



Illinois Heartland Library System

TO: IHLS Board of Directors
 FROM: Leslie Bednar
 DATE: September 20, 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, and by the Executive Committee at their September 19 meeting. The proposed amendment will need final approval by the IHLS Board at our 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.