional staff, buildings, and vehicles.

Revenues

SHARE Fund projected revenues of $1,947,723 is mainly comprised of SHARE member fees for services and materials and the IHLS General fund support. The SHARE membership fee scales have remained flat to FY2021. Other revenue items included are investment income, Cataloging Maintenance Center (CMC) grant administration fee, group subscription reimbursements, and Smart Access Manager (SAM) billing. This includes the fees from the new Aspen discovery layer.

Expenses

Personnel

SHARE fund expense includes 16.25 full-time equivalent staff allocated to SHARE.

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. The printed materials projection is a group purchase for McNaughton books and 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, Association of Illinois School Library Educators (AISLE) Conference, On-line Audiovisual Catalogers Conference (OLAC), Illinois Library Association (ILA) Conference, Library Marketing & Communications Conference (LMCC), Illinois Digital Educators Alliance Conference (IDEAcon), Public Library Association (PLA) Conference, Innovative Users Group (IUG) Conference, Reaching Forward South (RFS) Conference, Elevate, International Coalition of Library Consortia (ICOLC), Reaching Forward Conference, and inter-company travel.

Public Relations

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

Supplies, Postage, & Printing

This budget category includes expenses for computers and software (less than $5,000), accessories and supplies for equipment, office supplies, and postage. The computer supplies line includes the renewal of server warranties.

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

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

Professional Services

Expenses include projections for legal, accounting, and consulting. This includes a consultant to assist participating libraries in the implementation of the Aspen discovery layer.

Contractual Services

Include projections for information service costs, outside printing services, and other contractual services. This includes database software subscriptions to support SHARE member libraries, including the annual Polaris and Solus mobile app customization fees. This also includes the new Aspen discovery layer fees that will be offset by the additional Fees for Services and Materials revenues.

Professional Membership Dues

Includes staff and institutional professional membership dues.

Inter-Company Transfers

Includes the SHARE fund transfer to SHARE Reserves of $142,500.

SHARE Reserve Fund Budget Narrative

SHARE Reserve Fund

Data Updated May 12, 2023, 7:37 AM

-$334,955.00

Revenues Less Expenses in 2024
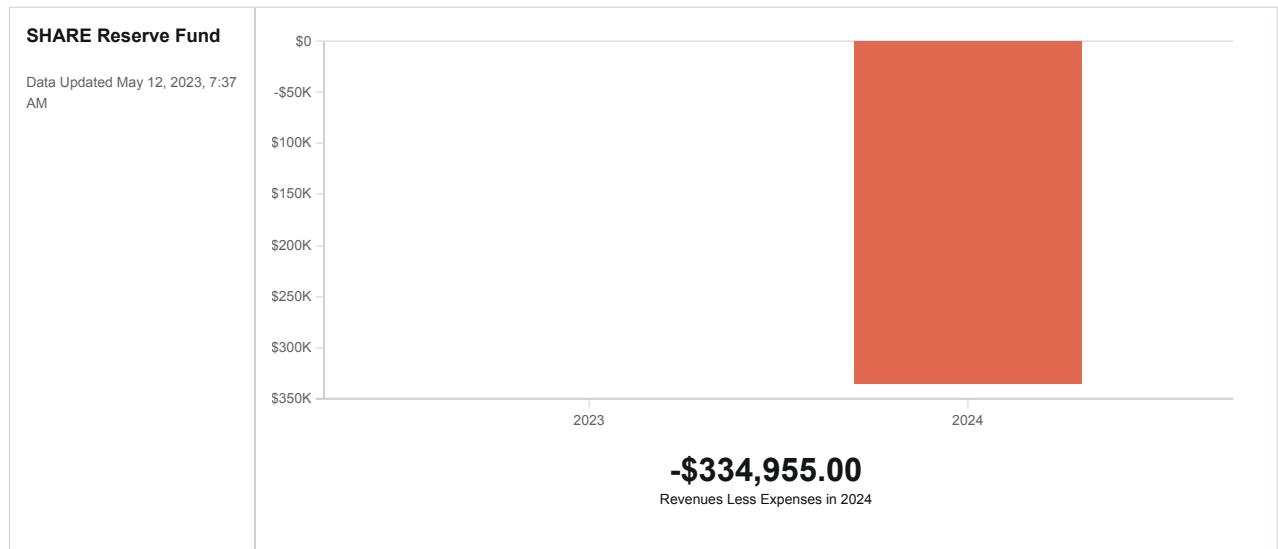
The SHARE Reserve fund was established for the replacement of hardware and software for the SHARE consortium. The SHARE Reserve fund budget has a projected deficit of $334,955. Each fiscal year, an approved amount by the SHARE committees is transferred from the SHARE Operating fund to the SHARE Reserve fund to accumulate this fund cash balance for ILS software replacement (if ever needed) and for continued infrastructure maintenance or upgrades. The operating fund cash balance as of April 30, 2023 is $1,303,354.11.

Revenues

SHARE Reserve Fund projected revenues of $179,012 includes the transfer of funds from the operating budget and interest income.

Expenses

SHARE Reserve Fund projected expenses of $513,967 includes a server replacement project, the final year of annual fees for the Solus App to be paid by the Reserve fund, and the implementation fees for the Aspen discovery layer along with the additional costs that could occur if self-hosting the software isn't in the best interest of IHLS.

FY2024 General Fund Budget

Visualization

● Expenses
● Revenues

Data filtered by Types, General Fund and exported on May 12, 2023. **Created with OpenGov**
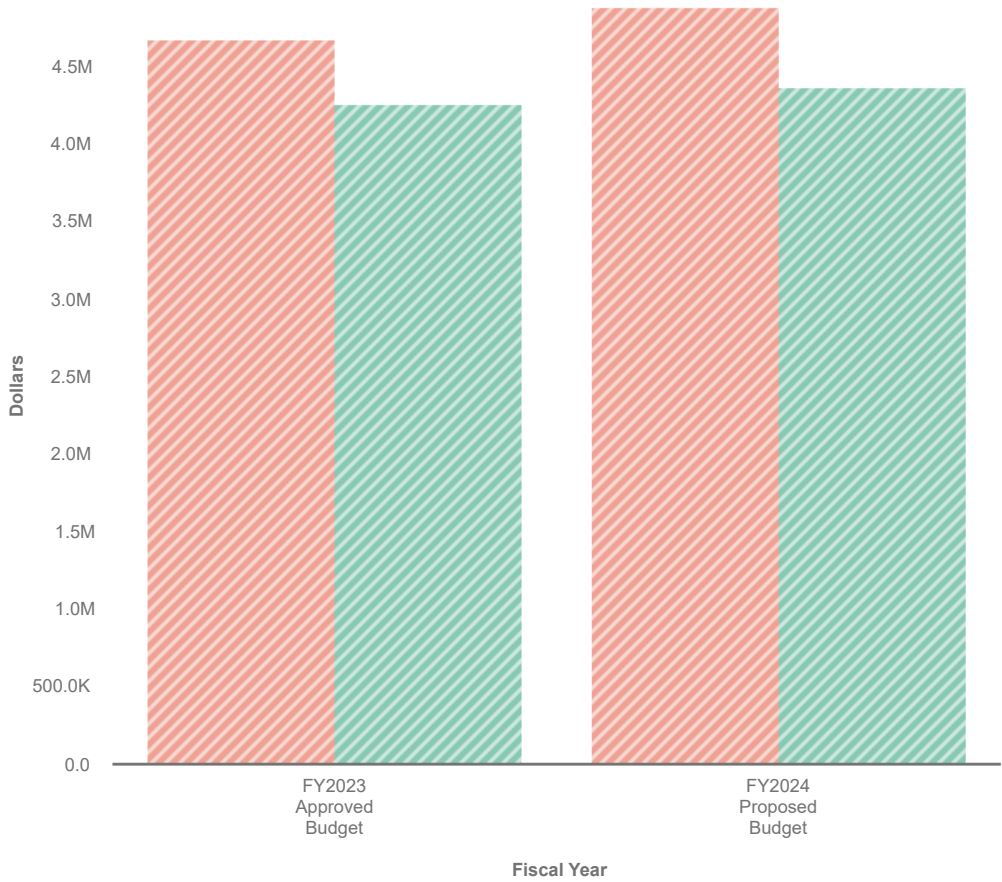
FY2024 General Fund Budget

Expand All	FY2023 Approved Budget	FY2024 Proposed Budget
▽ Revenues	$ 4,263,655	$ 4,369,728
▼ Area and Per Capita	3,920,000	3,919,852
(4000) Area and Per Capita	3,920,000	3,919,852
▼ Other Revenues	81,148	91,435
(4200) Other Grants	0	4,000
(4610) Office Leasing	6,175	12,350
(4650) Miscellaneous Income	12,775	775
(4660) Grant Administration	58,958	71,070
(4675) E-Rate Funding	3,240	3,240
▼ Fees for Services and Materials	258,818	266,473
(4222) ILDS Contract	255,168	262,823
(4315) Member Day	3,650	3,650
▼ Net Pass-Through	1,468	3,715
(4400) Reimbursements	942	3,189
(4685) Dreamhost	526	526
▼ Investment Income	2,221	88,253
(4500) Interest Income	2,221	88,253
▽ Expenses	4,676,683	4,876,432
▼ Personnel	3,003,445	3,334,084
(5000) Library Professionals	438,764	509,166
(5010) Other Professionals	823,422	920,639
(5020) Support Services	1,152,063	1,167,967
(5028) Leave Payoff-Other Professional	0	5,632
(5030) Social Security Taxes	182,454	198,416
(5035) Unemployment Insurance	5,838	6,651
(5040) Workers' Compensation	37,284	43,146
(5045) Retirement Benefits (IMRF)	16,374	18,682
(5050) Health, Dental and Life Ins	314,536	434,474
(5055) Other Fringe Benefits	700	200
(5057) Retention & Wellness	4,360	4,450
(5058) Training & Professional Development	20,050	17,060

	FY2023 Approved Budget	FY2024 Proposed Budget
(5060) Temporary Help	2,000	2,000
(5070) Recruiting	5,600	5,600
▼ **Building and Grounds**	277,409	269,190
(5150) Rent	81,532	81,532
(5160) Utilities	57,234	64,124
(5170) Property Insurance	31,535	26,631
(5180) Repairs and Maintenance	69,893	52,326
(5190) Custodial/Janitorial Srvcs & Supplies	20,150	26,702
(5195) Other Building & Grounds	17,065	17,875
▼ **Vehicle Expenses**	555,823	404,707
(5200) Fuel	345,559	262,716
(5210) Repairs and Maintenance - Vehicles	57,875	64,629
(5220) Vehicle Insurance	61,710	57,938
(5230) Vehicle Leasing/Rental:Delivery	82,325	11,070
(5240) Vehicle Leasing/Rental:Staff	6,254	6,254
(5245) Other Vehicle Expense	2,100	2,100
▼ **Travel, Meetings, & Continuing for Staff & Board Members**	83,393	76,935
(5250) Mileage,Gas & Tolls In-State	8,425	7,394
(5255) In-State Travel(Airfare,Train,etc)	126	336
(5260) Meals-In-State	7,859	5,630
(5265) Lodging-In-State	24,654	19,700
(5270) Mileage, Gas & Tolls-Out-of-State	0	1,810
(5275) Travel-Out-of-State(Airfare,Train,etc)	1,668	2,335
(5280) Meals-Out-of-State	3,137	3,986
(5285) Lodging-Out-of-State	7,387	8,840
(5290) Registration & Meetings, Other Fees	30,137	26,904
▼ **Conferences & Continuing Education Meetings**	32,450	46,500
(5300) Conferences & Continuing Edu Mtgs	21,450	33,500
(5315) Member Day Conference	11,000	13,000
▼ **Public Relations**	42,486	42,755
(5330) Public Relations	42,486	42,755
▼ **Liability Insurance**	20,194	20,845
(5350) Liability Insurance	20,194	20,845
▼ **Supplies, Postage, & Printing**	143,430	84,495
(5360) Computer Software & Supplies	43,350	43,735

	FY2023 Approved Budget	FY2024 Proposed Budget
(5365) Gen'l Office Supplies & Equipment	82,750	20,085
(5370) Postage	1,080	575
(5385) Delivery Supplies	14,400	19,550
(5390) Other Supplies	1,850	550
▼ Telephone & Telecommunications	31,902	28,485
(5400) Telephone & Telecommunications	31,902	28,485
▼ Equipment Rental, Repair & Maintenance	6,119	6,119
(5455) Equipment Repair & Maintenance	6,119	6,119
▼ Professional Services	82,950	111,975
(5500) Legal	25,250	20,000
(5510) Accounting	12,700	13,625
(5520) Consulting	10,000	36,600
(5530) Contractual Staff	35,000	41,750
▼ Contractual Services	80,458	82,216
(5550) Information Service Costs	51,789	71,653
(5570) Outside Printing Services	0	2,170
(5580) Other Contractual Services	28,669	8,393
▼ Professional Membership Dues	6,916	9,491
(5700) Prof Assoc Membership Dues	6,916	9,491
▼ Miscellaneous	8,240	4,920
(5725) Miscellaneous	8,240	4,920
▼ Net Pass Through	1,468	3,715
(5840) Reimbursement	1,468	3,715
▼ Inter-Company Transfers	300,000	350,000
(5999) Transfer to Other Funds	300,000	350,000
Revenues Less Expenses	$ -413,028	$ -506,704

Data filtered by Types, General Fund and exported on May 12, 2023. Created with OpenGov
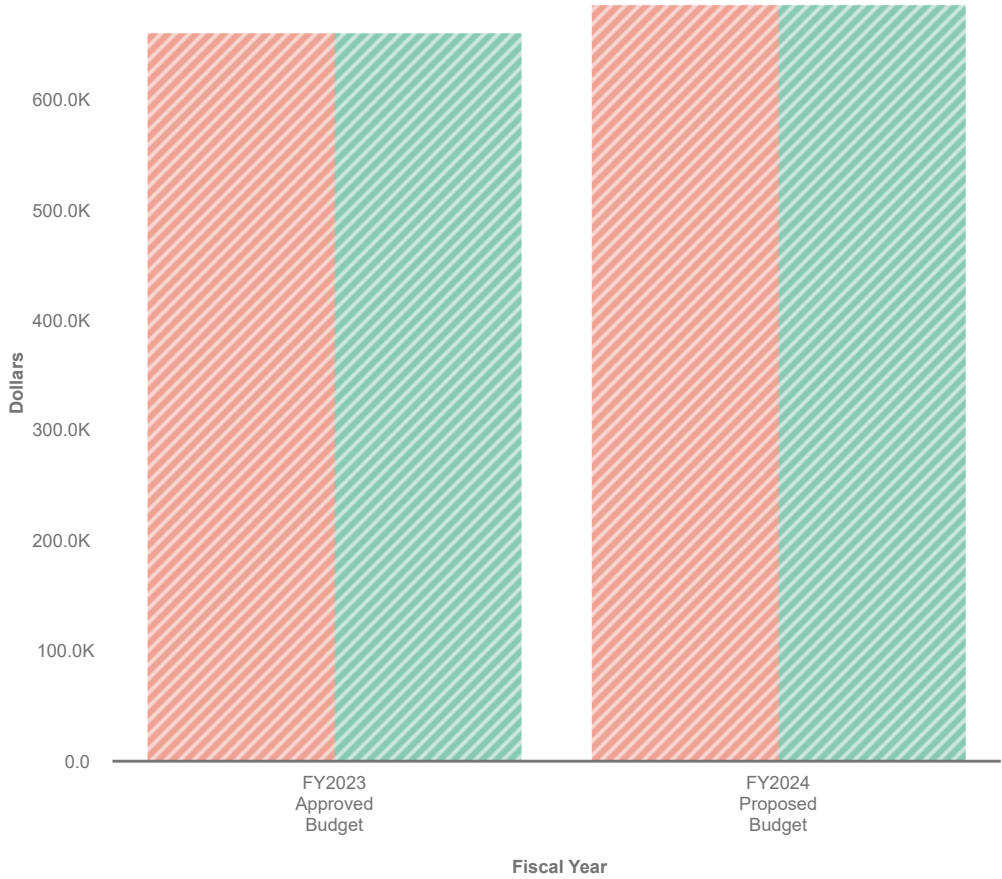
FY2024 CMC Fund Budget

Visualization

Sort **Large to Small** ▾

● Expenses
● Revenues

Data filtered by Types, Cataloging Maintenance Center and exported on May 12, 2023. **Created with OpenGov**

FY2024 CMC Fund Budget

Collapse All	FY2023 Approved Budget	FY2024 Proposed Budget
▽ **Revenues**	$ 662,783	$ 686,693
▼ **Special Revenue Funds**	662,783	686,693
(4027) CMC	662,783	686,693
▽ **Expenses**	662,783	686,693
▼ **Personnel**	574,936	595,047
(5000) Library Professionals	463,884	472,012
(5030) Social Security Taxes	35,487	36,109
(5035) Unemployment Insurance	740	872
(5040) Workers' Compensation	289	312
(5045) Retirement Benefits (IMRF)	3,938	3,958
(5050) Health, Dental and Life Ins	70,348	80,195
(5058) Training & Professional Development	0	840
(5070) Recruiting	250	750
▼ **Vehicle Expenses**	550	100
(5200) Fuel	550	100
▼ **Travel, Meetings, & Continuing for Staff & Board Members**	7,660	8,499
(5250) Mileage,Gas & Tolls In-State	315	370
(5255) In-State Travel(Airfare,Train,etc)	0	70
(5260) Meals-In-State	1,578	2,061
(5265) Lodging-In-State	4,237	3,588
(5290) Registration & Meetings, Other Fees	1,530	2,410
▼ **Public Relations**	1,700	1,950
(5330) Public Relations	1,700	1,950
▼ **Supplies, Postage, & Printing**	5,000	5,000
(5360) Computer Software & Supplies	4,800	4,800
(5365) Gen'l Office Supplies & Equipment	200	200
▼ **Telephone & Telecommunications**	4,837	4,837
(5400) Telephone & Telecommunications	4,837	4,837
▼ **Equipment Rental, Repair & Maintenance**	1,587	1,587
(5455) Equipment Repair & Maintenance	1,587	1,587
▼ **Professional Services**	1,000	0

	FY2023 Approved Budget	FY2024 Proposed Budget
(5500) Legal	1,000	0
▼ **Contractual Services**	64,538	68,113
(5550) Information Service Costs	4,273	5,671
(5580) Other Contractual Services	60,265	62,442
▼ **Professional Membership Dues**	975	1,560
(5700) Prof Assoc Membership Dues	975	1,560
Revenues Less Expenses	$ 0	$ 0

FY2024 iLEAD LTT Fund Budget

Visualization

Legend:
- Expenses
- Revenues

Y-axis: **Dollars**
- 250.0K
- 225.0K
- 200.0K
- 175.0K
- 150.0K
- 125.0K
- 100.0K
- 75.0K
- 50.0K
- 25.0K
- 0.0

X-axis: **Fiscal Year**
- FY2023 Approved Budget
- FY2024 Proposed Budget

Data filtered by Types, Library Trustee Training and exported on May 12, 2023. **Created with OpenGov**
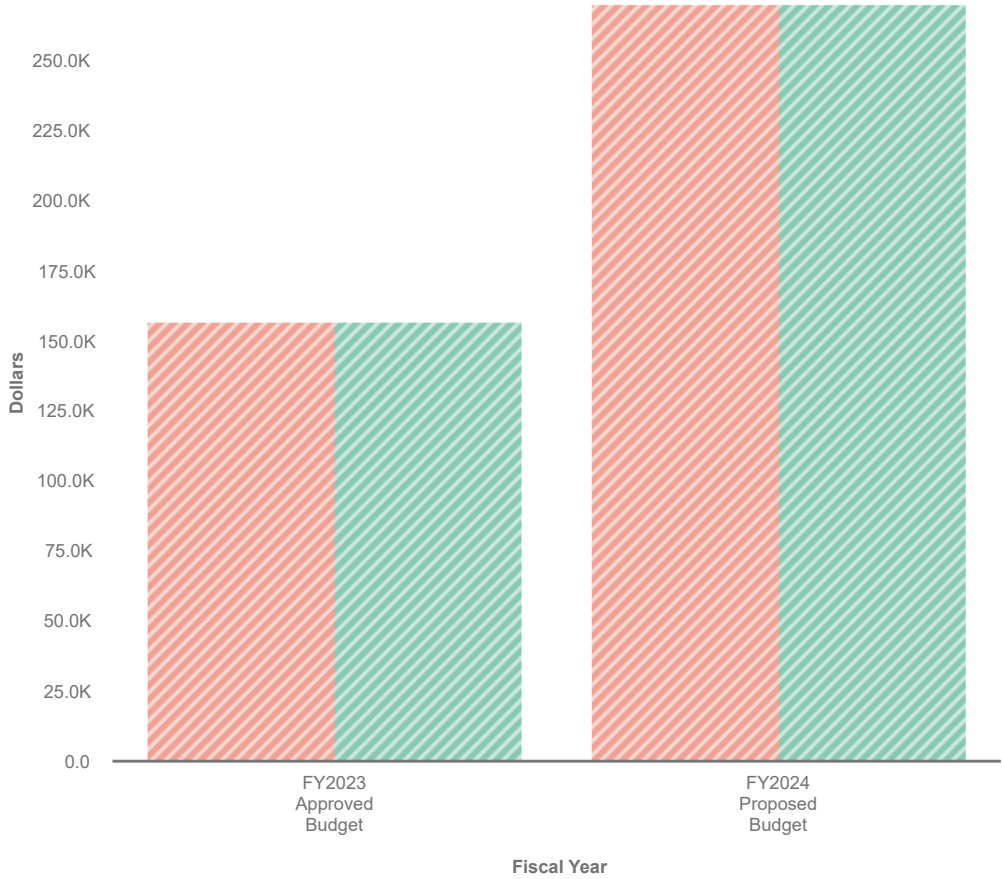
FY2024 iLEAD LTT Fund Budget

Collapse All	FY2023 Approved Budget	FY2024 Proposed Budget
▼ **Revenues**	**$ 156,844**	**$ 269,900**
▼ **Special Revenue Funds**	156,844	269,900
(4031) Library Trustee Training	156,844	269,900
▼ **Expenses**	**156,844**	**269,900**
▼ **Personnel**	84,551	129,058
(5000) Library Professionals	36,443	57,396
(5010) Other Professionals	30,098	49,942
(5030) Social Security Taxes	5,090	8,211
(5035) Unemployment Insurance	103	145
(5040) Workers' Compensation	42	71
(5045) Retirement Benefits (IMRF)	597	934
(5050) Health, Dental and Life Ins	11,848	12,359
(5070) Recruiting	330	0
▼ **Vehicle Expenses**	200	500
(5200) Fuel	200	500
▼ **Travel, Meetings, & Continuing for Staff & Board Members**	0	10,198
(5250) Mileage,Gas & Tolls In-State	0	220
(5255) In-State Travel(Airfare,Train,etc)	0	35
(5260) Meals-In-State	0	684
(5265) Lodging-In-State	0	2,060
(5280) Meals-Out-of-State	0	1,408
(5285) Lodging-Out-of-State	0	2,801
(5290) Registration & Meetings, Other Fees	0	2,990
▼ **Public Relations**	40	7,510
(5330) Public Relations	40	7,510
▼ **Supplies, Postage, & Printing**	2,560	1,650
(5360) Computer Software & Supplies	2,460	1,000
(5365) Gen'l Office Supplies & Equipment	100	150
(5370) Postage	0	500
▼ **Telephone & Telecommunications**	384	384
(5400) Telephone & Telecommunications	384	384

	FY2023 Approved Budget	FY2024 Proposed Budget
▼ Professional Services	22,670	29,400
(5500) Legal	4,000	5,000
(5520) Consulting	270	0
(5530) Contractual Staff	18,400	24,400
▼ Contractual Services	45,939	91,200
(5550) Information Service Costs	31,680	66,664
(5580) Other Contractual Services	14,259	24,536
▼ Professional Membership Dues	500	0
(5700) Prof Assoc Membership Dues	500	0
Revenues Less Expenses	$ 0	$ 0

Data filtered by Types, Library Trustee Training and exported on May 12, 2023. Created with OpenGov

	FY2023 Approved Budget	FY2024 Proposed Budget
▼ Professional Services	22,670	29,400
(5500) Legal	4,000	5,000
(5520) Consulting	270	0
(5530) Contractual Staff	18,400	24,400

FY2024 OCLC Fund Budget

Visualization

● Expenses
● Revenues

Data filtered by Types, Online Computer Library Center and exported on May 12, 2023. **Created with OpenGov**
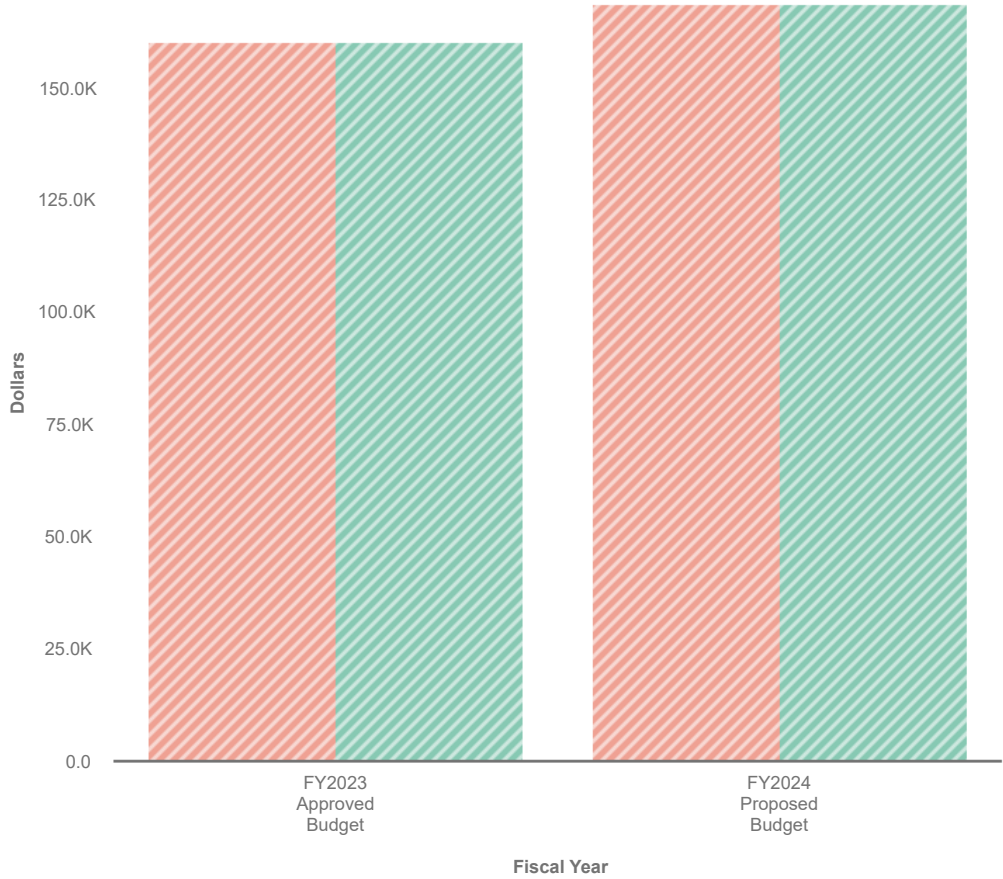
FY2024 OCLC Fund Budget

Collapse All	FY2023 Approved Budget	FY2024 Proposed Budget
▾ **Revenues**	$ 160,318	$ 168,532
▾ **Special Revenue Funds**	160,318	168,532
(4032) OCLC	160,318	168,532
▽ **Expenses**	160,318	168,532
▾ **Personnel**	128,268	136,605
(5010) Other Professionals	92,552	98,670
(5020) Support Services	9,088	9,542
(5030) Social Security Taxes	7,775	8,278
(5035) Unemployment Insurance	144	170
(5040) Workers' Compensation	63	71
(5045) Retirement Benefits (IMRF)	894	941
(5050) Health, Dental and Life Ins	16,951	18,093
(5058) Training & Professional Development	800	840
▾ **Supplies, Postage, & Printing**	4,653	3,731
(5360) Computer Software & Supplies	4,034	3,000
(5365) Gen'l Office Supplies & Equipment	319	431
(5370) Postage	300	300
▾ **Telephone & Telecommunications**	2,235	2,143
(5400) Telephone & Telecommunications	2,235	2,143
▾ **Equipment Rental, Repair & Maintenance**	3,651	3,651
(5455) Equipment Repair & Maintenance	3,651	3,651
▾ **Professional Services**	1,485	1,545
(5510) Accounting	1,485	1,545
▾ **Contractual Services**	20,026	20,857
(5550) Information Service Costs	5,434	5,518
(5580) Other Contractual Services	14,592	15,339
Revenues Less Expenses	$ 0	$ 0

Data filtered by Types, Online Computer Library Center and exported on May 12, 2023. Created with OpenGov

FY2024 Capital Projects Fund Budget

Visualization

- Expenses
- Revenues

Dollars

800.0K
700.0K
600.0K
500.0K
400.0K
300.0K
200.0K
100.0K
0.0

FY2023
Approved
Budget

FY2024
Proposed
Budget

Fiscal Year

Data filtered by Types, Capital Projects and exported on May 12, 2023. **Created with OpenGov**
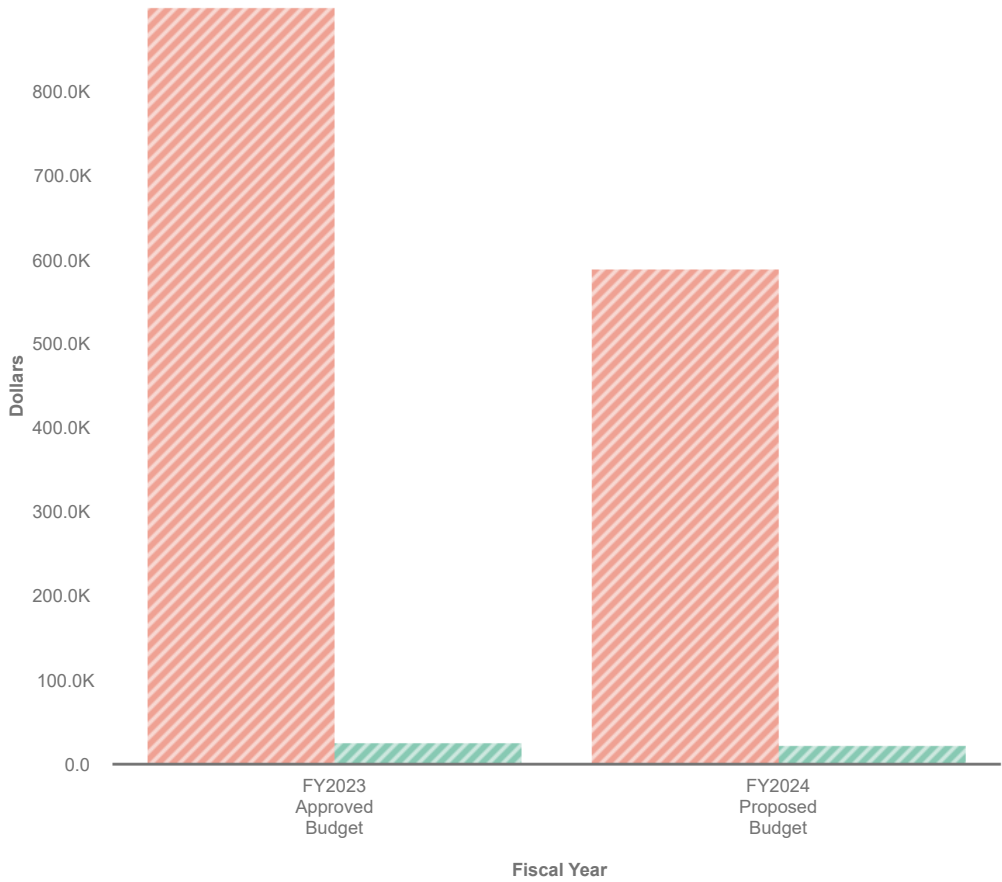
FY2024 Capital Projects Fund Budget

Collapse All	FY2023 Approved Budget	FY2024 Proposed Budget
▽ **Revenues**	$ 26,274	$ 23,686
▼ **Other Revenues**	25,000	0
(4650) Miscellaneous Income	25,000	0
▼ **Investment Income**	1,274	23,686
(4500) Interest Income	1,274	23,686
▼ **Expenses**	899,500	589,700
▼ **Capital Outlays**	899,500	589,700
(5755) Capital Outlays - Computers	22,000	0
(5765) Capital Outlays - Building & Improvements	534,500	139,700
(5775) Capital Outlays - Vehicle	343,000	450,000
Revenues Less Expenses	$ -873,226	$ -566,014

Data filtered by Types, Capital Projects and exported on May 12, 2023. **Created with OpenGov**

FY2024 SHARE Operating Fund Budget

Visualization

- Expenses
- Revenues

Data filtered by Types, SHARE, Operating and exported on May 12, 2023. **Created with OpenGov**
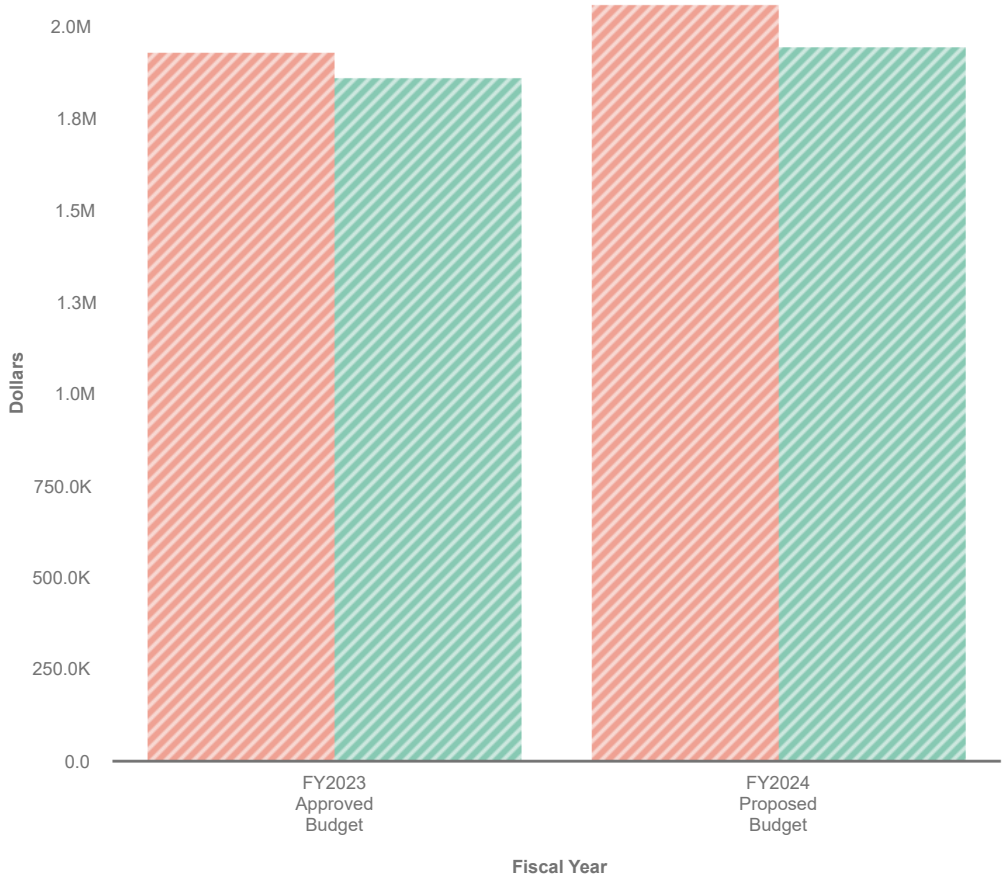
FY2024 SHARE Operating Fund Budget

Collapse All	FY2023 Approved Budget	FY2024 Proposed Budget
▼ **Revenues**	**$ 1,863,492**	**$ 1,947,723**
▼ **Other Revenues**	48,702	43,588
(4650) Miscellaneous Income	6,200	0
(4660) Grant Administration	30,127	31,213
(4678) SAM	12,375	12,375
▼ **Fees for Services and Materials**	1,514,715	1,553,858
(4305) Fees for Services and Materials	75,168	83,770
(4380) eResources Subscription	145,864	140,790
(4385) SHARE - Basic Fee	1,190,004	1,220,505
(4386) SHARE - Bibliographic Services	57,532	61,173
(4387) SHARE - Add'l Module Fee	41,800	45,440
(4388) SHARE - Transitions Fee	4,347	2,180
▼ **Investment Income**	75	277
(4500) Interest Income	75	277
▼ **Inter-Company Transfers**	300,000	350,000
(4999) Transfers From Other Funds	300,000	350,000
▽ **Expenses**	1,932,846	2,059,603
▼ **Personnel**	1,203,476	1,268,201
(5000) Library Professionals	551,016	585,284
(5010) Other Professionals	250,637	263,175
(5020) Support Services	164,306	156,295
(5030) Social Security Taxes	73,896	76,864
(5035) Unemployment Insurance	1,480	1,647
(5040) Workers' Compensation	603	663
(5045) Retirement Benefits (IMRF)	8,263	8,618
(5050) Health, Dental and Life Ins	149,646	170,345
(5058) Training & Professional Development	1,200	2,880
(5070) Recruiting	2,430	2,430
▼ **Library Materials**	223,990	157,066
(5100) Printed Materials	78,626	16,276
(5120) E-Resources	145,364	140,790

	FY2023 Approved Budget	FY2024 Proposed Budget
▼ Vehicle Expenses	2,100	2,500
(5200) Fuel	2,100	2,500
▼ Travel, Meetings, & Continuing for Staff & Board Members	35,548	56,783
(5250) Mileage,Gas & Tolls In-State	2,500	1,568
(5255) In-State Travel(Airfare,Train,etc)	0	175
(5260) Meals-In-State	3,373	3,390
(5265) Lodging-In-State	8,487	9,831
(5270) Mileage, Gas & Tolls-Out-of-State	0	1,252
(5275) Travel-Out-of-State(Airfare,Train,etc)	3,200	4,310
(5280) Meals-Out-of-State	2,357	5,827
(5285) Lodging-Out-of-State	6,222	12,885
(5290) Registration & Meetings, Other Fees	9,409	17,545
▼ Public Relations	6,750	10,961
(5330) Public Relations	6,750	10,961
▼ Supplies, Postage, & Printing	32,000	46,517
(5360) Computer Software & Supplies	21,800	39,767
(5365) Gen'l Office Supplies & Equipment	9,850	6,400
(5370) Postage	350	350
▼ Telephone & Telecommunications	22,148	18,161
(5400) Telephone & Telecommunications	22,148	18,161
▼ Equipment Rental, Repair & Maintenance	3,065	3,065
(5455) Equipment Repair & Maintenance	3,065	3,065
▼ Professional Services	14,750	27,325
(5500) Legal	1,000	1,000
(5510) Accounting	11,750	11,125
(5520) Consulting	2,000	2,000
(5530) Contractual Staff	0	13,200
▼ Contractual Services	244,533	324,687
(5550) Information Service Costs	242,208	321,944
(5570) Outside Printing Services	0	750
(5580) Other Contractual Services	2,325	1,993
▼ Professional Membership Dues	1,625	1,837
(5700) Prof Assoc Membership Dues	1,625	1,837
▼ Miscellaneous	360	0
(5725) Miscellaneous	360	0

	FY2023 Approved Budget	FY2024 Proposed Budget
▼ Inter-Company Transfers	142,500	142,500
(5999) Transfer to Other Funds	142,500	142,500
Revenues Less Expenses	$ -69,353	$ -111,880

Data filtered by Types, SHARE, Operating and exported on May 12, 2023. Created with OpenGov

FY2024 SHARE Reserve Fund Budget

Visualization

● Expenses
● Revenues

Data filtered by Types, SHARE, Unrestricted - Reserve Fund and exported on May 12, 2023. **Created with OpenGov**
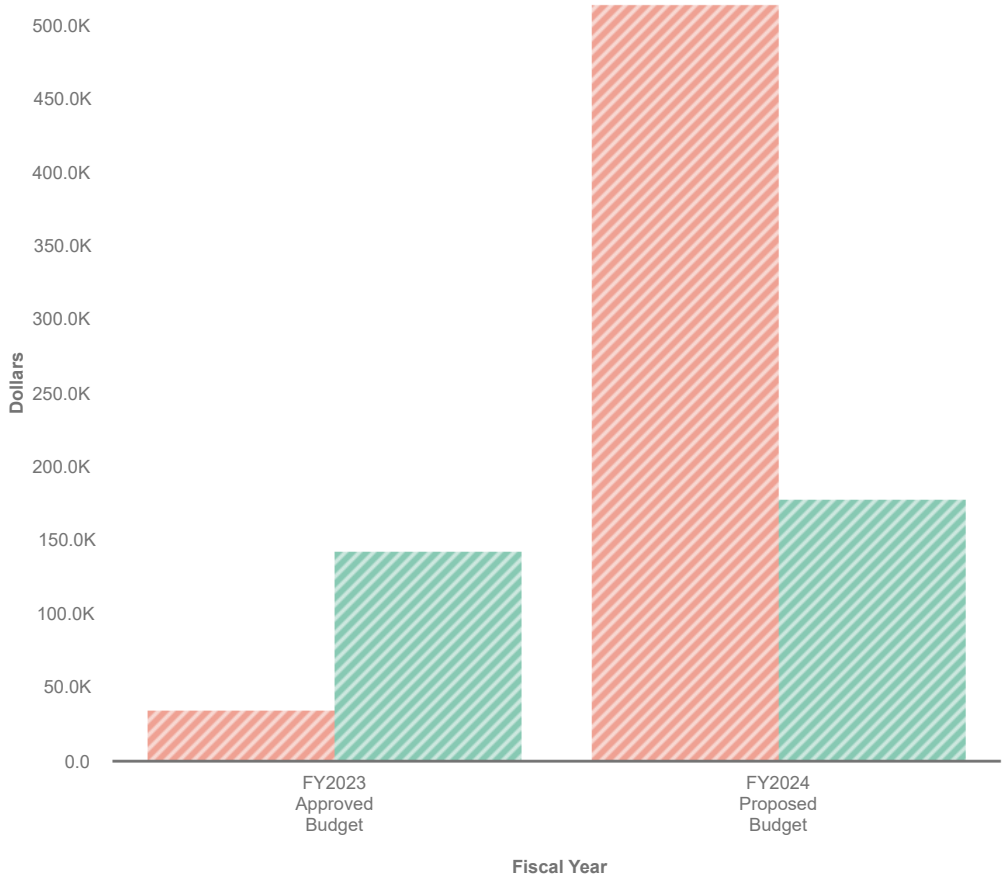
FY2024 SHARE Reserve Fund Budget

Collapse All	FY2023 Approved Budget	FY2024 Proposed Budget
▼ **Revenues**	$ 143,100	$ 179,012
▼ **Investment Income**	600	36,512
(4500) Interest Income	600	36,512
▼ **Inter-Company Transfers**	142,500	142,500
(4999) Transfers From Other Funds	142,500	142,500
▼ **Expenses**	35,722	513,967
▼ **Contractual Services**	35,722	113,967
(5550) Information Service Costs	35,722	63,047
(5580) Other Contractual Services	0	50,920
▼ **Capital Outlays**	0	400,000
(5755) Capital Outlays - Computers	0	400,000
Revenues Less Expenses	$ 107,378	$ -334,955