

**Illinois Heartland Library System
FY 2015 Budget Detail
01 - General Fund**

FY15 Budget	Account Description	FY2015 BUDGET AMOUNT	FY2014 BUDGET AMOUNT	FY2014 ACTUAL YTD AS OF 3/31/14	FY2013 ACTUALS 6/30/2013
REVENUES					
STATE GRANTS					
<u>01-41010-00</u>	<u>AREA AND PER CAPITA GRANT</u>	3,364,400.00	3,364,400.00	1,173,429.41	3,364,400.00
<u>01-41020-00</u>	<u>BLIND AND PHYSICALLY HANDICAPPED</u>	0.00	0.00	0.00	0.00
<u>01-41030-00</u>	<u>SYSTEM AUTOMATION AND TECHNOLOGY</u>	0.00	0.00	0.00	0.00
<u>01-41040-00</u>	<u>OTHER STATE GRANT REVENUE</u>	0.00	0.00	0.00	0.00
TOTAL STATE GRANTS		<u>3,364,400.00</u>			
<u>01-43010-00</u>	<u>FEDERAL GRANTS</u>	0.00	0.00	0.00	0.00
<u>01-</u>	<u>OTHER GRANTS</u>	0.00			
<u>01-43600-00</u>	<u>FEES FOR SERVICES AND MATERIALS</u>	10,700.00	9,000.00	3,815.00	8,500.00
	CE provided by Rails	6,000.00			
	Member Day	3,500.00			
	E-rate classes: \$20/person, 15 people, 4 classes/yr	1,200.00			
<u>01-45100-00</u>	<u>REIMBURSEMENTS</u>	41,368.00	0.00	63,072.26	25,080.00
	E-rate: IHLS reimbursement - not guaranteed	0.00			
	Retiree insurance approx \$3,414/mo (incl 12% incr.)	40,968.00			
	Domain Registrations: \$10 x 40	400.00			
<u>01-46000-00</u>	<u>INVESTMENT INCOME</u>	360.00	2,500.00	273.76	2,300.00
	Interest earned \$30/mo	360.00			
<u>01-47000-00</u>	<u>OTHER REVENUE</u>	118,821.00	12,100.00	27,605.60	14,720.00
	Room Rental: based on usage, \$445/mo	5,340.00			
	Lease: (\$650 x 2 offices x 12mo)	15,600.00			
	Admin Fees: IMSA \$26,381/annual	26,381.00			
	OCLC \$11,500/annual	11,500.00			
	CMC \$60,000/annual	60,000.00			
<u>01-48000-00</u>	<u>GAINS/(LOSSES) ON DISPOSITION OF CAPITAL ASSETS</u>	0.00	5,000.00	0.00	7,639.00
		<u>171,249.00</u>			
TOTAL REVENUE:		<u>3,535,649.00</u>	<u>3,393,000.00</u>	<u>1,268,196.03</u>	<u>3,422,639.00</u>

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EXPENSES					
PERSONNEL					
Salaries & Wages					
<u>01-50100-00</u>	<u>LIBRARY PROFESSIONALS</u>	194,993.13	186,430.00	146,692.21	180,435.38
<u>01-50200-00</u>	<u>OTHER PROFESSIONALS</u>	411,098.31	405,644.00	268,139.85	342,969.43
<u>01-50300-00</u>	<u>SUPPORT SERVICES</u>	811,703.37	800,643.00	570,563.05	749,054.03
Payroll Taxes & Fringe Benefits					
<u>01-51050-00</u>	<u>SOCIAL SECURITY TAXES (FICA)</u>	108,461.30	106,543.00	74,948.54	103,152.19
<u>01-51100-00</u>	<u>UNEMPLOYMENT INSURANCE</u>	7,139.14	5,276.00	2,460.38	6,600.00
<u>01-51150-00</u>	<u>WORKERS' COMPENSATION</u>	40,491.22	32,482.00	35,431.00	34,000.00
<u>01-51200-00</u>	<u>RETIREMENT BENEFITS</u>	168,012.34	360,714.00	157,332.58	376,000.00
<u>01-51250-00</u>	<u>HEALTH, DENTAL, AND LIFE INSURANCE</u>	228,264.00	203,114.00	139,762.58	232,000.00
	Staff insurance	187,296.00			
	Retiree insurance approx \$3,414/mo (incl 12% incr.)	40,968.00			
<u>01-51300-00</u>	<u>OTHER FRINGE BENEFITS</u>	0.00	860.00	0.00	
<u>01-51400-00</u>	<u>TEMPORARY HELP</u>	0.00	0.00	0.00	2,800.00
	None anticipated	0.00			62,000.00
<u>01-51600-00</u>	<u>RECRUITING</u>	6,000.00	8,010.00	11,368.92	9,400.00
	Background checks & drug screening	2,000.00			
	Job Fairs & community events	1,000.00			
	Posting positions - web & print media	3,000.00			
TOTAL PERSONNEL		1,976,162.81			
LIBRARY MATERIALS					
<u>01-51700-00</u>	<u>PRINT MATERIALS</u>	100.00	100.00	31.77	7,820.00
<u>01-51750-00</u>	<u>NONPRINT MATERIALS</u>	0.00	0.00	0.00	0.00
<u>01-51800-00</u>	<u>E-RESOURCES</u>	0.00	0.00	0.00	0.00
TOTAL LIBRARY MATERIALS		100.00			

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BUILDINGS & GROUNDS					
<u>01-52050-00</u>	RENT DuQuoin rent per lease agreement \$4,500/mo	54,000.00	72,024.00	41,604.00	21,600.00
<u>01-52100-00</u>	UTILITIES Approx \$4500/mo	54,000.00	82,620.00	35,651.20	59,599.00
<u>01-52150-00</u>	PROPERTY INSURANCE Property Ins paid to FCCI \$15,500 FY2014, add 10%	17,050.00	20,000.00	15,127.00	14,013.00
<u>01-52200-00</u>	REPAIRS AND MAINTENANCE (BUILDING & GROUNDS) Same anticipated level as FY2014 actual - approx \$5,835/mo	70,000.00	45,637.00	56,059.37	36,000.00
<u>01-52250-00</u>	CUTODIAL/JANITORIAL SERVICE AND SUPPLIES Cleaning services - Edwardsville \$610/mo Cleaning supplies: soap, trash bags, towels, etc Overall same as FY2014 budget	22,000.00	22,444.00	13,212.29	13,500.00
<u>01-52300-00</u>	OTHER BUILDING AND GROUNDS E(01): Trash \$205/mo, Pest \$60/mo, Burglar \$115/mo Misc \$175/mo C(02): Trash \$275, Pest \$35, Burglar \$110, Misc \$100 D(04): Trash \$50, Pest \$110, Water \$35, Misc \$60	16,000.00	14,428.00	17,778.70	12,000.00
TOTAL BUILDINGS & GROUNDS		233,050.00			
VEHICLE EXPENSES					
<u>01-52550-00</u>	FUEL-DELIVERY FY2014 approx \$10,825/mo plus a 15% increase	150,000.00	170,914.00	103,906.89	150,000.00
<u>01-52560-00</u>	FUEL-CONSULTING/OTHER Approx \$1,975/mo (FY2014) x 12 mo same usage	24,000.00	14,091.00	19,126.38	10,600.00
<u>01-52600-00</u>	REPAIR AND MAINTENANCE-DELIVERY Oil changes, repairs, tires, wipers, tows, etc.	35,000.00	22,700.00	21,232.19	29,800.00
<u>01-52610-00</u>	REPAIR AND MAINTENANCE-CONSULTING/OTHER Oil changes, misc repairs Vehicles Cleaning: Full detail 2x/year (9 vehicles x \$150 ec)	10,700.00	3,200.00	1,238.74	1,300.00
<u>01-52650-00</u>	VEHICLE INSURANCE-DELIVERY Auto Insurance - Paid to FCCI - Delivery Vans	15,225.00	24,456.00	20,605.00	22,427.00
<u>01-52660-00</u>	VEHICLE INSURANCE-CONSULTING/OTHER Auto Insurance - Paid to FCCI - Consultant Vehicles	5,775.00	0.00	0.00	0.00
<u>01-52700-00</u>	VEHICLE LEASING & RENT-DELIVERY	0.00	0.00	0.00	37.00
<u>01-52710-00</u>	VEHICLE LEASING & RENT-CONSULTING/OTHER	0.00	0.00	0.00	0.00
<u>01-52750-00</u>	OTHER VEHICLE EXPENSE-DELIVERY Licensing new vehicles \$95 ea, snow brushes, etc. Car washes: \$450 x 3 locations Signage: \$25 X 100 signs	5,100.00	1,000.00	1,435.00	2,225.00
<u>01-52760-00</u>	OTHER VEHICLE EXPENSE-CONSULTING/OTHER Car washes, etc.	100.00	0.00	0.00	0.00

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TOTAL VEHICLE EXPENSES		245,900.00			
TRAVEL AND CONTINUING EDUCATION - STAFF AND BOARD					
<u>01-53050-00</u>	<u>IN-STATE TRAVEL</u>	24,920.00	14,997.00	9,689.52	17,050.00
	BOD Mileage approx \$550/mo	6,600.00			
	Exec Team travel to other locations: \$80 hotel, \$40 food Troy (17), Ellen (2), Leslie (3), Kathy (6), Susan (20)	5,760.00			
	Staff travel to other locations: 12 x (\$80+\$40)	1,440.00			
	Staff travel to other locations: 18 x \$40 (meals only)	720.00			
	Exec Team travel to Rails: Leslie (3), Susan (3), Ellen (2)	960.00			
	Rails Mtg: 7 people x 2 nights w/ meals (\$80+\$40)	1,680.00			
	Staff travel to Libraries: approx 2/mo	2,880.00			
	ILA x 4: 3 nights x \$80, 3 days meals x \$40	1,080.00			
	ISLMA x 2: 2 nights x \$80, 3 days meals x \$60	680.00			
	On the Frontlines x 1: 1 night x \$80, 1 day meals x \$40	120.00			
	ALA Midwinter: none	0.00			
	BOD Parliamentary Procedure Training	3,000.00			
<u>01-53100-00</u>	<u>OUT-OF-STATE TRAVEL</u>	10,190.00	5,176.00	0.00	0.00
	ALA - 1: hotel \$190 x 5 nights, meals \$71 x 5 days airfare \$500	1,876.00			
	Computers in Libraries - airfare, food, hotel	1,925.00			
	PUG - 3 people, (airfare, food, hotel)	5,565.00			
	PUG pre-conf training x 1: \$150x4 nights, \$56 food x 4	824.00			
	PLA - off year				
<u>01-53150-00</u>	<u>REGISTRATION AND MEETINGS, OTHER FEES</u>	16,311.00	2,295.00	7,258.17	3,506.00
	ILA - 4: 2 member \$200, 2 non-member \$250	900.00			
	ISLMA - 2 x \$150 (member)	300.00			
	ALA - 1 x \$250 (member)	250.00			
	Computers In Libraries - 1 x \$350	350.00			
	PUG - 3 x \$300	900.00			
	Booth - ILA	1,500.00			
	Booth - ISLMA	550.00			
	Staff attending workshops 12 x \$100	1,200.00			
	Staff training	2,000.00			
	Chamber dues \$230 & \$111	341.00			
	BOD Mtg Expenses approx \$65/qtr	260.00			
	Staff BOD Dinners 8 people x \$20 x 11 months	1,760.00			
	Wellness programs (weight loss, gym, ball game, state fair)	3,000.00			
	Staff retreat (annually)	3,000.00			
TOTAL TRAVEL AND CONTINUING EDUCATION - STAFF AND BOARD		51,421.00			

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CONTINUING EDUCATION AND MEETINGS-OTHER THAN STAFF AND BOARD					
<u>01-532000-00</u>	<u>CONFERENCES AND CONTINUING EDUCATION MEETINGS</u> Member Day: Speakers, supplies, etc. (Off-setting revenue 01-43600)	3,500.00			
<u>01-53230-00</u>	<u>HONORARIA</u>	0.00	0.00	0.00	0.00
<u>01-53250-00</u>	<u>MATERIALS AND SUPPLIES</u>	0.00	800.00	31.03	35.00
<u>01-53350-00</u>	<u>MEETING</u>	0.00	4,000.00	925.15	1,350.00
<u>01-53400-00</u>	<u>OTHER CONTINUING EDUCATION</u>	0.00	8,000.00	0.00	345.00
<u>01-53500-00</u>	<u>PUBLIC RELATIONS</u> None planned	0.00	0.00	0.00	
<u>01-53750-00</u>	<u>LIABILITY INSURANCE</u> Umbrella & Multi-line (Gen. Liab + Crime) Treasurer's Bond	9,750.00 8,000.00 1,750.00	16,530.00	17,852.70	13,100.00
TOTAL CONTINUING EDUCATION AND MEETINGS-OTHER THAN STAFF AND BOARD		13,250.00			
SUPPLIES, POSTAGE, AND PRINTING					
<u>01-54100-00</u>	<u>COMPUTER SOFTWARE & SUPPLIES (<\$5,000/ITEM)</u> Historical usage approx \$10,000/yr VTEL Upgrade (for things less than \$5,000) Tablets for delivery New laptops: 6 x \$2,000ea	38,000.00 10,000.00 4,000.00 12,000.00 12,000.00	35,850.00	16,575.69	11,400.00
<u>01-54150-00</u>	<u>GENERAL OFFICE SUPPLIES & EQUIPMENT (<\$5,000/ITEM)</u> Approx \$1125/month based on usage Paper shredder	14,050.00 13,500.00 550.00	10,800.00	11,168.51	6,500.00
<u>01-54200-00</u>	<u>POSTAGE</u> approx \$2,000 based on usage	2,000.00 2,000.00	8,100.00	1,772.78	3,910.00
<u>01-54250-00</u>	<u>BINDING</u>	0.00	0.00	0.00	0.00
<u>01-54270-00</u>	<u>LIBRARY SUPPLIES</u>	0.00	0.00	0.00	0.00
<u>01-54280-00</u>	<u>DELIVERY SUPPLIES</u> Totes, tape, hand truck supplies, etc	15,500.00 15,500.00	15,800.00	5,229.19	7,500.00
<u>01-54300-00</u>	<u>OTHER SUPPLIES</u> Misc other supplies	150.00 150.00	0.00	127.11	0.00
TOTAL SUPPLIES, POSTAGE, AND PRINTING		69,700.00			

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TELEPHONE & TELECOMMUNICATIONS					
<u>01-54500-00</u>	TELEPHONE	24,360.00	0.00	0.00	2,410.00
	MCI - toll free line \$50/mo	600.00			
	Conference Calls \$100/mo	1,200.00			
	Cell Phone: \$275/mo	3,300.00			
	Fax Line: \$70/mo (01), \$130/mo (02)	2,400.00			
	Local & LD: \$1,700 (01), \$340 (02) + \$90 (02), \$430 (04)	15,360.00			
	Misc. telephone charges \$250/mo	1,500.00			
<u>01-54550-00</u>	LOCAL AND LONG DISTANCE	0.00	17,320.00	26,198.87	26,900.00
<u>01-54600-00</u>	TELECOMMUNICATIONS	28,884.00	53,372.00	24,414.47	16,230.00
	MIFI x 5: \$39/mo	2,340.00			
	ActSoft - Van GPS \$1,125/qtr FY2014 (01)	4,500.00			
	Verizon: GPS (04) \$300/mo	3,600.00			
	ICN Filtering \$202/mo	2,424.00			
	VTEL lease & registration (\$475 + \$120)/mo	7,140.00			
	Clearwave \$340/mo (internet)	4,080.00			
	Misc telecom \$400/mo	4,800.00			
TOTAL TELEPHONE & TELECOMMUNICATIONS		53,244.00			
EQUIPMENT RENTAL, REPAIR & MAINTENANCE					
<u>01-55050-00</u>	EQUIPMENT RENTAL	16,900.00	12,000.00	14,348.28	12,500.00
	Williams lease - copier (Edwardsville) approx \$600/mo	7,200.00			
	Xerox lease - copier (Champaign) \$750/mo	9,000.00			
	Lazerware - printer (DuQuoin) \$175/qtr	700.00			
<u>01-55100-00</u>	EQUIPMENT REPAIR & MAINTENANCE AGREEMENTS	1,500.00	15,598.00	2,012.29	1,100.00
	Generator (based on historical amounts)	1,500.00			
TOTAL EQUIPMENT RENTAL, REPAIR, & MAINTENANCE		18,400.00			
PROFESSIONAL SERVICES					
<u>01-55600-00</u>	LEGAL	30,000.00	15,000.00	22,988.35	25,350.00
	Real Estate, Personnel, etc. increased actual over FY14	30,000.00			
<u>01-55650-00</u>	ACCOUNTING	25,000.00	15,000.00	24,005.43	15,977.00
	Audit (excludes SHARE)	20,000.00			
	Consulting Fees	5,000.00			
<u>01-55700-00</u>	CONSULTING	15,000.00	15,000.00	0.00	3,408.00
	Long-range plan	15,000.00			
<u>01-55800-00</u>	CONTRACTUAL STAFF	0.00	0.00	387.50	0.00
	None planned	0.00			
TOTAL PROFESSIONAL SERVICES		70,000.00			

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CONTRACTUAL SERVICES					
<u>01-56125-00</u>	INFORMATION SERVICE COSTS	11,640.00	20,530.00	13,395.56	4,300.00
	Amazon Web Services \$70/mo	840.00			
	LogMeIn \$600/yr	600.00			
	WebEx to replace Adobe Connect	2,700.00			
	Lynda.com training (if WJIL goes away)	4,500.00			
	Misc \$250/mo	3,000.00			
	OCLC (credit balance)	0.00			
<u>01-56150-00</u>	CONTRACTUAL AGREEMENTS WITH SYSTEMS, MEMBER LIBRARIES, AND OTHER COOPERATIVES	6,000.00	6,000.00	0.00	0.00
	CE provided by Rails (Revenue in 01-43600)	6,000.00			
<u>01-56200-00</u>	OUTSIDE PRINTING SERVICES	5,040.00	0.00	0.00	0.00
	Delivery hats (\$12 x 140) & shirts (\$24 x 140)	5,040.00			
<u>01-56300-00</u>	OTHER CONTRACTUAL SERVICES	1,700.00	0.00	0.00	4,967.00
	Dreamhost Domain Registrations: \$10ea x 40	400.00			
	GoDaddy Registrations: \$50ea x 20	1,000.00			
	Survey Monkey \$300/yr	300.00			
TOTAL CONTRACTUAL SERVICES		24,380.00			
<u>01-56600-00</u>	PROFESSIONAL ASSOCIATION/MEMBERSHIP DUES	4,500.00	1,555.00	0.00	555.00
	HR	250.00			
	CFO	250.00			
	ILA Organizational Membership	4,000.00			
<u>01-57000-00</u>	MISCELLANEOUS	3,500.00	11,000.00	14,914.87	4,475.00
	Checks - accounts payable and payroll	500.00			
	Miscellaneous based on historical expenditures	3,000.00			
CAPITAL OUTLAYS (>\$5,000/ITEM)					
<u>01-58100-00</u>	EQUIPMENT		10,000.00	0.00	38,000.00
<u>01-58150-00</u>	COMPUTER HARDWARE AND SOFTWARE	45,000.00			
	Accounting Software Purchase	25,000.00			
	HR Software Purchase	20,000.00			
<u>01-58200-00</u>	FURNITURE AND FIXTURES				
<u>01-58250-00</u>	BUILDING AND IMPROVEMENTS				
<u>01-58300-00</u>	LAND				
<u>01-58350-00</u>	VEHICLES				
TOTAL CAPITAL OUTLAYS			53,000.00		
DEBT SERVICE					
N/A	PRINCIPAL				
N/A	INTEREST				
TRANSFER TO OTHER FUNDS-SHARE		300,000.00	300,000.00	0.00	208,700.00
TOTAL EXPENSES		3,108,607.81	3,108,607.81	1,967,003.11	2,908,900.03
TOTAL REVENUE OVER/EXPENSE			427,041.19	-698,807.08	513,738.97

HIGHLIGHTED AREAS INDICATE REIMBURSED EXPENSES