



Illinois Heartland Library System

TO: IHLS Finance Committee
FROM: Leslie Bednar
DATE: January 9, 2025
RE: FY2025 General Fund Proposed Budget Amendment

Background

In the approved FY2025 General Fund budget, funds were allocated for contractual staff to carry out the barcode duplication project. However, after reviewing the latest definition of an independent contractor, it was determined that temporary employees will be required for this project instead. Additionally, it was identified that extra protective labels will be necessary to cover the duplicate barcodes. As a result, a reallocation of budgeted amounts is required.

Proposal

Attached, please find the FY2025 General Fund proposed budget amendment for your review and consideration. The proposed amendments will need final approval by the IHLS Board at their January meeting.

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

General Fund – Budget changes for FY2025

Temporary Help (Expense |5060):

The proposed \$37,000 increase in expenses reflects a reallocation of budgeted funds from Contractual Staff to Temporary Help, allowing for the hiring of temporary workers through a staffing agency to handle barcode duplication tasks. Temporary staff will be utilized on an as-needed basis for this project, ensuring that current employees are maximized for their expertise and capacity wherever possible. The priority will be to rely on existing staff to handle the project's requirements, bringing in temporary support only when additional resources are necessary.

Delivery Supplies (Expense |5385):

The proposed increase of \$7,000 in expenses reflects the purchase of barcoding label protectors.

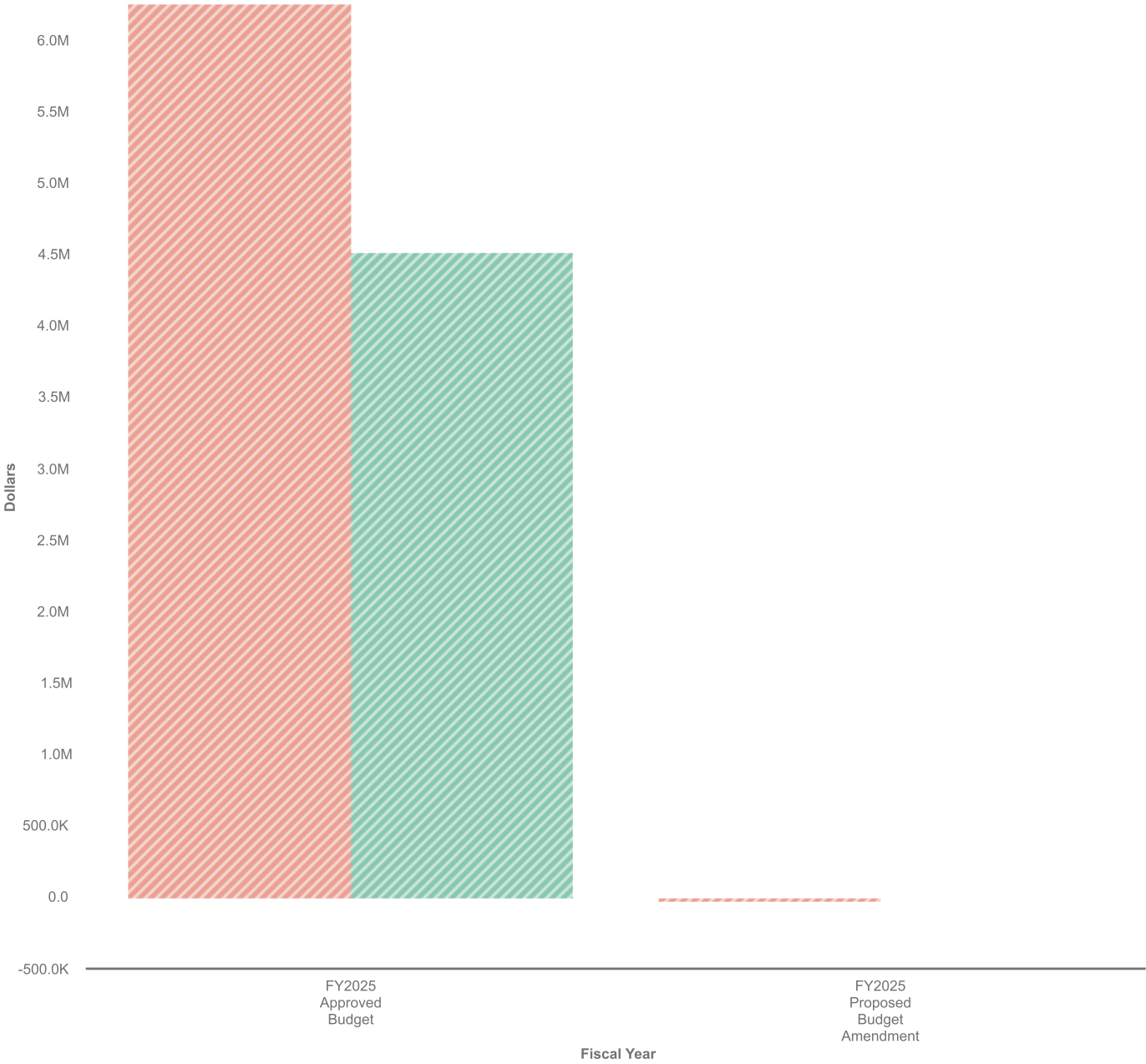
Contractual Staff (Expense |5530):

The proposed decrease of \$70,000 in expenses reflects moving budgeted funds from Contractual Staff to Temporary Help.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

FY2025 General Fund Budget Amendment

Visualization



Data filtered by Types, General Fund and exported on December 30, 2024. Created with OpenGov

FY2025 General Fund Budget Amendment

Expand All	FY2025 Approved Budget	FY2025 Proposed Budget Amendment
▼ Revenues	\$ 4,509,106	\$ 0
▼ Area and Per Capita	3,919,852	0
(4000) Area and Per Capita	3,919,852	0
▼ Other Revenues	90,136	0
(4610) Office Leasing	12,350	0
(4650) Miscellaneous Income	11,275	0
(4660) Grant Administration	63,271	0
(4675) E-Rate Funding	3,240	0
▼ Fees for Services and Materials	395,925	0
(4222) ILDS Contract	391,875	0
(4315) Member Day	4,050	0
▼ Net Pass-Through	8,726	0
(4400) Reimbursements	8,200	0
(4685) Dreamhost	526	0
▼ Investment Income	94,467	0
(4500) Interest Income	94,467	0
▼ Expenses	6,243,466	-26,000
▼ Personnel	3,800,108	37,000
(5000) Library Professionals	545,862	0
(5010) Other Professionals	978,362	0
(5020) Support Services	1,401,845	0
(5030) Social Security Taxes	223,140	0
(5035) Unemployment Insurance	3,495	0
(5040) Workers' Compensation	73,133	0
(5045) Retirement Benefits (IMRF)	25,688	0
(5050) Health, Dental and Life Ins	511,157	0
(5055) Other Fringe Benefits	300	0
(5057) Retention & Wellness	4,600	0
(5058) Training & Professional Development	20,826	0
(5060) Temporary Help	3,000	37,000
(5070) Recruiting	8,700	0
▼ Building and Grounds	287,428	0
(5150) Rent	96,896	0
(5160) Utilities	63,776	0
(5170) Property Insurance	19,122	0
(5180) Repairs and Maintenance	55,603	0

	FY2025 Approved Budget	FY2025 Proposed Budget Amendment
(5190) Custodial/Janitorial Svcs & Supplies	25,090	0
(5195) Other Building & Grounds	26,941	0
▼ Vehicle Expenses	386,957	0
(5200) Fuel	241,332	0
(5210) Repairs and Maintenance - Vehicles	70,299	0
(5220) Vehicle Insurance	51,350	0
(5230) Vehicle Leasing/Rental:Delivery	13,101	0
(5240) Vehicle Leasing/Rental:Staff	9,075	0
(5245) Other Vehicle Expense	1,800	0
▼ Travel, Meetings, & Continuing for Staff & Board Members	84,293	0
(5250) Mileage,Gas & Tolls In-State	12,377	0
(5255) In-State Travel(Airfare,Train,etc)	746	0
(5260) Meals-In-State	9,351	0
(5265) Lodging-In-State	24,219	0
(5270) Mileage, Gas & Tolls-Out-of-State	115	0
(5275) Travel-Out-of-State(Airfare,Train,etc)	2,985	0
(5280) Meals-Out-of-State	1,576	0
(5285) Lodging-Out-of-State	3,446	0
(5290) Registration & Meetings, Other Fees	29,478	0
▼ Conferences & Continuing Education Meetings	55,500	0
(5300) Conferences & Continuing Edu Mtgs	42,500	0
(5315) Member Day Conference	13,000	0
▼ Public Relations	35,630	0
(5330) Public Relations	35,630	0
▼ Liability Insurance	23,722	0
(5350) Liability Insurance	23,722	0
▼ Supplies, Postage, & Printing	159,438	7,000
(5360) Computer Software & Supplies	39,920	0
(5365) Gen'l Office Supplies & Equipment	8,250	0
(5370) Postage	575	0
(5385) Delivery Supplies	109,993	7,000
(5390) Other Supplies	700	0
▼ Telephone & Telecommunications	27,659	0
(5400) Telephone & Telecommunications	27,659	0
▼ Equipment Rental, Repair & Maintenance	6,119	0
(5455) Equipment Repair & Maintenance	6,119	0
▼ Professional Services	202,969	-70,000
(5500) Legal	28,000	0
(5510) Accounting	15,719	0

	FY2025 Approved Budget	FY2025 Proposed Budget Amendment
(5520) Consulting	52,500	0
(5530) Contractual Staff	106,750	-70,000
▼ Contractual Services	75,171	0
(5550) Information Service Costs	69,191	0
(5570) Outside Printing Services	2,780	0
(5580) Other Contractual Services	3,200	0
▼ Professional Membership Dues	9,836	0
(5700) Prof Assoc Membership Dues	9,836	0
▼ Miscellaneous	4,910	0
(5725) Miscellaneous	4,910	0
▼ Net Pass Through	8,726	0
(5840) Reimbursement	8,726	0
▼ Inter-Company Transfers	1,075,000	0
(5999) Transfer to Other Funds	1,075,000	0
Revenues Less Expenses	\$ -1,734,360	\$ 26,000

Data filtered by Types, General Fund and exported on December 30, 2024. Created with OpenGov