

January 9, 2020

TO: RAILS BOARD OF DIRECTORS

FROM: JIM KREGOR

SUBJECT: AMENDED BUDGET REQUEST

In October, RAILS was notified by the Illinois Department of Human Services (IDHS) that it would receive an award of \$750,000 for the 2020 Census Grant Program. RAILS will act as a Regional Intermediary and will work with a number of sub-recipients, primarily libraries.

We have recently developed a budget for this activity, which the IDHS has approved, and are requesting for approval a board resolution to amend our FY2020 budget to include this grant. Attached is a proposed letter to Greg McCormick, Director of the Illinois State Library, which details the proposed changes to the budget.

Upon the incorporation of this Census Grant to our budget, we will include in our monthly financial report a statement of revenues and expenditures, which will report actual versus budget expenditures, of the program's activities.

We are requesting your approval of the proposed amendment, the request of which will then be sent to the Illinois State Library.

January 9, 2020

Greg McCormick, Director
Illinois State Library
300 South Second Street
Springfield, IL 62701-1796

RE: FY2020 Amended Budget

On behalf of the Reaching Across Illinois Library System (RAILS), I am pleased to enclose for your consideration a proposed amendment to the FY2020 Budget. RAILS' board will be considering this request at its January 17, 2020 meeting.

As you know, in September 2019, RAILS responded to an Illinois Department of Human Services, Illinois Census Office Notice of Funding Opportunity (NOFO) for the 2020 Census Grant Program. In October, we received notice that we would receive an award of \$750,000 and the IDHS requested that we adjust our budget submission to this amount. In mid-December, IDHS approved our budget.

The proposed revision to RAILS' operating budget is to add the details of the census grant budget into our Special Revenue Funds budget. The General Funds' expenditure budget is reduced by the indirect costs of \$61,905 that are included in the census grant and which are transferred from the General Fund to the Grant Program Budget contained within the Special Revenue Funds.

It was not possible to include this program in the FY2020 original budget since all activities related to it occurred well after the submission, and subsequent approval, of the budget. We would like to add this program to our budget so we can routinely track throughout the remainder of the fiscal year the actual versus budget results.

The census grant terminates on June 30, 2020 and will not have any effect on FY2021.

The census program budget by major category is as follows:

Personnel	\$64,000
Fringe Benefits	9,749
Travel	1,500
Supplies	48,669
Contractual Services	539,550
Consultant	14,625
Miscellaneous Costs (Video Advertising)	10,002
Subtotal – Direct Costs	688,095
Indirect Costs	61,905
Total	\$750,000

We have attached the amended FY2020 budget Sheet. Please do not hesitate to contact us if you have questions or require further information.

Sincerely,

Jim Kregor
Director of Finance and Human Resources
Reaching Across Illinois Library System

**ILLINOIS STATE LIBRARY
SYSTEM AREA AND PER CAPITA GRANT APPLICATION
FY 2,020 BUDGET SHEET**

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Revenues						
State Grants						
Area & Per Capita	\$9,985,530.	\$0.	\$0.	\$0.	\$0.	\$9,985,530.
Blind & Physically Handicapped	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
System Automation & Technology	\$0.	\$28,710.	\$0.	\$0.	\$0.	\$28,710.
Other	\$0.	\$920,917.	\$0.	\$0.	\$0.	\$920,917.
Federal Grants	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other Grants	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Fees for Services & Materials	\$879,113.	\$0.	\$0.	\$0.	\$0.	\$879,113.
Reimbursements	\$1,022,200.	\$0.	\$0.	\$0.	\$0.	\$1,022,200.
Investment Income	\$431,000.	\$0.	\$0.	\$0.	\$0.	\$431,000.
Other Revenue	\$27,500.	\$0.	\$0.	\$0.	\$0.	\$27,500.
Estimated Total Revenue	\$12,345,343.	\$949,627.	\$0.	\$0.	\$0.	\$13,294,970.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Expenditures						
Personnel						
Salaries						
Library Professionals	\$1,194,958.	\$0.	\$0.	\$0.	\$0.	\$1,194,958.
Other Professionals	\$1,569,911.	\$64,000.	\$0.	\$0.	\$0.	\$1,633,911.
Support Services	\$1,777,792.	\$0.	\$0.	\$0.	\$0.	\$1,777,792.
Payroll Taxes & Benefits						
Social Security Taxes	\$345,981.	\$4,896.	\$0.	\$0.	\$0.	\$350,877.
Unemployment Insurance	\$22,295.	\$230.	\$0.	\$0.	\$0.	\$22,525.
Workmen's Compensation	\$110,894.	\$186.	\$0.	\$0.	\$0.	\$111,080.
Retirement Benefits	\$45,289.	\$640.	\$0.	\$0.	\$0.	\$45,929.
Health, Dental & Life Insurance	\$576,756.	\$3,797.	\$0.	\$0.	\$0.	\$580,553.
Other	\$28,250.	\$0.	\$0.	\$0.	\$0.	\$28,250.
Temporary Help	\$11,600.	\$0.	\$0.	\$0.	\$0.	\$11,600.
Recruiting	\$7,000.	\$0.	\$0.	\$0.	\$0.	\$7,000.
Library Materials						
Printed Materials	\$6,250.	\$0.	\$0.	\$0.	\$0.	\$6,250.
Non-Printed Materials	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
E-Resources	\$1,338,400.	\$0.	\$0.	\$0.	\$0.	\$1,338,400.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Buildings & Grounds						
Rent	\$260,469.	\$0.	\$0.	\$0.	\$0.	\$260,469.
Utilities	\$109,500.	\$0.	\$0.	\$0.	\$0.	\$109,500.
Property Insurance	\$11,785.	\$0.	\$0.	\$0.	\$0.	\$11,785.
Repairs & Maintenance	\$73,500.	\$0.	\$0.	\$0.	\$0.	\$73,500.
Custodial and Janitorial Service & Supplies	\$54,900.	\$0.	\$0.	\$0.	\$0.	\$54,900.
Other	\$38,918.	\$0.	\$0.	\$0.	\$0.	\$38,918.
Vehicle Expense						
Fuel	\$273,780.	\$0.	\$0.	\$0.	\$0.	\$273,780.
Repairs & Maintenance	\$129,200.	\$0.	\$0.	\$0.	\$0.	\$129,200.
Vehicle Insurance	\$87,285.	\$0.	\$0.	\$0.	\$0.	\$87,285.
Vehicle Leasing & Rent	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Other	\$10,750.	\$0.	\$0.	\$0.	\$0.	\$10,750.
Travel, Meetings and Continuing Education for Staff & Board						
In-state Travel	\$62,886.	\$1,500.	\$0.	\$0.	\$0.	\$64,386.
Out-of-State Travel	\$61,518.	\$0.	\$0.	\$0.	\$0.	\$61,518.
Registrations, Meetings and Other Fees	\$68,615.	\$0.	\$0.	\$0.	\$0.	\$68,615.
Conferences and Continuing Education Meetings	\$123,200.	\$0.	\$0.	\$0.	\$0.	\$123,200.
Public Relations	\$70,500.	\$10,002.	\$0.	\$0.	\$0.	\$80,502.

	General Fund	Special Revenue Funds	Capital Projects Funds	Proprietary Funds	Fiduciary Funds	Total Budget
Liability Insurance	\$23,047.	\$0.	\$0.	\$0.	\$0.	\$23,047.
Supplies, Postage and Printing						
Computer Software and Supplies	\$45,200.	\$0.	\$0.	\$0.	\$0.	\$45,200.
General Office Supplies and Equipment	\$38,880.	\$9,379.	\$0.	\$0.	\$0.	\$48,259.
Postage	\$17,050.	\$0.	\$0.	\$0.	\$0.	\$17,050.
Binding	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Library Supplies	\$480.	\$0.	\$0.	\$0.	\$0.	\$480.
Delivery Supplies	\$54,925.	\$0.	\$0.	\$0.	\$0.	\$54,925.
Other	\$120.	\$43,669.	\$0.	\$0.	\$0.	\$43,789.
Telephone and Telecommunications	\$136,305.	\$0.	\$0.	\$0.	\$0.	\$136,305.
Equipment Rental, Repair & Maintenance						
Equipment Rental	\$16,060.	\$0.	\$0.	\$0.	\$0.	\$16,060.
Equipment Repair and Maintenance Agreements	\$104,850.	\$0.	\$0.	\$0.	\$0.	\$104,850.
Professional Services						
Legal	\$40,500.	\$0.	\$0.	\$0.	\$0.	\$40,500.
Accounting	\$60,640.	\$0.	\$0.	\$0.	\$0.	\$60,640.
Consulting	\$120,000.	\$14,625.	\$0.	\$0.	\$0.	\$134,625.
Contractual Staff	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Contractual Services						
Information Service Costs	\$31,355.	\$0.	\$0.	\$0.	\$0.	\$31,355.

Agreements with systems, member libraries and other cooperatives	\$1,742,322.	\$106,153.	\$0.	\$0.	\$0.	\$1,848,475.
Outside Printing Services	\$540.	\$0.	\$0.	\$0.	\$0.	\$540.
Other	\$1,342,878.	\$690,550.	\$0.	\$0.	\$0.	\$2,033,428.
Depreciation	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Professional Association Membership Dues	\$9,770.	\$0.	\$0.	\$0.	\$0.	\$9,770.
Miscellaneous	\$5,840.	\$0.	\$0.	\$0.	\$0.	\$5,840.
Capital Outlays						
Equipment	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Computer hardware and software	\$0.	\$0.	\$35,000.	\$0.	\$0.	\$35,000.
Furniture & Fixtures	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Building and Improvements	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Land	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Vehicles	\$0.	\$0.	\$179,500.	\$0.	\$0.	\$179,500.
Debt Service						
Principal	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Interest	\$0.	\$0.	\$0.	\$0.	\$0.	\$0.
Estimated Total Expenditures	\$12,262,944.	\$949,627.	\$214,500.	\$0.	\$0.	\$13,427,071.
Excess of Estimated Revenues Over (Under) Estimated Expenditures	\$82,399.	\$0.	\$-214,500.	\$0.	\$0.	\$-132,101.