

Ocean State Libraries, Inc.

**Budget Narrative
2008-2009**

EXPENSES

General Expenses

Personnel:

Budget Amount: \$790,335

Salary: \$612,264

Increase \$215,041. Includes adding an eleventh employee (ILS Clerk) and giving 3.35% COLA increase, and FICA.

Fringe Benefits: \$173,647.

Increase 40,904. Includes adding clerk and 15% increase allowance for Blue Cross, 15% increase allowance for Dental insurance, and OSL's retirement contribution, which is 5% of staff salaries.

Total Medical cost = \$151,213.

OSL's share = \$136,370. (includes \$1,000. stipend for employee who declines Insurance)

OSL employees' share = \$9014. plus Lisa Davis pays her own: \$6,829

Dental = \$8,687.

Retirement = \$28,339.

Annual Fees for retirement program TIAACREF: \$250.

Workers Comp: \$1,850

Increased \$546. Rate based on salary. Number of Employees increased, but Rate went down.

Payroll Fees: \$2,575

Increased \$906. Shows rate for eleven employees in Paychex service.

Expenses Other Than Personnel:

III Maintenance: \$101,863

Increased 1154. Assumes we bought 72 new messages for telephone—plus III maint agreement can go up by up to 5%.

NELINET/Cataloging: \$75,000

Increased \$5,000. Annual –in-Advance payment. NELINET has changed the way fees are determined and our usage is dropping slightly. Allows for potential increase in Member fees.

Internet Services: \$108,375

Decreased \$19,125. RINET predicts it will reduce fees by 15%. Includes RINET fee and troubleshooting monitoring line. (They will vote 11/8 on the 15% drop)

Network Equipment Maintenance: \$58,000

Increased \$1311. One year remaining on a 3-year agreement, \$51,689. Assumes there will be increase for same level of service. We dropped \$5K for Deltec UPS maint, the unit is staying at PPL.

Telephone: \$8,500

Increased \$6,500. Used to have 4 phone lines, now we have 6 for Teleforms, 4 office lines, 1 FAX line, two cell phones—Ken and Rick, and Peter's Broadband and a portion of Joan's cell phone and Broadband

Mileage: \$10,000

Increase \$4600. FY07 rate: \$. 45/mile. We have more drivers on the road now—Ken, Rick, Joan, Lisa, and others. Assumes approximately 20,000 miles will be driven.

Supplies: \$10,000

Increase \$1,000. Office supplies, copier, LC Manuals, postage, refreshments. We have more staff using the supplies. We will host more meetings at new offices. We signed a new copier contract that costs less and gives us a better machine— it is networkable for printing.

Maintenance and Equipment: \$12,000

Increase \$3,800. 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. Both Ken and Rick will be drawing on this for test equip and office upgrades.

Insurance: \$10,304

Increase \$4,600. Property/liability insurance is \$6,400, Group Life Insurance is \$2,900, Directors' and Officers' insurance for \$1 million limit is \$1004.

Office Space: \$64,680

Increased \$52,180. This reflects fees at new office.

Electricity: \$9,000

(New category) An estimate.

Professional Fees: \$10,000

Increase \$1,000. Accounting and Legal support. Bob Allen, our auditor, charges about \$6000. per year for the audit. We paid \$1100. for training on QuickBooks for Elaine. We know of no need for legal advice, but allowed for some.

Conferences and Training: \$12,000.

Increase \$5,000. It is intended for costs related to sending staff to Conferences and Courses, and any additional III training. We have more staff to receive professional training.

Bank Fees: \$200

Decrease \$200. To cover Activity fees. We did not pay any fees this past year.

Consortium Software: \$37,098

Decrease \$14,902. Symantic antivirus and Deep Freeze software were purchased in FY08. For FY09, we will only pay the maintenance fees. No other purchases are anticipated in FY09.

Databases: \$309,925

Increase \$22,925. Ebsco is \$212,500. and ProQuest's *Providence Journal* is \$78,225.

Overdrive = \$19,200. This is intended to fund the contract that was already approved for separate billing in FY 2008. This will incorporate the fees into the OSL charges.

Contingency fund: \$35,000.

No change. This category allows for additional planning in the spring and sets aside some money for contingencies.

TOTAL EXPENSES:

Budget Amount: \$1,662,280.

INCOME

Membership Fees: \$1,644,280.

OSL fees = 2.90% increase

Interest Income: \$18,000

Interest at 3.26%, the current rate we get from Bank of America

TOTAL INCOME: total budget increase = 3.23%

\$1,662,280.

