



Illinois Heartland Library System

TO: SHARE Finance & Policy Committee
FROM: Leslie Bednar
DATE: July 14, 2020
RE: FY2021 CMC and SHARE Budget(s) Revision

Summary

Attached please find revised budgets for FY2021 Cataloging Maintenance Center (CMC) and Sharing Heartland's Available Resources Equally (SHARE) funds for your review. After the submission of the FY2021 CMC Grant, Illinois State Library (ISL) requested we review and adjust travel within the grant to avoid the refund of excess grant funds at the end of the fiscal year. This is due to budgeted conferences that were canceled or rescheduled from in-person events to virtual events.

Changes to Budgets

We have made **the following adjustments** to the FY2021 budgets after approval at the IHLS May Board meetings. Here is an overview of the changes:

CMC

- Increased Fuel by \$29 and decreased In State Travel, Meals In State, Lodging In State, and Registration & Meetings by \$4,670 to reflect cancellation of conferences along with the virtual attendance.
- Reduced the Other Contractual Services by \$464 to reflect the updated 10% of Direct Costs for the Grant Administration Fee.

SHARE

- Reduced the Grant Administration by \$464 to reflect the updated 10% of Direct Costs for the CMC Grant.

Questions

If you have any questions, please reach out to Rhonda Johnisee, Finance Director.

Thank you for your attention to this matter.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Budget Line Item	SHARE Fund			CMC Fund			
	FY2021	FY2020	FY2021	FY2021	FY2020	FY2021	
	Proposed	Approved	Inc/(Dec)	Proposed	Approved	Inc/(Dec)	
	Budget	Budget	vs FY2020	Budget	Budget	vs FY2020	
REVENUES							
State Grants							
Area & Per Capita	4000	-	-	-	-	-	
CMC	4027	-	-	387,798.00	376,321.18	11,476.82	
OCLC	4032	-	-	-	-	-	
TMQ	4034	-	-	-	-	-	
Other State Grants	4099	-	-	-	-	-	
Federal Grants							
Other Grants	4200	-	-	-	-	-	
Fees for Services & Materials							
ILDS	4222	-	-	-	-	-	
Fees for Services & Materials	4305	-	-	-	-	-	
Member Day	4315	-	-	-	-	-	
Cloud Subscription	4380	107,825.00	103,523.72	4,301.28	-	-	
SHARE Basic Fee (Membership Fee)	4385	1,160,647.00	1,057,906.34	102,740.66	-	-	
Bibliographic Services	4386	80,429.00	86,225.50	(5,796.50)	-	-	
Add'l Module Fee	4387	27,000.00	28,000.00	(1,000.00)	-	-	
SHARE Transitions Fee	4388	6,754.00	3,000.00	3,754.00	-	-	
Interest Income	4500	12,665.00	12,617.10	47.90	-	-	
Other Revenue							
Room Rental	4600	-	-	-	-	-	
Miscellaneous Income	4650	-	-	-	-	-	
Miscellaneous Income Uncollectible	4651	-	-	-	-	-	
Asset Surplus Proceeds	4655	-	-	-	-	-	
Grant Administration	4660	35,254.00	34,211.02	1,042.98	-	-	
E-Rate Funding	4675	-	-	-	-	-	
SAM	4678	12,375.00	13,335.00	(960.00)	-	-	
ICN Filtering	4680	-	-	-	-	-	
Dream Host	4685	-	-	-	-	-	
Transfer From Other Funds	4999	300,000.00	300,000.00	-	-	-	
Estimated Total Revenue		1,742,949.00	1,638,818.68	104,130.32	387,798.00	376,321.18	11,476.82
EXPENSES							
Personnel							
Salaries & Wages							
Library Professional	5000	492,227.00	371,303.63	120,923.37	239,789.00	238,611.09	1,177.91
Other Professional	5010	204,831.00	332,398.51	(127,567.51)	-	-	-
Support Services	5020	107,318.00	99,187.34	8,130.66	-	-	-
Payroll Taxes & Fringe Benefits							
Social Security Taxes	5030	61,535.00	61,421.04	113.96	18,344.00	18,253.75	90.25
Unemployment Insurance	5035	3,148.00	3,086.96	61.04	930.00	946.08	(16.08)
Worker's Compensation	5040	845.00	1,914.86	(1,069.86)	252.00	569.08	(317.08)
Retirement Benefits (IMRF)	5045	44,187.00	35,792.62	8,394.38	13,872.00	11,155.07	2,716.93
Dental, Health, Life & Vision Ins.	5050	135,071.00	127,578.63	7,492.37	43,256.00	45,383.98	(2,127.98)
Other Fringe Benefits	5055	-	-	-	-	-	-
Retention & Wellness	5057	-	-	-	-	-	-
Training & Professional Development	5058	2,597.00	597.00	2,000.00	995.00	597.00	398.00
Recruiting	5070	634.00	1,100.00	(466.00)	-	233.00	(233.00)
Subtotal-Personnel		1,052,393.00	1,034,380.59	18,012.41	317,438.00	315,749.05	1,688.95
Library Materials							
Printed Materials	5100	-	-	-	-	-	-
Nonprinted Materials	5110	-	-	-	-	-	-
E-Resources	5120	107,825.00	103,523.72	4,301.28	-	-	-
Subtotal-Library Materials		107,825.00	103,523.72	4,301.28	-	-	-
Building & Grounds							
Rent	5150	-	-	-	-	-	-
Utilities	5160	-	-	-	-	-	-
Property Insurance	5170	-	-	-	-	-	-
Repairs and Maintenance	5180	-	-	-	-	-	-
Custodial/Janitoria Srvc & Supplies	5190	-	-	-	-	-	-
Other Building & Grounds	5195	-	-	-	-	-	-
Subtotal-Building & Grounds		-	-	-	-	-	-
Vehicle Expenses							
Fuel	5200	1,794.00	2,080.00	(286.00)	320.00	55.00	265.00
Repairs and Maintenance	5210	-	-	-	-	-	-
Vehicle Insurance	5220	-	-	-	-	-	-
Other Vehicle Expense	5245	-	-	-	-	-	-
Subtotal-Vehicle Expenses		1,794.00	2,080.00	(286.00)	320.00	55.00	265.00
Travel & Continuing Education for Staff & Board							
Mileage,Gas, Tolls-In State	5250	1,800.00	2,500.00	(700.00)	-	785.00	(785.00)
In State Travel(Airfare,Train,Taxi)	5255	280.00	300.00	(20.00)	-	150.00	(150.00)
Meals In State	5260	2,598.00	4,306.00	(1,708.00)	1,854.00	2,200.00	(346.00)
Lodging In State	5265	7,480.00	11,028.00	(3,548.00)	5,450.00	5,096.00	354.00
Mileage,Gas, Tolls-Out State	5270	-	-	-	-	-	-
Out State Travel(Airfare,Train,Taxi)	5275	4,517.00	3,051.00	1,466.00	1,930.00	-	1,930.00
Meals Out State	5280	4,193.00	3,342.00	851.00	1,782.00	-	1,782.00
Lodging Out State	5285	8,748.00	9,329.60	(581.60)	3,428.00	-	3,428.00
Registration and Meetings	5290	9,595.00	8,351.00	1,244.00	5,905.00	3,025.00	2,880.00
Conferences & Cont Ed Mtgs	5300	-	-	-	-	-	-
Member Day	5315	-	-	-	-	-	-
Subtotal-Travel & Continuing Education		39,211.00	42,207.60	(2,996.60)	20,349.00	11,256.00	9,093.00

Budget Line Item	SHARE Fund				CMC Fund		
	FY2021	FY2020	FY2021	FY2021	FY2020	FY2021	
	Proposed	Approved	Inc/(Dec)	Proposed	Approved	Inc/(Dec)	
	Budget	Budget	vs FY2020	Budget	Budget	vs FY2020	
Public Relations	5330	3,210.00	3,210.00	-	1,989.00	2,625.00	(636.00)
Liability Insurance	5350	-	-	-	-	-	-
Supplies, Postage & Printing							
Computers, Software & Supplies	5360	18,800.00	9,400.00	9,400.00	2,360.00	2,560.00	(200.00)
Gen'l Office Supplies & Equipment	5365	2,250.00	2,190.00	60.00	100.00	700.00	(600.00)
Postage	5370	1,400.00	1,400.00	-	-	-	-
Delivery Supplies	5385	-	-	-	-	-	-
Subtotal-Supplies, Postage & Printing		22,450.00	12,990.00	9,460.00	2,460.00	3,260.00	(800.00)
Telephone and Telecommunications	5400	17,503.00	17,460.00	43.00	2,806.00	2,750.40	55.60
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)
Subtotal-Equipment Rental, Repair & Maintenance		3,480.00	3,740.00	(260.00)	2,160.00	2,240.00	(80.00)
Professional Services							
Legal	5500	1,000.00	1,000.00	-	-	-	-
Accounting	5510	12,620.00	11,038.00	1,582.00	-	-	-
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	-	-	-
Contractual Services							
Information Service Costs	5550	224,328.00	216,193.58	8,134.42	4,125.00	3,438.72	686.28
Contract Agreements w/Systems, Member Lib	5560	-	-	-	-	-	-
Outside Printing Services	5570	-	-	-	-	-	-
Other Contractual Services	5580	5,960.00	-	5,960.00	35,254.00	34,211.02	1,042.98
Subtotal-Contractual Services		230,288.00	216,193.58	14,094.42	39,379.00	37,649.74	1,729.26
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							
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 Reserves		142,500.00	142,500.00	-	-	-	-
Subtotal-Transfer To Other Funds		142,500.00	142,500.00	-	-	-	-
Estimated Total Expenses		1,651,228.00	1,601,699.49	49,528.51	387,798.00	376,321.19	11,476.81
Estimated Excess (Deficiency) of Revenue over Expenses		91,721.00	37,119.19	54,601.81	-	(0.01)	0.01

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