

# LibraryLinkNJ

THE NEW JERSEY LIBRARY COOPERATIVE

## **Transition Plan, FY2011**

(July 2010 – June 2011)

Approved by the Membership on December 9, 2010

### Videoconference in Three Locations

Enterprise Center of Burlington County College, Mt Laurel  
Rutgers University, Scholarly Communications Center,  
Alexander Library, New Brunswick  
Passaic County Community College, Wanaque Campus

LibraryLinkNJ and its services are funded by the New Jersey State Library, which is responsible for the coordination, promotion and funding of the New Jersey Library Network.

# LibraryLinkNJ Transition Plan, FY2011

(July 2010-June 2011)

**Transition Purpose:** LibraryLinkNJ enhances the ability of member libraries to serve their clientele.

## **Transition Goal Area: Resource Sharing**

Member libraries of all types share resources and extend their library budgets through programs and services offered by LibraryLinkNJ.

Objective (1): Merge the delivery services of four Regional Library Cooperatives with a policy that is cost-effective, efficient, and equitable.

Objective (2): Develop and post an RFP; evaluate bids; and, contract for Statewide Delivery Services for 2012.

Objective (3): Expand opportunities for group discounts on databases and other library purchases.

Objective (4): Evaluate statewide interlibrary loan and catalog in collaboration with State Library.

## **Transition Goal Area: Continuing Education**

Member libraries of all types have convenient access to continuing education on a wide range of topics that address interests, have practical application, and support the dynamic nature of library services.

Objective (1): Subsidize onsite staff development program opportunities for libraries of all types.

Objective (2): Expand continuing education topics for member libraries of all types.

Objective (3): Explore, offer and promote a series of highly focused online educational opportunities and evaluate their success.

Objective (4): Increase convenience for members to locate and register for LibraryLinkNJ continuing education opportunities.

Objective (5): Partner with the New Jersey State Library and multi-type library associations to achieve common continuing education goals.

**Transition Goal Area: Collaboration and Advocacy**

Member libraries of all types share ideas and information and support one another through opportunities provided by LibraryLinkNJ

Objective (1): Develop a three-year strategic plan that articulates assumptions about the future; a core ideology with mission/core purpose and core values; an envisioned future; and, outcome oriented goals, objectives and strategies.

Objective (2): Provide a dynamic website for the membership that enhances the ability of member libraries of all types to access services, to communicate with each other through online forums, and, to collaborate on LibraryLinkNJ committees and projects.

Objective (3): Increase the ability of member libraries of all types to work together to articulate their value to the community.

**Transition Goal Area: Library Innovation**

Member libraries of all types are implementing innovative ideas, services, and programs through their engagement with LibraryLinkNJ.

Objective (1): Provide communication from LibraryLinkNJ on library trends.

Objective (2): Enhance opportunities to share innovative ideas among LibraryLinkNJ members.

Objective (3): Investigate project opportunities sponsored by LibraryLinkNJ that assist libraries in applying innovative ideas.

## **Consolidation of the Regional Library Cooperatives**

**Executive Director's Report to the Membership  
December 9, 2010**

The purpose of this report is to provide an overview of the environment, timeframe of events, and activities during and after the consolidation of the Central Jersey, Highlands, and South Jersey Regional Library Cooperatives with INFOLINK. The report reflects my perspective, documents actions for the membership, and provides the context for the Transition Plan. Even though Executive Boards were changing, there was continuing coordination with Board Officers.

Cheryl O'Connor, Executive Director

### The FY2010 Budget Environment.

The economic environment in the country and in the State of New Jersey between July 2009 and June 2010 was bleak. Unemployment figures worsened. Revenue from state taxes decreased. New Jersey voters responded in the November election with a party switch from Democratic to Republican in the Office of the Governor. Library budgets, library staffing levels, and library services of all types were viewed as cost-saving opportunities by those in government. Within this environment, events evolved and decisions were made which resulted ultimately in the consolidation of four Regional Library Cooperatives into one, LibraryLinkNJ.

### Evolution of Events impacting the Regional Library Cooperatives . a Selected Overview

#### December 2009

- In the expectation of future budget cuts, the State Librarian directs the Regional Library Cooperatives to cease new contracts, new hires, and the launch of new services through the end of the fiscal year.

#### January . February 2010

- Governor Chris Christie assumes office.

#### March 2010

- Regional Library Cooperatives lose 5% of funding in a mid-year cut.
- Governor Christie releases his FY2011 proposed budget which calls for a 74% decrease in funding for statewide library services. This cut includes the elimination of all statewide library programs and services. This budget includes a proposal to move Thomas Edison College to Rutgers University.
- Library Associations within New Jersey develop advocacy plans for the restoration of funds for libraries.

- Local municipalities develop budget cut responses that reduce funding for local services.
- Reduced funding for public libraries results in plans and/or implementation of reduced hours, reduced services, staff furloughs and/or layoffs.
- Local School Boards of Education develop budget cut responses that include reduced funding and staffing levels in school library media centers.
- Colleges and universities develop budget responses that include reduced funding for libraries.
- Hospitals develop budget cut responses that include reduced funding and staffing levels and/or merging of medical libraries.
- For-profit and not-for-profit entities develop budget cut responses that include reduced funding and/or elimination of libraries.

#### April 2010

- Advocacy efforts of library associations, librarians and library supporters launch statewide including NJLA's *Everyday Advocacy Plan to Save NJ Libraries* and Save NJ Libraries on Facebook.
- NJLA launches *Become a Library Champion* fostered by the successful Bergen County Cooperative Library System (BCCLS) model.
- State Library staff meets with targeted members of the legislature to provide information on the impact of the budget cuts to libraries and the value of library services.
- Regional Library Cooperatives collaborate in all library advocacies.
- Delivery services restructured by State Library due to the economic situation. INFOLINK informed that remaining funds to be paid the four RLCs will be combined and distributed through INFOLINK to continue statewide delivery at least through July 2010.

#### May - June 2010

- The approved New Jersey Budget includes a 46% restoration of funds for libraries.
- Regional Library Cooperatives celebrate twenty-five years of service and mourn forthcoming changes.
- INFOLINK FY2010 Executive Board agrees to continue its term of service into summer 2010.
- INFOLINK responds to an RFP for QandANJ Services.

#### July 2010

- On July 6, State Librarian announces the consolidation of the Central Jersey Regional Library Cooperative, the Highlands Regional Library Cooperative, and the South Jersey Regional Library Cooperative into one remaining cooperative: INFOLINK.
- State Library presents webinars on the Status of NJ State Library and Statewide Cooperative Supported Services, July 1, 2010 - June 30, 2011
- Central Jersey, Highlands and South Jersey Regional Library Cooperatives commence a dissolution process.
- INFOLINK proposes a transition budget to the State Library.
- INFOLINK transition budget funded at \$1.840 million for staff, office, delivery and continuing education services.

- INFOLINK awarded \$300,000 contract for QandANJ Services.
- INFOLINK Executive Board approves a Memorandum of Agreement to collaborate with NJLA on the South Jersey Works grant.
- South Jersey Regional Library Cooperative assists INFOLINK in the transition of QandANJ staff and services.
- State Library and the Statewide Cooperative participate in meetings held across the state in July and into August with updates on State Library and Statewide Cooperative Services.
- Consolidation begins with the Regional Library Cooperatives sharing of membership and delivery information with INFOLINK.

#### August 2010

- State Library contract with INFOLINK is approved on August 6.
- Central Jersey, Highlands and South Jersey Regional Library Cooperative staffs begin to disperse.
- INFOLINK begins staff recruitment with a need for presence, focus and outreach in the northern, central and southern areas of the state.
- INFOLINK starts on a new website to reflect a merged membership and services.
- Delivery Services Advisory Task Force meets to consider issues relating to a merged delivery service and recommends INFOLINK negotiate a contract renewal with Velocity Express.
- Central Jersey, Highlands, INFOLINK and South Jersey Regional Library Cooperative Executive Directors and Board Presidents work to form a Transition Executive Board.
- INFOLINK receives first funding check of \$900,000 on August 24.
- Central Jersey, Highlands and South Jersey Regional Library Cooperatives offices close on August 27, 2010.

#### September 2010

- Transition Executive Board holds its first meeting, approves the start of negotiations with Velocity Express and establishes a continuing education fee structure.
- September 13: Assistant Director and Program Coordinator, Central start with INFOLINK. The Assistant Director serves also as the Program Coordinator, North.

#### October 2010

- Membership is surveyed regarding a new name for the cooperative and responds with 151 suggestions.
- October 12: Program Coordinator, South starts with INFOLINK.
- Delivery Services Advisory Task Force recommends no imposed fees for service for calendar year 2011.
- Transition Executive Board approves a contract renewal with Velocity Express; agrees not to impose a delivery cost share to members eligible for delivery service for 2011; elects Board officers; establishes a Name Change Task Force and a Bylaws Task Force and discusses the process for the Transition Plan and the December 9 membership meeting.

#### November 2010

- INFOLINK completes office equipment and connectivity upgrade which includes migration to a T-1 Internet service; voice over Internet phone service; smart phone service for telecommuting staff; and remote server access and webcast meeting set-up for telecommuting staff.
- Continuing Education Webinar Service launched.
- Transition Executive Board reviews input from the Name Change Task Force and changes the cooperative name from INFOLINK to LibraryLinkNJ, The New Jersey Library Cooperative; selects dark blue and cream as the organization colors; reviews proposed Bylaws; and discusses the membership meeting format.
- Transition Executive Board reviews and revises Transition Plan.
- Membership meeting is scheduled for early December to consider new Bylaws and a Transition Plan.
- Proposed Bylaws and Transition Plan posted on November 29 for review by Voting Representatives of LibraryLinkNJ. Membership Meeting registration with proxy option announced.
- The Membership meeting is scheduled in three locations for December 9, 2010. With video conferencing connections, the LibraryLinkNJ Board President and Executive Director will provide a services and budget update to the membership. Voting Representatives will discuss and vote on the proposed Bylaws and proposed Transition Plan. Members will provide input on the forthcoming strategic planning process.
- Continuing Education Service for Onsite Staff Development launched.

#### December 2010

- Membership meeting planned, for December 9, 2010, with time for networking and a business meeting. Three sites are expected to be connected by video conference: Rutgers Scholarly Communication Center (New Brunswick), Passaic County Community College Academic Center (Wanaque Campus); and the Enterprise Center at Burlington County College.
- Threats to library funding continue.

#### January . June 2011

- Transition Plan elements continue to be implemented.
- Strategic Planning process commences including discussion of continuing education, delivery and QandANJ services.
- LibraryLinkNJ's leadership and administrative staff view strategic thinking and planning as an ongoing process within the organization. The development and adoption of a three-year strategic plan will be an affirmation of the general intent and direction articulated by the vision, goals, and objectives as expressed by the membership.