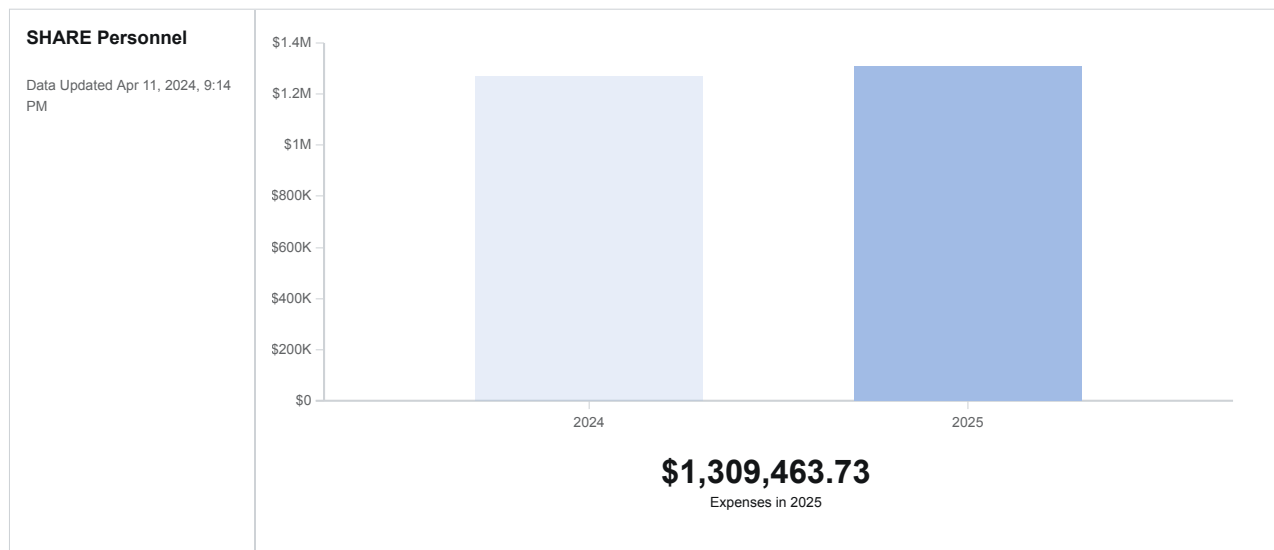




Illinois Heartland Library System

Fiscal Year 2025 SHARE Budget Narrative

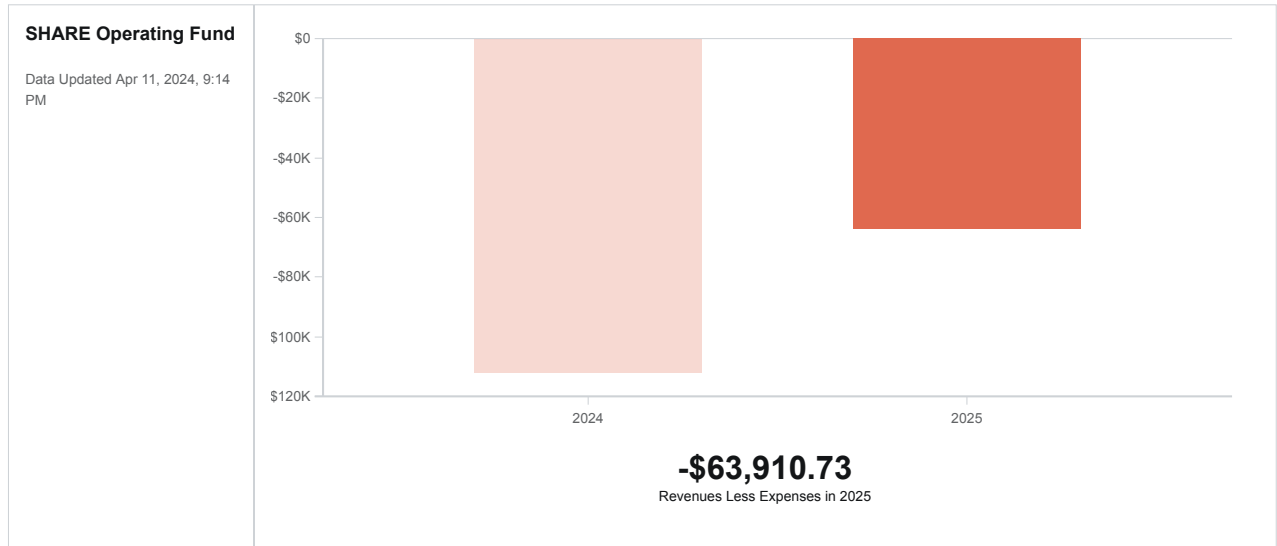
July 1, 2024 - June 30, 2025



The largest component of our budget is Personnel. This accounts for approximately 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 3% of wages.
- Social Security Taxes are projected at 7.65%.
- Unemployment Insurance is projected at 0.37% of the first \$13,590 wages earned per worker.
- Worker's Compensation Insurance is projected by an estimated increase due to claims history.
- Retirement Benefits are projected for staff members who are estimated to work more than 1,000 hours in FY2025. For CY2025, it was estimated with a 10% increase over the CY2024 rate of 0.96%.
- Health, Dental, Vision, Accidental Death, and Life insurance renewals are in January. They will remain at the current rate for CY2024 and are projected at a 9% increase for CY2025.
- Training & Professional Development includes professional development training.
- Recruiting includes job postings, background, and drug screens.

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 336 members at 465 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 \$63,911, and this will be covered by the operating fund balance or the reserve fund from investment income. The SHARE operating fund balance of \$1,856,417.52 as of March 31, 2024, is derived from the accumulation of previous years' revenue over expenditures balances. The SHARE fund operates under the umbrella of IHLS. It 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's projected revenues of \$2,107,851 are mainly comprised of SHARE member fees for services and materials and the IHLS General fund support. SHARE membership fee scales were revised for FY2025 and will include modules, cloudLibrary, and Aspen. Other revenue items included are cataloging services, investment income, Cataloging Maintenance Center (CMC) grant administration fee, group subscription reimbursements, and Smart Access Manager (SAM) billing.

Expenses

Personnel

SHARE fund expense includes 16 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, Online Audiovisual Catalogers Conference (OLAC), Illinois Library Association (ILA) Conference, Library Marketing & Communications Conference (LMCC), Illinois Digital Educators Alliance Conference (IDEAcon), Innovative Users Group (IUG) Conference, Reaching Forward South (RFS) Conference, International Coalition of Library Consortia (ICOLC), ILA Legislative Meet-Ups, 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. Office supplies include equipment and bags for the Kit and Kaboodle program.

Telephone and Telecommunications

Included in this budget category are projections associated with monthly costs for telephone, fax, internet, and cell phone services.

Equipment Repair & Maintenance Agreements

SHARE fund expense includes costs 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, Aspen, and Solus mobile app customization fees.

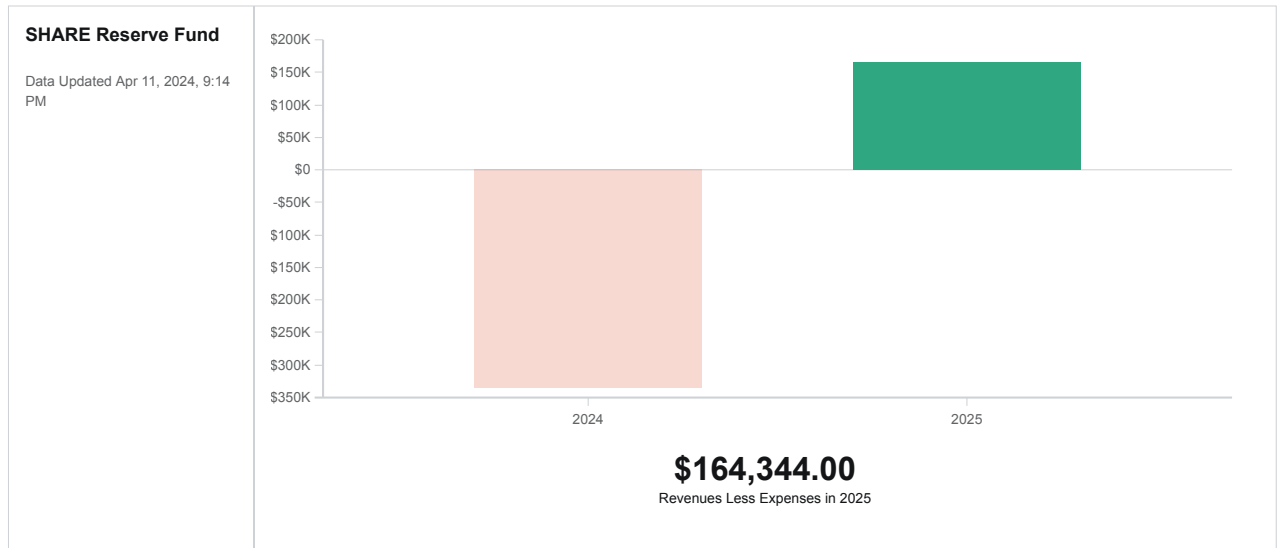
Professional Membership Dues

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



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 \$164,344. 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. The reserve fund balance as of March 31, 2024, is \$1,054,520.77.

Revenues

SHARE Reserve Fund projected revenues of \$176,344 include the transfer of funds from the operating budget and interest income.

Expenses

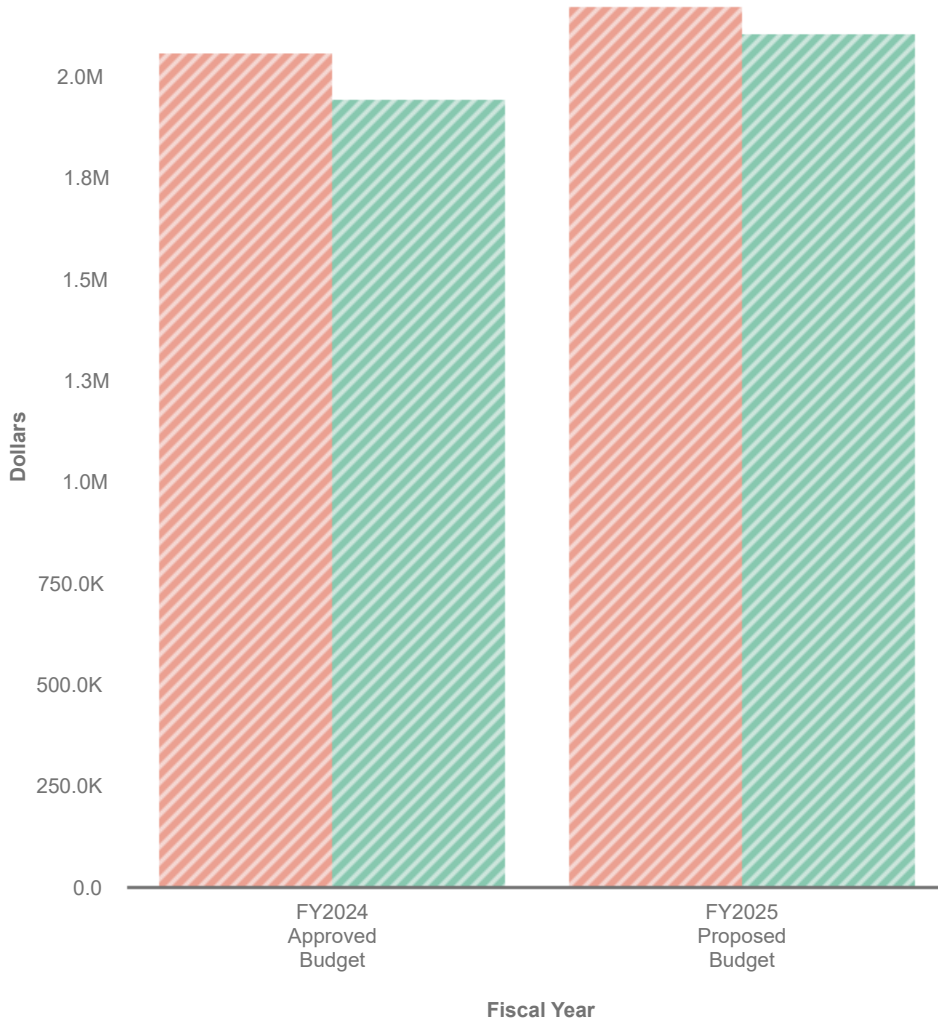
SHARE Reserve Fund projected expenses of \$12,000 include a software replacement for the tracking of cataloged items.

FY2025 SHARE Operating Fund Budget



- Expenses
- Revenues

Visualization



FY2025 SHARE Operating Fund Budget

Collapse All	FY2024 Approved Budget	FY2025 Proposed Budget
▼ Revenues	\$ 1,947,723	\$ 2,107,851
▼ Other Revenues	43,588	44,603
(4660) Grant Administration	31,213	32,228
(4678) SAM	12,375	12,375
▼ Fees for Services and Materials	1,553,858	1,704,636
(4305) Fees for Services and Materials	83,770	20,045
(4380) eResources Subscription	140,790	15,121
(4385) SHARE - Basic Fee	1,220,505	1,595,934
(4386) SHARE - Bibliographic Services	61,173	60,023
(4387) SHARE - Add'l Module Fee	45,440	10,000
(4388) SHARE - Transitions Fee	2,180	3,513
▼ Net Pass-Through	0	8,000
(4400) Reimbursements	0	8,000
▼ Investment Income	277	612
(4500) Interest Income	277	612
▼ Inter-Company Transfers	350,000	350,000
(4999) Transfers From Other Funds	350,000	350,000
▼ Expenses	2,059,603	2,171,762
▼ Personnel	1,268,201	1,309,464
(5000) Library Professionals	585,284	589,031
(5010) Other Professionals	263,175	282,124
(5020) Support Services	156,295	156,781
(5027) Leave Payoffs-Library Professional	0	7,688
(5030) Social Security Taxes	76,864	79,225
(5035) Unemployment Insurance	1,647	805
(5040) Workers' Compensation	663	1,029
(5045) Retirement Benefits (IMRF)	8,618	10,460
(5050) Health, Dental and Life Ins	170,345	177,315
(5058) Training & Professional Development	2,880	3,505
(5070) Recruiting	2,430	1,500
▼ Library Materials	157,066	203,574
(5100) Printed Materials	16,276	22,551

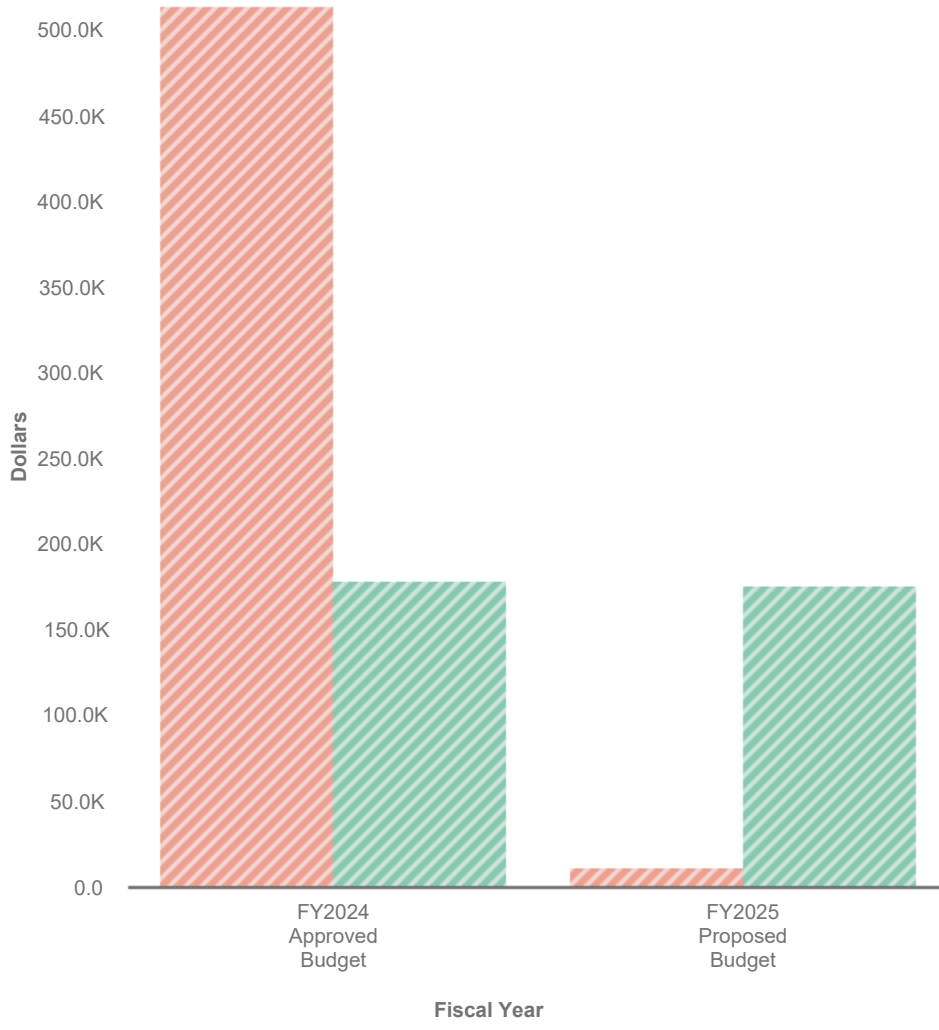
	FY2024 Approved Budget	FY2025 Proposed Budget
(5120) E-Resources	140,790	181,023
▼ Vehicle Expenses	2,500	2,500
(5200) Fuel	2,500	2,500
▼ Travel, Meetings, & Continuing for Staff & Board Members	56,783	51,054
(5250) Mileage,Gas & Tolls In-State	1,568	4,148
(5255) In-State Travel(Airfare,Train,etc)	175	295
(5260) Meals-In-State	3,390	5,122
(5265) Lodging-In-State	9,831	13,667
(5270) Mileage, Gas & Tolls-Out-of-State	1,252	116
(5275) Travel-Out-of-State(Airfare,Train,etc)	4,310	4,385
(5280) Meals-Out-of-State	5,827	2,476
(5285) Lodging-Out-of-State	12,885	4,720
(5290) Registration & Meetings, Other Fees	17,545	16,125
▼ Public Relations	10,961	13,456
(5330) Public Relations	10,961	13,456
▼ Supplies, Postage, & Printing	46,517	32,950
(5360) Computer Software & Supplies	39,767	27,700
(5365) Gen'l Office Supplies & Equipment	6,400	4,900
(5370) Postage	350	350
▼ Telephone & Telecommunications	18,161	18,000
(5400) Telephone & Telecommunications	18,161	18,000
▼ Equipment Rental, Repair & Maintenance	3,065	3,065
(5455) Equipment Repair & Maintenance	3,065	3,065
▼ Professional Services	27,325	30,598
(5500) Legal	1,000	1,000
(5510) Accounting	11,125	14,398
(5520) Consulting	2,000	2,000
(5530) Contractual Staff	13,200	13,200
▼ Contractual Services	324,687	353,426
(5550) Information Service Costs	321,944	349,721
(5570) Outside Printing Services	750	3,525
(5580) Other Contractual Services	1,993	180
▼ Professional Membership Dues	1,837	3,175
(5700) Prof Assoc Membership Dues	1,837	3,175
▼ Net Pass Through	0	8,000
(5840) Reimbursement	0	8,000

	FY2024 Approved Budget	FY2025 Proposed Budget
▼ Inter-Company Transfers	142,500	142,500
(5999) Transfer to Other Funds	142,500	142,500
Revenues Less Expenses	\$ -111,880	\$ -63,911

FY2025 SHARE Reserve Fund Budget



Visualization



- Expenses
- Revenues

FY2025 SHARE Reserve Fund Budget

Collapse All	FY2024 Approved Budget	FY2025 Proposed Budget
▼ Revenues	\$ 179,012	\$ 176,344
▼ Investment Income	36,512	33,844
(4500) Interest Income	36,512	33,844
▼ Inter-Company Transfers	142,500	142,500
(4999) Transfers From Other Funds	142,500	142,500
▼ Expenses	513,967	12,000
▼ Contractual Services	113,967	12,000
(5550) Information Service Costs	63,047	12,000
(5580) Other Contractual Services	50,920	0
▼ Capital Outlays	400,000	0
(5755) Capital Outlays - Computers	400,000	0
Revenues Less Expenses	\$ -334,955	\$ 164,344