

**HIGHLANDS REGIONAL LIBRARY COOPERATIVE
BUDGET AND SERVICE PROGRAMS - FY2009 - JULY 1, 2008 – JUNE 30, 2009
FOR APPROVAL BY THE MEMBERSHIP, MAY 15, 2008**

Operational & Other Expenses

Personnel	\$269,818
Salaries for the full-time Executive Director, Program Coordinator, and Administrative Assistant, and the part-time staff.	
Fringe Benefits	\$85,789
Includes health and retirement benefits for the full-time Executive Director, Program Coordinator, and Administrative Assistant.	
Office	\$62,000
Rent, maintenance and telecommunications.	
Travel and Vehicle Expenses	\$2,500
Mileage reimbursement for travel.	
Supplies and Materials	\$14,600
Office supplies, software, books and journals, and meeting supplies.	
Office Equipment	\$10,500
Includes office equipment and maintenance/service contracts for office equipment.	
Miscellaneous	\$13,900
Includes postage, insurance, bank fees and memberships.	
Professional Services	\$14,000
Provides funds to support the annual financial audit, legal and consulting fees, member needs assessment, and consulting.	
Printing/Public Relations	\$5,000
Newsletter, publications, and general printing to increase member awareness of HRLC services.	
Other	\$7,200
Includes conferences, contingency and petty cash.	
SUB-TOTAL OPERATIONAL & OTHER EXPENSES	\$485,307

(Continued on other side)

Service Programs

Continuing Education and Technology Training	\$57,000
Provides funds to support board, staff and membership development and technology training. Provides a full range of training activities, including two centers to help members sharpen their technology skills.	
	\$59,000
JerseyCat	
HRLC's pro-rated share of the Statewide ILL system.	
EBSCO	\$107,000
HRLC's pro-rated share of the Statewide EBSCO contract.	
Online Information Services	\$25,000
Provides up-to-date online information databases for member libraries and their customers.	
Delivery	\$450,000
Courier delivery of interlibrary loan materials, reference information, and regional communication. 1.5% (\$5,070) of budget is used for lost item reimbursement.	
Downloadable Audio Books - OverDrive	\$12,000
Supports cooperative project	
Incubator Project	\$7,500
To serve as incentive funds for an incubator/demonstration project.	
SUB-TOTAL SERVICE PROGRAMS	\$717,500
GRAND TOTAL	\$1,202,807
ANTICIPATED REVENUE FY 2009	
2007 Estimated balance forward and interest	\$245,000
2008 Network Allocation	\$979,416
TOTAL AVAILABLE FOR FY 2009 EXPENDITURE	\$1,224,416
PROPOSED FY 2009 EXPENDITURES	\$1,202,807
ESTIMATED FY 2009 BALANCE FORWARD to FY2010	\$21,609