



## Illinois Heartland Library System

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TO: IHLS Finance Committee  
FROM: Leslie Bednar  
DATE: May 6, 2022  
RE: FY2023 Draft Budgets

Attached, please find our second budget document for your review and consideration: the FY2023 General, Cataloging Maintenance Center, OCLC Billing, Library Trustee Training, 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 offers a more complete picture of our financial plans as they relate to our operations and member services.

We have only adjusted the narrative since this document was shared with committees and the board in April. The changes to the narrative were due to member feedback. We hope to bring more clarity to the needs of the organization and departments by giving an overview of each fund at the beginning of their budget narrative sections.

IHLS is working with vendors on quotes for the air conditioning unit located in the server room area at the Edwardsville office. This is currently budgeted in FY2022 and in the proposed FY2023 Capital Projects Fund budgets. The quotes are currently coming in significantly under budget due to the re-evaluation of the needs in that room due to the decrease of equipment throughout the years. If we decide on the vendor prior to the board meeting and the date of installation can be scheduled prior to June 30, 2022, we will remove that amount from the FY2023 Capital Projects Fund budget.

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, OCLC, and Trustee Training budgets (or special revenue budgets) are approved by the Illinois State Library.

Following the April board meeting we posted the draft FY2023 Budgets and Operational Plan. Illinois Heartland Library System is committed to gathering as much input as practical and we take advantage of opportunities beyond the website feedback form.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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Since April 27, we sought input at these events:

--[Thursday Directors' Chats](#)

--April 29<sup>th</sup> Small Public Libraries networking group

### **Member Feedback**

We have attached the questions and responses received via the Open Gov Townhall site. IHLS is currently in a Request for Information phase to investigate the purchase of an automated materials handling system (AMHS) and have received several comments to date that have focused on this project. It is evident adjusting to a possible AMHS is important to our members and they naturally have questions. There is a lot of enthusiasm and some trepidation and that is all valuable feedback. In addition to the comments attached, we have gotten questions like:

--Where specifically on the outside of the item is the barcode to be located?

--How much of our collection needs to be re-barcoded?

### **Additional Opportunities for Feedback**

Like all good planning initiatives, we are taking it on the road as much as possible. Here are future member events where we will solicit input:

--May 12<sup>th</sup> [Directors' Chat](#)

--May 19<sup>th</sup> [Members Matter meeting](#)

--May 19<sup>th</sup> [Metro-East Public Library Management Group meeting](#)

--Any additional membership gatherings we can identify prior to the May 24 board meeting

In May, there are several opportunities for discussion and review of the proposed FY2023 budgets:

- May 9: Finance Committee Meeting
- May 16: Executive Committee Meeting
- May 24: Board Meeting (final approval)

Thank you for your consideration.

## Please provide your feedback for the FY2023 IHLS Operational Plan and Budget(s)

### 7 registered statements

#### Name not shown

May 6, 2022, 11:08 AM

The budget deficit is rather large, but I see that you have the cash flow to support these expenditures. I assume that in future years the budget will not remain as negative because you cannot spend money that you do not have. I am interested to learn more about the AMH when the information is available to us. IHLS has always looked for innovative ways to support us members. The consulting program that you will be starting would be good for us. I also like the library trustee program, that would be very beneficial to my board. Have you gathered information on what other organizations are budgeting for the salary increases for staff? Does the Illinois State Library plan to increase your funding or what measures can be taken with increasing costs? I have heard before that RAILS receives much more funding than IHLS, why are the amounts so different?



#### Message from IHLS Open Town Hall Admin

Thank you for taking the time to review our data and provide your input. Your concerns are valid and we would like to provide a brief explanation.

IHLS will never plan to spend more money than we have. Based on an article published by HR Source on March 29, 2022, survey reports the average pay increase for non-exempt employees is at 4.63% and exempt employee increases are averaging 4.38%. RAILS is considering a 5.9% increase based on their FY2023 Operational Plan board document. The Secretary of State's FY2023 budget included an increase of over \$2.8 million to the three library systems. From that approved budget request, IHLS received an increase of \$519,300 in the System Area & Per Capita Grant. Currently, IHLS is funded below statutory funding. Our hope is that library systems will be fully funded in the future years. We have budgeted for a grants contractor to assist in finding alternative revenue sources for the support of future projects. The library systems are mainly supported by the System Area & Per Capita grant. Even though IHLS does cover a slightly higher service area, RAILS has a much larger population. Also, with the results of the census, IHLS population recorded a decline while RAILS recorded an increase. Thus, resulting in RAILS receiving approximately three times more System Area & Per Capita Grant revenue than IHLS.

#### Name not available

May 5, 2022, 9:17 AM

I read the part where ongoing work is being done on the building at Edwardsville. Is this necessary? Aren't the majority of employees still working from home?

I would think it should be a priority only if the remodeling is to get the staff back to the building. Also if the re-modeling would be for in-house continuing education workshops for library staff on budget, policies, by-laws, new requirements on IPLAR and Per Capita Grants and in-person professionals such as Phil Lenzini that have so much information that is helpful to current and new library directors.



#### Message from IHLS Open Town Hall Admin

Thank you for taking the time to review our data and provide your input. Your concerns are valid and we would like to provide a brief explanation.

IHLS staff fully returned to the office in 2021. As is was prior to COVID, there are some staff members that are able to work remote a certain number of hours per week based on their job description. The Edwardsville building has not been updated since 1994 and the building is in need of some repairs and updates. IHLS started the remodeling process in FY2021 and we have a remainder of the upstairs to complete along with a small training room on the first floor. We need to make accommodations for our growing number of staff that are now located in the Edwardsville location and we will have another meeting room space on the second floor. Unfortunately, we will no longer be able to accommodate large groups for training sessions at the Edwardsville location but if we have a large in person group session, we plan to rent a space that will accommodate the group size. We will continue to offer trainings virtually on a variety of topics and we truly appreciate the list of workshops that you have provided. It is very beneficial to know what are libraries are needing. In FY2023 we will be conducting our triennial all-member survey. Please take the time to complete this survey, as these are great suggestions for training topics! The training topics are developed based on member input from this survey.

**Name not available**

May 3, 2022, 9:46 AM

I am concerned at the deficit budget, and the hiring of additional staff. Should IHLS be taking on new staff without the means of support for that position long-term? Deficit budgets are not the standard and I worry about the outcome, especially with the Illinois elections this year.

**Message from IHLS Open Town Hall Admin**



Thank you for taking the time to review our data and provide your input. Your concerns are valid and we would like to provide a brief explanation.

The new positions that are in the General fund are a Membership Coordinator for a partial year and a Project Coordinator that is allocated 25% to the General fund and 75% to the Trustee Training Grant. The Membership Coordinator is budgeted to start in January 2023, this is to enhance member services with a focus on Continuing Education. This is an area that IHLS has identified that needs additional staff for the development of these services for our members. The Project Coordinator is mainly supported by the Trustee Training Grant. This position will be determined by the length of this grant and the need for this position. With the importance of this training grant, the Project Coordinator will allow for the full development of this project in ample time. This position will also assist in the organization of General fund projects. For the SHARE budget, the Administrative Assistant will provide much needed support for all SHARE management staff. This position will alleviate administrative tasks from management personnel that will allow them to focus on high level projects that will support SHARE members.

While some of the budgets are in a deficit, these budgeted amounts are intended to be "no more than" amounts and IHLS has historically ended well under the budgeted Total Revenue Over (Under) Expenditures. Please see the Historical Budget vs. Actual memo presented to IHLS Board of Directors at their April meeting.

<https://www.illinoisheartland.org/sites/default/files/meetings/other/14.3%20Historical%20Budget%20vs.%20Actual.pdf>

Since existence, IHLS has not received full funding based on the Illinois statue of Area and Per Capita funding. While a negative budget is not ideal, it is important to ensure that IHLS can provide all the necessary services to our members libraries and the communities they serve. Both SHARE and General fund have fund balances to absorb these deficits at this time.

**Name not available**

April 29, 2022, 10:29 AM

I understand that an automated system at IHLS would save IHLS money, but it would cost individual member libraries a lot in terms of products (new barcodes for everything) and time (personnel to re-barcode everything.) Perhaps IHLS could explore a way that the barcode could be printed on the slips that are currently being placed on the front of the books? I would think that a change in the systemwide software would be a far less expensive option for member libraries and still be compatible with an automated system. However, I am not skilled or knowledgeable enough to know if that is possible. Just a thought.



**Message from IHLS Open Town Hall Admin**

Thank you for taking the time to review our data and provide your input. You are correct that it is very important to consider the member impact with an AMH system. Next fiscal year we will begin a full analysis (for IHLS and the member libraries) of the AMH system with the information we have received from the Request for Information from AMH vendors. IHLS is aware of the impact on member libraries and will take that into consideration in the decision before moving forward on this project. Once the full analysis of AMH has been completed, the results will be posted

for member comment prior to a decision being made. IHLS plans to look for grant funding for the purchase of the AMH system along with member support for barcodes and/or RFID tags. IHLS realizes this is a pivotal moment in library technology and we are focused on technology improvements that benefit our member libraries.

## Name not available

April 28, 2022, 3:51 PM

I am a little confused by why IHLS needs a four person accounting department. It doesn't indicate which of them are full-time, but that seems like an awful lot of people to handle the finances of an organization this size. The IT department also seems a little oversized for the size of the organization, but since SHARE's primary product is software, that at least seems somewhat justified.

The service which seems underfunded relative to its importance is Consulting to libraries. In particular, it would be very valuable for IHLS to hire a HR professional which can provide training, but especially situational advice and assistance, to member libraries. We have hundreds of libraries and no more than a handful have anything like an HR professional, and most cannot even afford to belong to an organization such as Employers Association. This is a great need I would like to see considered in future budgets.

Perhaps there would be value in hiring an outside consultant to review job descriptions and how much work is actually being done by each position. Especially since staff started working at home, it seems like we have persons performing very few duties. Is there accountability? There are staff at IHLS who can always be seen actively supporting libraries (Anna Yackles is a good example) and there are others from whom are almost never seen nor heard. (Sadly, Ms. Bednard is on this list.)

I would like to see more accountability and honestly, more value given to libraries, from a budget this size.



## Message from IHLS Open Town Hall Admin

Thank you for taking the time to review our data and provide your input. Your concerns are valid and we would like to provide a brief explanation.

Our Accounting Department has 4 staff members and this is equivalent to 3.8 full-time equivalent (FTE). Of this number, 1.75 FTE do the work and are financially supported by the OCLC Billing Grant, which is the OCLC Fund on our organizational budget narrative. We are the fiscal agent for the statewide billing of OCLC services for the Illinois State Library, which includes libraries throughout all of Illinois. This grant manages approximately 5 million in revenues and expenditures each year. The other 2.05 FTE in Accounting are financially supported by the General Fund. They manage the SHARE and IHLS billings and collections, accounts payable for General fund, CMC fund, OCLC fund, SWAYS fund, Capital Projects fund, and SHARE fund, the in-house payroll processing for all funds (roughly 100 employees), tax filings, grant reporting, management of IHLS annual audit, and many additional duties beyond listed here. The IT Department consists of 4 FTE; 2 FTE for General fund and 2 FTE for SHARE. IT provides internal support for the organization as well as for all IHLS and SHARE member libraries.

We could not agree more that consulting and continuing education for member libraries is an area that needs development. IHLS has been focusing on the development of our Membership department and the fulfillment of member needs are expanding with the recent addition of a school liaison focused on school library needs and concerns, and a future addition of a Membership Coordinator with continuing education focus in FY2023. Additional details on the FY2023 Membership planned activities can be found on page 18 in the operational plan. Our HR Department (along with other departments such as IT and Marketing/Communications) plan to initiate consulting hours for member libraries to schedule a time to meet one-on-one to discuss specific issues. IHLS offers webinars annually related to staff development of a variety of HR topics. Please see this link on our website for information for the current series <https://www.illinoisheartland.org/ce/hr-webinars> (<https://www.illinoisheartland.org/ce/hr-webinars>). Additional details on the FY2023 Human Resources planned activities can be found on page 6 in the operational plan. Please note that we cannot advise on specific situations when pertaining to HR laws due to the legality, but we can provide resources for guidance.

We can assure you that all staff at IHLS work diligently to serve member libraries. Each staff member has a different role that they serve within the organization. Some staff are externally facing and some staff are internally facing. While the presence of every staff member is different at every level, all staff have the best interest of members in mind while completing their tasks and our focus is on IHLS member libraries no matter what our role is within the organization.

We value accountability and honesty within our organization. Please feel free to contact us if this response has not addressed your concerns.

## Name not available

April 27, 2022, 4:14 PM

Thank you for the opportunity to examine and give feedback. As a member library, we have 2 areas of concern in the FY2023 budget proposal.

The AMH (automatic material handler) would save IHLS money in the long run, but it would come at the cost of the member libraries. This would require member libraries to operationally change our current barcode systems, and likely would mean a continued replacement of the entire collections barcodes. This route should only be considered if the AMH system would not require any significant change to how member libraries are applying barcodes, and after considerable input from any member libraries who would be affected.

(Context: as a member library, I do not know which of these projects are necessary and emergent. If all of these projects are imperative, please ignore this feedback.) It is worrisome to see such negative balances. Libraries around the state are struggling, and such drastic increases to spending sends a mixed message. Considering current material costs, labor costs, and the continued uncertainty of the supply chain, it may be worthwhile to examine pushing some of these projects back, instead of trying to fit them all into the same fiscal year.



### Message from IHLS Open Town Hall Admin

Thank you for taking the time to review our data and provide your input. You are correct that it is very important to consider the member impact with an AMH system. Next fiscal year we will begin a full analysis (for IHLS and the member libraries) of the AMH system with the information we have received from the Request for Information from AMH vendors. IHLS is aware of the impact on member libraries and will take that into consideration in the decision before moving forward on this project. Once the full analysis of AMH has been completed, the results will be posted for member comment prior to a decision being made. IHLS plans to look for grant funding for the purchase of the AMH system along with member support for barcodes and/or RFID tags. IHLS realizes this is a pivotal moment in library technology and we are focused on technology improvements that benefit our member libraries.

IHLS prioritizes projects prior to placing them in the budget and executing them. All the items budgeted this year are items that need to be accomplished. Completing these projects now will further delay the inevitable need of upgrades and replacements and will allow us to forecast more accurately for future years. We have an adequate General Fund & Capital Projects fund cash balance to complete these projects that are budgeted. As a result of multiple years of unspent funds in the General fund, it has allowed IHLS to build a reserve amount in the General & Capital Projects fund to absorb these deficits.

## Name not shown

April 27, 2022, 1:58 PM

Although the budget will be projected to end in a deficit, I feel that the staff and administration has worked diligently to review expenses and revenues. Have ideas of future savings and/or revenue offers. Lean times have always been around for systems and this post-Covid environment has placed some hurdles to the systems funding. The system will manage the rocky road ahead and I am sure come out stronger.



### Message from IHLS Open Town Hall Admin

Thank you for taking the time to review our data and provide your input.

IHLS Open Town Hall is not a certified voting system or ballot box. As with any public comment process, participation in IHLS Open Town Hall is voluntary. The statements in this record are not necessarily representative of the whole population, nor do they reflect the opinions of any government agency or elected officials.



# Illinois Heartland Library System

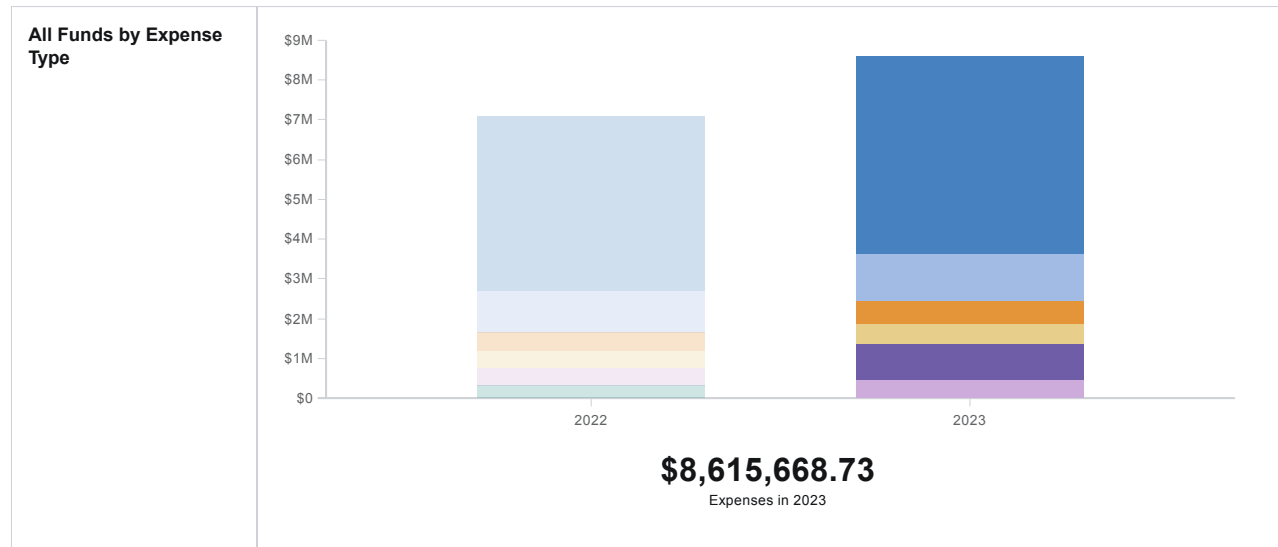
## Fiscal Year 2023 Budget Narrative

July 1, 2022 - June 30, 2023



### FY2023 Budget Narrative

Stepping forth into our 12th year as an organization, Illinois Heartland Library System (IHLS) continues to seek opportunities to refine our current services and develop innovative techniques to further meet the needs of our members. Areas of focus for FY2023 include additional opportunities for member networking and continuing education; advocacy for member libraries; and our unwavering commitment to the core services of resource sharing, delivery, and library automation.



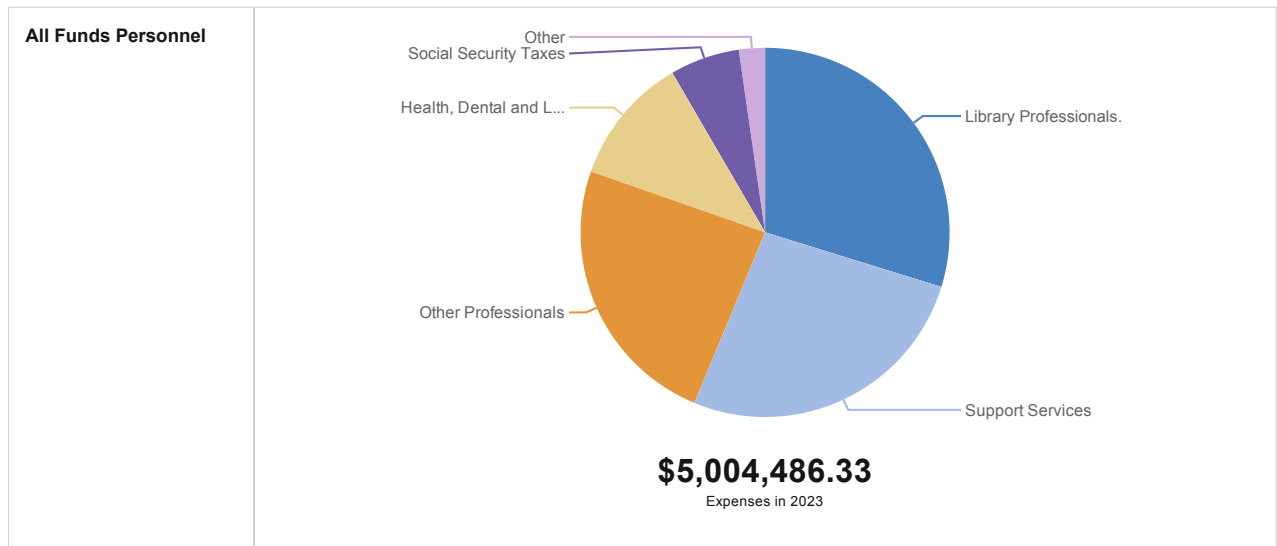
The proposed FY2023 budgets were developed to align with the planned activities in our operational plan. These activities support the Illinois statutory priorities of library administration, resource sharing, bibliographic access, consulting and continuing education, and delivery. The major planned activities include:

- Increasing outreach to school libraries and public library trustees, including the development of a trustee training program using funds from the Library Trustee Training grant through the Illinois State Library.
- Enhancing services offered to member libraries through e-resources, [McNaughton Books Subscription](#), and the [Solus](#) app.
- The return of in-person travel ensures 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.

- Grants Consultant to explore funding options for additional member services.
- End of Enterprise partnership purchasing and managing fleet internally.
- Investigating the benefits and cost of an Automatic Material Handler (AMH) system
- Repairs and maintenance on buildings, including phase three of Edwardsville remodel

## Personnel

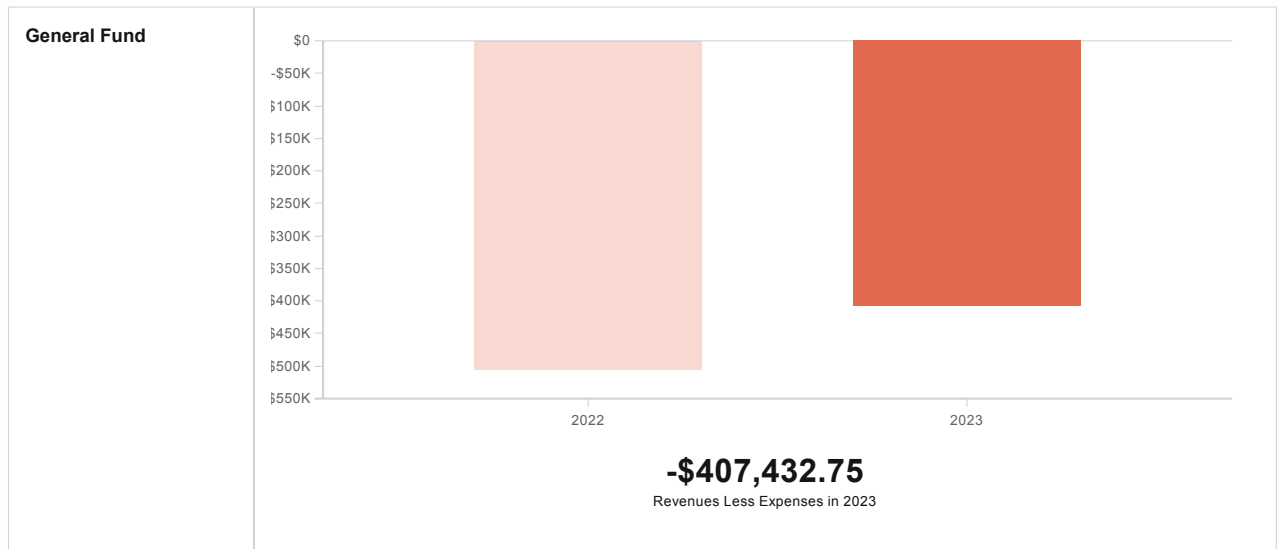


The largest component of our budget is Personnel. This accounts for 58% of our total budget. Our staff are the backbone in the development and implementation of our organizational goals.

- All positions, including Library Professionals, Other Professionals, and Support Services, are projected with an increase of 4% of wages. The Support Services includes adjustments in the General Fund budget due to compliance with the Illinois minimum wage law and the IHLS board approved starting wage of couriers to \$15 per hour. The staff members at the maximum of their salary range will receive a bonus in lieu of the hourly/salary increase.
- Social Security Taxes are projected at 7.65%.
- Unemployment Insurance is projected at .6345% of the first \$12,960 wages earned per worker.
- Worker's Compensation Insurance is projected with an increase of 4%.
- Retirement Benefits projected for staff members who are estimated to work more than 1,000 hours in FY2023. The projected rate is .87% for CY2022 and .96% for CY2023.
- Health insurance is projected at a 10% increase for CY2023. Dental, Vision, Accidental Death, and Life Insurances will remain flat to CY2022, due to a two-year rate lock at renewal.
- Other Fringe Benefits includes an employee referral program. Retention & Wellness includes labor law posters, memorials, retirement bricks, and holiday gatherings.
- Training & Professional Development include 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



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 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 \$407,433 and this will be covered by the operating fund balance. This [operating fund 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 and adjustment of courier starting hourly wage, two additional staff members (Membership Coordinator and Project Coordinator), cost per gallon increase in fuel charges, a grants contractor, and planned building improvements.

## Revenues

The General fund projected revenues of \$4,265,250 are mainly comprised of the System Area and Per Capita Grant (SAPG) \$3,920,000 and the state-wide Illinois Library Delivery Services (ILDS) \$255,168. The SAPG revenue includes a proposed increase of \$519,300 over FY2022. Other items included are: IHLS Member Day vendor support, investment income, member training revenue, CMC grant, Library Trustee training grant, OCLC grant Administration Fees, and E-Rate Funding.

## Expenses

### Personnel

General fund includes increases from the Illinois minimum wage and the IHLS board approved starting wage of couriers to \$15 per hour. Also proposed are two additional staff members, a Membership Coordinator with Continuing Education focus (budgeted to start January 2023) and a Project Coordinator (25% General fund and 75% Library Trustee Training grant allocation), 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. IHLS receives \$659,722.21 in federal Library Services & Technology Act (LSTA) funding. This portion of 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 is increased over FY2022 based on a combination of FY2022 actuals and industry forecasting. Vehicle insurance is projected based on coverage for 30 vehicles. The vehicle leasing amounts reflect the current leased vehicles with Enterprise Fleet Management.

### **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, and staff meetings.

The travel and registration include staff attendance at the following conferences: The Association for Rural and Small Libraries (ARSL) Conference, Midwest Digital Marketing Conference, Association for Library Service to Children (ALSC), Illinois Library Association (ILA) Conference, Library Marketing & Communications Conference, Association of Illinois School Library Educators (AISLE) Conference, LibLearnX, Innovative Users Group (IUG) Conference, Youth Service Institute, ILA Marketing Forum Mini Conference, Reaching Forward South Conference, Elevate, ILA Trustee Workshop, International Coalition of Library Consortia, Society for Human Resource Management (SHRM) National Conference, 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.

### **Public Relations**

General fund projection includes promotional and printed materials and conference sponsorships. The majority of the increase in this category includes IHLS logo vehicle wraps and removal of wraps on surplus vehicles. 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. These policies renew on July 1, 2022.

### **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. Computer supplies line includes upgrading the current video rooms systems to be compatible with Zoom and Teams meetings. The largest component in the office supplies line includes replacement of furniture in the Edwardsville location and a replacement of a refrigerator at the Champaign location. The projection for delivery supplies includes 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 monthly cost for telephone, fax, internet, delivery GPS, 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, consulting, and contractual staff. This includes contracted staff for grant opportunities for IHLS and member libraries.

**Contractual Services**

General fund expenses include projections for information service costs and other contractual services. This includes an additional update to the new IHLS website, and the design plans and movers for the Edwardsville remodel.

**Professional Membership Dues**

Include staff and institutional 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 Fund Cataloging Maintenance Center Budget Narrative



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 the 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

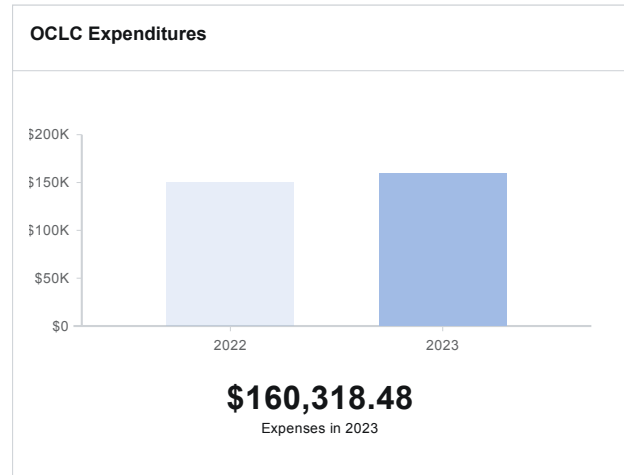
#### Personnel

Includes additional Catalogers - one part-time and three full-time. The three full-time are staff members that are assigned to the CARLI project and funded through the SHARE fund in FY2022.

#### Travel, Meetings, and Continuing Education

The travel and registration include staff attendance at the following conferences: Illinois Library Association (ILA) Conference, Consortia Across Illinois, Resource Sharing Alliance (RSA) Day, Reaching Forward South Conference, Reaching Forward Conference, American

## Special Revenue Fund Online Computer Library Center Budget Narrative



Supported by the Illinois State Library (ISL), the Online Computer Library Center (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 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, & 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

Library Association (ALA) Conference, ILA Legislative Breakfast, and Inter-Company travel.

### **Supplies, Postage, & Printing**

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

### **Public Relations**

Includes booth fees and educational handouts.

### **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).

### **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, Class-Web, Web-Dewey, RDA Toolkit, and Cataloger's Desktop, and grant administrative fees.

### **Professional Membership Dues**

Includes staff professional membership dues.

Includes cost for copiers and maintenance at the Edwardsville location.

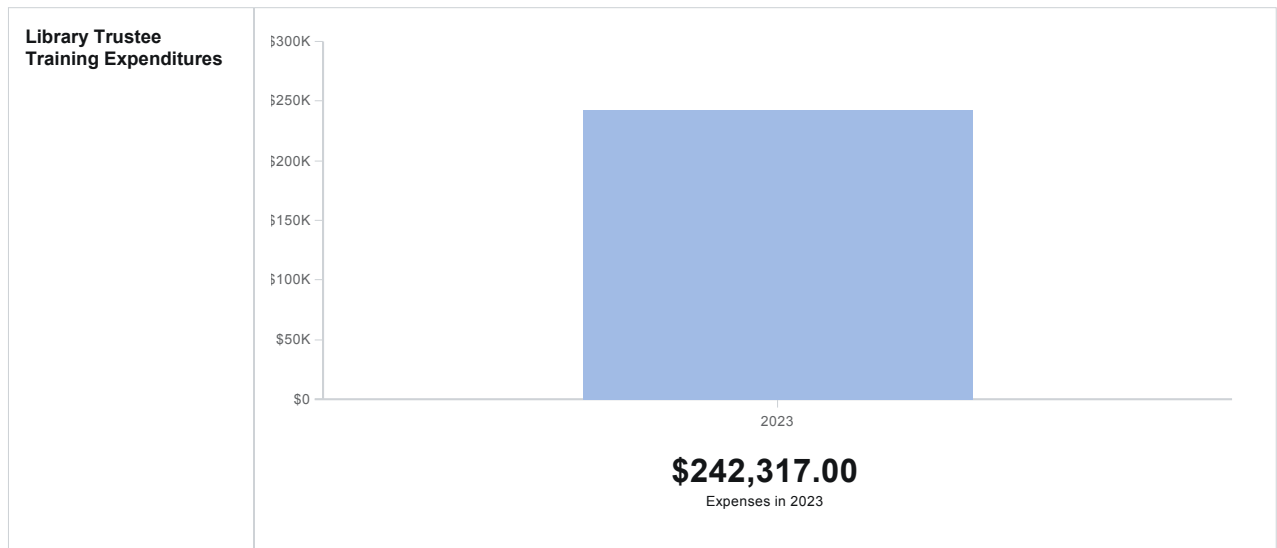
### **Professional Services**

Includes the FY2022 audit costs.

### **Contractual Services**

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

# Special Revenue Fund Library Trustee Training Budget Narrative



The Library Trustee Training fund revenues reflect the proposed Library Trustee Training grant from the Illinois State Library. This is a program that will utilize a learning management system (LMS) to provide training to public library trustees. IHLS staff will partner with consultants and attorneys to develop and create the modules.

## Revenues

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

## Expenses

### Personnel

Includes 1.25 full-time equivalent staff of a Project Coordinator and a Membership Coordinator to develop and manage the training program.

### Public Relations

Includes business cards and printouts for mailing flyers for promoting the training program.

### 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.

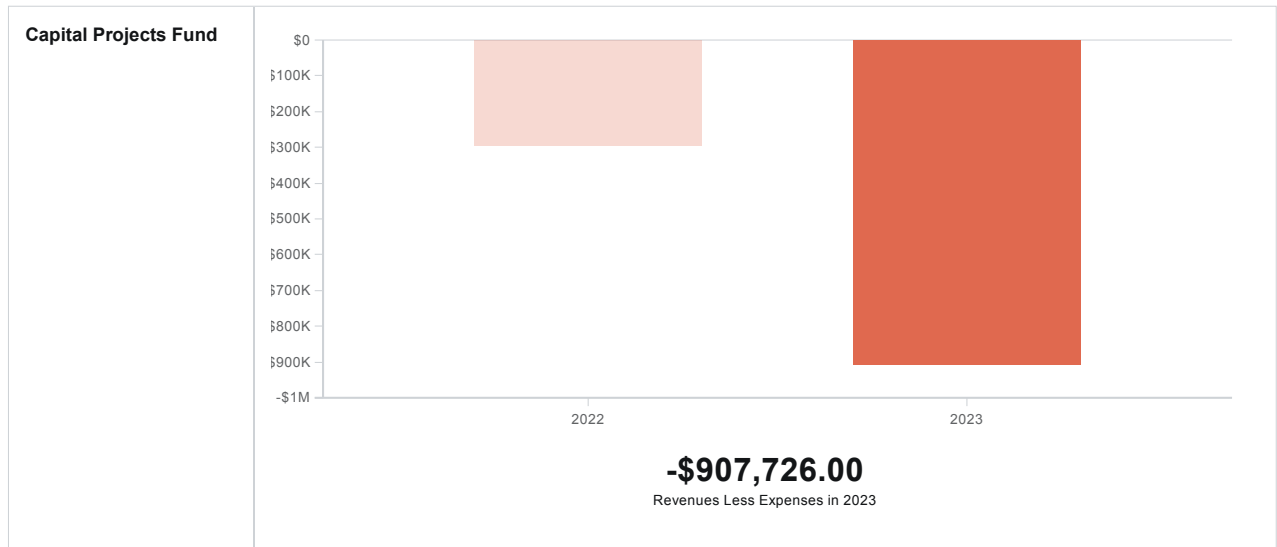
### Professional Services

Expenses include projections for legal, consulting, and contractual staff

### Contractual Services

Expenses include the tools necessary to develop the platform, survey software, and Zoom.

# Capital Projects Fund Budget Narrative



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 \$907,726 and this will be covered by the fund balance. The Capital Projects fund balance is derived from the accumulation of General fund previous years' revenue over expenditures balances and revenue from interest income.

## Revenues

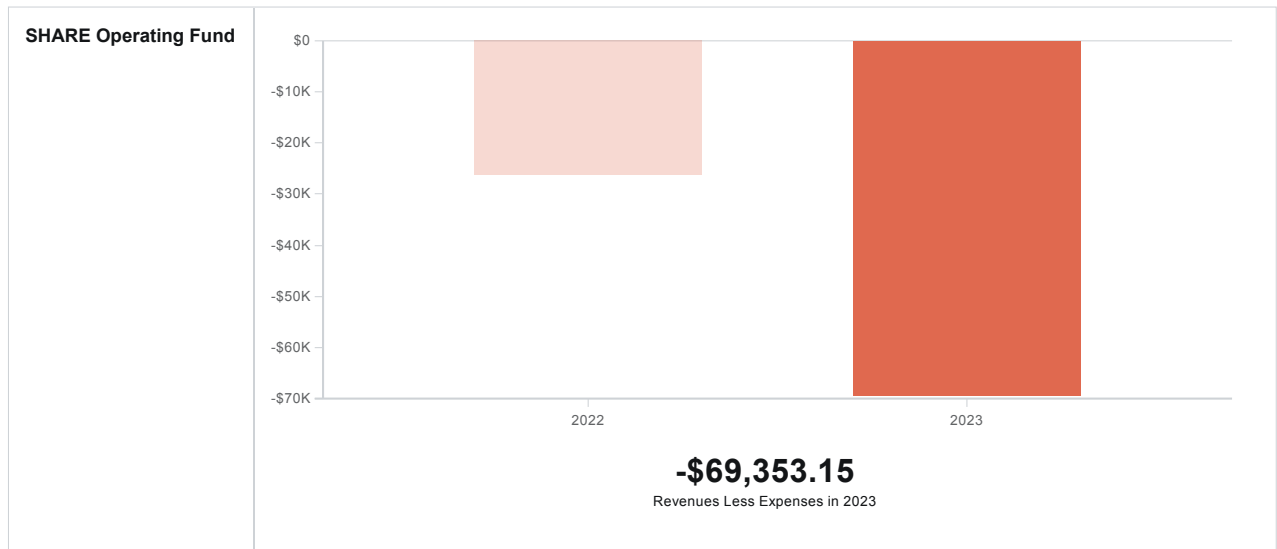
Capital Projects Funds only projected income source is investment income.

## Expenses

Capital Projects fund projections include the following:

- Extension of the FY2022 budgeted replacement of a HVAC unit for the server room at the Edwardsville location.
- Replacement of a server at the Carbondale location.
- Third Phase of the remodel project at the Edwardsville location.
- Tuckpointing repairs at the Edwardsville location.
- Roof Replacement at the Edwardsville location.
- Resurfacing and restriping of the asphalt parking lot at the Champaign location.
- Replacement of (8) Delivery Vans and (1) Box Truck.

# SHARE Operating Fund Budget Narrative



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 342 members at 474 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 \$69,353 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 budgeted replacement of a part-time position with a full-time position and a new position for an Administrative Assistant.

## Revenues

SHARE Fund projected revenues of \$1,863,492 is mainly comprised of fees for services and materials and IHLS Contribution. Other items included are investment income, CMC grant administration fee, and Smart Access Manager (SAM) billing.

## Expenses

### Personnel

SHARE fund expense includes the replacement of a part-time position with a full-time position and a newly created position for an Administrative Assistant. Training and Development includes staff training and development opportunities

### 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 are 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, Midwest Digital Marketing Conference, Illinois Library Association (ILA) Conference, Consortia Across Illinois, Association of Illinois School Library Educators (AISLE) Conference, LibLearnX, Innovative Users Group (IUG) Conference, Reaching Forward South Conference, International



Coalition of Library Consortia, American Library Association (ALA) Conference, ILA Legislative Breakfast, 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.

### **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 (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 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**

Includes staff professional membership dues.

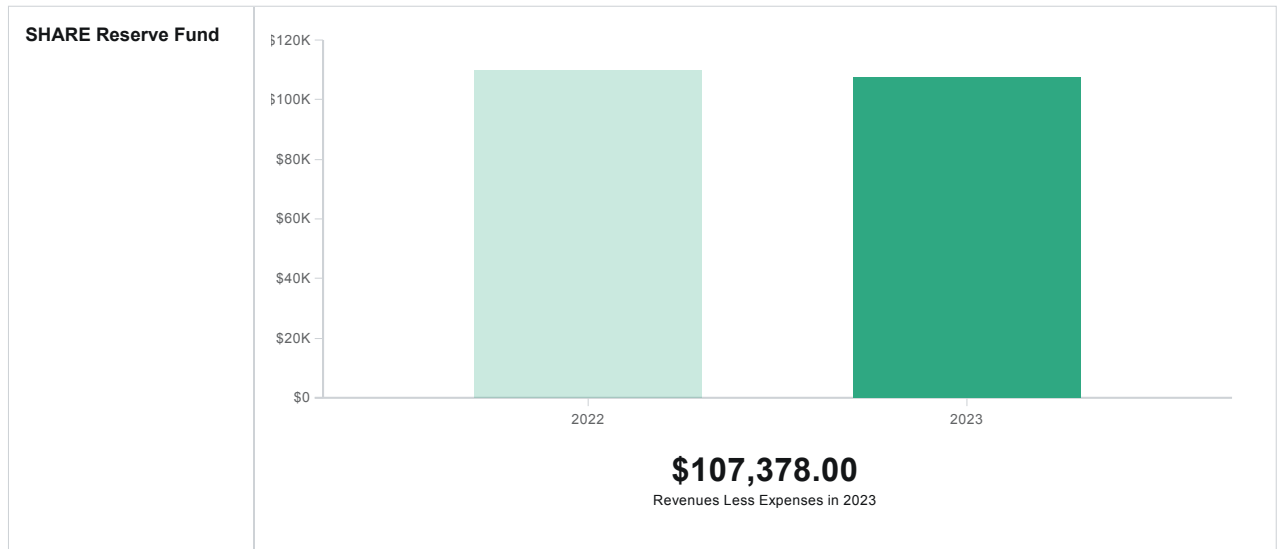
### **Miscellaneous**

Includes monthly PayPal fees.

### **Inter-Company Transfers**

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

# SHARE Reserve Fund Budget Narrative



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 surplus of \$107,378. 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 balance for ILS software replacement (if ever needed) and for continued infrastructure maintenance or upgrades.

## Revenues

SHARE Reserve Fund projected revenues of \$143,100 includes the transfer of funds from the operating budget and interest income.

## Expenses

SHARE Reserve Fund projected expenses of \$35,722 includes the annual fees for the Solus App.