



Illinois Heartland Library System

TO: IHLS Executive Committee
 FROM: Leslie Bednar
 DATE: September 14, 2022
 RE: FY2023 Proposed Budget Amendments

Background

After submission of the FY2023 Library Trustee Training Grant, IHLS received notification from the Illinois State Library that, due to budgetary constraints, they required the budget for this grant to be decreased to approximately \$150,000. IHLS went through the timeline and adjusted the budget accordingly. These budget adjustments not only affected the Library Trustee Training Grant but also decreased the grant administration revenue in the General Fund.

At the May 24, 2022, IHLS Board meeting we approved the leasing of office space to Consortium of Academic and Research Libraries (CARLI) at the IHLS Champaign office. CARLI has requested that IHLS have a wall built to separate their space and CARLI would fully reimburse IHLS for the expense.

Proposal

Attached, please find the FY2023 General Fund, Library Trustee Training Fund, and the Capital Projects Fund proposed operating budget amendment for your review and consideration. The proposed budget amendment was approved by the Finance Committee at their September 12 meeting. The proposed amendment will need final approval by the IHLS Board at their September meeting.

Thank you, and please let me know if you have any comments or questions.

General Fund – Budget changes for FY2023

Grant Administration (Revenue|4660):

The proposed decrease of \$7,982 in revenues reflects the total decrease of grant administration revenue of the 10% allowable amount of the direct costs of the Library Trustee Training grant.

Library Trustee Training Fund – Budget changes for FY2023

Library Trustee Training (Revenue|4031):

The proposed decrease of \$87,797 in revenue reflects the decrease in the total funding for the grant.

Personnel (Expenses|5010 - 5045):

The proposed decrease of \$9,810 in expenses reflects the delay in hiring the Project Coordinator for three months into the fiscal year.

Travel Expenses (Expenses|5200-5290):

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The proposed decrease of \$1,412 in expenses reflects the elimination of staff attendance at the Illinois Library Association (ILA) Conference.

Public Relations (Expense/5330):

The proposed decrease of \$1,280 in expenses reflects the delay in printing the handouts for the training portal.

Supplies (Expense/5370):

The proposed decrease of \$464 in postage expenses reflects the delay in mailing out handouts for the training portal.

Professional Services (Expenses/5500-5530):

The proposed decrease of \$52,400 in expenses reflects the decreased number of training courses created this fiscal year.

Contractual Services (Expenses/5550-5580):

The proposed decrease of \$22,431 in expenses reflects the decreased number of users on the training portal for this fiscal year and the reduction of the grant administration fee.

Capital Project Fund – Budget changes for FY2023

Miscellaneous Income (Revenue/4650):

The proposed increase of \$25,000 in revenues reflect the reimbursement from CARLI for the expense of constructing a wall to their leased space.

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

The proposed increase of \$25,000 in expenses reflects the total estimated cost of the project that will be reimbursed by CARLI. This includes the construction of a wall, the installation of power, an American with Disabilities Act compliant door, architectural drawing fees, and painting of the space.

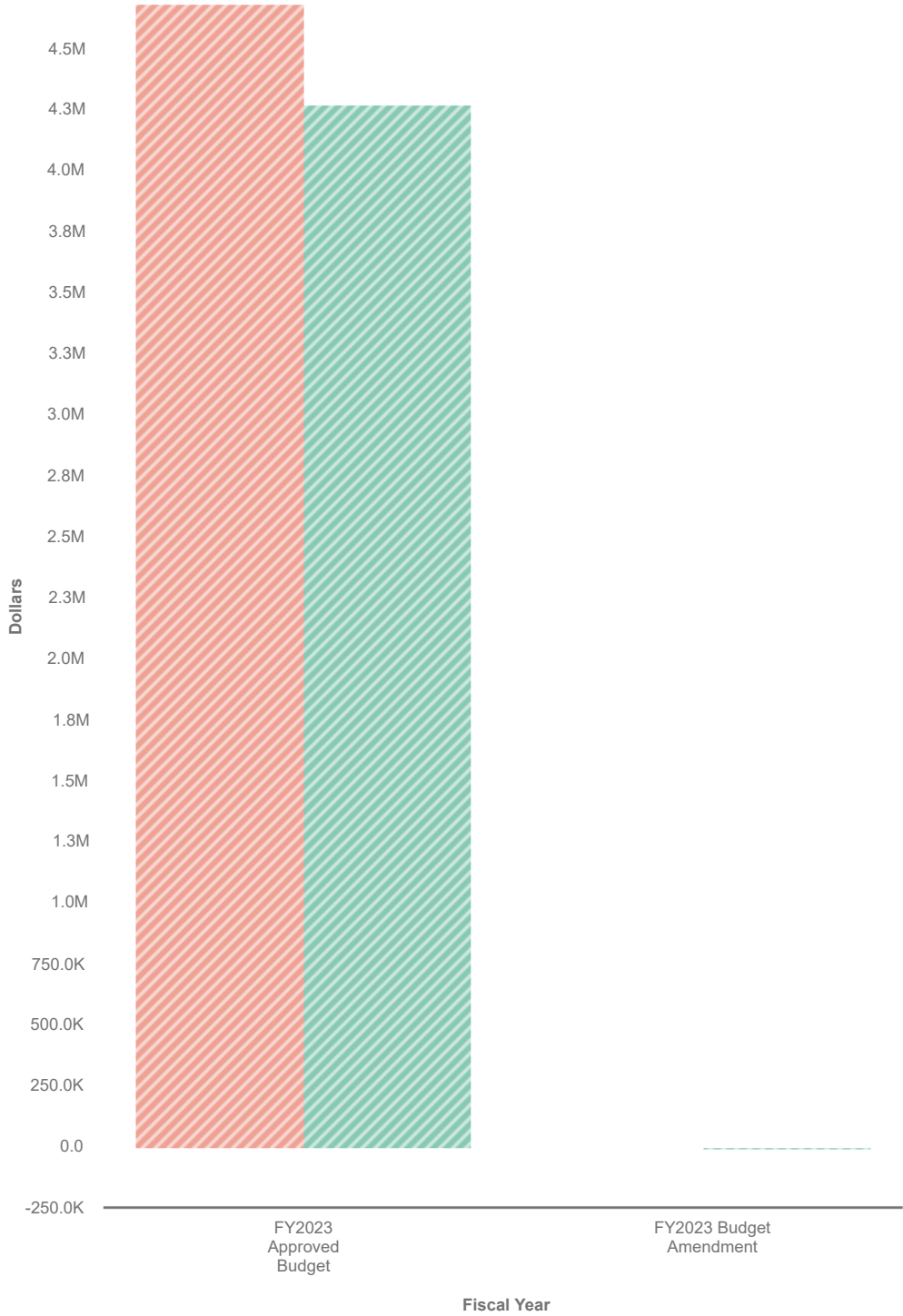
FY2023 General Fund Budget Amendment



Visualization

Sort By Chart of Accounts

- Expenses
- Revenues



FY2023 General Fund Budget Amendment

Expand All	FY2023 Approved Budget	FY2023 Amendment
▼ Revenues	\$ 4,271,637	\$ -7,982
▼ Area and Per Capita	3,920,000	0
(4000) Area and Per Capita	3,920,000	0
▼ Other Revenues	89,130	-7,982
(4610) Office Leasing	6,175	0
(4650) Miscellaneous Income	12,775	0
(4660) Grant Administration	66,940	-7,982
(4675) E-Rate Funding	3,240	0
▼ Fees for Services and Materials	258,818	0
(4222) ILDS Contract	255,168	0
(4315) Member Day	3,650	0
▼ Net Pass-Through	1,468	0
(4400) Reimbursements	942	0
(4685) Dreamhost	526	0
▼ Investment Income	2,221	0
(4500) Interest Income	2,221	0
▼ Expenses	4,676,683	0
▼ Personnel	3,003,445	0
(5000) Library Professionals	438,764	0
(5010) Other Professionals	823,422	0
(5020) Support Services	1,152,063	0
(5030) Social Security Taxes	182,454	0
(5035) Unemployment Insurance	5,838	0
(5040) Workers' Compensation	37,284	0
(5045) Retirement Benefits (IMRF)	16,374	0
(5050) Health, Dental and Life Ins	314,536	0
(5055) Other Fringe Benefits	700	0
(5057) Retention & Wellness	4,360	0
(5058) Training & Professional Development	20,050	0
(5060) Temporary Help	2,000	0
(5070) Recruiting	5,600	0

Expand All	FY2023 Approved Budget	FY2023 Amendment
▼ Building and Grounds	277,409	0
(5150) Rent	81,532	0
(5160) Utilities	57,234	0
(5170) Property Insurance	31,535	0
(5180) Repairs and Maintenance	69,893	0
(5190) Custodial/Janitorial Srvcs & Supplies	20,150	0
(5195) Other Building & Grounds	17,065	0
▼ Vehicle Expenses	555,823	0
(5200) Fuel	345,559	0
(5210) Repairs and Maintenance - Vehicles	57,875	0
(5220) Vehicle Insurance	61,710	0
(5230) Vehicle Leasing/Rental:Delivery	82,325	0
(5240) Vehicle Leasing/Rental:Staff	6,254	0
(5245) Other Vehicle Expense	2,100	0
▼ Travel, Meetings, & Continuing for Staff & Board Members	83,393	0
(5250) Mileage,Gas & Tolls In-State	8,425	0
(5255) In-State Travel(Airfare,Train,etc)	126	0
(5260) Meals-In-State	7,859	0
(5265) Lodging-In-State	24,654	0
(5275) Travel-Out-of-State(Airfare,Train,etc)	1,668	0
(5280) Meals-Out-of-State	3,137	0
(5285) Lodging-Out-of-State	7,387	0
(5290) Registration & Meetings, Other Fees	30,137	0
▼ Conferences & Continuing Education Meetings	32,450	0
(5300) Conferences & Continuing Edu Mtgs	21,450	0
(5315) Member Day Conference	11,000	0
▼ Public Relations	42,486	0
(5330) Public Relations	42,486	0
▼ Liability Insurance	20,194	0
(5350) Liability Insurance	20,194	0
▼ Supplies, Postage, & Printing	143,430	0
(5360) Computer Software & Supplies	43,350	0
(5365) Gen'l Office Supplies & Equipment	82,750	0
(5370) Postage	1,080	0
(5385) Delivery Supplies	14,400	0

Expand All	FY2023 Approved Budget	FY2023 Amendment
(5390) Other Supplies	1,850	0
▼ Telephone & Telecommunications	31,902	0
(5400) Telephone & Telecommunications	31,902	0
▼ Equipment Rental, Repair & Maintenance	6,119	0
(5455) Equipment Repair & Maintenance	6,119	0
▼ Professional Services	82,950	0
(5500) Legal	25,250	0
(5510) Accounting	12,700	0
(5520) Consulting	10,000	0
(5530) Contractual Staff	35,000	0
▼ Contractual Services	80,458	0
(5550) Information Service Costs	51,789	0
(5580) Other Contractual Services	28,669	0
▼ Professional Membership Dues	6,916	0
(5700) Prof Assoc Membership Dues	6,916	0
▼ Miscellaneous	8,240	0
(5725) Miscellaneous	8,240	0
▼ Net Pass Through	1,468	0
(5840) Reimbursement	1,468	0
▼ Inter-Company Transfers	300,000	0
(5999) Transfer to Other Funds	300,000	0
Revenues Less Expenses	\$ -405,046	\$ -7,982

Data filtered by Types, General Fund, Unrestricted and exported on September 7, 2022. Created with OpenGov

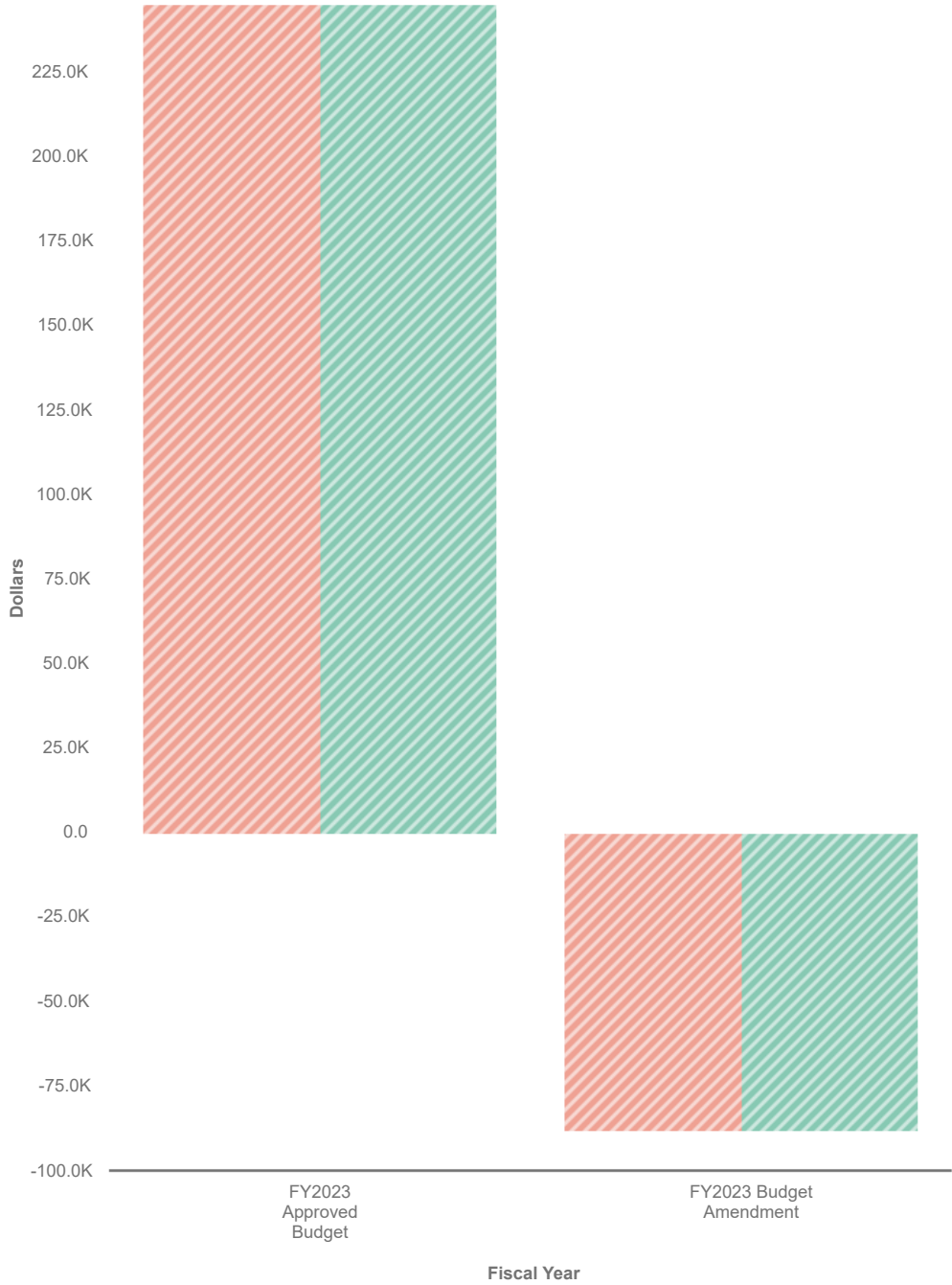
FY2023 LTT Fund Budget Amendment



Visualization

Sort By Chart of Accounts

- Expenses
- Revenues



FY2023 LTT Fund Budget Amendment

Collapse All	FY2023 Approved Budget	FY2023 Amendment
▼ Revenues	\$ 244,641	\$ -87,797
▼ Special Revenue Funds	244,641	-87,797
(4031) Library Trustee Training	244,641	-87,797
▼ Expenses	244,641	-87,797
▼ Personnel	94,361	-9,810
(5000) Library Professionals	36,443	0
(5010) Other Professionals	39,129	-9,031
(5030) Social Security Taxes	5,781	-691
(5035) Unemployment Insurance	103	0
(5040) Workers' Compensation	47	-5
(5045) Retirement Benefits (IMRF)	680	-83
(5050) Health, Dental and Life Ins	11,848	0
(5070) Recruiting	330	0
▼ Vehicle Expenses	500	-300
(5200) Fuel	500	-300
▼ Travel, Meetings, & Continuing for Staff & Board Members	1,112	-1,112
(5250) Mileage,Gas & Tolls In-State	134	-134
(5260) Meals-In-State	450	-278
(5265) Lodging-In-State	278	-450
(5290) Registration & Meetings, Other Fees	250	-250
▼ Public Relations	1,320	-1,280
(5330) Public Relations	1,320	-1,280
▼ Supplies, Postage, & Printing	3,024	-464
(5360) Computer Software & Supplies	2,460	0
(5365) Gen'l Office Supplies & Equipment	100	0
(5370) Postage	464	-464
▼ Telephone & Telecommunications	384	0
(5400) Telephone & Telecommunications	384	0
▼ Professional Services	75,070	-52,400
(5500) Legal	14,000	-10,000
(5520) Consulting	270	0

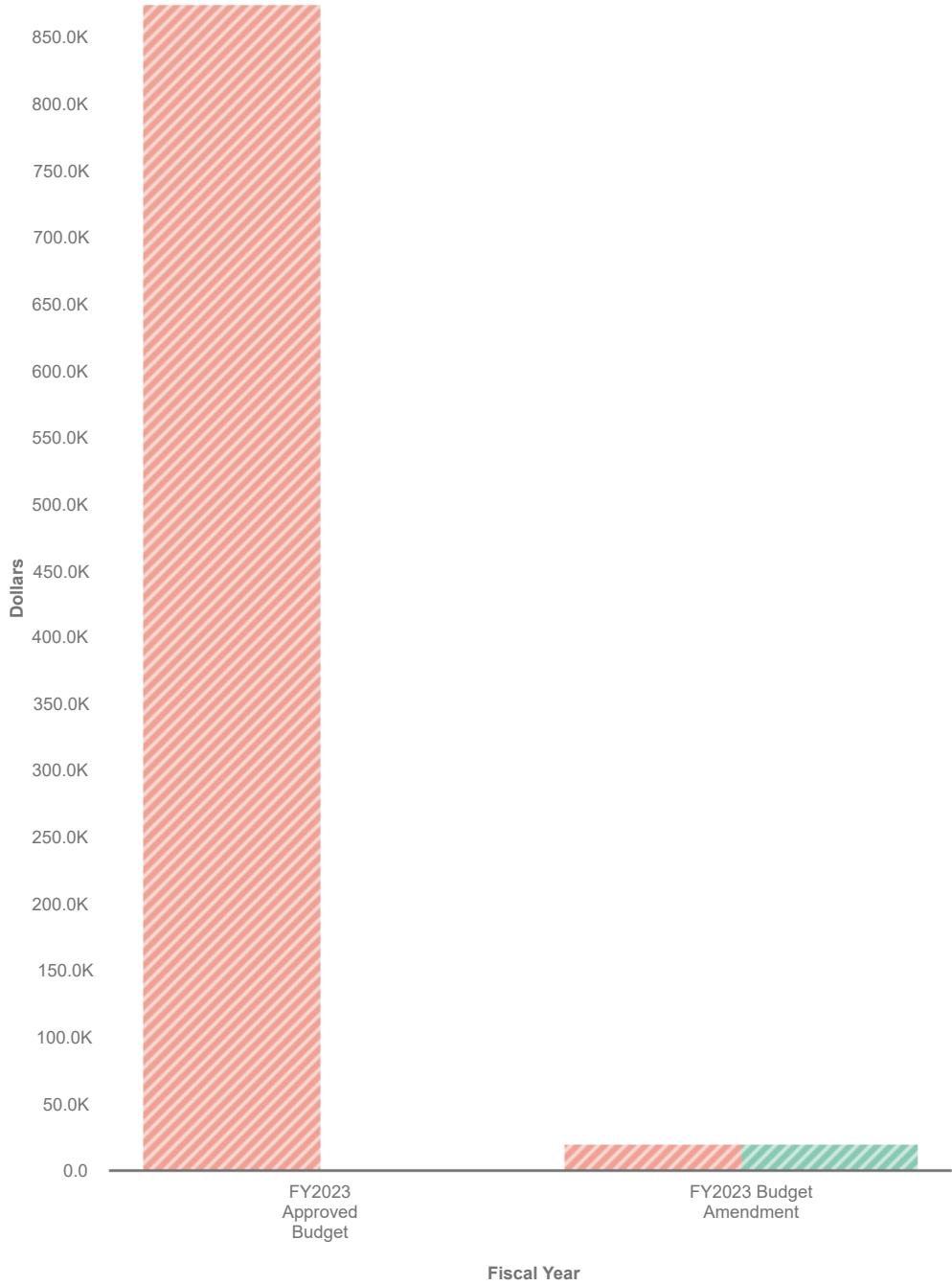
Collapse All	FY2023 Approved Budget	FY2023 Amendment
(5530) Contractual Staff	60,800	-42,400
▼ Contractual Services	68,370	-22,431
(5550) Information Service Costs	46,130	-14,450
(5580) Other Contractual Services	22,240	-7,981
▼ Professional Membership Dues	500	0
(5700) Prof Assoc Membership Dues	500	0
Revenues Less Expenses	\$ 0	\$ 0

Data filtered by Types, Library Trustee Training, Unrestricted and exported on September 7, 2022. Created with OpenGov

FY2023 Capital Projects Fund Budget Amendment



Visualization



Sort By Chart of Accounts

- Expenses
- Revenues

FY2023 Capital Projects Fund Budget Amendment

Collapse All	FY2023 Approved Budget	FY2023 Amendment
▼ Revenues	\$ 1,274	\$ 25,000
▼ Other Revenues	0	25,000
(4650) Miscellaneous Income	0	25,000
▼ Investment Income	1,274	0
(4500) Interest Income	1,274	0
▼ Expenses	874,500	25,000
▼ Capital Outlays	874,500	25,000
(5755) Capital Outlays - Computers	22,000	0
(5765) Capital Outlays - Building & Improvements	509,500	25,000
(5775) Capital Outlays - Vehicle	343,000	0
Revenues Less Expenses	\$ -873,226	\$ 0

Data filtered by Types, Capital Projects, Unrestricted and exported on September 7, 2022. Created with OpenGov