

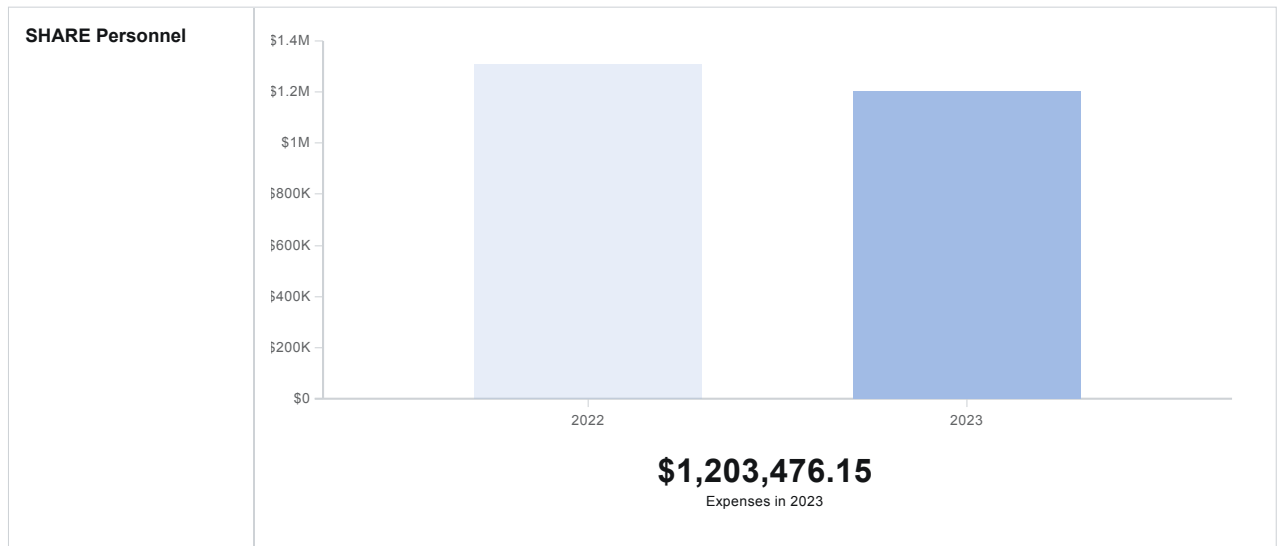


Illinois Heartland Library System

Fiscal Year 2023 SHARE Budget Narrative

July 1, 2022 - June 30, 2023

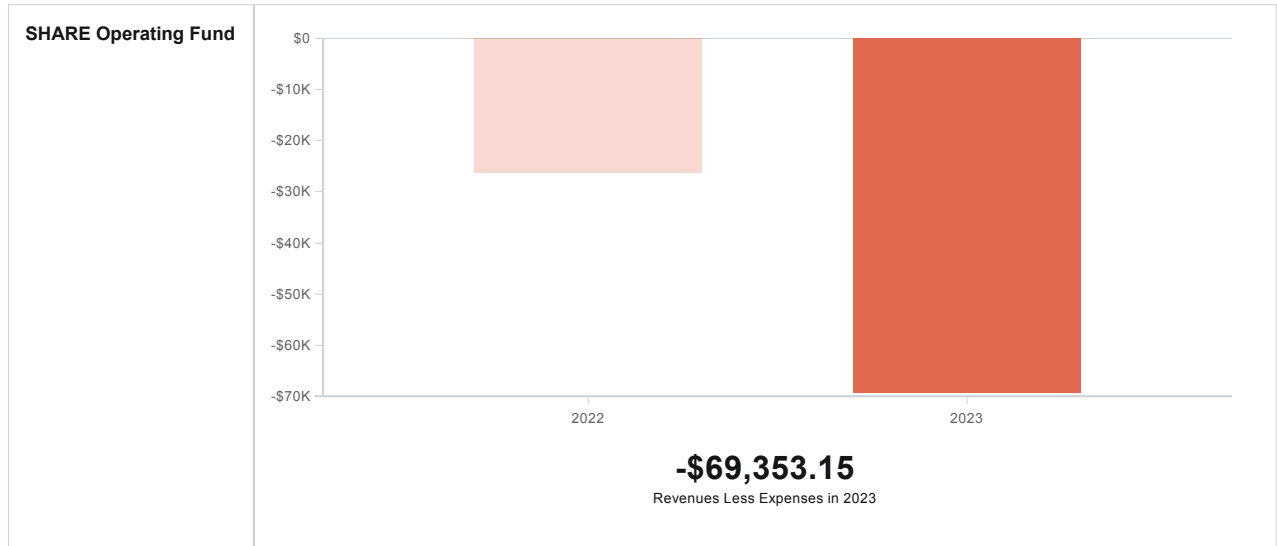
Personnel



The largest component of our budget is Personnel. This accounts for 62% 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 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 professional development trainings.
- Recruiting includes job postings, fit for duty exams, background, and drug screens.

SHARE Operating Fund Budget Narrative



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.

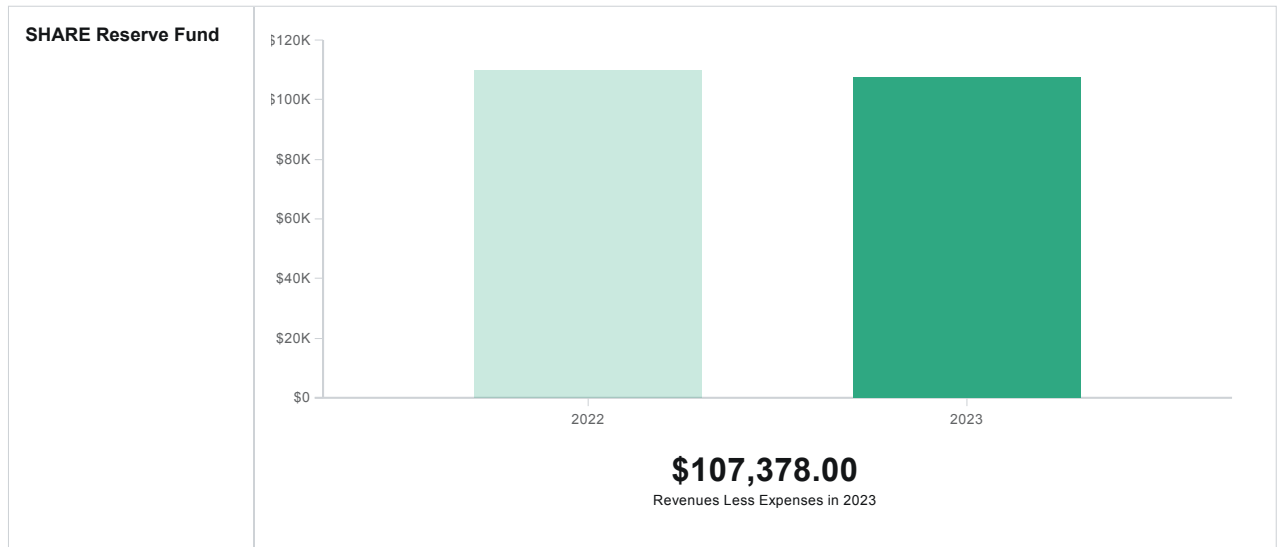
Miscellaneous

Includes monthly PayPal fees.

Inter-Company Transfers

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

SHARE Reserve Fund Budget Narrative



Revenues

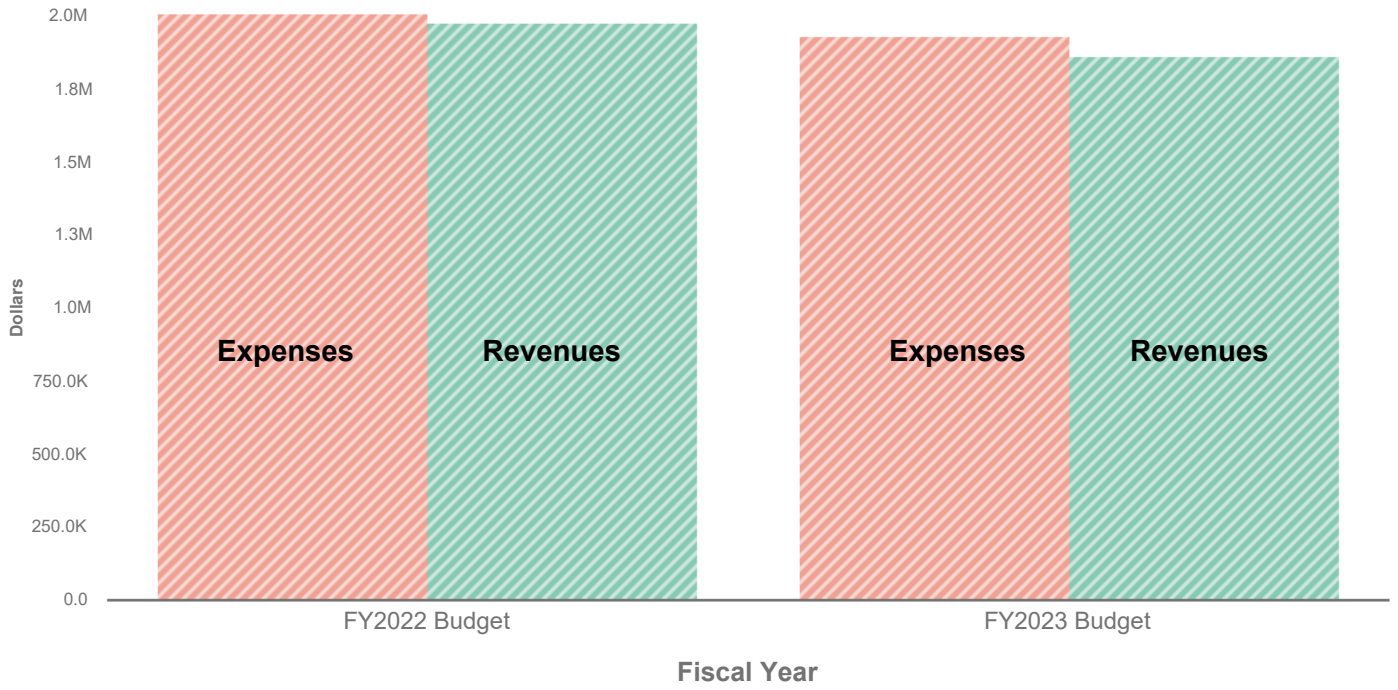
SHARE Reserve Fund projected revenues of \$143,100 includes the transfer of funds from the operating budget and interest income.

Expenses

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

FY2023 SHARE Operating Fund Budget

Visualization



Data filtered by Types, SHARE, Operating and exported on April 6, 2022. Created with OpenGov

FY2023 SHARE Operating Fund Budget

SHARE Operating Fund Budget	FY2022 Budget	FY2023 Budget
▼ Revenues	\$ 1,980,165	\$ 1,863,492
▼ Other Revenues	214,256	48,702
(4688) CARLI Cataloging Project	165,000	0
(4650) Miscellaneous Income	0	6,200
(4660) Grant Administration	36,881	30,127
(4678) SAM	12,375	12,375
▼ Fees for Services and Materials	1,465,771	1,514,715
(4305) Fees for Services and Materials	0	75,168
(4380) eResources Subscription	156,389	145,864
(4385) SHARE - Basic Fee	1,176,902	1,190,004
(4386) SHARE - Bibliographic Services	78,000	57,532
(4387) SHARE - Add'l Module Fee	44,050	41,800
(4388) SHARE - Transitions Fee	10,429	4,347
▼ Investment Income	138	75
(4500) Interest Income	138	75
▼ Inter-Company Transfers	300,000	300,000
(4999) Transfers From Other Funds	300,000	300,000
▼ Expenses	2,006,338	1,932,846
▼ Personnel	1,310,992	1,203,476
(5000) Library Professionals	657,715	551,016
(5010) Other Professionals	223,065	250,637
(5020) Support Services	113,890	164,306
(5027) Leave Payoffs-Library Professional	31,211	0
(5030) Social Security Taxes	78,517	73,896
(5035) Unemployment Insurance	2,872	1,480
(5040) Workers' Compensation	575	603
(5045) Retirement Benefits (IMRF)	27,230	8,263
(5050) Health, Dental and Life Ins	169,708	149,646

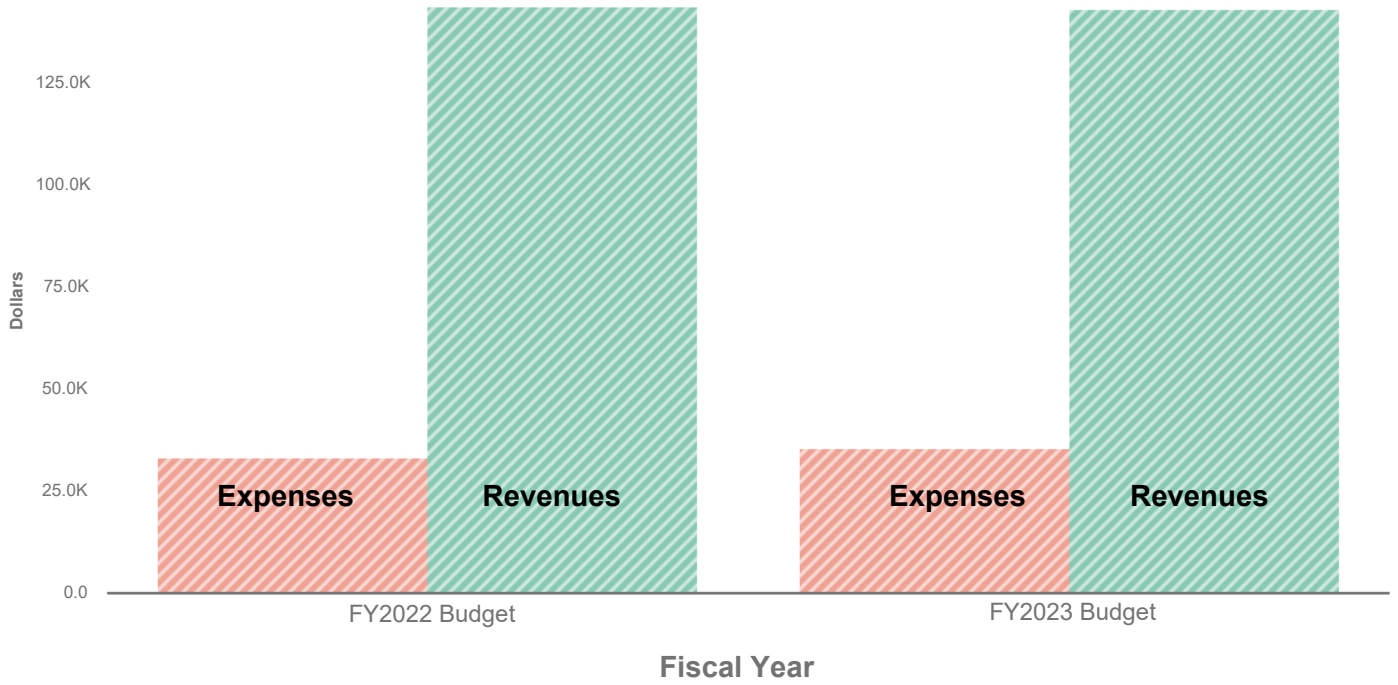
SHARE Operating Fund (continued)	FY2022 Budget	FY2023 Budget
(5058) Training & Professional Development	1,200	1,200
(5070) Recruiting	5,010	2,430
▼ Library Materials	156,389	223,990
(5100) Printed Materials	0	78,626
(5120) E-Resources	156,389	145,364
▼ Vehicle Expenses	162	2,100
(5200) Fuel	162	2,100
▼ Travel, Meetings, & Continuing for Staff & Board Members	33,009	35,548
(5250) Mileage,Gas & Tolls In-State	1,800	2,500
(5260) Meals-In-State	775	3,373
(5265) Lodging-In-State	2,276	8,487
(5275) Travel-Out-of-State(Airfare,Train,etc)	5,720	3,200
(5280) Meals-Out-of-State	4,175	2,357
(5285) Lodging-Out-of-State	10,528	6,222
(5290) Registration & Meetings, Other Fees	7,735	9,409
▼ Public Relations	550	6,750
(5330) Public Relations	550	6,750
▼ Supplies, Postage, & Printing	72,350	32,000
(5360) Computer Software & Supplies	71,000	21,800
(5365) Gen'l Office Supplies & Equipment	1,000	9,850
(5370) Postage	350	350
▼ Telephone & Telecommunications	24,790	22,148
(5400) Telephone & Telecommunications	24,790	22,148
▼ Equipment Rental, Repair & Maintenance	2,972	3,065
(5455) Equipment Repair & Maintenance	2,972	3,065
▼ Professional Services	20,975	14,750
(5500) Legal	2,500	1,000
(5510) Accounting	11,475	11,750
(5520) Consulting	7,000	2,000
▼ Contractual Services	239,729	244,533
(5550) Information Service Costs	236,213	242,208

SHARE Operating Fund (continued)	FY2022 Budget	FY2023 Budget
(5580) Other Contractual Services	3,516	2,325
▼ Professional Membership Dues	1,560	1,625
(5700) Prof Assoc Membership Dues	1,560	1,625
▼ Miscellaneous	360	360
(5725) Miscellaneous	360	360
▼ Inter-Company Transfers	142,500	142,500
(5999) Transfer to Other Funds	142,500	142,500
Revenues Less Expenses	\$ -26,173	\$ -69,353

Data filtered by Types, SHARE, Operating and exported on April 6, 2022. Created with OpenGov

FY2023 SHARE Reserve Fund Budget

Visualization



Data filtered by Types, SHARE, Unrestricted - Reserve Fund and exported on April 6, 2022. Created with OpenGov

FY2023 SHARE Reserve Fund Budget

SHARE Reserve Fund Budget	FY2022 Budget	FY2023 Budget
▼ Revenues	\$ 143,382	\$ 143,100
▼ Investment Income	882	600
(4500) Interest Income	882	600
▼ Inter-Company Transfers	142,500	142,500
(4999) Transfers From Other Funds	142,500	142,500
▼ Expenses	33,375	35,722
▼ Contractual Services	33,375	35,722
(5550) Information Service Costs	29,875	35,722
(5580) Other Contractual Services	3,500	0
Revenues Less Expenses	\$ 110,007	\$ 107,378

Data filtered by Types, SHARE, Unrestricted - Reserve Fund and exported on April 6, 2022. Created with OpenGov