

**ILLINOIS HEARTLAND LIBRARY SYSTEM  
FY 2015**

**SHARE FUND BUDGET ASSUMPTIONS**

**OVERVIEW**

The Illinois Heartland Library System (IHLS) SHARE Fund budget was developed in March and April 2013 and is due to the Illinois State Library May 1, 2014--one month earlier than in years past. It is based on a combination of historical trends and projections and was prepared using the *Chart of Accounts* and *Description of Accounts* as found in the Uniform Accounting and Reporting Manual for the Illinois Library System Headquarters. The budget will cover the fiscal year that ends June 30, 2015. The budget will be used by the board of directors and the executive team as a financial guide. It is supportive of the initiatives contained in the annual Plan of Service.

Highlights of the major income and expense categories are as follows:

**GENERAL FUND**

**REVENUES**

**System Automation and Technology** includes administrative overhead from the Growing SHARE grant.

**Fees for Services and Materials** includes SHARE basic fees, bib service fees, additional module fees, transition library fees, database subscription fees, and SAM fees.

**Investment Income** is interest earned from funds on deposit with Illinois Funds, money market accounts, or other accounts held at local financial institutions. Investment income is based on historical performance.

**Other Revenue** includes the IHLS System contribution and salary reimbursements from the E-Book grant.

**EXPENDITURES**

**Personnel**

**Salaries and Wages** is figured on current and anticipated staffing needs and includes a 3% increase.

**Payroll Taxes and Fringe Benefits** includes social security and medicare costs, unemployment taxes, workers' compensation insurance, IMRF (retirement), and health, dental, vision, and life insurance. Most of these items are based on a percentage of payroll dollars, except for health, dental, vision, and life insurance which is estimated on a 12% increase over FY 2013 - 2014 costs.

IMRF sets rates based on calendar year. IMRF rates for FY2015 are 21.57% for July - December, 2014, and 14.49% for January – June, 2015. It may be helpful to note the IMRF rates for FY2014 are: 25.05% for July - December, 2013 and 21.57% for January – June, 2014.

### **Travel, Meetings, and Continuing Education for Staff and Board**

This category includes reimbursements for travel of SHARE staff to member libraries and other locations, staff travel to conferences, and registrations for conferences. There is an increase over FY 2013 - 2014 budgeted amounts due to conference travel estimates.

#### **Meeting**

This reflects costs for SHARE meetings including room rental.

### **Supplies, Postage, and Printing**

This category includes computer supplies, which is budgeted based on actual projections from FY 2013 - 2014. It also includes the purchase of two new laptops for SHARE staff use. General office supplies and postage are budgeted at historical usage.

### **Telephone and Telecommunications**

Local & long distance, toll free line, and data lines are all budgeted based on actual projections for FY 2013 - 2014 and estimated SHARE usage for FY 2014 - 2015. MIFI's and cell phones are based on actual devices used by SHARE staff.

### **Equipment, Rental, Repair & Maintenance Agreements**

SHARE pays for the extended warranty on the firewall located at the co-location facility.

**Professional Services**

Professional services is comprised of legal and accounting services. It is expected that SHARE will continue to need ongoing legal counsel. Accounting services include SHARE's portion of the annual audit.

**Contractual Services**

Information Services Costs includes annual Polaris software maintenance and maintenance on various other software used by SHARE. Costs for e-resources, My Media Mall and SAM and also included with corresponding revenue in the Fees for Services and Materials line. A Polaris upgrade cost of \$3,000 is included based on FY 2013- 2014 amounts.

Other Contractual Services includes a code signing certificate from Godaddy.

**Professional Association Membership Dues** is for Polaris Users' Group annual dues.

**Capital Outlays (Greater than \$5,000/item)**

**Computer Hardware and Software**

Approximately \$5,400 is budgeted for server backup software and \$45,350 is budgeted for LEAP software.

**Transfer to Other Funds--SHARE Investment**

This line item includes the agreed annual transfer to the SHARE Capital Fund.