



# Town Hall Meeting

Thursday, May 23, 2019

11:00 am to 12:00 pm

*Welcome and please stand by –  
we will begin shortly!*

Ranjna Das, Executive Board President  
Kathy Schalk-Greene, Executive Director



# Today's Agenda

- Review FY20 Delivery Cost Share
- Review FY20 Draft Budget
- Q&A/Wrap Up



## **Mantra for this Year**

Plan for the best

Prepare for the worst

Leave no stone unturned



# Delivery Cost Share FY19 (July 1, 2018 - June 30, 2019)

- Cost share started in January through June 2019 (6 months)
- Developed by Cost Share Team
- Adopted by the LLNJ Executive Board in July 2018
- Notified libraries in Fall 2018
- Collected 97% to date



# Delivery Cost Share FY20 (July 1, 2019 – June 30, 2020)

- LibraryLinkNJ provides a statewide Delivery Service with a policy that is *sustainable, cost-effective, efficient, and equitable*
- FY19 was cost sharing for 6 months
- FY20 is cost sharing for 12 months



# Delivery Cost Share FY20

- Developed by Delivery Task Force
  - Brian Auger, Phillip Berg, Ralph Bingham,  
Arlen Kimmelman,  
Robert Lackie, Luca Manna,  
Eileen Palmer and  
Courtenay Reece

# Delivery Cost Share FY20

- Task Force recommended to the Board a single rate of \$3.82 per stop statewide as a more equitable way to assign costs.
- This is not the actual cost to LLNJ per stop.
- The LLNJ Executive Board approved this at their meeting on 5/15/19



# Delivery Cost Share FY20

- This Equitable Formula also accounts for:
  - Number of stops per library
  - Stops paid for by LLNJ
  - Differential for K-12 (40 wks/yr) and other libraries (50 wks/yr)





## Delivery Cost Share FY20

- Some libraries pay for extra stops at their library at a different rate  
(the actual cost of the stops)



## Delivery Cost Share FY20

- Yes, but what will my library pay?
- Range is between \$191 and \$955 depending on the level of service
- Or contact for your quote:  
Nanette Cox, Business Manager  
[ncox@librarylinknj.org](mailto:ncox@librarylinknj.org) OR  
Kathy Schalk-Greene, Director  
[kathy@librarylinknj.org](mailto:kathy@librarylinknj.org)



# FY20 Proposed Budget (July 1, 2019 – June 30, 2020)

- Process:
  - Staff drafted budget for LLNJ Finance Committee updates
- LLNJ Executive Board discussed/updated budget in April and May
- Board passed budget on 5/15/19



# FY20 Proposed Budget (July 1, 2019 - June 30, 2020)

- [Link to proposed budget](#)



# FY20 Proposed Budget (July 1, 2019 – June 30, 2020)

- LLNJ Membership reviews proposed budget
- LLNJ Membership acts on budget at meeting on June 5

# INCOME - 1

	Revised FY19 Budget	Proposed FY20 Budget
NJ State Lib Contract	\$1,925,000	\$ 1,840,000
Fees from CE Wksps	\$ 13,625	\$ 20,000
Bank Interest	\$ 11,000	\$ 9,000
Funds Carried Over from previous FY	\$ 333,587	\$ 106,000
Employee Health Contribution (Medical Insurance)	\$ 20,000	\$ 24,775
Employee Other Fringe Benefit Contribution (Dental, Vision)		\$ 1,206

## INCOME - 2

	Revised FY19 Budget	Proposed FY20 Budget
Libraries Pay for Extra Delivery Days	\$ 67,410	\$ 37,775
Libraries Delivery Cost Share	\$ 137,776	\$ 191,725
Drupal Web Hosting Fees	\$ 1,200	\$ 1,200
MentorNJ - NJS� FY19 & FY20 Collaboration	\$ 10,000	\$ 10,000
Returned Check Charges	\$ 40	
<b>TOTAL FUNDS</b>	<b>\$ 2,519,638</b>	<b>\$2,241,681</b>

# **EXPENSES - 1**

Revised  
FY19  
Budget

Proposed  
FY20  
Budget

## **OPERATING COSTS**

Personnel

\$771,908

\$544,884

Office

\$44,500

\$42,379

Supplies and materials

\$9,750

\$9,850

Travel/Vehicle Expenses

\$5,000

\$4,000

Office Equipment

\$7,500

\$6,800

Other (postage,  
insurance, memberships)

\$14,330

\$12,397





## **EXPENSES - 2**

Revised  
FY19  
Budget

Proposed  
FY20  
Budget

### **OPERATING COSTS**

Professional Services  
(Legal, Accounting,  
Consulting)

\$52,000

\$53,000

Costs Associated with  
Layoffs

\$36,616

\$122,736

Returned Check Charges

\$40

**SUBTOTAL**

\$941,644

\$796,046

# **EXPENSES - 3**

Revised  
FY19  
Budget

Proposed  
FY20  
Budget

## **CONTRACTUAL COSTS**

Committees

\$1,000

\$1,000

Printing/PR (newsletter,  
website & update)

\$33,000

\$33,500

Continuing Education

\$64,125

\$76,500

Evaluation (planning,  
FY20 delivery study)

\$2,000

\$20,000

Other (Contingency)

\$500

\$5,000

**SUBTOTAL**

\$100,625

\$136,000



## **EXPENSES - 4**

Revised  
FY19  
Budget

Proposed  
FY20  
Budget

### **SERVICE PROGRAM COSTS**

Delivery

\$1,360,000

\$1,063,750

Special Projects (Drupal  
web hosting, MentorNJ)

\$10,900

\$11,200

**SUBTOTAL**

\$1,370,900

\$1,074,950

**TOTAL EXPENSES**

\$2,413,169

\$2,006,996



## **EXPENSES - 5**

	Revised FY19 Budget	Proposed FY20 Budget
<b>TOTAL EXPENSES</b>	\$2,413,169	\$2,006,996
<b>NEW</b> Strategic Reserves		<b>\$234,685</b>
<b>GRAND TOTAL</b>	\$2,413,169	\$2,241,681
<b>TOTAL FUNDS</b>	\$2,519,638	\$2,241,681
<b>DIFFERENCE BETWEEN FUNDS AND EXPENSES</b>	\$106,469	\$0

# LLNJ Membership Meeting

- Scheduled for:
  - Wednesday, June 5  
Monroe Township Public Library  
(Middlesex County)
  - Voting representatives will vote  
on FY20 Strategic Initiatives,  
Budget and Board Slate
  - No online voting



# **Time for Questions**

# Norms for Communication

- Respectful to all
- Use the chat box (we'll read questions aloud)
- To hear from many, we'll observe a one-question limit per person in the first round of Q&A
- FAQ: <http://librarylinknj.org/support/FAQ>



**Ranjna Das, Executive Board President**  
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**Kathy Schalk-Greene, Executive Director**  
[kathy@librarylinknj.org](mailto:kathy@librarylinknj.org)

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