

Cooperating Libraries Automated Network

Budget Narrative 2007-2008

EXPENSES

Central Site Fees

Budget Amount: \$287,500

Personnel – Direct Service: \$176,580

\$14,415 decrease. Includes six PPL's staff members working directly on CLAN operations. The percentage of their compensation charged to CLAN includes salary, FICA and life and health insurance. Staff members and the percentage of their time charged to CLAN include the following: Peter Bennett, 50%; Cindy St. Amour, 75%; and four Data Processing staff, 85%.

Personnel – Administration: \$93,420

\$7815 decrease. Fifteen PPL staff members provide support for library operations and a portion of their salary, FICA and health and life insurance is assigned to a support category in the budget (ranging from 12-100%, although most are at 59%). Staff includes members of the administration, administrative assistants and custodians. 5% of support costs are charged to CLAN.

Electricity/Phone: \$16,000

Decrease \$1,000. DP electricity and office phones, and Peter's home office phone line. Electricity based on a RISE audit conducted several years ago.

Parking: \$1,500

Increase \$300. Actual cost to cover paid parking lot fees for the Head of Data Processing. She is regularly at the CLAN office in Warwick, attends CLAN meetings and visits other libraries as needed.

General Expenses

Personnel:

Budget Amount: \$532,939

Salary: \$397,223

Increase \$102419. Includes adding a seventh employee and giving 3.6% COLA increase, and FICA, plus \$1,000 adjustment for one staff member who declines medical insurance.

Fringe Benefits: \$132,743.

Increase 48,388. Includes adding seventh employee and 15% increase Blue Cross, 0% increase Dental insurance, and CLAN's retirement contribution, which is 5%

of staff salaries. Also includes estimate for adding life insurance benefit, and adding benefits for part-time workers.

Total Medical cost = \$104,982.

CLAN's share = \$98,918.

CLAN employees' share = \$6,064.

Dental = \$4,381.

Retirement = \$17,756.

Life insurance estimate = \$3,600.

Fees for new retirement program TIAACREF: \$250.

Workers Comp: \$1304

Decreased \$267. Rate based on salary. Rate went down. \$160 annual fee.

Payroll Fees: \$1,669

Increase \$369. Shows rate for seven employees in Paychex service. We switched to Paychex in Sept. 06.

Expenses Other Than Personnel:

III Maintenance: \$100,709

Increase 11,209. Assumes we bought 72 new messages for telephone—maint incr = \$7,344., plus III maint agreement can go up by up to 5%.

NELINET/Cataloging: \$70,000

Decrease \$5,000. Annual –in-Advance payment. NELINET has changed the way fees are determined and our usage is dropping slightly.

Internet Services: \$127,500

Stayed the same. Includes RINET fee and troubleshooting monitoring line

Network Equipment Maintenance: \$56,689

Decrease \$123,536. One year remaining on a 3-year agreement, \$51,689. Maintenance on Deltec UPS at Central Site, \$5,000.

Telephone: \$2,000

Stayed the same.

Mileage: \$5,400

No increase. FY07 rate: \$. 45/mile. Current budget is based on 12,000 miles/year.

Supplies: \$9,000

No increase. Office supplies, copier, LC Manuals, postage, refreshments

Maintenance and Equipment: \$8,200

No increase. Includes office Cox Internet line, needed so that Cataloging can continue when connections go down, purchasing equipment for testing and evaluation; lab equipment and maintenance.

Insurance: \$5,704

Increase \$4304. Property/liability insurance is 3500., it will cost \$1200 additional to add umbrella coverage for \$1 million, Directors' and Officers' insurance for \$1 million limit is \$1004.

Office Space: \$12,500

No increase. 2,300 square feet of space (\$5.44/sq ft) includes parking, janitorial services (cleaning, bathroom supplies, replacement bulbs and ballasts for light fixtures), utilities, heat and AC, security, meeting facilities, and computer lab space. The space is cabled and wired for CLAN equipment needs and is centrally located in the state. Warwick CLAN fees are reduced by this amount.

Professional Fees: \$9,000

Decrease \$3,000. Accountant fees and legal fees.

Conferences and Training: \$7,000.

Increase \$7,000. This is a new category—it used to be included in Professional Fees. It is intended for costs related to sending staff to Conferences and Courses, and any additional III training.

Bank Fees: \$400

No increase. Activity fees.

Consortium Software: \$52,000

Increase \$12,000. Symantic antivirus and Deep Freeze software. For the 2008-2009 budget, the cost would go down to \$37,098.

Databases: \$287,000

Decrease \$15,000. Ebsco is \$212,500. and ProQuest's *Providence Journal* is \$74,500.

Contingency fund: \$35,000.

Increase \$35,000. This is a new category. We will be doing additional planning in the spring and want to have some money set aside for contingencies.

TOTAL EXPENSES:

Budget Amount: \$1,608,541.

INCOME

Membership Fees: \$1,596,541.

CLAN fees = 2.90% increase

Interest Income: \$12,000

Interest

TOTAL INCOME: total budget increase = 3.27%

\$1,608,541.