



Illinois Heartland Library System

TO: Executive Committee
FROM: Leslie Bednar
DATE: May 12, 2020
RE: Draft FY2021 Operational Budget(s) and Narrative (Second Reading)

Attached please find our second budget draft for your review and consideration—the FY2021 General, Cataloging Maintenance Center (CMC), OCLC Billing, Capital Projects, and SHARE funds. As per direction from the Illinois State Library (ISL), 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.

At their May 11 meeting, the Finance Committee moved this version of the budget(s) to the Executive Committee and to the board.

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:

General

- Updated the Consulting, Information Service Costs, and Other Contractual Services budget line items to reflect the OpenGov and Customer Relationship Management (CRM) software costs. The costs for the CRM software will be split between General and SHARE fund.

SHARE

- Updated the Consulting, Information Service Costs, and Other Contractual Services budget line items to reflect the Customer Relationship Management (CRM) software costs and the removal of the Dell server upgrade project. The Dell server project will be completed in FY2020. The costs for the CRM software will be split between General and SHARE fund.

The General and Capital budgets are approved by the board and the ISL. 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 CMC and OCLC budgets (or special revenue budgets) are approved by the ISL.

The General Fund is our operating fund and the projected revenue amount of \$3,400,700.32 is based on communication from the ISL. The budget document is one of the primary components of our FY2021 System Area & Per Capita Grant (SAPG) application.

A 3% cost of living increase is included in all staff wages along with the minimum wage model that was accepted at the January 2020 board meeting. The benefit insurance includes a projected 9% increase in insurance premiums, along with life & AD&D benefits for part-time staff. IMRF benefits

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are calculated with the current calendar year (CY) 2020 rate of 7.84% and preliminary CY2021 rate of 3.73%.

Following the April Board of Directors meeting, the first draft of the FY2021 Budget(s) were posted to our website for member comment. You can access those comments here:

<https://www.illinoisheartland.org/content/feedback-requested-fy2021-iHls-operational-plan-and-budgets>

The budget(s) will need board approval at the May meeting before they can be included in the FY2021 SAPG application.

Thank you for your thoughtful consideration and input.

General Fund – Budget changes for FY2021

ILDS (Revenue | 4222):

Includes an increase of 3% over FY2020 as agreed upon with Consortium of Academic and Research Libraries in Illinois (CARLI).

Interest Income (Revenue | 4500):

Includes a decrease of 15% based on predicted interest rates.

Miscellaneous Income (Revenue | 4650):

Includes an increase of continuing education fees for member training and resources.

Library Professional (Expense | 5000):

Proposed increase includes the full-time Membership Coordinator for the full year that was budgeted for six months in FY2020.

Other Professional (Expense | 5010):

Proposed decrease includes a reclassification of IT Staff Member and the elimination an accounting staff member and the Grants Specialist.

Support Services (Expense | 5020):

Proposed increase includes a reclassification of IT Staff Member and the increase of minimum wage.

Recruiting (Expense | 5070):

Proposed increase reflects actual expenses to replace staff members.

Repairs and Maintenance (Expense | 5180):

Proposed increase reflects the installation of ADA steel doors and the clearing of poison ivy at the Champaign office.

Custodial/Janitorial Services & Supplies (Expense | 5190):

Proposed increase reflects the addition of carpet and epoxy floor cleaning at the Champaign office.

Other Building and Grounds (Expense | 5195):

Proposed increase reflects the purchase and installation of cubicles at the Edwardsville office. Purchase and installation of the alarm monitoring equipment and the Champaign office.

Fuel (Expense | 5200):

Proposed increase reflects anticipated fuel costs for FY2021 based on industry forecasting.

Vehicle Insurance (Expense | 5220):

Proposed increase reflects anticipated hike in insurance premiums for FY2021.

Vehicle Leasing/Rental: Delivery & Staff (Expense | 5230-5240):

Proposed amount reflects anticipated partnership with Enterprise Fleet Management.

Travel (Expense | 5250-5290):

Proposed increase reflects additional staff attendance to in-state conferences.

Conferences & Continuing Education (Expense | 5300):

Proposed increase reflects additional member training in FY2021.

Member Day (Expense | 5315):

Proposed increase includes additional member day expenses to reflect actual expenses incurred in FY2020. This will be offset with vendor contributions in revenue line 4315.

Public Relations (Expense | 5330):

Proposed increase includes conference handouts for additional conferences that were originally scheduled to be held in FY2020.

Computer Software, & Supplies (Expense | 5360):

Proposed increase includes additional laptop replacements, a firewall replacement project, and Zoom Room equipment.

General Office Supplies & Equipment (Expense | 5365):

Proposed increase includes furniture for Carbondale, Champaign, and Edwardsville offices.

Telecommunications (Expense | 5400):

Proposed increase reflects anticipated hike in telecommunications premiums for FY2021.

Consulting (Expense | 5520):

Proposed increase reflects the costs for development of the CRM project.

Information Service Costs (Expense | 5550):

Proposed increase reflects anticipated hike in subscription fees, an additional Zoom Room, a Cloud expansion project, the purchase of extended server warranties, the CRM software annual fees, and OpenGov software annual fees.

Other Contractual Services (Expense | 5580):

Proposed increase includes the website re-design project that will be continued in FY2021. Currently no cost has been incurred in FY2020 due to the delay from COVID-19 shutdown. Costs are included for office reorganization and moving at the Edwardsville location, the CRM implementation fees, and OpenGov implementation fees.

CMC Fund – Budget changes for FY2021

Fuel (Expense | 5200):

Proposed increase reflects anticipated use of IHLS staff vehicles versus mileage reimbursement based on FY2020 usage.

Travel (Expense | 5250-5290):

Proposed increase reflects additional staff attendance at conferences.

Information Services Cost (Expense | 5550):

Proposed increase reflects additional staff member subscriptions.

OCLC Fund – Budget changes for FY2021

Other Professional and Support Services (Expense | 5010-5020):

Proposed includes a reclassification of accounting staff allocated to the grant.

Computer Software & Supplies (Expense | 5360):

Proposed increase reflects three laptop replacements needed in FY2021.

Accounting (Expense | 5510):

Proposed decrease reflects the annual audit of the FY2020 OCLC Billing Grant. The previous year included a multi-year (FY2014-FY2019) audit.

Capital Projects Fund – Budget changes for FY2021

Capital Outlays – Computers (Expense | 5755):

Proposed amount includes a server replacement at the Edwardsville office.

Capital Outlays – Building & Improvements (Expense | 5765):

Proposed amount includes ADA access ramp, building of office walls, training room riser removal, replacement of flooring, and painting of walls at the Edwardsville office. Also, includes the building of office walls at the Champaign office.

SHARE Fund – Budget changes for FY2021

SHARE Basic Fee (Revenue | 4385):

Includes an increase for the updated revenue due to the change in the SHARE annual membership fee structure.

SHARE Transitions Fee (Revenue | 4388):

Includes an increase for additional libraries added as SHARE members.

Library and Other Professional (Expense | 5000-5010):

Proposed increase includes a reclassification of the SHARE Administrative Services Supervisor, Cataloger, and Circulation Specialist.

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General Fund

Budget Line Item	General Fund		
	FY2021 Proposed Budget	FY2020 Approved Budget	FY2021 Inc/(Dec) vs FY2020
REVENUES			
State Grants			
Area & Per Capita	4000	3,400,700.32	3,400,700.32
CMC	4027	-	-
OCLC	4032	-	-
TMQ	4034	-	-
Other State Grants	4099	-	-
Federal Grants			
Other Grants	4200	-	-
Fees for Services & Materials			
ILDS	4222	257,835.00	250,325.00
Fees for Services & Materials	4305	-	-
Member Day	4315	5,650.00	3,720.00
Cloud Subscription	4380	-	-
SHARE Basic Fee (Membership Fee)	4385	-	-
Bibliographic Services	4386	-	-
Add'l Module Fee	4387	-	-
SHARE Transitions Fee	4388	-	-
Interest Income	4500	37,970.00	44,641.31
Other Revenue			
Room Rental	4600	-	-
Miscellaneous Income	4650	8,000.00	1,000.00
Miscellaneous Income Uncollectible	4651	-	-
Asset Surplus Proceeds	4655	-	-
Grant Administration	4660	14,422.00	15,436.65
E-Rate Funding	4675	3,240.00	4,745.25
SAM	4678	-	-
ICN Filtering	4680	-	-
Dream Host	4685	-	-
Transfer From Other Funds	4999	-	-
Estimated Total Revenue		3,727,817.32	3,720,568.53
EXPENSES			
Personnel			
Salaries & Wages			
Library Professional	5000	374,067.00	327,863.28
Other Professional	5010	649,455.00	697,507.33
Support Services	5020	996,010.00	884,536.89
Payroll Taxes & Fringe Benefits			
Social Security Taxes	5030	154,494.00	146,107.92
Unemployment Insurance	5035	14,139.00	13,403.65
Worker's Compensation	5040	42,191.00	61,030.91
Retirement Benefits (IMRF)	5045	76,274.00	56,116.53
Dental, Health, Life & Vision Ins.	5050	233,441.00	221,894.91
Other Fringe Benefits	5055	4,300.00	4,000.00
Retention & Wellness	5057	2,800.00	3,010.00
Training & Professional Development	5058	16,200.00	17,000.00
Recruiting	5070	5,000.00	2,635.00
Subtotal-Personnel		2,568,371.00	2,435,106.42
Library Materials			
Printed Materials	5100	-	-
Nonprinted Materials	5110	-	-
E-Resources	5120	-	-
Subtotal-Library Materials		-	-
Building & Grounds			
Rent	5150	81,532.00	81,532.00
Utilities	5160	52,376.00	62,572.50
Property Insurance	5170	24,802.00	25,528.50
Repairs and Maintenance	5180	57,900.00	37,020.00
Custodial/Janitoria Svcs & Supplies	5190	24,630.00	18,100.00
Other Building & Grounds	5195	20,630.00	12,170.12
Subtotal-Building & Grounds		261,870.00	236,923.12
Vehicle Expenses			
Fuel	5200	223,596.00	198,725.36

Budget Line Item		FY2021	FY2020	FY2021
		Proposed Budget	Approved Budget	Inc/(Dec) vs FY2020
Repairs and Maintenance	5210	48,105.00	55,650.00	(7,545.00)
Vehicle Insurance	5220	51,282.00	35,467.20	15,814.80
Vehicle Leasing/Rental:Delivery	5230	69,438.00	-	69,438.00
Vehicle Leasing/Rental:Staff	5240	8,509.00	-	8,509.00
Other Vehicle Expense	5245	1,850.00	1,420.00	430.00
Subtotal-Vehicle Expenses		402,780.00	291,262.56	111,517.44
Travel & Continuing Education for Staff & Board				
Mileage, Gas, Tolls-In State	5250	9,497.00	6,340.00	3,157.00
In State Travel(Airfare,Train,Taxi)	5255	586.00	525.00	61.00
Meals In State	5260	7,905.00	6,808.00	1,097.00
Lodging In State	5265	22,230.00	16,697.60	5,532.40
Mileage,Gas, Tolls-Out State	5270	-	-	-
Out State Travel(Airfare,Train,Taxi)	5275	2,778.00	2,101.00	677.00
Meals Out State	5280	3,154.00	3,306.00	(152.00)
Lodging Out State	5285	6,743.00	11,721.92	(4,978.92)
Registration and Meetings	5290	37,835.00	25,469.00	12,366.00
Conferences & Cont Ed Mtgs	5300	13,300.00	8,300.00	5,000.00
Member Day	5315	16,000.00	12,100.00	3,900.00
Subtotal-Travel & Continuing Education		120,028.00	93,368.52	26,659.48
Public Relations	5330	42,108.00	33,273.20	8,834.80
Liability Insurance	5350	16,468.00	25,244.61	(8,776.61)
Supplies, Postage & Printing				
Computers, Software & Supplies	5360	57,735.00	32,880.00	24,855.00
Gen'l Office Supplies & Equipment	5365	21,000.00	9,000.00	12,000.00
Postage	5370	1,200.00	1,200.00	-
Delivery Supplies	5385	17,575.00	20,825.00	(3,250.00)
Other Supplies	5390	660.00	400.00	260.00
Subtotal-Supplies, Postage & Printing		98,170.00	64,305.00	33,865.00
Telephone and Telecommunications	5400	26,227.00	19,144.00	7,083.00
Equipment Rental, Repair & Maintenance				
Equipment Rental	5450	-	-	-
Equipment Repair & Maintenance Agreements	5455	6,360.00	7,940.00	(1,580.00)
Subtotal-Equipment Rental, Repair & Maintenance		6,360.00	7,940.00	(1,580.00)
Professional Services				
Legal	5500	15,000.00	15,000.00	-
Accounting	5510	15,720.00	16,562.00	(842.00)
Consulting	5520	15,000.00	12,000.00	3,000.00
Contractual Staff	5530	-	-	-
Subtotal-Professional Services		45,720.00	43,562.00	2,158.00
Contractual Services				
Information Service Costs	5550	68,611.00	22,232.84	46,378.16
Contract Agreements w/Systems, Member Lib	5560	-	-	-
Outside Printing Services	5570	-	-	-
Other Contractual Services	5580	75,671.00	31,456.98	44,214.02
Subtotal-Contractual Services		144,282.00	53,689.82	90,592.18
Professional Association Membership Dues	5700	6,829.00	6,211.00	618.00
Miscellaneous	5725	2,701.00	2,439.00	262.00
Capital Outlays				
Capital Outlays- Equipment	5750	-	-	-
Capital Outlays- Computers	5755	-	-	-
Capital Outlays- Furniture & Fixtures	5760	-	-	-
Capital Outlays- Building & Improvements	5765	-	-	-
Capital Outlays- Land	5770	-	-	-
Capital Outlays- Vehicles	5775	-	-	-
Subtotal-Capital Outlays		-	-	-
Transfer To Other Funds				
SHARE		300,000.00	300,000.00	-
Subtotal-Transfer To Other Funds		300,000.00	300,000.00	-
Estimated Total Expenses		4,041,914.00	3,612,469.25	429,444.75
Estimated Excess (Deficiency) of Revenue over Expenses		(314,096.68)	108,099.28	422,195.96

Budget Line Item	SHARE Fund			CMC Fund			OCLC Fund			
	FY2021	FY2020	FY2021	FY2021	FY2020	FY2021	FY2021	FY2020	FY2021	
	Proposed	Approved	Inc/(Dec)	Proposed	Approved	Inc/(Dec)	Proposed	Approved	Inc/(Dec)	
	Budget	Budget	vs FY2020	Budget	Budget	vs FY2020	Budget	Budget	vs FY2020	
Computers, Software & Supplies	5360	18,800.00	9,400.00	9,400.00	2,360.00	2,560.00	(200.00)	7,300.00	500.00	6,800.00
Gen'l Office Supplies & Equipment	5365	2,250.00	2,190.00	60.00	100.00	700.00	(600.00)	250.00	500.00	(250.00)
Postage	5370	1,400.00	1,400.00	-	-	-	-	1,200.00	1,200.00	-
Delivery Supplies	5385	-	-	-	-	-	-	-	-	-
Subtotal-Supplies, Postage & Printing		22,450.00	12,990.00	9,460.00	2,460.00	3,260.00	(800.00)	8,750.00	2,200.00	6,550.00
Telephone and Telecommunications	5400	17,503.00	17,460.00	43.00	2,806.00	2,750.40	55.60	3,558.00	3,225.60	332.40
Equipment Rental, Repair & Maintenance										
Equipment Rental	5450	-	-	-	-	-	-	-	-	-
Equipment Repair & Maintenance Agreements	5455	3,480.00	3,740.00	(260.00)	2,160.00	2,240.00	(80.00)	4,440.00	4,080.00	360.00
Subtotal-Equipment Rental, Repair & Maintenance		3,480.00	3,740.00	(260.00)	2,160.00	2,240.00	(80.00)	4,440.00	4,080.00	360.00
Professional Services										
Legal	5500	1,000.00	1,000.00	-	-	-	-	-	-	-
Accounting	5510	12,620.00	11,038.00	1,582.00	-	-	-	3,600.00	13,000.00	(9,400.00)
Consulting	5520	15,000.00	10,000.00	5,000.00	-	-	-	-	-	-
Contractual Staff	5530	-	-	-	-	-	-	-	-	-
Subtotal-Professional Services		28,620.00	22,038.00	6,582.00	-	-	-	3,600.00	13,000.00	(9,400.00)
Contractual Services										
Information Service Costs	5550	224,328.00	216,193.58	8,134.42	4,125.00	3,438.72	686.28	3,032.00	3,700.00	(668.00)
Contract Agreements w/Systems, Member Lib	5560	-	-	-	-	-	-	-	-	-
Outside Printing Services	5570	-	-	-	-	-	-	-	-	-
Other Contractual Services	5580	5,960.00	-	5,960.00	36,162.00	34,211.02	1,950.98	14,486.00	15,436.65	(950.65)
Subtotal-Contractual Services		230,288.00	216,193.58	14,094.42	40,287.00	37,649.74	2,637.26	17,518.00	19,136.65	(1,618.65)
Professional Association Membership Dues	5700	1,564.00	1,016.00	548.00	897.00	736.00	161.00	-	-	-
Miscellaneous	5725	390.00	360.00	30.00	-	-	-	-	-	-
Capital Outlays										
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Capital Outlays- Land	5770	-	-	-	-	-	-	-	-	-
Capital Outlays- Vehicles	5775	-	-	-	-	-	-	-	-	-
Subtotal-Capital Outlays		-	-	-	-	-	-	-	-	-
Transfer To Other Funds										
SHARE Reserves		142,500.00	142,500.00	-	-	-	-	-	-	-
Subtotal-Transfer To Other Funds		142,500.00	142,500.00	-	-	-	-	-	-	-
Estimated Total Expenses		1,652,189.00	1,601,699.49	50,489.51	397,784.00	376,321.19	21,462.81	158,645.00	175,486.42	(16,841.42)
Estimated Excess (Deficiency) of Revenue over Expenses		91,668.00	37,119.19	54,548.81	-	(0.01)	0.01	-	(5,683.24)	5,683.24

Capital Outlays
 Capital Outlays- Computers (SHARE Reserves) 5755 \$ 69,500.00 \$ 25,000.00 44,500.00

Capital Projects Fund

G/L Account	Description	Beginning Balance	FY2020 Budget	FY2020 EOY Forecast	FY2021 Budget
<u>Capital Projects Funding Source</u>					
	FY2019 Audited Ending Fund Balance*	1,406,743.00			
	FY2019 Audited Revenue over Expenses Transfer			585,427.00	
	Total Capital Funding Available			1,992,170.00	1,752,077.00
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4500	<i>Interest Revenue</i>		15,845.11	22,594.00	15,041.86
	Total Capital Funding Available		993,203.55	2,014,764.00	1,767,118.86
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<u>FY2020 Capital Projects</u>					
5765	<i>Capital Outlays - Building & Improvements</i>				
	Parking Lot Resurfacing - Edwardsville Office		9,800.00	9,800.00	
	ADA Restroom - Champaign Office		40,000.00	40,000.00	
	Outdoor Concrete Project - Champaign Office		6,007.00	5,822.00	
	Mine Subsidence		-	125,000.00	
5775	<i>Capital Outlays-Vehicles</i>				
	FY2019 Delivery Vans		-	82,065.00	
	3 Delivery Vans \$30,000/each		90,000.00	-	
	1 Staff Vehicle \$25,000		25,000.00	-	
	Total FY2020 Capital Projects		170,807.00	262,687.00	
<hr/>					
<u>FY2021 Capital Projects</u>					
5755	<i>Capital Outlays-Computers</i>				
	Server - Edwardsville Office				30,000.00
5765	<i>Capital Outlays - Building & Improvements</i>				
	ADA Access Ramp - Edwardsville Office				50,000.00
	Build Office Walls - 1st Floor Edwardsville Office				15,000.00
	Training Room Riser Removal - 2nd Floor Edwardsville Office				20,000.00
	Build Office Walls - 2nd Floor Edwardsville Office				20,000.00
	Epoxy Flooring - Edwardsville Office				50,000.00
	Replace Carpet - Edwardsville Office				65,000.00
	Paint Walls - Edwardsville Office				30,000.00
	Build Office Walls - Champaign Office				15,000.00
	Total FY2021 Capital Projects				295,000.00
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	Projected Capital Fund Ending Balance		822,396.55	1,752,077.00	1,472,118.86